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# UNDERGRADUATE CATALOG

## 2022-2023 General Bulletin Montana State University Billings

1500 University Drive  
Billings, Montana 59101-0298  
(406) 657-2011  
[www.msubitings.edu](http://www.msubitings.edu) (<http://www.msubitings.edu>)

### Important Notice to All Students

This General Bulletin is published annually by Montana State University Billings as a guide for students, faculty, and others interested in the institution. Students are expected to be familiar with the University regulations and information which are set forth in this publication. Effective date of this General Bulletin is August 2022.

The University is not responsible for cancellation of classes due to damage to campus facilities or unavailability of teaching personnel resulting from severe weather conditions, natural or man-made disasters, work stoppages or emergency situations declared by the Governor.

Advisors assist students with selection of courses and other academically related issues, but the ultimate responsibility for meeting graduation requirements belongs to students.

MSU Billings reserves the right to change the regulations and fees in this Bulletin at any time during the two-year period the publication is in effect. The institution, with the concurrence of the Board of Regents of Higher Education, also reserves the right to add or withdraw courses and degree programs at any time.

Effective dates of changes will be determined by the proper authorities and shall apply to prospective students and to those who are already enrolled.

For further information, write to the

Office of Admissions  
Montana State University Billings  
1500 University Drive  
Billings, Montana 59101-0298.

### Student Learning Outcomes

MSU Billings understands that student success and student learning take place inside and outside the classroom. The ability to assess and measure that success is imperative. To assure that the University's programs continue to meet the needs of both the students and the community, MSU Billings engages in ongoing review and revision of its assessment processes. This regular review process has resulted in the revision of the university's academic programs, including the general education program, as articulated in this catalog.

### Degree Levels

Montana State University Billings offers pre-professional and certification programs and awards degrees at the associate's, bachelor's, and master's degree levels. MSU Billings also offers post-master's (non-degree) supervisor endorsement programs in Reading K-12 and Special Education K-12.

### Accreditation

Montana State University Billings is accredited by the Northwest Commission on Colleges and Universities (NWCCU). It is accredited by the Council for the Accreditation of Educator Preparation (CAEP) for preparing elementary and secondary teachers and school counselors through the Bachelor of Science and Master of Education degrees and the Master of Science in Special Education degree. Programs in the College of Business are accredited through the Association to

Advance Collegiate Schools of Business (AACSB). MSU Billings is also accredited by the National Association of Schools of Music (NASM), the National Association of Schools of Art and Design (NASAD), the Council for Accreditation of Counseling and Related Educational Programs (CACREP), and the Commission on Collegiate Nursing Education (CCNE). The City College nursing program is accredited and approved by the National League for Nursing Commission for Nursing Education Accreditation (NLN CNEA) and the Montana Board of Nursing. Additional programs at City College are also accredited by the International Fire Service Accreditation Congress (IFSAC), the Commission on Accreditation of Allied Health Education Programs (CAAHEP), and the Committee on Accreditation of Educational Programs for the EMS Professions (CoAEMSP). Please see the City College Catalog for additional accreditation information about the City College programs.

### Faculty

MSU Billings faculty have expertise in many areas and approximately ninety-one percent hold the highest degrees in their fields. They contribute a number of articles each year to academic and professional journals in their fields and participate with their peers regionally, nationally, and internationally at conferences and seminars.

Each year they receive grants ranging from Fulbrights for study abroad to those for the investigation of human and scientific information. Because the faculty is involved in research, students may also become involved in research including the presentation of findings at conferences and the publication of papers in journals. Because the faculty is involved with their peers, students are exposed to the latest information in each discipline. Because the faculty is involved in communicating with their colleagues around the country, they also continue being involved in expressing those ideas to students.

### Diversity

MSU Billings supports all members of the University community in their individual growth toward confidence, individual sense of purpose, and acceptance of civic responsibilities. MSU Billings' actions are ethical and principled to assure dignity and equity for all. MSU Billings seeks to increase staff, faculty, and student awareness, understanding, and involvement in the international community. MSU Billings is committed to providing an intellectual and social environment that supports and nurtures diversity awareness and cultural consciousness.

### Location and Campus

#### The Yellowstone Region and the City of Billings

America's "last, best place" is undoubtedly an appropriate way to describe the region of the Yellowstone. Stretching from Yellowstone Park to where it joins the Missouri River, the Yellowstone River is the longest un-dammed river in the United States. Montana State University Billings shares the history, traditions, and quality of life that characterize the Yellowstone Region.

Montana State University Billings is located in the expanding city of Billings in the valley of the Yellowstone between rugged mountains and sweeping plains with a population base of approximately 100,000. The city, the largest in Montana, offers all the conveniences of modern urban life but has retained its cultural and historical Western tradition of friendliness.

Billings, the "Magic City," serves as a center for agriculture, finance, trade, medical care, education, tourism and energy-related industries for the people of central and eastern Montana and northern Wyoming. A downtown business district, well-planned shopping centers and malls, and a variety of smaller specialty stores provide ample opportunity for browsing and shopping.

MetraPark, Montana's major indoor arena, provides a number of entertainment opportunities such as major concert productions, trade shows and sporting events.

Historical sites, trout fishing streams, mountain trails and downhill ski runs are within easy driving distance from Billings. World-famous Yellowstone National Park is nearby.



Billings has a number of churches, radio and television stations, movie theaters, a performing arts center, a symphony and a community theater. Parks, tennis courts and golf courses offer recreational opportunities. The city is served by excellent transportation facilities.

Among other assets are excellent hotels, motels, restaurants, and residential districts.

## The MSU Billings Campus

Montana State University Billings is comprised of two campuses: the University campus, and the City College campus. The University campus rests on ninety-two acres nestled at the foot of majestic sandstone cliffs overlooking the city. The eighteen buildings are within a short walking distance across campus. Two residence halls connected to the Student Union Building and one family housing apartment complex provide housing to students. Rimrock has 148 rooms and Petro has 362 rooms available for occupancy. The Student Union Building (SUB) houses the Jackets & Company campus store, Campus Dining Services, Stingers Coffee Shop, and administrative offices. Home of the Yellowjackets, Alterowitz Gymnasium and the P.E. building offer a variety of recreational and instructional opportunities. The facility houses a 4,000 seat arena, a practice gymnasium, a collegiate-size swimming pool, an enclosed running track, and racquetball courts.

Although physically separated from the University campus, the City College campus, located seven miles from the university campus on the west side of Billings, is an integral part of the University. The campus consists of two buildings: the Tech building and Health Sciences building. The facilities provide ample classrooms, laboratories, and other instructional areas. A large central commons is a popular student gathering and dining area. At the front of the City College campus is the MSU Billings soccer field, used by both the women's and men's soccer teams for practice and games.

### Academic Calendar

The academic year consists of Fall and Spring semesters. The summer term has its own calendar. Classes are also available between the fall and spring semesters in an Intersession format.

## Campus Visits

### McMullen First Floor East, (406) 657-2888

Campus tours are available through the Office of New Student Services. For information, call (406) 657-2888; or write the

Office of New Student Services  
Montana State University Billings  
1500 University Drive  
Billings, MT 59101-0298

or visit [www.msubillings.edu](http://www.msubillings.edu) (<http://www.msubillings.edu>) To assure the availability of staff, please contact this office to set up a campus visit.

## University Policies

This catalog contains the academic regulations governing the graduate program. The Student Affairs Handbook contains the detailed policies and procedures governing rights and responsibilities of students in the academic community. Students are referred to that handbook for details concerning use of facilities, code of conduct, student complaint procedures, regulations for student organizations, and other useful information.

### Discrimination, Harassment, and Retaliation Policy and Grievance Procedures

Montana State University Billings is committed to providing an environment that emphasizes the dignity and worth of every member of its community and that is free from harassment and discrimination based upon race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law),

veteran's status, sex, age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation. Such an environment is necessary to a healthy learning, working, and living atmosphere, because discrimination and harassment undermine human dignity and the positive connection among all people at our University. Acts of discrimination, harassment, and retaliation will be addressed by the university under its Discrimination, Harassment, and Retaliation Policy and Discrimination Grievance Procedures Accompanying the Discrimination, Harassment, and Retaliation Policy. ([www.montana.edu/equity/policies/index.html](http://www.montana.edu/equity/policies/index.html) (<http://www.montana.edu/equity/policies/>))

### Title IX of the Education Amendments of 1972

Title IX and its implementing regulation, at 34 C.F.R. § 106.31 (a), provide that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by the university.

Discrimination based upon sex can include sexual harassment or sexual violence, such as sexual intercourse without consent, sexual assault, and sexual coercion. Title IX also prohibits gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

### Reporting, Filing a Complaint or Questions

Montana State University Billings affords any student, employee, applicant for employment or admissions, or person who believes he or she was discriminated against by the University, the right to file a grievance on grounds of discrimination.

Any student, faculty or staff member with questions or concerns about discrimination based on any of the protected classes listed above or who believes that he or she has been the victim of discrimination based on any of the protected classes should contact the Director & Title IX Coordinator in Human Resources Office for assistance or to file a complaint. The Director and Title IX Coordinator is available to discuss options, explain university policies and procedures, and provide education on relevant issues. Additionally, the Discrimination Grievance Procedures Accompanying the Discrimination, Harassment, Sexual Misconduct, Dating Violence, Domestic Violence, Stalking and Retaliation Policy is found at: [www.montana.edu/equity/policies/grievanceprocedures.html](http://www.montana.edu/equity/policies/grievanceprocedures.html) (<http://www.montana.edu/equity/policies/grievanceprocedures.html>)

HR Director & Title IX Coordinator  
Human Resources Office  
Tel: (406) 657-2278  
Email: [discrimination@msubillings.edu](mailto:discrimination@msubillings.edu)  
Location: McMullen Hall 310

### MSU Billings Conflict of Interest Policy

This policy is adopted pursuant to Board of Regents Policy 770, Conflict of Interest, and applies to all 0.5 FTE or greater employees (hereafter, employees) at Montana State University Billings and Montana law, Standards of Conduct Code of Ethics, Title 2, Chapter 2, Part 1, MCA. Procedures for Conflict of Interest can be found at [www.montana.edu/policy/conflict\\_of\\_interest](http://www.montana.edu/policy/conflict_of_interest) ([https://www.montana.edu/policy/conflict\\_of\\_interest/](https://www.montana.edu/policy/conflict_of_interest/))

A consensual romantic relationship in which one party is in a position to evaluate the work of the other is a potential conflict of interest. When such a potential conflict of interest results between employees or an employee and a student, the employee shall promptly disclose the potential conflict of interest to his or her supervisor. The supervisor and the employee shall take steps to ensure that there is no conflict of interest.

The employee's failure to promptly disclose such a potential conflict of interest may require appropriate resolution, including disciplinary action.

### **Consensual Relationship**

A consensual romantic relationship in which one party is in a position to evaluate the work of the other is a potential conflict of interest. When such a potential conflict of interest results between employees or an employee and a student, the employee shall promptly disclose the potential conflict of interest to his or her supervisor. The supervisor and the employee shall take steps to ensure that there is no conflict of interest.

The employee's failure to promptly disclose such a potential conflict of interest may require appropriate resolution, including disciplinary action.

## **University Police Department**

The University Police Department serves as the primary law enforcement agency for Montana State University Billings. The University Police Department consists of a dedicated team of eight sworn police officers, one Clery Compliance Program Assistant, two office assistants and a number of student workers that assist with parking enforcement duties. All University police officers receive their Public Safety Officer Standards and Training certification through the Montana Law Enforcement Academy. Receiving the Oath of Office through Billings Municipal Court, Montana State University Billings has a Memorandum of Understanding with the City of Billings, granting University police officers city-wide jurisdiction. The University Police Department responds to and investigates all complaints of criminal activity that occur on and around University owned or leased property.

In addition, the University Police Department provides workplace safety training and education, fire safety and fire code inspections, emergency management coordination, and building safety inspections. The University Police Department is dedicated to policing with honor, integrity, courtesy and professionalism.

### **Annual Security Report**

The safety and security of the entire campus community is extremely important to Montana State University Billings. The Annual Security Report (ASR) publication represents the University's information and data in compliance with the provisions of the Crime Awareness and Campus Security Act of 1990 and the Jeanne Clery Act of 1998.

Federal law mandates that this report include statistics for the previous three years concerning reported crimes that occurred on campus or on property owned or controlled by MSUB and on public property within, or immediately adjacent to and accessible from, the campus.

The ASR is available online at [www.msubillings.edu/police](http://www.msubillings.edu/police) (<http://www.msubillings.edu/police/>)

and at the University Police Department – (406) 657-2147.

## **Americans With Disabilities Act of 1990 and ADA Amendment Act of 2008**

Montana State University Billings affirms its commitment to nondiscrimination on the basis of disability and its intention to comply with all laws prohibiting such discrimination including Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and the ADA Amendments Act of 2008.

In order to ensure nondiscrimination on the basis of disability, the University will provide appropriate and reasonable accommodation for members of the public, employees and students with disabilities, as defined by these laws.

All University administrators, faculty, staff and students have a responsibility to adhere to the philosophy of equal access and opportunity which is the basis for this nondiscrimination commitment.

An individual may be required to provide relevant, written documentation in order to establish that he/she is a person with a disability and entitled to a reasonable accommodation under the law.

The University's ADA coordinators are the Director of Human Resources and the Director of Disability Support Services.

Any employee or applicant with disabilities concerned about accessibility and/or accommodation issues should contact the Human Resources, McMullen Hall 310, (406) 657-2278 (Voice/TTY).

### **Students**

Any student with disabilities concerned about accessibility and/or accommodation issues should contact Disability Support Services, COE 135, (406) 657-2283 or City College Tech Building A016, (406) 247-3029.

Disability Support Services reviews complaints by students regarding discrimination and/or harassment on the basis of physical or mental disability relating to disability accommodations in the classroom and physical access to facilities. The full grievance policy is on the DSS website at [www.msubillings.edu/dss](http://www.msubillings.edu/dss) (<http://www.msubillings.edu/dss/>).



# University Calendar

## Fall Semester 2022

Event	Date
Residence Halls Open	Sunday, September 4
Labor Day <b>Offices Closed</b>	Monday, September 5
Classes Begin	Wednesday, September 7
Late Registration Fee Applies (\$40.00)	Friday, September 9
<b>Students who have not completed fee payment or signed a fee statement before Friday, September 9 may be disenrolled from classes and required to re-register.</b>	
Last Day for Registering/Adding Classes	Thursday, September 15
Last Day for Withdrawing/Dropping Classes with a Partial Refund & no "W" on transcript	Tuesday, September 27
Columbus Day <b>Classes in Session Offices Open</b> (Exchanged for November 25)	Monday, October 10
Last Day to Drop Classes Without Instructor Permission (No Refund)	Tuesday, October 25
Registration For Spring Semester 2023 Begins	Monday, November 7
Election Day <b>No Classes Offices Closed</b>	Tuesday, November 8
Veterans Day <b>No Classes Offices Closed</b>	Friday, November 11
Last Day to Apply to Graduate Spring Semester 2023	Friday, November 18
Last Day to Apply to Graduate Summer Semester 2023 (attending ceremony)	Friday, November 18
Last Day to Drop a Class with Approval of Advisor and Course Instructor (No Refund)	Wednesday, November 23
Thanksgiving Holiday <b>No Classes</b> (Offices Open November 23)	Wednesday, November 23 through Sunday, November 27
Final Exam Week	Monday, December 12 through Thursday, December 15
Final Day to Withdraw from Fall 2022 (all classes, no refund)	Thursday, December 15
Semester Ends	Thursday, December 15
Residence Halls Close	Friday, December 16
Grades Due in the Registrar's Office	12 noon, Wednesday, December 21

## Spring Semester 2023





Event	Date
Residence Halls Open	Sunday, January 15
Martin Luther King Day <b>No Classes Offices Closed</b>	Monday, January 16
Classes Begin	Wednesday, January 18
Late Registration Fee Applies (\$40.00)	Friday, January 20
<b>Students who have not completed fee payment or signed a fee statement before Friday, January 20 may be disenrolled from classes and required to re-register.</b>	
Last Day for Registering/Adding Classes	Thursday, January 26
Last Day for Withdrawing/Dropping Classes with a Partial Refund & no "W" on transcript	Tuesday, February 7
Presidents Day <b>No Classes Offices Closed</b>	Monday, February 20
Registration for Summer Session 2023 Begins	Tuesday, February 21
Spring Break <b>No Classes Offices Open</b>	Monday, March 6 through Friday, March 10
Registration for Fall Semester 2023 Begins	Monday, March 14
Last Day to Drop Classes Without Instructor Permission (No Refund)	Wednesday, March 15
Last Day to Apply to Graduate Fall Semester 2023	Friday, March 24
Last Day to Apply to Graduate Summer Semester 2023 (Not attending ceremony)	Friday, March 24
Spring Mini Break <b>No Classes Offices Open</b>	Thursday, April 6 through Sunday, April 9
Last Day to Drop a Class with Approval of Advisor and Course Instructor (No Refund)	Thursday, April 13
University Day <b>No Classes Offices Open</b>	Friday, April 28
Final Exam Week	Monday, May 1 through Thursday, May 4
Final Day to Withdraw from Spring 2023 (all classes, no refund)	Thursday, May 4
Semester Ends	Thursday, May 4
Residence Halls Close	12:00 noon, Friday, May 5

Commencement	Saturday, May 6
Grades Due in the Registrar's Office	12 noon, Wednesday, May 10








**Note: Monday-only classes Spring 2023 add 10 minutes to each class session.**

## Degrees, Majors, Minors, Options

Moratorium = MSUB is not currently taking students into the program.


Title	Level	College
AA/AS General Studies (Self-Designed) (p. 254)  (Offered online)		
Accounting Assistant Certificate of Applied Science *Program placed on moratorium* (p. 255)	Certificate	City College
Accounting Minor (p. 67)  (Offered online)	Minor	College of Business
Accounting Technology Associate of Applied Science Degree (p. 255)  (Offered online)	Associate	City College
Allied Health Program of Study Associate of Science Degree *Program placed on moratorium* (p. 94)	Associate	College of Health Professions and Science
Applied Psychology Program of Study Associate of Arts Degree *Program placed on moratorium* (p. 192)	Associate	College of Liberal Arts & Social Sciences
Applied Science Bachelor ( <a href="https://catalog.msubillings.edu/undergraduate/interdisciplinary-degree-completion-programs/applied-science-bachelor/">https:// catalog.msubillings.edu/undergraduate/interdisciplinary- degree-completion-programs/applied-science-bachelor/</a> )	Bachelor	
Art Bachelor of Arts Degree (p. 143)	Bachelor	College of Liberal Arts & Social Sciences
Art Bachelor of Fine Arts Degree (p. 144)	Bachelor	College of Liberal Arts & Social Sciences
Art Education Bachelor of Arts Degree (K-12) (p. 145)	Bachelor	College of Liberal Arts & Social Sciences
Art Minor (p. 147)	Minor	College of Liberal Arts & Social Sciences
Art Teaching Minor (K-12) *Program placed on moratorium* (p. 147)	Minor	College of Liberal Arts & Social Sciences
Associate of Science Registered Nurse (ASN) (p. 256)	Associate	City College
Automobile Collision Repair and Refinishing Technology Associate of Applied Science Degree (p. 258)	Associate	City College
Automobile Collision Repair Technology Certificate of Applied Science (p. 259)	Certificate	City College
Automobile Refinishing Technology Certificate of Applied Science (p. 259)	Certificate	City College
Automotive Technology Associate of Applied Science Degree (p. 260)	Associate	City College
Automotive Technology Certificate of Applied Science (p. 261)	Certificate	City College
Banking Certificate (p. 67)  (Offered online)	Certificate	College of Business
Biology Bachelor of Arts Degree (p. 94)	Bachelor	College of Health Professions and Science
Biology Bachelor of Science Degree (p. 96)	Bachelor	College of Health Professions and Science
Biology Environmental Sciences Option Bachelor of Science Degree *Program placed on moratorium* (p. 97)	Bachelor	College of Health Professions and Science
Biology Medical Laboratory Science Option Bachelor of Science Degree (p. 99)	Bachelor	College of Health Professions and Science
Biology Minor *Program placed on moratorium* (p. 101)	Minor	College of Health Professions and Science
Biology Teaching Licensure Option Bachelor of Science Degree *Program placed on moratorium* (p. 101)	Bachelor	College of Health Professions and Science
Biology Teaching Minor *Program placed on moratorium* (p. 103)	Minor	College of Health Professions and Science
Broadfield Major in Elementary Education Bachelor of Science in Education Degree (p. 80)	Bachelor	College of Education
Broadfield Science Bachelor of Science Degree (p. 103)	Bachelor	College of Health Professions and Science
Broadfield Science Teaching Licensure Option Bachelor of Science Degree (p. 105)	Bachelor	College of Health Professions and Science

Business Administration Accounting Option Bachelor of Science Degree (p. 67) <a href="#">□</a> (Offered online)	Bachelor	College of Business
Business Administration Associate of Science Program of Study (p. 262) <a href="#">□</a> (Offered online)	Associate	City College
Business Administration Finance Option Bachelor of Science Degree (p. 68) <a href="#">□</a> (Offered online)	Bachelor	College of Business
Business Administration Management Option Bachelor of Science Degree (p. 69) <a href="#">□</a> (Offered online)	Bachelor	College of Business
Business Administration Marketing Option Bachelor of Science Degree (p. 70) <a href="#">□</a> (Offered online)	Bachelor	College of Business
Business Administration Minor (p. 71) <a href="#">□</a> (Offered online)	Minor	College of Business
Business Administration Online General Business Option Bachelor of Science Degree (p. 72) <a href="#">□</a> (Offered online)	Bachelor	College of Business
Chemistry Bachelor of Science Degree (p. 107)	Bachelor	College of Health Professions and Science
Chemistry Minor (p. 109)	Minor	College of Health Professions and Science
Chemistry Teaching Licensure Option Bachelor of Science Degree *Program placed on moratorium* (p. 110)	Bachelor	College of Health Professions and Science
Chemistry Teaching Minor *Program placed on moratorium* (p. 111)	Minor	College of Health Professions and Science
Coaching Minor (p. 115)	Minor	College of Health Professions and Science
Commercial Music Option Bachelor of Arts Degree (p. 181)	Bachelor	College of Liberal Arts & Social Sciences
Communication Arts Media Studies Option Bachelor of Arts Degree (p. 150) <a href="#">□</a> (Offered online)	Bachelor	College of Liberal Arts & Social Sciences
Communication Arts Minor (p. 151) <a href="#">□</a> (Offered online)	Minor	College of Liberal Arts & Social Sciences
Communication Arts Organizational Communication Option Bachelor of Arts Degree (p. 151) <a href="#">□</a> (Offered online)	Bachelor	College of Liberal Arts & Social Sciences
Communication Arts Organizational Communication Option Minor *Program placed on moratorium* (p. 153)	Minor	College of Liberal Arts & Social Sciences
Computer Programming and Application Development Associate of Applied Science Degree (p. 263)	Associate	City College
Computer Science Minor *Program placed on moratorium* (p. 174)	Minor	College of Liberal Arts & Social Sciences
Computer Systems Technology Associate of Applied Science Degree (p. 264)	Associate	City College
Construction Management Associate of Applied Science Degree (p. 265)	Associate	City College
Construction Technology Carpentry Certificate of Applied Science (p. 266)	Certificate	City College
Craft Brewing and Fermentation Certificate of Technical Studies (p. 266)	Certificate	City College
Criminal Justice Associate of Science Program of Study (p. 267)	Associate	City College
Criminal Justice Bachelor of Science Degree (p. 198) <a href="#">□</a> (Offered online)	Bachelor	College of Liberal Arts & Social Sciences
Criminal Justice Minor (p. 199)	Minor	College of Liberal Arts & Social Sciences
Cybersecurity/Network Support Associate of Applied Science (p. 267)	Associate	City College
Cybersecurity/Network Technology Associate of Science Program of Study (p. 268)	Associate	City College

Diesel Technology Associate of Applied Science Degree (p. 269)	Associate	City College
Diesel Technology Certificate of Applied Science (p. 270)	Certificate	City College
Early Childhood Studies Minor (p. 81)  (Offered online)	Minor	College of Education
Earth Science Minor (p. 112)	Minor	College of Health Professions and Science
Earth Science Teaching Minor *Program placed on moratorium* (p. 112)	Minor	College of Health Professions and Science
Education Program of Study Associate of Arts Degree *Program placed on moratorium* (p. 81)	Associate	College of Education
Elementary Education/Reading Double Major K-8 Bachelor of Science in Education Degree, K-12 Reading Endorsement *Program placed on moratorium* (p. 82)	Bachelor	College of Education
Elementary Education/Special Education (P-12) Double Major Bachelor of Science in Education Degree (p. 83)	Bachelor	College of Education
Energy Technician Certificate of Applied Science *Program placed on moratorium* (p. 271)	Certificate	City College
English Bachelor of Arts Degree (p. 157)  (Offered online)	Bachelor	College of Liberal Arts & Social Sciences
English Minor (p. 158)  (Offered online)	Minor	College of Liberal Arts & Social Sciences
English Teaching Licensure Option Bachelor of Arts Degree (p. 158)	Bachelor	College of Liberal Arts & Social Sciences
Environmental Science Program of Study Associate of Science Degree *Program placed on moratorium* (p. 112)	Associate	College of Health Professions and Science
Environmental Studies Bachelor of Arts Degree (p. 200)	Bachelor	College of Liberal Arts & Social Sciences
Environmental Studies Minor *Program placed on moratorium* (p. 202)	Minor	College of Liberal Arts & Social Sciences
Finance Minor (p. 72)  (Offered online)	Minor	College of Business
Fire Science Associate of Science Program of Study (p. 271)	Associate	City College
General Business Associate of Applied Science Degree (p. 272)  (Offered online)	Associate	City College
Geography Minor *Program placed on moratorium* (p. 202)	Minor	College of Liberal Arts & Social Sciences
Health Administration Bachelor of Science Degree (p. 128)  (Offered online)	Bachelor	College of Health Professions and Science
Health and Human Performance Bachelor of Science/Athletic Training Master of Science 3+2 Option (p. 115)	Dualtitledegree	College of Health Professions and Science
Health and Human Performance Health and Wellness Option Bachelor of Science Degree (p. 116)	Bachelor	College of Health Professions and Science
Health and Human Performance Human Performance Option Bachelor of Science Degree (p. 118)	Bachelor	College of Health Professions and Science
Health and Human Performance Teacher Licensure Option (Health and Physical Education K-12) Bachelor of Science Degree (p. 119)	Bachelor	College of Health Professions and Science
Health and Physical Education (K-12) Teaching Minor *Program placed on moratorium* (p. 122)	Minor	College of Health Professions and Science
Health Education Minor *Program placed on moratorium* (p. 122)	Minor	College of Health Professions and Science
History Bachelor of Arts Degree (p. 168)	Bachelor	College of Liberal Arts & Social Sciences
History Minor (p. 169)  (Offered online)	Minor	College of Liberal Arts & Social Sciences
History Teaching Licensure Option Bachelor of Arts Degree (p. 169)	Bachelor	College of Liberal Arts & Social Sciences
History Teaching Minor (p. 171)	Minor	College of Liberal Arts & Social Sciences

Human Resource Management Certificate of Applied Science (p. 273) <a href="#">☐</a> (Offered online)	Certificate	City College
Human Resources Associate of Science Program of Study (p. 274) <a href="#">☐</a> (Offered online)	Associate	City College
Human Resources General Applied Emphasis Associate of Science Program of Study *Program placed on moratorium* (p. 275) <a href="#">☐</a> (Offered online)	Associate	City College
Human Services Bachelor of Science Degree (p. 133)	Bachelor	College of Health Professions and Science
Information Systems Minor (p. 73) <a href="#">☐</a> (Offered online)	Minor	College of Business
Instrument and Electrical Technician Associate of Applied Science (p. 276)	Associate	City College
International Studies Minor *Program placed on moratorium* (p. 161)	Minor	College of Liberal Arts & Social Sciences
Liberal Studies Bachelor of Science ( <a href="https://catalog.msubillings.edu/undergraduate/interdisciplinary-degree-completion-programs/liberal-studies-bachelor/">https://catalog.msubillings.edu/undergraduate/interdisciplinary-degree-completion-programs/liberal-studies-bachelor/</a> )	Bachelor	
Marketing Minor (p. 73) <a href="#">☐</a> (Offered online)	Minor	College of Business
Mathematics Bachelor of Science Degree *Program placed on moratorium* (p. 174)	Bachelor	College of Liberal Arts & Social Sciences
Mathematics Minor *Program placed on moratorium* (p. 175)	Minor	College of Liberal Arts & Social Sciences
Mathematics Teaching Licensure Option Single Subject Endorsement Bachelor of Science Degree (p. 175)	Bachelor	College of Liberal Arts & Social Sciences
Mathematics Teaching Minor (p. 177) <a href="#">☐</a> (Offered online)	Minor	College of Liberal Arts & Social Sciences
Medical Certificate of Technical Study *Program placed on moratorium* (p. 276)	Certificate	City College
Medical Coding Insurance Billing Certificate of Applied Science (p. 277) <a href="#">☐</a> (Offered online)	Certificate	City College
Music Bachelor of Arts Degree *Program placed on moratorium* (p. 183)	Bachelor	College of Liberal Arts & Social Sciences
Music Minor *Program placed on moratorium* (p. 184)	Minor	College of Liberal Arts & Social Sciences
Music Performance Option Bachelor of Arts Degree (p. 185)	Bachelor	College of Liberal Arts & Social Sciences
Music Teaching Licensure Option Bachelor of Arts Degree (p. 187)	Bachelor	College of Liberal Arts & Social Sciences
Native American Studies Minor (p. 202)	Minor	College of Liberal Arts & Social Sciences
Networking Technology Certificate of Applied Science *Program placed on moratorium* (p. 278)	Certificate	City College
Nursing 2+1 Option BSN Pathway (p. 129)	Bachelor	College of Health Professions and Science
Outdoor Adventure Leadership - 2+2 Track – Fire Science Bachelor of Science Degree *Program placed on moratorium* (p. 123)	Bachelor	College of Health Professions and Science
Outdoor Adventure Leadership Bachelor of Science Degree (p. 123)	Bachelor	College of Health Professions and Science
Outdoor Adventure Leadership Minor *Program placed on moratorium* (p. 125)	Minor	College of Health Professions and Science
Paramedic Associate of Applied Science Degree (p. 278)	Associate	City College
Paramedic Certificate of Technical Study *Program placed on moratorium* (p. 280)	Certificate	City College
Philosophy Minor *Program placed on moratorium* (p. 161)	Minor	College of Liberal Arts & Social Sciences
Philosophy Religious Studies Option Minor *Program placed on moratorium* (p. 162)	Minor	College of Liberal Arts & Social Sciences



Physics Minor *Program placed on moratorium* (p. 113)	Minor	College of Health Professions and Science
Political Science Bachelor of Science Degree (p. 203)	Bachelor	College of Liberal Arts & Social Sciences
Political Science Minor (p. 204)	Minor	College of Liberal Arts & Social Sciences
Political Science Teaching Minor (p. 204)	Minor	College of Liberal Arts & Social Sciences
Practical Nursing Certificate of Applied Science (p. 280)  (Offered online)	Certificate	City College
Process Plant Technology Associate of Applied Science Degree (p. 281)	Associate	City College
Psychiatric Rehabilitation Bachelor of Science Degree *Program placed on moratorium* (p. 135)	Bachelor	College of Health Professions and Science
Psychology Bachelor of Arts Degree (p. 192)	Bachelor	College of Liberal Arts & Social Sciences
Psychology Bachelor of Science Degree (p. 193)	Bachelor	College of Liberal Arts & Social Sciences
Psychology Minor (p. 195)	Minor	College of Liberal Arts & Social Sciences
Psychology Teaching Minor *Program placed on moratorium* (p. 195)	Minor	College of Liberal Arts & Social Sciences
Public Relations Bachelor of Science Degree (p. 153)  (Offered online)	Bachelor	College of Liberal Arts & Social Sciences
Radiologic Technology Associate of Applied Science (p. 282)	Associate	City College
Reading (K-12) Teaching Minor (p. 85)	Minor	College of Education
Registered Nurse (RN) to Bachelor of Science in Nursing Degree Completion Program (p. 131)  (Offered online)	Bachelor	College of Health Professions and Science
Rehabilitation and Related Services Associate of Arts Degree *Program placed on moratorium* (p. 137)	Associate	College of Health Professions and Science
Respiratory Therapy Associate of Applied Science (p. 284)	Associate	City College
Secondary Education/Reading Double Major 5-12 Bachelor of Science in Education Degree, K-12 Reading Endorsement *Program placed on moratorium* (p. 85)	Bachelor	College of Education
Secondary Education/Special Education (P-12) Double Major Bachelor of Science in Education Degree (p. 86)	Bachelor	College of Education
Social Science (Broadfield) Endorsement Licensure (p. 205)	Endorsement	College of Liberal Arts & Social Sciences
Sociology Bachelor of Arts Degree *Program placed on moratorium* (p. 205)	Bachelor	College of Liberal Arts & Social Sciences
Sociology Bachelor of Science Degree (p. 206)	Bachelor	College of Liberal Arts & Social Sciences
Sociology Minor (p. 208)	Minor	College of Liberal Arts & Social Sciences
Sociology Teaching Minor *Program placed on moratorium* (p. 209)	Minor	College of Liberal Arts & Social Sciences
Spanish (K-12) Teaching Minor *Program placed on moratorium* (p. 162)	Minor	College of Liberal Arts & Social Sciences
Spanish Bachelor of Arts Degree *Program placed on moratorium* (p. 163)	Bachelor	College of Liberal Arts & Social Sciences
Spanish Minor (p. 164)	Minor	College of Liberal Arts & Social Sciences
Spanish Teaching Licensure Option Bachelor of Arts Degree *Program placed on moratorium* (p. 164)	Bachelor	College of Liberal Arts & Social Sciences
Special Education (P-12) Concentration Non-Endorsable Teaching Minor *Program placed on moratorium* (p. 88)	Minor	College of Education
Special Education (P-12) Teaching Endorsement (p. 88)	Endorsement	College of Education
Statistics Minor *Program placed on moratorium* (p. 178)	Minor	College of Liberal Arts & Social Sciences

Surgical Technology Associate of Applied Science (p. 286)	Associate	City College
Trauma Certificate of Technical Study *Program placed on moratorium* (p. 287)	Certificate	City College
Ultrasound Technology Certificate of Applied Science (p. 287)	Certificate	City College
University Honors Program (p. 61)	Minor	
Welding and Metal Fabrication Technology Associate of Applied Science (p. 288)	Associate	City College
Welding and Metal Fabrication Technology Certificate of Applied Science (p. 289)	Certificate	City College
Women's Studies Minor (p. 172)	Minor	College of Liberal Arts & Social Sciences

# Course Delivery Modes

## Descriptions of Available Course Delivery Modes

### In-person

This class is delivered synchronously and face-to-face (F2F), with regular in-person attendance necessary. Students and faculty participate in person at assigned physical locations at specific times.

*Course registration codes begin with -00*

### Online

This class is delivered asynchronously and remotely, using MSUB's Learning Management System (LMS.) Students and faculty interact regularly but there is no synchronous requirement. These courses must comply with the MSUB Core Principles of Quality for Online Courses.

*Course registration codes begin with -80*

### Blended/Hybrid

This class is delivered partially online in an asynchronous format and partially through regular F2F interaction, typically in the classroom. There may also be some synchronous remote requirement. 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 in-person course.

*Course registration codes begin with -60*

### HyFlex

This class allows fully flexible participation for students. Students may choose to participate fully online, fully in-person or a combination of both and may change their participation mode at any time. HyFlex courses must comply with the MSUB Core Principles of Quality for Online Courses.\* There is no synchronous requirement.

*Course registration codes begin with -70*

## Chancellor's Welcome

Welcome to Montana State University Billings. As the Chancellor of Montana State University Billings, I am pleased you have chosen our University to undertake your studies. During your time with us, you will be provided opportunities to enhance your academic experience in and out of the classroom. I encourage you to get involved on campus and take advantage of the student success services available to you.

At Montana State University Billings, you will find excellent resources, such as state-of-the-art computer labs, up-to-date library holdings, access to student support services, and comfortable classrooms. But more importantly, I am most proud of our amazing faculty. These extremely talented and dedicated professors are recognized nationally and internationally for their expertise and scholarly contributions. They are here to help you achieve your educational and career goals, and you will find them eager to share their knowledge and experience with you.

In the changing world in which we live, there is an ever-increasing need for lifelong learning. At Montana State University Billings, our vision is to educate students to be prepared for their chosen career and impact an evolving global community. Please remember, we want you to succeed and are here to assist you in every way possible.

Again, welcome to the campus of Montana State University Billings. I wish you the best as you pursue your educational goals.

Sincerely,

Stefani Hicswa, Ph.D.

Chancellor

# Montana State University Billings Mission & Vision

## Mission

Montana State University Billings delivers a transformative education that empowers students from diverse backgrounds to succeed.

## Vision

Educating students to impact an evolving global community.

## Core Themes

**Theme I:** Build educational programs to support student needs

**Objective 1 – Educate:** Establish educational opportunities that address student needs and meet occupational demand

**Theme II:** Progressively grow the university

**Objective 2 – Recruit/Retain:** Recruit and develop a vibrant academic community focused on students, faculty, and staff

**Theme III:** Strengthen relationships with the community to enhance partnership opportunities

**Objective 3 - Partnership:** Reciprocal partnerships with public and private entities that promote innovation as well as foster dynamic educational and occupational opportunities

**Theme IV:** Unify, invigorate, and engage MSUB's structure and culture

**Objective 4 – Infrastructure:** Modernize MSUB facilities into an attractive hub that supports the community and student success

**Objective 5 – Stewardship:** Create a culture of collaboration and responsible stewardship of resources

# Accessibility Data

## For Individual Buildings on Campus

### General Accessibility

Building	Entrance ramped on ground level	Automatic entrance doors	Number of accessible floors	Stairs non-skid	Interior ramps available	Elevators
Apsaruke	yes	yes	3	yes	yes/F	P*
Art Annex	yes	yes	1		no	
Cisel Hall	yes	yes	4	yes	yes	P*
College of Business (McDonald Hall)	yes	yes	3		yes	P*
College of Education	yes	yes	4	yes	no	P*
City College Tech Building	yes	yes	2		yes	P*
City College Health Sciences Building	yes	yes	2	yes	no	P*
Facility Services	yes		1			
Family Housing	yes	no	1			
Liberal Arts	yes	yes	8	yes	no	P*
Library	yes	yes	3	yes	yes/F	P*
McMullen Hall	yes	yes	4	yes	no	P*
Parking Garage	yes			yes	yes	P*
Petro Hall	yes	yes	8	no	no	P*
Physical Education	yes	yes	2	yes	yes	P*
Rimrock Hall	yes	yes	6	no	no	E/G,P*
Science	yes	yes	3	yes	no	P*
Security	yes		1		yes	
Student Union	yes	yes	2	no	no	P*

### Restroom Facilities

Building	Restroom designed for wheelchair	Entrance door width = 32"	Wall accessories below 40"/A	Access to showers and tubs
Apsaruke	yes	yes	yes	
Art Annex	yes	yes	yes	
Cisel Hall	yes/B	yes	yes	

College of Business (McDonald Hall)	yes/F	yes	yes	
College of Education	yes	yes	yes	
City College Tech Building	yes	yes	yes	
City College Health Science Building	yes	yes	no	
Facilities Services	yes	yes	yes	
Family Housing	yes	yes	yes	yes
Liberal Arts	yes/C	yes	yes	
Library	yes/D	yes	yes	
McMullen Hall	yes	yes	yes	
Parking Garage				
Petro Hall	yes/H	yes	yes	no
Physical Education	yes	yes	yes	yes
Rimrock Hall	yes	yes	yes	yes
Science	yes	no	yes	
Security	yes	yes	yes	
Student Union	yes	yes	yes	

A: In most restrooms, the sinks but not the towels are below 40"

B: Off ramp between new and old building

C: 1st floor, between Liberal Arts Building and Library/2nd & 5th floor Liberal Arts Building

D: 2nd floor, between Library doors and stairs

E: Stairs to basement

F: Wheelchair lifts

G: Freight elevator does not have automatic doors

H: Lobby area

P: Passenger Elevators

\* Braille labels



# Admissions and Registration

## On This Page

- Admissions Office (p. 21)
- Registrar's Office (p. 25)

## Admissions Office

McMullen First Floor  
(406) 657-2888 or 1-800-565-MSUB  
www.msubillings.edu (<http://www.msubillings.edu>)

admissions@msubillings.edu

Montana State University Billings believes that every student who is academically capable of successfully completing a course of study available through MSU Billings should be given the opportunity of enrolling in the University without regard to race, sex, color, national origin, religion, age, disability, or marital status.

Staff representatives of the Office of New Student Services make frequent visits to middle schools, high schools, community colleges, and tribal colleges to provide guidance to students as they consider and explore their educational future.

## Admissions

### New Students: How to Apply

**NOTE: Students applying to attend Montana State University Billings should be aware that the Admission Requirements may have changed since the publication of this document. Please contact the Office of Admissions (406) 657-2888, 1-800-565-MSUB; or write to:**

**Admissions**  
Montana State University Billings  
1500 University Drive  
Billings, MT 59101-0298

For additional information regarding admission or to obtain an application for admission, please:

- Visit MSUB on the web at [www.msubillings.edu](http://www.msubillings.edu) (<http://www.msubillings.edu>)
- Email [admissions@msubillings.edu](mailto:admissions@msubillings.edu)
- Contact the Office of New Student Services at (406) 657-2888, or 1-800-565-MSUB
- Write to

**Office of Admissions**  
**Montana State University Billings**  
1500 University Drive  
Billings, MT 59101-0298

1. Complete and submit an application for admission. Applications will be processed only for the term that the applicant indicates on the application.
2. Undergraduate seeking Montana residents can apply for no charge, there is a \$30 non-refundable application fee for non-residents students. A \$40 non-refundable fee is assessed to new graduate students.
3. If you have not previously attended an accredited college or university, request an official transcript from your high school that includes the graduation date, final class rank, and grade point average and have it sent to the Office of Admissions  
Montana State University Billings  
1500 University Drive  
Billings, MT 59101-0298.

4. Before enrolling for an initial term, all post-secondary students must comply with the immunization requirements of ARM 37.114.701-721:
  - a. 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, a student may supply a laboratory report from a CLIA approved laboratory indicating that the student is immune to measles and/or rubella.
  - b. Under ARM 37.114.711, the prospective pupil must receive a second dose of live measles and rubella vaccine before the beginning of the succeeding school term and no earlier than 28 days after administration of the first dose of measles and rubella vaccine.
  - c. 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:
    - i. The specific immunization that is contraindicated;
    - ii. The time period the immunization is contraindicated; and
    - iii. The reasons for the contraindication.
  - d. A student may be exempt from the above requirements for religious reasons providing the student supplies MT Department of Public Health and Human Services Form HES-113 that immunizations are contrary to the student's religious beliefs. This document must be submitted annually by any student claiming a religious exemption (ARM 37.114.716).

## When to Apply

Students wishing to attend Montana State University Billings should apply for admission as early as possible prior to the term in which enrollment is desired.

## New First-Time Students: Admission Requirements

### General Policies: Student Responsibilities

Students must have graduated from a high school accredited by the state accrediting agency, or have completed the General Educational Development test (GED) or High School Equivalency test (HiSET) to be admitted to any campus of the Montana University System. At the discretion of the institution, for students who complete their secondary education through homeschooling or at unaccredited secondary schools, this requirement may be met by "satisfactory performance" on the ACT, SAT, or a recognized testing instrument.

Students in credit-bearing continuing education courses must meet the same admission requirements and academic standards as students in regular academic courses.

### First-time Students Who Graduated from High School Within the Last Three Years

New students in this category need to follow the "All-New Students: How to Apply" section. First-time students who graduated from high school within the last three years are also required to do the following:

1. The Montana Board of Regents (BOR) policy on requiring ACT/SAT scores for admission has changed. All first-time traditional undergraduate students **may but are not required** to submit their results from either the ACT or SAT college admissions exam. Questions about the ACT or SAT can be directed to the Office of Admissions. Prior to fall 2020, all first-time applicants who entered college within three years from the date of their high school graduation or from the date when they would have graduated from high school were required to take either the American College Test (ACT) or the Scholastic Aptitude Test (SAT). One of

these tests was to be taken prior to making an application for admission and official results sent to Montana State University Billings. SAT or the ACT test scores were required no later than by the end of the first term of attendance at MSU Billings. **Please note, the SAT or ACT is welcomed but NOT currently required for admission.**

2. Students who enter college within three years from the date of their high school graduation need to submit a high school transcript (reflecting graduation date) with the application for admission. Unofficial transcripts can be utilized for the initial review of your application, but we will require you send official transcripts prior to the start of your intended semester.
3. Students who have graduated from high school within the last three years must meet one of the three following Admission Requirements:
  - Have a minimum grade point average of 2.5
  - A composite score of 22 on the American College Test (ACT) or a combined score of 1540 on the SAT
  - Rank in the upper one-half of the student's graduating class
4. Students must also meet the following **Regents' Preparatory Requirements**:
  - Four years of English—in each year the content of the courses should have an emphasis upon the development of written and oral communication skills and study of literature.
  - Three years of mathematics, including Algebra I, Geometry, and Algebra II (or the sequential content equivalent of these courses). Students are encouraged to take a math course their senior year.
  - Three years of social studies, which shall include global studies (such as world history or world geography); American history; and government, economics, Indian history, or other third-year course.
  - Two years of laboratory science. One year must be earth science, biology, chemistry, or physics; the other year can be one of those sciences or another approved college preparatory laboratory science course.
  - Two years chosen from the following: foreign language (preferably two years of one language), computer science, visual and performing arts, or career/technical education units which meet the Office of Public Instruction guidelines.
5. Any student seeking admission to a four-year program must also satisfy the mathematics proficiency standard set out in Board of Regents Policy 301.1:
  - a. A score of 22 or above on ACT mathematics; or
  - b. A score of 27.5 or above on SAT mathematics; or
  - c. A score of 3 or above on the AP Calculus AB or BC subject examination or a score of 4 on the IB calculus test; or
  - d. A score of 50 or above on the CLEP subject examinations in selected topics [college algebra, college algebra-trigonometry, pre-calculus, calculus, or trigonometry]; or
  - e. Completion of a rigorous high school core including four years of mathematics in high school (Algebra I, Algebra II, Geometry & a course beyond Algebra II) and three years of laboratory science; or three years of mathematics including a course beyond Algebra II and four years of laboratory science, in addition to English, social studies, and electives as described in the regents' college preparatory program, with grades of C or better in all courses.
6. Any student seeking admission to a four-year program must also satisfy the writing proficiency standard set out in Board of Regents Policy 301.1:
  - a. A score of 7 or above on the essay or 18 on the combined English/writing section of the optional writing test of the ACT; or
  - b. A score of 7 or above on the essay or 25 on the writing section of the SAT; or
  - c. A score of 3.5 or above on the Montana university system (MUS) writing assessment; or
  - d. A score of 3 or above on the AP English language or English literature examination; or

- e. A score of 4 or above on the IB language A1 exam; or
- f. A score of 50 or above on the (CLEP) subject examinations in composition.

A student who has not yet demonstrated the ability to meet the mathematics and/or writing proficiency standards may be admitted (without condition) to a two-year degree program or admitted provisionally to a four-year degree program on any campus of the Montana University System.

**NOTE:** Admission, college preparatory curriculum requirements, and math and writing proficiency standards **do not apply** to the following students:

1. Students who do not enter college within three years from the date of their high school graduation or from the date when they would have graduated from high school. (See "First-time Students Out of High School More than Three Years" section.)
2. Part-time students taking seven or fewer college-level semester credits.
3. Summer only students.

**NOTE:** A student less than three years from high school graduation and who does not meet the University Preparatory Requirements and/or the Admission Requirements has the following options to enter Montana State University Billings:

1. Enroll part-time during a summer session to take required courses for admission.
2. Enroll as a part-time student for seven credits or less. (To receive part-time financial aid, most students must enroll for six or more credits.)
3. Enroll as a full-time student accepted under an exemption allowed by Board of Regents Policy.
4. Enroll as a student at the MSU Billings City College.

**NOTE:** Additionally, a student with less than three years from high school graduation who meets Admission and University Preparatory Requirements, but does **not** meet the math and/or writing proficiency standards may prove that he/she has the appropriate proficiency in the following ways:

- Re-take one or more of the listed assessments to earn the required score
- Earn a C- grade or better in a college course that is the prerequisite to the course that satisfies the general education program requirements (See the Advising Center for assistance in selecting such a course).

Students who enter college within three years of the date of their high school graduation must meet the required admission criteria including the University Preparatory curriculum and math/writing proficiency standards outlined previously to be accepted for full-time status.

## First-time Students Out of High School More Than Three Years

In order to be accepted for admission to Montana State University Billings' University campus, students must meet the following requirements:

**Montana Resident Students out of high school more than three years:** Graduates of any accredited Montana high school out of high school more than three years must complete the steps for "All New Students: How to Apply" section.

**Non-Montana Resident Students out of high school more than three years:** Non-Montana resident applicants out of high school more than three years must be graduates of an accredited high school and must complete the steps for the "All New Students: How to Apply" section.

An exception to these requirements pertains to those who are not high school graduates and who have completed the General Educational Development test (GED) or High School Equivalency test (HiSET). Please see the "Non-high School Graduates" section below.

## City College Enrollment Requirements

City College, 3803 Central Avenue, requires students to have earned either a high school diploma from an accredited institution, a GED, or HiSET. Please contact Jacket Student Central (406-247-3000) for additional admission information. In an effort to meet individual needs, City College has established special admission procedures for students seeking admission to certain programs. Contact City College for this information at 406-247-3000, ext. 3005.

## Transfer Students

### How to Apply

**NOTE: Students applying to attend Montana State University Billings should be aware that the Admission Requirements may have changed since the publication of this document. Please contact the Office of Admissions (406) 657-2888, 1-800-565-MSUB; or write to the**

**Office of Admissions  
Montana State University Billings  
1500 University Drive  
Billings, MT 59101-0298.**

Applicants who have attempted 12 or more GPA credits at another accredited college or university are considered transfer students. To be admitted to Montana State University Billings, transfer students must do the following:

1. Complete and submit an application for admission. Applications for admission may be obtained from college counselors or from the Office of Admissions  
Montana State University Billings  
500 University Drive  
Billings, MT 59101-0298.  
You may call (406) 657-2888 or 1-800-565-MSUB to have this material sent to you or apply online at [www.msubillings.edu](http://www.msubillings.edu) (<https://catalog.msubillings.edu>[HTTP://www.msubillings.edu](http://www.msubillings.edu)) Applications will be processed only for the term the applicant indicates on the application.
2. Undergraduate seeking Montana residents can apply for no charge, there is a \$30 non-refundable application fee for non-residents students. A \$40 non-refundable fee is assessed to new graduate students.
3. Transfer students must request official and complete transcripts from each college attended (foreign or domestic) or a transcript that indicates that a baccalaureate degree has been earned and transcripts from any colleges attended after the degree was earned. Transcripts must be sent from the transfer institution directly to the Registrar's Office at Montana State University Billings. All transcripts must be "official" and arrive in sealed, unopened envelopes, or arrive by secure electronic transfer (not email) from the originating institution.
4. Before enrolling for an initial term, all post-secondary students must comply with the immunization requirements of ARM 37.114.701-721:
  - a. 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, a student may supply a laboratory report from a CLIA approved laboratory indicating that the student is immune to measles and/or rubella.
  - b. Under ARM 37.114.711, the prospective pupil must receive a second dose of live measles and rubella vaccine before the beginning of the succeeding school term and no earlier than 28 days after administration of the first dose of measles and rubella vaccine.
  - c. 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:

- i. The specific immunization that is contraindicated;
  - ii. The time period the immunization is contraindicated; and
  - iii. The reasons for the contraindication.
- d. A student may be exempt from the above requirements for religious reasons providing the student supplies MT Department of Public Health and Human Services Form HES-113 that immunizations are contrary to the student's religious beliefs. This document must be submitted annually by any student claiming a religious exemption (ARM 37.114.716).

**Montana Resident Transfer Students** will be admitted upon receipt of an official and complete transcript from each college or university attended. A resident transfer student applicant must meet the criteria for "good academic standing" as defined by Montana State University Billings (see Minimal Academic Progress (p. 43)).

**Non-Montana Resident Transfer Students** must meet the in-state student requirements and must also have a 2.00 cumulative grade point average for all college-level work before his/her admission is approved.

## When to Apply

Transfer applicants should apply for admission as early as possible prior to the term in which enrollment is desired. New Student Services and the Advising Center will work closely with each student to ensure the transfer process is smooth. Transfer students should complete the Free Application for Federal Student Aid (FAFSA) and use the MSUB FAFSA Code 002530. Even before the transfer process is complete, new students should contact the Financial Aid Office for support.

## Special Admission Procedures

In an effort to meet individual needs, MSU Billings has established special admission procedures for undergraduate students which pertain to non-high school graduates, home-schooled students, high school students, and non-degree applicants.

**NOTE: Students applying to attend Montana State University Billings should be aware that Admission Requirements may change at any time. Please contact the Office of Admissions (406) 657-2888; or write to:**

**Office of Admissions  
Montana State University Billings  
1500 University Drive  
Billings, MT 59101-0298**

Students in these categories would also complete the process of application outlined in the "All-New Students: How to Apply" section as it is appropriate to their circumstances. However, the following information also applies:

### Non-High School Graduates

Non-high school graduates may be admitted on the basis of the General Education Development (GED) test, or High School Equivalency Test (HiSET). Various boards establish minimum scores for these tests or groups and students can visit with the Advising Center (406) 657-2240/(406) 247-3019 for current minimums.

According to MT Board of Regents policy effective 2020, scores from the ACT or SAT are welcomed but are not required of students who enter the University less than three years from the date of their high school class would have graduated. These scores will be used for course placement. Students may access these tests on the regularly scheduled national test dates, or the ACT Residual Test is available to students through City College by calling (406) 247-3025 for upcoming test dates and times.

Students who enter college three or more years after the date they would have graduated from high school are exempt from this conditional status and from the

Admission/University Preparatory Requirements and writing/math proficiency standards.

## High School Connections

High School Connections is a program that gives high school students the opportunity to earn high school and college credits simultaneously—the same class earns credits for both. The High School Connections dual enrollment program at MSUB is part of a statewide initiative to increase the number of students pursuing post-secondary education by smoothing the transition between secondary and post-secondary education and to help reduce college debt. High School Connections is an opportunity for high school students to complete a college class within their high school schedule, with a familiar teacher and in a familiar classroom. To speak directly with the Director of Dual Enrollment call (406) 247-3015 or visit [www.msubillings.edu/dualenrollment](http://www.msubillings.edu/dualenrollment) (<http://www.msubillings.edu/connections/>)

Credits earned are fully transferable in the Montana University System and transfer widely to other accredited colleges and universities, but please verify degree requirements and acceptance of credits.

## University Connections

University Connections is a dual credit program available to all high school and home school students across Montana. The University Connections program allows high school students to take college-level classes directly through MSUB & City College, both on-campus and online. The cost for this program is approximately \$50.00 per credit. Tuition and fees are subject to change by the Montana Board of Regents of Higher Education. Additional course fees may apply. For questions regarding current tuition and fees, please contact the Business Office at (406) 657-2301. There is no limit on the number of credits enrolled for each semester. High school seniors are still eligible for the University Connection program the summer following graduation.

Enroll in an Online University Connection course, and the technology fee will be waived. Visit [www.msubillings.edu/dualenrollment](http://www.msubillings.edu/dualenrollment) (<http://www.msubillings.edu/connections/>) for more information.

## Non-Degree Applicants

An applicant who wishes to pursue studies for personal growth and who does not wish to work toward a formal degree at Montana State University Billings may apply as an undergraduate non-degree student. Acceptance into this category does not constitute acceptance into a degree-granting program. All applicants should have sufficient educational background to qualify for the course or courses in which enrollment is sought and must certify on the application form that they have graduated from high school, have appropriate GED or HiSET scores, or appropriate MSU Billings Readiness test scores in reading, writing, and mathematics.

A maximum of 32 semester hour credits earned as a non-degree student may be applied to an undergraduate degree at Montana State University Billings if the applicant applies and is accepted into a degree program. Financial aid is not available to students in this category, nor may they qualify for the WUE (Western Undergraduate Exchange) program.

This category is not open to students currently on academic suspension from Montana State University Billings or on academic suspension from any other college or university.

No academic credentials or transcripts are required in support of the application; however, non-degree students who later wish to change to a degree program must furnish required supporting credentials and must meet all the regular admission requirements. Financial aid is not available to students in this category.

## Falsification of Information

Each student is responsible for knowing and complying with all regulations regarding the admission procedures. Failure to be informed or to comply does not excuse a student from responsibility or from any penalty or difficulty which may be encountered. Misrepresentation or falsification of a student's enrollment status

or application for admission will be sufficient grounds to deny admission or cancel a student's current registration and to suspend the student for two semesters. It is the student's responsibility to know his/her enrollment status at his/her former institution(s).

## Denial of Admission

Under Board of Regents' policy (301), MSU Billings "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

1. to violence and destructive tendencies,
2. to behavior on other educational institutions, and
3. to any rehabilitative therapy, the individual may have undergone."

Based on this policy and completion of the application for admission and other application materials (which may include but not be limited to the Safety Questionnaire, counselor input, advising or other student affairs interview and input), a student may be denied admission or may be given provisional admission at part-time or full-time status under the guidance of an advisor.

Reasons for denial shall be communicated to the individual in writing. Applicants may appeal their denial to the Vice Chancellor for Student Access and Success.

## Western Undergraduate Exchange (WUE)

Montana State University Billings participates in the Western Undergraduate Exchange (WUE), a program of the Western Interstate Commission for Higher Education and other western states. Through WUE, undergraduate students who are not residents of Montana may enroll at Montana State University Billings and pay reduced nonresident tuition and fees. This WUE tuition rate is in-state tuition plus 50 percent of that amount (see the Fee Schedule (p. 32)). Because Montana State University Billings participates, residents of Montana may enroll under the same terms in designated institutions and programs in other participating states.

Resident students from the following may participate if they meet eligibility requirements: Alaska, Arizona, Oregon, California, Colorado, Commonwealth of the Northern Mariana Islands (CNMI), Guam, Nevada, South Dakota, Hawaii, New Mexico, Utah, Idaho, North Dakota, Washington, and Wyoming.

All degrees and programs are offered to undergraduates in WUE. This program may be subject to enrollment limits established by the Montana Board of Regents. Application forms for WUE are available at the Office of Admissions (406) 657-2888 or 1-800-565-MSUB.

## International Students

International applicants must meet the out-of-state admission requirements in addition to the following:

1. Certified copies of all certificates, degrees, and diplomas with a certified translation of the records.  
If you have any post-secondary level course(s) completed outside of the U.S. or in non-English-speaking Canada to transfer to Montana State University Billings, we need a **course-by-course evaluation** completed by one of the services highlighted below:
  - SpanTran
  - ECE

Evaluations from all other services/agencies are subject to prior approval and acceptance for transfer. Please verify with the Office of Admissions prior to requesting a credential evaluation from any other agency or service.

Note: There is a substantial variation in grading scales used in secondary and post-secondary educational institutions in other countries. Conversion of any



grading scale to the most common U.S. grading scale (A-to-F, four passing grades, and one failing grade) is to use primary grades or grade ranges only. For this reason, plus and/or minus designations will not be used when transcribing foreign transfer credits.

2. Completed MSU Billings Financial Statement and must present evidence of sufficient funds to cover the estimated cost of tuition and fees as well as living expenses for one academic year at MSUB from a reliable financial institution, bank, or U.S. citizen who will accept responsibility for the student's financial obligations.
3. Students from non-English speaking countries must provide evidence of proficiency in English. A list of approved programs and examinations for undergraduate admission can be found at: [www.msubillings.edu/internationalstudies/admissions/englishproficiency](http://www.msubillings.edu/internationalstudies/admissions/englishproficiency) (<https://www.msubillings.edu/internationalstudies/admissions/englishproficiency.htm>). A minimum required score for the following tests must be achieved: TOEFL - 79, IELTS - 6.5, Duolingo - 100, iTEP - 3.5-3.9, PTE - 58
4. Appropriate immunization records. These records must be submitted with an English translation.
5. Proof of health insurance is required each semester. Student health insurance is available for purchase through the University. Health insurance charges will be automatically assessed to the student account if proof of personal health insurance is not provided.
6. If a student is currently attending another U.S. school and wishes to have his/her I-20 transferred to MSUB, an I-20 Transfer Form must be completed by the student as well as the current international academic advisor.
7. A copy of the student's passport ID page as well as copies of any current US visas.

## When to Apply

Application Deadlines:

Fall Semester: June 1  
 Spring Semester: October 1  
 Summer Semester: February 1

Deferral Deadlines:

Fall Semester: July 15  
 Spring Semester: November 15  
 Summer Semester: March 15

For more information on international student, admission call the International Studies Office at (406) 657-1705 or email [internationaladmissions@msubillings.edu](mailto:internationaladmissions@msubillings.edu)

## International Students Enrollment and Academic Progress

International students must maintain academic status according to US immigration law and MSUB policies.

1. To maintain an F1 visa, a student must make normal academic progress as well as abide by state and federal laws. Normal academic progress is defined as enrolling in and passing a minimum of 12 credits and achieving a minimum semester GPA of 2.0. International students must be enrolled at all times for at least 12 credits (and at least 9 in class/not online).
2. An Incomplete or Withdraw will not count towards credits passed within a semester.
3. It is the student's responsibility to manage his/her enrollment and abide by the rules of his/her visa. This includes updating personal information records via the myInfo, completing the MSUB Immigration Registration Form each semester, registering for classes in a timely manner, and adhering to all deadlines on the Academic Calendar (in particular late registration, withdrawal from classes, payment of fees, and monitoring academic standing).

4. Students who are deemed "out of status" for the second semester or for failure to attend class will have their I-20 form terminated immediately and must either request reinstatement with a different university or leave the United States. There is no grace period.
5. Being dropped for non-payment of tuition and fees is a violation of student visa status and may result in the cancellation of a student's I-20.

## Agreements with International Institutions

MSU Billings has signed formal agreements for International Study Abroad. Please see the Office of International Studies for additional information on Study Abroad.

## Graduate School Applicants

McMullen 200, (406) 657-2238

Graduate school applicants should consult the Graduate Catalog for complete admission information. However, all applicants must submit an application for admission and a \$40.00, nonrefundable, admission fee to MSU Billings through the Office of Admissions.

Note: MSU Billings graduates will also be required to pay the graduate application fee of \$40.

Additional requirements for application to the Graduate School include:

1. Completed Application to Graduate Studies
2. Required Immunizations (see "How to Apply: New Students")
3. Official transcripts of all previous undergraduate and graduate coursework
4. Three letters of recommendation from individuals qualified to assess the applicant's ability to perform graduate-level academic work

All of the above must be on file in the Office of Graduate Studies and the Registrar's Office prior to registration dates or registration may be delayed and late registration fees applied.

## Registrar's Office

McMullen First Floor West  
 (406) 657-2158 or 1-800-565-MSUB  
[www.msubillings.edu](http://www.msubillings.edu) (<http://www.msubillings.edu>)

[registrar@msubillings.edu](mailto:registrar@msubillings.edu)

## Transfer of College-Level Credits

### Transfers from Montana University System Units, Montana Community Colleges and Montana Tribal Colleges

Montana State University Billings is committed to facilitating undergraduate transfer for students transferring from units of the Montana University System and the three publicly supported community colleges and the seven tribal colleges in Montana.

### Block Transfer

Undergraduate students who have completed, with a cumulative grade-point average of 2.0 (C) on a four-point scale, an approved general education program at one of the institutions noted above, will be deemed to have met the lower division General Education requirements of Montana State University Billings.

Special attention should be paid to Board of Regents Policy 301.5.3 on Minimum Course Grades which also applies to acceptance of transfer credit. Before Montana State University Billings will accept the courses as applicable for meeting General Education, a student will have to earn a grade of "C-" or better in each of the classes.

Depending on the major program the student selects, there may be additional lower division courses required to meet published major program prerequisites. A student may be required to take additional coursework at the upper division level that is part of the approved General Education program at Montana State University Billings.

## Associate of Arts and Associate of Science Degrees

A student who has completed an Associate of Arts or an Associate of Science degree with an approved general education component package at another unit of the Montana University System, has satisfied the requirements of this policy.

**NOTE:** Students should be aware that Associate of Arts or Associate of Science degrees ordinarily do not have a designated field of study in their title.

Special attention should be paid to Board of Regents Policy 301.5.3 on Minimum Course Grades which also applies to acceptance of transfer credit. Before Montana State University Billings will accept the courses as applicable for meeting General Education, a student will have to earn a grade of "C-" or better in each of the classes.

## Montana University System (MUS) Core Curriculum

The Montana Transferable Core Curriculum represents an agreement among community, tribal, and publicly funded colleges and universities in the State of Montana. It ensures the transfer of up to 30 semester credits for those students enrolled in courses prescribed within each of six discipline areas at a participating host institution. The six discipline areas are:

Classification	Credits
Natural Sciences (at least one with a laboratory experience)	6
Social Sciences/History	6
Mathematics	3
Communication - written & oral	6
Humanities/Fine Arts	6
Cultural Diversity	3
Total Semester credits	30

Transfer students and student advisors should also be familiar with the additional guidelines that have been adopted by the Montana Board of Regents for students who use the Montana University System Core to satisfy their lower division general education requirement. Those guidelines are entitled **Operational Rules for the Montana University System Core**, and can be found at [www.mus.edu/Transfer/GenEd.asp](http://www.mus.edu/Transfer/GenEd.asp) (<https://www.mus.edu/Transfer/GenEd.asp>). They include the following:

- In order to satisfy the MUS core, students must successfully complete at least one course that includes significant content related to the cultural heritage of American Indians. (See an academic advisor for assistance in determining which transfer courses satisfy this requirement.)
- Students must earn the minimum number of credits in each of the six (6) categories of coursework. Students can only use credit-bearing competency tests or coursework to satisfy the MUS core.
- Coursework can only be used once to satisfy the requirements of the MUS Core. It cannot be "double counted" to satisfy the requirements of more than one category.
- In order to satisfy the requirements of the Communications area, students must successfully complete a combination of courses that includes significant content in both written and oral communications.
- Students must satisfy the "minimum grade" requirements established by Board of Regents' Policy 301.5.3, along with any exceptions to that policy that may have been established by their program of study.

The Montana University System is committed to facilitating the ease of undergraduate student transfer to its campuses. Therefore, all campuses of the Montana University System will recognize the integrity of general education programs offered by units of the Montana University System and the three publicly supported community colleges and the seven tribal colleges in Montana.

An undergraduate student who has completed courses identified as part of the Montana University System (MUS) Core courses will have general education coursework reviewed for transferability to Montana State University Billings as follows:

1. If a student has completed less than 20 general education credits, that student will be required to complete the approved General Education program at Montana State University Billings. All general education transfer credits that are part of the MUS Core will be reviewed for possible application in the approved General Education program.
2. If a student has completed 20 or more MUS core credits, but does not satisfy the block transfer policy described in the preceding section, that student may choose to complete either the MUS core or the approved General Education program at Montana State University Billings. The student should make that decision in consultation with an advisor.
3. An undergraduate student who completes postsecondary coursework in the Montana University System that does not fall within the MUS Core will have his/her classes analyzed on a course-by-course basis to determine how those classes might satisfy the General Education program requirements at Montana State University Billings.

## Course by Course Evaluation

Students who have not completed an approved general education program will have their transcript evaluated for transfer purposes using the Statewide Core Curriculum and Community College Transfer Guide. **Note: College-level courses shall be defined as those that are applicable to an associate of arts, associate of science or baccalaureate degree.** In advance of a student's enrollment, Montana State University Billings will determine which courses within an associate of applied science degree program will be credited toward a given associates or baccalaureate degree. In all cases, such courses shall not include remedial or developmental courses.

Depending upon the major program the student selects, there may still be additional lower division courses required to meet published major program prerequisites.

## Minimum Course Grades

Effective Fall Semester 2005, Board of Regents policy 301.5.3 on minimum grades will apply to all students who enter or are readmitted to the Montana University System or the three (3) community colleges that semester or subsequent semesters. All students in the Montana University System and the three (3) community colleges must earn the following minimum grades in order to demonstrate their competency and preparation:

1. a "D-" or better in all classes that are used to satisfy so-called free or elective credits in an associate or baccalaureate degree program;
2. a "C-" or better in all classes that are used to satisfy a general education program;
3. a "C-" or better in all classes that are used to satisfy the prerequisites or required courses in a major, minor, option or certificate.

Individual programs may establish grade standards that are higher than the minimums set out in paragraph A above, for some or all of the courses that are used to satisfy the prerequisites or requirements for a major, minor, option, certificate or general education. Students will be notified of that expectation.



## Interstate Passport

MSU Billings participates in the Interstate Passport Network, which provides a framework for block transfer of lower-division general education based on learning outcomes. Passport is designed to help students transfer both to and from MSUB. Students who complete MSU Billings' passport block with a minimum grade of "C" in each course will be awarded the Passport. Students who later transfer with a Passport to another Network-member institution will not have to repeat or take additional courses to satisfy lower-division general education requirements. Information on colleges and universities within the network can be found at the following link: <https://interstatepassport.wiche.edu/students-interstate-passport-nationwide-transfer/which-institutions-participate/>.

For more information on Passport, please contact the Registrar's Office.

## All Transfers

**NOTE: By action of the Academic Senate of MSU Billings, MSU Billings will accept transfer students with completed AA or AS degrees from other regionally accredited (p. 43) institutions as having fulfilled their MSU Billings General Education requirements if the general education package is comparable in total credits and content. (10/7/04 memo #446 p. 1654)**

All college-level courses from regionally accredited (p. 43) institutions of higher education will be received and applied towards the free elective requirements of associate or baccalaureate degrees as applicable.

The Advising Center (McMullen first floor west, (406) 657-2240/City College Jacket Student Central, (406) 247-3020) will do an evaluation of transcripts upon the request of the applicant. The student will be informed as to what transfer courses can be accepted toward the major and what courses must yet be completed for the degree.

This evaluation will be processed only after an application, the admission fee, and official college transcripts are on file with the Office of Admissions or Registrar's Office.

Students who transfer credit from foreign institutions or from institutions that do not have regional accreditation (p. 43) will have their courses evaluated on an individual basis. Policy and procedure information may be obtained in the Registrar's Office.

Students transferring from institutions with candidacy status in a regional accrediting (p. 43) association must earn at least 20 credits at MSU Billings with a minimum 2.00 GPA before their credits from the former institution will be considered for acceptance.

Students transferring from community colleges or other two-year colleges may not use the credit transferred in lieu of upper-division credits required for graduation at Montana State University Billings.

Students transferring to Montana State University Billings who have previously earned a Bachelor of Arts or Bachelor of Science degree from a regionally accredited (p. 43) institution of higher education are considered to have their General Education requirements completed. Only information pertaining to the degree, date, and institution conferring will be noted on the transcript, individual coursework is not transcribed.

Acceptance of credits from other institutions of higher learning does not preclude the necessity of meeting all curricular requirements of a specific program. Students transferring to MSU Billings may have their credits evaluated on the basis of the current catalog at the time when they first entered Montana State University Billings, or they may elect to enter under the catalog for the year in which they entered any accredited institution of higher education in the United States provided they have maintained continuous, full-time enrollment (excluding summers) in good standing.

Transfer students will begin a new grade point average at MSU Billings, but for graduation with honors, all previous transfer work will be calculated into GPA.

## Course Equivalency Guides

Annually, Montana State University Billings updates equivalency agreements with regional community colleges in Wyoming, North Dakota, and Montana; Montana's tribally controlled colleges; and Montana's four-year (public and private) institutions. Students who attend any of these colleges and who plan to transfer to MSU Billings are encouraged to visit the MSUB website ([www.msubitings.edu](http://www.msubitings.edu) (<http://www.msubitings.edu>)). This information will assist students in understanding how specific courses will transfer to MSU Billings and what courses individual degree programs require.

## Articulation Agreements

MSU Billings has a number of articulation agreements with other public and private institutions. These agreements make it possible for students to plan a program of study that begins at a two-year college and leads to a four-year degree from MSU Billings. These agreements are designed to maximize the number of credits students will be able to transfer and to minimize students' time to degree. Articulation agreements are made with specific programs. Areas of concern such as admissions, financial aid, course requirements, and contact information are clearly discussed.

Each agreement specifies how coursework in the associate degree program applies to the baccalaureate degree program at MSU Billings. Each agreement outlines the appropriate and recommended courses to complete at the two-year college and also specifies courses that must be taken at MSU Billings to complete the program.

Students interested in attending MSU Billings and utilizing an articulation agreement are encouraged to indicate their interest in one of the articulation agreements to an academic advisor prior to or during their first term in attendance.

## Former MSU Billings Student Re-Admission

A former student of Montana State University Billings who is in good standing and who was not in attendance the preceding term will be eligible for registration after completing the following:

1. Complete and file a former student application with the Registrar's Office or re-admit online at [www.msubitings.edu](http://www.msubitings.edu) (<http://www.msubitings.edu>) or via [myinfo@myMSUB](mailto:myinfo@myMSUB). A \$40 non-refundable fee is assessed to new graduate students.
2. Request that transcripts from institutions attended, if any, since last attending Montana State University Billings be sent to the Registrar's Office.

## When to Apply

Returning students should apply for re-admission as early as possible prior to the semester in which enrollment is desired.

## Registration First-Time Students

1. All first-time students at MSU Billings need to apply to the University and be accepted before they can register (see the Admissions Section above).
2. After being admitted, students should check for the beginning dates for registration (see the Academic Calendar (p. 9)), after which students may register at any time.
3. New Student Orientation Sessions are scheduled throughout the summer and immediately prior to the beginning of Spring Semester. **Attendance at one of the Orientations is expected.** Placement testing, course registration, processing of student identification cards, and other information necessary for a successful first semester at MSU Billings is accomplished at New Student Orientation.

4. First-time students at MSU Billings are required to visit with an academic advisor prior to registering for classes. Academic advising is provided as part of the Orientation process. A student's course schedule must be approved by an academic advisor before actual registration can take place. The Advising Center is located in McMullen Hall first floor west, (406) 657-2240, or at City College Jacket Student Central, (406) 247-3019.
5. As students are expected to complete 120 credits over an eight-semester period of time to graduate in four years, a minimum of 15 or more credits must be taken each semester. To encourage students to take a full load of 15 or more credits, a "Flat Spot" in the tuition has been created allowing students to register for 12 or more credits for the same tuition as 12 credits. Thus, whether one registers for 12, 15 or 18 credits, the same tuition applies. It is clearly to students' advantage to register for 15 credits or more a semester.
6. Once the course schedule has been approved, the student should follow registration instructions found on the web at [www.msubillings.edu](http://www.msubillings.edu) (<http://www.msubillings.edu>)
7. Some classes may be restricted or closed and need departmental approval. Student should see department for assistance in registering for these courses.
8. Students may add courses during the first seven instructional days of the semester before permission of the instructor or department chairperson is required. Dropping a course with a partial refund is permissible through the 15th instructional day, and a course may be dropped without a grade penalty up through the 13th week of the semester (a W reflecting withdrawn will apply).  
With instructor and advisor approval, a course may be dropped up until 10 class days (not including finals) from semester's end. Once a course grade is submitted, the course may no longer be dropped without instructor and advisor approval. Please see Registrar, Advising, or Jacket Student Central for assistance with dropping, adding, and/or withdrawing.
9. Students who have not paid their student account in full by the close of business on the 3rd day of classes will have late charges assessed. Student should make payment arrangements within the first two weeks of the semester or may be dropped from their classes. Business Services, located on the bottom floor of McMullen would like to work with each student to discuss payment plans. Business Services can be reached at (406) 657-2140 or [businessoffice@msubillings.edu](mailto:businessoffice@msubillings.edu).
10. If registration takes place after the third day of the semester, a late fee will be added to the registration charge.

## Registration Regulations

### Late Registration

Students are expected to complete registration within the dates stated. For any delay beyond that period, unless such delay is caused by University officials, a late registration fee will be charged. Students permitted to register late must pay the full fees. Students who fail to pay or do not have their fees arranged before the final fee payment day may have their classes deleted for that semester.

### Transcript(s) from Former School(s) and College(s)

All official records (transcripts) of former college study must be filed in the Registrar's Office by new students (and by former students if they have attended other colleges since last attending MSU Billings) before their registration is considered complete. (See Non-Degree Applicants above.) Failure to file transcripts with the Registrar's Office within a reasonable time will result in the cancellation of a student's registration. Responsibility for securing transcripts rests with the student.

### Adding Courses

Students may add courses during the first seven instructional days of each semester. Students may add courses after the seventh instructional day and through the 15th instructional day only with the instructor's and department chairperson's approvals.

## Repeated Courses

When a course which a student has previously attempted is repeated, only the most recent course credit and grade is calculated into the student's grade point average, even if the most recent grade is lower. (Note: the original course and the grade remain on the official transcript in addition to the more recent course and grade).

No prerequisite course may be repeated if the more advanced course has been completed with a grade of "C" or better. Exception may be considered upon appeal to the chairperson of the department in which the course is offered.

## Military Credit for Prior Learning

Credit may be granted for military service and for completed military service schools based upon the recommendations of "A Guide to the Evaluation of Educational Experiences in the Armed Forces" [American Council of Education]. Inquiries about credit for military training and experience should be made at the Advising Center.

## Credit Recommended by the National College Credit Recommendation Service

Credit may be granted to students based on the recommendation of the National CCRS (National College Credit Recommendation Service).

## Academic Regulations

### Classification of Students

Students at Montana State University Billings are classified as full time equivalent students when enrolled in a minimum of 15 credits each semester. (Note: Financial Aid considers full time enrollment as 12 credits and MSU Billings certifies students as full time for enrollment verifications at 12 credits). Thus, the following undergraduate student categories are designated based on credits completed:

Classification	Credits
Freshman	0-29
Sophomores	30-59
Juniors	60-89
Seniors	90 or more

**Please note that students must complete an average of 15 credits each semester/30 credits each academic year in order to complete the required 120 credits to graduate in eight semesters.**

### Flat Spot

As students are expected to complete 120 credits over an eight-semester period of time to graduate in four years, a minimum of 15 or more credits must be taken each semester. To encourage students to take a full load of 15 or more credits, a "Flat Spot" in the tuition has been created allowing students to register for 12 or more credits for the same tuition as 12 credits. Thus, whether one registers for 12, 15 or 18 credits, the same tuition applies. It is clearly to students' advantage to register for 15 credits or more a semester.

## Graduate Student Classification

Please consult the Graduate Catalog for information regarding the classification of graduate students and credit load.

## Credit Overload

Any student not on probation may register for up to 18 credits per term. However, individual students who have a 3.00 grade point average (GPA) may register for up to 20 credits per semester without consent. Students who wish to register for a credit load in excess of 18 hours, but who have less than a 3.00 GPA must have approval of the chairperson of the department in which they are majoring. Students who have a 3.00 GPA and wish to register for a credit load in excess of 20 credits per semester must have the approval of the chairperson of the department in which they are majoring, complete a Request for Overload form, and return the form to the Registrar's Office.

## Change of Major

A student who transfers from one major should consult an advisor and/or look at "what-if" scenarios through the degree audit system. A student who considers such a change is warned that the requirements of the new curriculum may make necessary the completion of additional credits if the student is to fulfill requirements for graduation. Students must visit the Advising Center (McMullen Hall first floor west/City College Jacket Student Central) to obtain assistance with a change of major.

## Final Examinations

Final examinations are scheduled during the last week of each semester. A final examination schedule is available on the web at [www.msubitings.edu](http://www.msubitings.edu) (<http://www.msubitings.edu>)

## Accelerated Coursework

Students are encouraged to decrease the time required to complete a degree by gaining credit for knowledge they have obtained which duplicates that which is taught in specific courses. Students should initiate requests for such academic credit by consulting first with their advisor or department chairperson. The following provisions indicate ways accelerated credit may be awarded.

Applicants who have taken **Advanced Placement (AP) Exams** and/or **International Baccalaureate (IB) Exams** should request that the official scores be sent directly to the Registrar's Office. AP scores of 3 or higher and IB Exams with HL scores of 4 or higher will be granted college credit with a Pass (P) grade for the equivalent courses.

After students successfully complete a semester at MSU Billings, the credits will be placed on their college transcripts with the indication of AP for Advanced Placement, or IB for International Baccalaureate.

## Course Waiver

A required course may be waived if the student has previously completed equivalent work. All waivers must be approved by the academic department responsible for the requirements or course in question and must be certified by the chairperson of the appropriate academic department. In no instance will college credit be given for a waiver.

## Course Substitution

Students may request a substitution for any stated course if they have previously completed a college course in which the subject matter closely parallels that of the course for which they request the substitution. All substitutions must be approved by the academic department chairperson. In no instance will a reduction be made in the number of credits required for any academic program.

## Challenging Courses

Each department or unit determines the courses which may be challenged. A course may not be challenged when the course is a prerequisite to a more advanced course already completed. Students are advised to check with individual departments for detailed procedures to be followed.

## Procedure for Challenging a Course

The student should obtain a recommendation from the instructor of the course being challenged and the approval of the chairperson of the department in which the course is listed. The following conditions apply to the challenging of courses for college credit:

1. The student must be currently enrolled in MSU Billings.
2. Approval of the challenge request must be made by the chairperson of the department in which the course is listed, who will decide whether the challenge shall be by a comprehensive examination and/or by some other evidence of competence in the subject matter of the course.
3. Challenge credit may be granted only if the grade received is "C" or higher.
4. A course previously taken as an audit course or as a credit course may not be challenged for credit.

5. By action of the University's Academic Senate, AP, IB, CLEP and DANTES credits are awarded with a "P" grade. Departmental challenges may carry a letter or "P" grade.

The Board of Regents has authorized the **American Council on Education's Guide to Educational Credit by Examination** and **National CCRS (National College Credit Recommendation Service)** for use to establish minimum scores and credit.

6. Currently enrolled students may receive credit on their transcript for successfully completed Advanced Placement (AP) exams, IB, DSST exams, College Level Examination Program (CLEP) exams or challenge exams prepared by the Academic Department. For the credit to be applied to an MSU Billings transcript, the following procedure must be followed: Students or departments must turn in challenge documentation to the Registrar's Office after the successful challenge has been completed.

## Independent Study

Well-qualified students may undertake academic work in the form of independent study. The number of credits will be determined by the instructor and approved by the department chairperson. Courses listed in the *General Bulletin* as regularly offered courses may not be taken under the designation of Independent Study.

## Advanced Placement

Advanced placement in certain academic areas with sequential or prerequisite courses is available to students with a high degree of competency. Normally, advanced placement is made on the basis of standardized tests and other evidence of competency in the area. Should students demonstrate sufficient competency as determined by the appropriate department, they are placed at a level in the course sequence commensurate with their abilities. Satisfactory results of the advanced placement procedure are reported to the Registrar's Office by the responsible department with a grade report.

## College Advance Placement Exams (AP for High School Students)

High school students who earn at least a scaled score of three on the College Entrance Examination Board's Advance Placement exams may receive credit in approved MSU Billings courses. (See the Admission above.) Call Admissions at (406) 657-2888 for course equivalencies or check the listing at [www.msubitings.edu](http://www.msubitings.edu) (<http://www.msubitings.edu>)

## College Level Examination Program (CLEP)

The purpose of this program is to allow students and prospective students to take examinations which measure knowledge in a variety of subject matter areas. Evaluation of the results determines whether proficiency is equivalent to that which would be expected upon completion of a college level course in that subject. If the individual demonstrates proficiency, credits earned through CLEP may apply toward graduation requirements (see "Procedure for Challenging a Course" above). A Pass (P) grade is granted upon obtaining the required examination score. Call the Registrar's Office at (406) 657-2158 for course equivalencies or check the listing on the homepage at [www.msubitings.edu](http://www.msubitings.edu) (<http://www.msubitings.edu>)

## Opportunities for Study Abroad

MSU Billings encourages students to seek out opportunities to study abroad. A variety of international programs varying from a summer tour to a complete junior year abroad are available. Contact the Office of International Studies ((406) 657-1705) for details, or visit: [www.msubitings.edu/internationalstudies/studyabroad/index.htm](http://www.msubitings.edu/internationalstudies/studyabroad/index.htm) (<http://www.msubitings.edu/internationalstudies/studyabroad/>)

## Prior Learning Assessment Policies and Procedures

At Montana State University Billings, students may earn credit when the outcome of the learning, often via the acquisition of skills and/or knowledge, can be translated into credit.

Note: Prior Learning Assessment (PLA) guidelines and policies are subject to change.

Several options are as follows:

1. Challenge tests, such as CLEP, DSST, and UExcel allow the student to study for and test out of equivalent college-level courses.
2. Students may have already earned credit through work-site training or government-sponsored workshops or military experience. If students have certificates or documentation which state that the American Council on Education (ACE) or the National CCRS (National College Credit Recommendation Service) assesses that training, credit may be available for coursework for which there are equivalencies in MSU Billings' curriculum. Military credit is assessed from the DD214, DD295, or military transcript. Questions about this type of training or military credit may be directed to the Advising Center at (406) 657-2240.
3. Credits earned via PLA are not considered part of the institutional residency requirement.
4. Credits are applied to degree program requirements in the same manner as all other credits earned. Once credits are applied to a transcript, they will not be removed. Prior learning credits in excess of degree requirements may limit the student's eligibility for financial aid.
5. Credits will be identified as earned via prior learning assessment on transcripts in accordance with Board of Regents standards.
6. In addition to the methods listed above, the University also offers students the opportunity to earn credit through Prior Learning Assessment. This assessment will take into account work experience or other learning experiences, which do not fall into the categories described above, but which can be assessed through alternative documentation. The department chair of the discipline in which prior learning credit is desired will designate the appropriate faculty member, program director or chair to develop criteria for portfolio, challenge exam, or other faculty-determined assessment methods.
7. Up to 15 credits can be earned through Prior Learning Assessment, and this type of credit will be graded with "P" if credit is earned. For more information on Prior Learning Assessment, please contact the Registrar's Office.
8. Implementation of these policies needs to be consistent with existing departmental policies and consistent with accreditation policies and practices already in place in the various colleges (AACSB, CAEP, etc.).

## Auditing Coursework

### (No credit awarded)

Any person enrolled for audit will be certified as such by the Registrar's Office and will not receive credit for the course nor be required to take examinations. An audit must be declared during the first seven instructional days of a semester. Currently enrolled students who elect to audit a class pay the normal credit hour fee as outlined in the student fee schedule. Any person not otherwise enrolled or registered in a course for college credit may, with instructor approval, audit the course at the cost per credit hour. These fees are nonrefundable.

An audit is at the discretion of the course instructor. In order to audit, the student must obtain instructor's permission and instructor's signature on an audit card. This card is available from the Registrar's Office (McMullen first floor west). When the student has completed the audit card with the faculty signature and cashier payment, the card is returned to the Registrar's Office.

A student may not later establish credit in a course that was taken under the audit option by taking a special examination. In all cases, students who register for regular credit and pay regular fees will have priority for enrollment in a class over those students who audit the class.

## Class Attendance and Student Absences

Members of the faculty determine the attendance policy for their classes. Absences for official University activities are permissible providing the instructor is notified in advance of such an absence. An official University activity is an activity where a student officially represents the University through an academic department, sponsored University program, or an officially registered student organization. In all absences, the student is responsible for all requirements of the course.

Requests for absence for special events should be submitted to the Vice Chancellor for Student Access and Success on the Student Travel Authorization form. This form should be obtained from the Office of the Vice Chancellor, room 201, McMullen Hall at least one week in advance of the expected absence. This procedure will ensure students the opportunity to make up examinations given when official University activities are scheduled.

### Class Enrollment Lists

Faculty may obtain class lists each term online. Only students who are regularly registered for a course may attend class. No grade or credit will be given to students for any course in which they are not properly registered.

### Extent of Official Absence

When issued, an official absence is an excuse for time only and does not mean that a student is excused from the study assignment for that period. Each student is responsible for making up all work missed, as required by the instructor.

## Drops and Withdrawals

### Dropping a Course

Dropping a course is permitted through the seventh week, 35th day of the semester. There is no penalty for failing work through the drop period. Dropping a course is also permitted through the 13th week and up until 10 class days from the official end of the semester (not including finals) with the approval of the student's academic advisor and course instructor. Once a course grade is submitted, the course may no longer be dropped without instructor and advisor approval. After the 13th week, students may not drop courses, and the instructor will assign a letter grade. The mark "W" is assigned to any course dropped after the 15th day of class.

After the 15th class day and before the 13th week, all drops must be formal and must be recorded by the student with the Registrar's Office.

In all courses in which a student fails to complete all requirements and for which no formal withdrawal has been filed in the Registrar's Office, the final grade for the course shall be an "F."

### Withdrawal from College

Students who withdraw from the University during a semester are required to fill out a withdrawal form and complete an exit interview with an advisor in the Advising Center located on McMullen Hall first floor west or City College Jacket Student Central.

Students who officially withdraw during the first fifteen days of an academic term will not have the coursework reflected on the transcript. Students who withdraw after the third week will receive a grade of "W" (Withdrew) in all classes.

**Students who do not officially withdraw from classes will receive a letter grade (i.e., other than a "W" grade) to be determined by the instructor of each class.**

**"W" grades, while having no GPA impact, still count as attempted credits for academic, billing, and financial aid purposes. No grades, including those of "W" are subject to removal from the academic transcript.**

### No Show Reporting

In order to be eligible to receive federal financial aid, a student must have attended a minimum of one class meeting or the equivalent in the case of a distance learning course, have documented academic engagement. In a distance learning course, initial



student attendance is determined by course participation as measured by accessing and using course materials, completion of a class assignment, participation in a course discussion, or other evidence of participation. **If for any reason you cannot attend or participate online with your classes, please notify the Registrar's Office immediately.**

Per federal regulations, we are required to confirm participation in courses covered by federal financial aid. If you cease to attend or participate in coursework, this can have a significant impact on you financially, meaning you could have a substantial balance due back to the university. Once the Office of Financial Aid receives notification of non-attendance, this is reported through a no-show process and students may owe a refund of all or a part of previously disbursed financial aid awards.

### Return of Title IV Funds (Federal Financial Aid)

Students who have received or may be receiving federal financial aid must be attending classes to remain eligible for the federal financial aid they have received or could be eligible to receive. A post-withdrawal disbursement will be made if a student shows eligibility for Title IV aid. If a student drops courses, stops attending classes (Unofficial Withdrawal), never starts attending a class, or officially withdraws from the MSUB by completing and submitting the Official Withdrawal form, the University and/or the student may be required to return federal funds awarded to the student. **It is very important for students receiving federal financial aid to contact the Financial Aid Office at (406) 657-2188 PRIOR to completing the official withdrawal process.** If a student officially withdraws during the first fifteen days of class, the tuition and fees will be re-assessed for the semester based upon the official date of withdrawal and the University's refund policy. If a student does not complete the Official Withdrawal form and ceases attending and receives no passing grades for the semester the student is an Unofficial Withdrawal. A student's official or unofficial withdrawal date is determined by:

- the date the student began the institution's withdrawal process or officially notified the institution of intent to withdraw;
- the midpoint of the period for a student who leaves without notifying the institution (unofficial);
- or the last date of attendance by the student with documented academic engagement.

The federal formula requires a return of Title IV aid if the student received federal financial assistance in the form of a Federal Pell Grant, TEACH Grant, Iraq/Afghanistan Service Grant, Federal Supplemental Educational Opportunity Grant (SEOG), Federal Direct Loan (subsidized or unsubsidized), or Federal Parent or Graduate PLUS loans for students who officially or unofficially withdraw. The amount of financial aid that must be returned to the Department of Education is based on a federal formula that takes into consideration the date of the withdrawal or last date of attendance, the amount of federal financial aid received for the term, and the amount of institutional charges for the term.

If you officially or unofficially withdraw from MSUB, you may have to repay any unearned financial aid funds that were already disbursed to you and returned to the U.S. Department of Education. A post-withdrawal disbursement will be made if a student shows eligibility for Title IV aid and the student requests the disbursement.

## Veterans Certifying Official Military and Veteran's Success Center

COE 106, 406-657-2968

Veterans are advised to check with the Veterans' Affairs coordinator at least 30 days prior to registration. To ensure continuation of benefits, a veteran should notify this office whenever there is a change in address, enrollment, or additional dependents.

MSU Billings recommends all service members speak with their Educational Services Officer (ESO) or counselor prior to enrolling. Many ESOs can assist with obtaining the Notice of Basic Eligibility (NOBE).

For assistance on the posting of your VA Educational benefits please contact the Business Services Office in McMullen Hall.

Renee Haefer  
(406) 657-1707  
renee.haefer@msubillings.edu  
McMullen Ground Level West



# Student Tuition and Fees

The student fee information provided in this General Bulletin is based upon policies of the Board of Regents of Higher Education in effect at the date of publication. **The Board of Regents of Higher Education reserves the right to change the fees at any time without notice.** Additional information concerning fees may be obtained by contacting the Business Office:

Business Office  
 McMullen Hall ground floor west  
 Montana State University Billings  
 1500 University Drive  
 Billings, Montana 59101-0298  
 (406) 657-2140.  
 Check us out at [www.msubillings.edu/boffice](http://www.msubillings.edu/boffice) (<http://www.msubillings.edu/boffice/>)

Students are required to have adequate funds on deposit in a local bank in order to be able to write checks for the payment of tuition, room and board, books, supplies and other fees. Foreign checks are not accepted. Student enrollment is not complete until all fees have been paid or satisfactory arrangements have been made with the business office.

All undergraduate and graduate students enrolling at Montana State University Billings must pay the required fees in the fee schedule for each semester.

## Semester Tuition and Fee Schedule Effective Fall Semester, 2022

**Tuition and fees are subject to change by authorization of the Board of Regents of Higher Education.** Questions on the current fees should be directed to the MSU Billings Business Office at (406) 657-2140 or in McMullen Hall ground floor west.

Comprehensive fee and extra fee tables are available through the MSU Billings website at [www.msubillings.edu/boffice](http://www.msubillings.edu/boffice) (<http://www.msubillings.edu/boffice/>) under Tuition & Fees.

A student paying for 12 credits in a semester can take any additional credits for no additional tuition. This is referred to as the "flat spot" in the Tuition and Fee Schedule.

Tuition and fees for graduate studies, extended studies, summer session, workshops, and conferences may be in addition to or in lieu of the required fees. Please consult the publications pertaining to the special session, course, workshop or conference to determine those fees.

## Fee Schedule Explanation

### Required Tuition and Fees Per Semester

#### Registration Fee

A \$30.00 nonrefundable fee is assessed each enrolled student per semester.

#### Tuition Fee

Students are charged tuition each semester to pay for the delivery of the education they are receiving. Resident students are subsidized by the State of Montana and pay a reduced tuition rate.

#### Associated Students Activity Fee & Recreational Activity Fee

Students enrolled for seven credit hours or more each semester are required to pay for activities sponsored by the Associated Students of Montana State University Billings. Students enrolled for less than six credit hours pay a reduced activities fee each semester. Online only students outside of the following counties **do not** pay this fee: Yellowstone, Carbon, Treasure, Musselshell, Golden Valley, Stillwater, and Big Horn.

#### Academic Building Fee

The Academic Building fee varies based on the number of credit hours taken. The funds generated from this fee are used to pay a portion of the costs of repair, maintenance, and operation of the state owned buildings on campus.

#### Resident and Nonresident Building Renewal and Replacement Fee

All students are charged a building fee for the building and replacement of campus structures. A reduced rate is charged to students taking less than 7 credits. In addition, a nonresident building fee is collected from all students who are not residents of the State of Montana.

#### Equipment Renewal and Replacement Fee

Enrolled students are assessed an Equipment Renewal and Replacement Fee each semester. This fee is used to replace obsolete equipment with new equipment and cover costs of equipment repairs.

#### Student Union Fee

Each semester students are assessed a fee pledged for the operation of the Student Union.

#### Computer Fee

Students are assessed a computer fee to cover the expense of student used computer equipment and labs.

#### Athletic Fee

Students enrolled at MSU Billings are assessed a fee to subsidize the University's athletic department and associated activities. Students enrolled for seven credits or less pay a reduced athletic fee. Online only students outside of the following counties **do not** pay this fee: Yellowstone, Carbon, Treasure, Musselshell, Golden Valley, Stillwater, and Big Horn.

#### Library/Assessment Fee

All students are assessed a Library/Assessment fee. Funds generated from this fee are used for the purchase of electronic resources, new and replacement books, periodicals, and other materials for the Library. This fee is also used for assessment and accreditation tools for the university as a whole.

#### Academic Support Center Fee

All students are assessed a per credit Academic Support Center fee.

#### Technology Replacement Fee

All students are assessed a tech replacement fee. This fee is used to support the information technology infrastructure. All students accessing email or the web are utilizing and benefiting from the tech replacement fee.

#### Comprehensive Health Plan

Student health coverage consists of two parts:

##### Health Service

All students are entitled to services provided by the Student Health Service. Students enrolled in 7 or more credits are charged a mandatory fee. Students enrolled for 6 credit hours or less may have the benefits of the Student Health Service by paying the semester fee. Online only students outside of the following counties **do not** pay this fee: Yellowstone, Carbon, Treasure, Musselshell, Golden Valley, Stillwater, and Big Horn.

##### Health Insurance

All Montana State University Billings students enrolled in 6 or more credits are required to have some form of health insurance. Before registering, students will be asked to elect or waive the student health insurance. A student health insurance policy is available to MSU Billings students. All students are eligible for health insurance if enrolled for 6 or more credits. The waiver or election process must be completed by the 15th day of fall and spring semesters. The premiums are paid on a semester basis along with tuition and fees. Each semester the premium is for a

period of 6 months, therefore, they will be covered whether or not they are taking summer semester classes. Online-only students should contact Student Health Services regarding insurance availability.

## Additional Information Regarding Fees

### Withdrawing from All Classes and Refunds

The following refund schedule applies to the standard semester format. For courses taught in nonstandard format such as Intersession, and special workshops, there are no refunds after the first day the class meets. See the Business Office website ([www.msubillings.edu/boffice](http://www.msubillings.edu/boffice)) for information regarding the refund policy during summer.

1. Registration fee is nonrefundable.
2. 90 percent of all remaining mandatory fees will be refunded to the end of the fifth classroom day.
3. 75 percent of all remaining mandatory fees will be refunded to the end of the 10th classroom day.
4. 50 percent of all remaining mandatory fees will be refunded to the end of the 15th classroom day.
5. Refunds will not be made after the 15th day of classes. Exceptions to this may occur in the case of financial aid students subject to the federal pro rata refund policy.
6. Refunds are determined as of the day the student officially withdraws from college and not from the date of last class attendance.
7. Classroom days are determined by the college calendar—not by the student's class schedule.

MSU Billings students receiving Title IV funds and who officially or unofficially withdraw or are expelled, up to the 60% point of the semester, may be required to return federal funds. Students may also be entitled to a post withdrawal refund up to the 60% point of the semester. Copies of the Federal Title IV policy may be obtained at the MSU Billings Financial Aid Office.

Financial aid recipients will not receive refunds until their financial aid is repaid (Pell Grant, SEOG Grant, SSIG Grant, Perkins Loan, FFEL Loans, fee waivers, and some scholarships). If the refund is insufficient to repay the financial aid programs, students will be billed for the over-awards.

Students who owe over-award repayments to any federal aid programs cannot receive future financial aid until repayment is made in full.

### Changes in Credit Load After Payment of Fees

Students adding classes after payment of fees are required to pay additional fees created by the change in credit load. Payment for these charges is due immediately.

Students dropping classes (but not withdrawing) will receive a 100 percent refund on classes dropped before the end of the 15th classroom day. Refunds will not be made after the 15th classroom day. Students will be assessed a \$5.00 drop fee for each class dropped.

### Payment of Fees

Financial Aid students must pay for fees prior to the first day of classes. The student's financial aid will be applied to the student's account with any refund being mailed to the student prior to the first day of classes. Call the Business Office at (406) 657-2140 for details, or visit us at [www.msubillings.edu/boffice](http://www.msubillings.edu/boffice).

Payment may be made by credit card (VISA, MasterCard, and Discover) in person, by mail, or via the internet by accessing the student secure website and selecting the student online payment option.

Fees may be paid after courses are selected. To avoid a \$40.00 late registration charge, fees must be paid by the date posted for each semester as indicated in the

calendar. Fees may be paid by mail. To request that a fee statement be mailed to you, call (406) 657-2140.

Students may elect to pay their fees in installments. The installment payment method for Fall/Spring requires approximately 1/4 down, 1/4 within 30 days, 1/4 within 60 days, and 1/4 within 90 days. Summer session installments will require 1/3 down, 1/3 on June 1, and 1/3 on July 1. A \$30.00 administrative charge is assessed to students using the installment method. Students not paying in accordance with the terms of the deferred fee contract will be charged a \$15.00 late payment fee per installment, and may have their enrollment canceled.

If the student withdraws from the university and the installment contract is not paid in full, any refund due the student is applied first to the unpaid balance of the contract. Withdrawal from the University does not void the contract and the University refund policy will be followed.

### Non-Payment of Fees

No person who owes Montana State University any fees, fines or other charges will be permitted to

1. receive academic credit or grades;
2. register;
3. secure a transcript, diploma, or other record; or,
4. access any MSU Billings facilities or services, regardless of the relationship there of to the amount owed, until the full amount due has been paid or satisfactorily adjusted with Business Services.

All legal means will be used to collect any unpaid loans. Collection fees may be based on a percentage at a maximum of 33% of the debt, and all other expenses, including reasonable attorneys' fees the University incur in such collection efforts.

MSU Billings shall have the right to apply any portion of any amount it may owe such individual for any reason, including wages, to payment of the balance owed MSU Billings.

## Other Fees

### Late Registration Fee

A nonrefundable fee of \$40.00 is payable by all students who do not pay during the designated fee payment period unless their late payment was due to the fault of Montana State University Billings. If a bank declines payment on a check and returns it to Montana State University Billings, a late registration fee shall be charged to the student offering the check in payment of fees. The late registration fee applies to students enrolled for six credit hours or less beginning the second week of classes.

### Audit Fee

Students who elect to audit a course must pay the normal per credit hour fee as outlined in the student fee schedule.

### Listening Fee

Any person not otherwise enrolled, and who does not want to register in a course for college credit, may with instructor approval enroll upon payment of a per credit hour fee as outlined in the Inventory of Fees. Listening fees are nonrefundable.

### Application Fee

A \$30.00 nonrefundable application fee is assessed to each person applying for admission for the first time as an undergraduate student. Normally, this fee applies only to the period for which the person is making initial application at the undergraduate level. If the applicant is accepted and does not register, admission to MSU Billings is cancelled. The applicant has one calendar year from the semester of initial application to apply for readmission without paying an additional application fee. After one year, the \$30.00 application fee is assessed again. A \$40.00 application fee is assessed for a graduate program, the same restrictions being applied.

### Continuing Education Fees

A minimum of \$70.00 per semester credit hour is charged for continuing education courses. Individual course fees vary.

### Course-Related Fees

Several Montana State University Billings courses require additional fees. Examples of these are art classes, science labs or field trips. Some practicum and internship classes require an extra fee for professional liability insurance. A complete schedule of course related fees are available from the Business Office web site: [www.msubillings.edu/boffice](http://www.msubillings.edu/boffice) (<http://www.msubillings.edu/boffice/>)

### Electronically Mediated Course Fees

Interactive television courses and online courses are assessed additional fees per credit hour. Electronic mediated fees are non-returnable after the 5th classroom day.

### Graduation Fee

A nonrefundable fee is assessed per degree for each application to graduate. Late graduation applications will be assessed a late fee of \$25.00. Please call the Registrar's Office (406) 657-2158 for details.

### Transcript Fee

Students may receive one free official transcript. Each official transcript thereafter must be paid by the student. Call the Registrar's Office (406) 657-2158.

### Returned Check Fee

An administrative service fee is assessed each time a check is returned by a bank.

Any check tendered in payment of fees and returned by a bank may result in the postponement of a student's registration and a late registration charge. Student registration is not complete until all fees have been paid or arrangements made for payments. Tuition and fees are paid per semester.

### Parking Fees

MSU Billings provides parking for students who live off campus, for a fee. All vehicles parked on university property must display a current MSU Billings parking permit on weekdays when the university is in session during the hours specified in the "MSU Billings Traffic and Parking Regulations" brochure. Students may pick up parking permits from 8:00 a.m.-5:00 p.m. Monday through Friday at the Campus Police office on the ground floor of the parking garage, southwest side and during Fee Payment week at the SUB Information Desk.

### Residence Halls Meal Plan

All students living on campus are required to purchase a meal plan each semester. Check online [msubillingsdining.sodexomyway.com](https://msubillingsdining.sodexomyway.com) (<https://msubillingsdining.sodexomyway.com/>) for meal plans, benefits of the plan, and services.

### Western Undergraduate Exchange (WUE)

Montana State University Billings participates in the Western Undergraduate Exchange (WUE), a program of the Western Interstate Commission for Higher Education and other western states. Through WUE, students from Alaska, Arizona, Oregon, California, Colorado, Commonwealth of the Northern Mariana Islands (CNMI), Guam, Nevada, South Dakota, Hawaii, New Mexico, Utah, Idaho, North Dakota, Washington, and Wyoming may enroll in degree programs paying resident tuition plus 50 percent of that amount (plus other fees that are paid by all students). Students should be aware that the Montana Board of Regents may change regulations concerning Montana's participation in the WUE Program. Students may contact the Office of Admissions at MSU Billings, (406) 657-2888 or 1-800-565-MSUB for more information.

### Determination of Resident Fee Status

The Montana University System classifies all applicants for admission and students as either in-state or out-of-state. The basic rules for making the classification are found in Board of Regent's policy. It is each student's responsibility to secure and

review a copy of the policy. Failure to be aware of the rules will not be cause for granting exceptions to them. A copy of the policy is available from the Registrar's Office at Montana State University Billings. Each residency determination is based on the unique set of facts found in each individual's case. If students have questions regarding their case, they should contact the Registrar's Office

# Financial Aid and Scholarships

McMullen First Floor East

(406) 657-2188, [finaid@msubillings.edu](mailto:finaid@msubillings.edu)

[www.msubillings.edu/finaid](http://www.msubillings.edu/finaid) (<http://www.msubillings.edu/finaid/>)

The Office of Financial Aid and Scholarships at Montana State University Billings provides advice and financial assistance to students. Although families and students are expected to make a maximum effort to meet the costs of education, financial aid is available to fill the gap between family resources and educational expenses.

Financial aid consists of grants, scholarships, loans, and employment opportunities.

Individual awards are based on the calculated financial need of the student and the availability of funds. The estimated financial need is the difference between the cost of attending MSU Billings and the ability of the student and/or family to contribute to those education costs as determined by the results of the Free Application for Federal Student Aid (FAFSA).

All students are encouraged to complete the Free Application for Federal Student Aid (FAFSA). This form can be completed on the web at [fafsa.ed.gov](http://fafsa.ed.gov) (<http://www.fafsa.ed.gov>). Early application is essential as some funds are limited and awarded on a first come, first serve basis until the funding has been exhausted. Priority awarding will be given to those students who have a complete FAFSA and have submitted the required documentation to the Financial Aid office by December 1st. Students should allow up to two weeks for the office to receive the FAFSA.

We will then begin communications with the student regarding any additional information that needs to be submitted before we can evaluate aid eligibility. After all requested documentation has been submitted, it can take four to six weeks before an award offer is generated. The FAFSA must be filed annually, and becomes available for the upcoming academic year (Fall/Spring) on October 1st of every year.

## What Does College Cost?

To help students make an evaluation of their financial needs, each year the Office of Financial Aid & Scholarships develops a financial aid budget, called the Cost of Attendance (COA). The COA is the **estimated** cost of completing a full year at MSU Billings. It is important to note that the COA is a tool used by the Office of Financial Aid & Scholarships to determine student eligibility for financial aid and does **not** reflect the actual bill that will be paid to MSU Billings. To review the COA, visit: [www.msubillings.edu/finaid/CostOfAttendance.htm](http://www.msubillings.edu/finaid/CostOfAttendance.htm) (<http://www.msubillings.edu/finaid/CostOfAttendance.htm>)

## General Eligibility Requirements

All financial aid recipients must meet the following eligibility requirements:

- Be enrolled/accepted for enrollment in a degree or certificate program.
- Cannot be enrolled in an elementary or secondary school.
- Have a high school diploma or GED.
- Be a citizen or eligible non-citizen.
- Maintain Satisfactory Academic Progress (see section below).
- Cannot be in default on Perkins Loans, Stafford/Direct Loans, or PLUS Loans at any institution.
- Cannot owe an overpayment of Pell or SEOG.
- If required, must register with the Selective Service.
- Cannot have borrowed in excess of loan limits.
- Have need, as defined by individual program requirements (except for unsubsidized Stafford Loans and PLUS Loans).
- Meet any other program-specific criteria.

## Aid Types

Students who apply for financial aid are considered for all aid programs for which they are eligible. The most common types of financial aid are listed below.

### Grants

#### Federal Pell Grant

Federal Pell Grants are awarded to undergraduate students who have not earned their first bachelor's degree and have not reached the Pell Grant Lifetime Eligibility limit.

Pell eligibility is determined by a formula developed by the U.S. Congress and is applied consistently to all applicants using the information reported in the FAFSA.

#### Federal Supplemental Education Opportunity Grant (FSEOG)

This grant is awarded to undergraduate students who have not earned their first bachelor's degree and have financial need. Priority is given to students who receive Pell Grants. Eligible students may receive up to \$500-\$1500 per year depending on need and number of terms attended in an academic year.

#### State & Institutional Grants

To qualify for one of the state or institutional grants, a student must be a Montana resident, be eligible for financial aid, and be enrolled or accepted for enrollment as an undergraduate student. Enrollment in at least six credits is required for most state grants.

### Scholarships

Montana State University Billings has many scholarships available to students. Any prospective or currently enrolled student may apply for a scholarship by completing a General Scholarship Application Form available online at [www.msubillings.edu/scholarships/](http://www.msubillings.edu/scholarships/). Since the requirements and criteria are different for each scholarship, it is advisable for students to use the general application to be considered for all scholarships. **The scholarship application priority date is February 1.**

## Employment

### Federal, State, and Institutional Work-Study Programs

The federal and state work-study programs at MSU Billings are need-based and funded with federal and state dollars to provide students with part-time employment on and off campus. Institutional and some state work-study is non-need-based and can be requested in writing to the Financial Aid Office. However, the request must be reviewed and there is no guarantee the request will be approved. Off campus work-study jobs are limited to community service employment. Hourly rates of pay comply with minimum wage laws and vary with the type of work and the student's experience and responsibilities. Student employees are paid every other week, according to State of Montana payroll schedules. To view a list of available jobs, students who are approved to receive work study funding may login to their CareerLink account at [www.msubillings.edu/careers](http://www.msubillings.edu/careers) (<http://www.msubillings.edu/careers/>)

### Student Employment

The Job Locator and Developer (JLD) assists MSU Billings students in obtaining part-time employment in the community. Area businesses list job opportunities with the Job Locator. The Job Locator Service is free to all MSU Billings students and is not based on financial need. Students who are interested in obtaining employment should refer to the Career Link ([www.msubillings.edu/careers](http://www.msubillings.edu/careers)) (<http://www.msubillings.edu/careers/>) for available job listings.

## Loans

Loans are a major source of financial aid for students. Student loans must be repaid after the student graduates, withdraws from school, or drops below half-time enrollment. Interest rates, grace periods, and repayment requirements vary depending on the type of loan. For more information visit: [www.msubillings.edu/finaid/Loans.htm](http://www.msubillings.edu/finaid/Loans.htm) (<http://www.msubillings.edu/finaid/Loans.htm>)



## Tuition Waivers

MSU Billings has tuition waivers for veterans, senior citizens, American Indians, faculty and staff, advanced honor students, athletes, graduate students, war orphans, dependents of firemen and policemen killed in the line of duty, and students with certain majors. Eligibility and selection criteria vary. Certain waivers require a separate application form and in some cases additional documentation in order to qualify. To be eligible for Department waivers students must complete the General Scholarship Application by the February 1 priority date. Inquire at the Office of Financial Aid and Scholarships for specific information regarding tuition waivers. For more information visit: [mus.edu/prepare/](https://mus.edu/prepare/) (<https://mus.edu/prepare/>)

## Other Programs Available

### State Vocational Rehabilitation Service

Students with disabilities may qualify for educational assistance through the Montana Department of Social and Rehabilitation Service. In Billings they can be contacted at (406) 248-4801.

### Veterans' Benefits

Students may apply for veterans' educational benefits through the Veterans Administration. Information can be obtained from the campus Veteran's and Military Success Center, 406-657-2968, located in COE 106 or the student's local office of the Veterans Administration.

### Tribal Grants

Assistance is available to many American Indian students through Tribal Higher Education Offices. The award limits are based on the student's need and the availability of funds. Further information may be obtained by contacting the student's tribe or the tribal higher education office.

## More Financial Aid Information

### Academic Year Definition

The MSU Billings Financial Aid Office defines the academic year as 30 weeks and 24 credits. Therefore, the definition of fulltime enrollment is 12 credits per semester for undergraduate students.

### Financial Aid Satisfactory Academic Progress Standards

Students are expected to maintain certain academic standards and make satisfactory progress toward a degree in order to receive federal and state financial aid. In accordance with Federal and State laws and regulations, MSU Billings has established a policy to define and administer standards of academic progress for all students. Detailed information explaining the financial aid satisfactory progress standards, including the appeal and reinstatement process, is available on line at [www.msubillings.edu/finaid/SAP.htm](http://www.msubillings.edu/finaid/SAP.htm). (<http://www.msubillings.edu/finaid/SAP.htm>)

### Verification Process

Some students' FAFSA information will be selected by the Department of Education for a process called verification. The Financial Aid Office may complete the verification. We have also established a partnership with Inceptia to expedite the federal verification process for Montana State University Billings. Verification Gateway (VG) from Inceptia is an online portal to guide students and parents through verification. If your FAFSA application is selected for verification by the U.S Department of Education, you will receive an email from [VGCS@inceptia.org](mailto:VGCS@inceptia.org), or postcard from Inceptia, containing Montana State University Billings' unique website link to start the verification process. After these documents have been reviewed and the student has been determined to be eligible, a financial aid package will be offered.

### Professional Judgement

The Higher Education Act of 1992 allows financial aid administrators to make professional judgement decisions for special or unusual family or student

circumstances. These circumstances must be documented and must be analyzed on a case-by-case basis. The Financial Aid Officer can exercise professional judgement in different ways. Some examples are listed below.

- If the student or student's family (if dependent) has experienced a hardship where the income will be significantly less than the prior-prior year income that was reported on the FAFSA
- Dependency override (also known as an Appeal for Independent Status)

Detailed information explaining the appeal for professional judgment process is available on line at [www.msubillings.edu/finaid/Definitions.htm](http://www.msubillings.edu/finaid/Definitions.htm) (<http://www.msubillings.edu/finaid/Definitions.htm>)

### Tuition and Fee Refund Policy

The institution's refund policy for students who withdraw from college ranges from a 90 percent refund for class days one through five; 75 percent for class days six through 10; 50 percent refund for class days 11 through 15; there are no refunds after the 15th day of classes. Students with financial aid may have to return some or all of the financial aid they received if they withdraw or if they do not begin attending classes.

### Financial Aid Disbursement & Credit Balance Refund Policy

Most types of financial aid (grants, waivers, loans, and scholarships) are applied directly toward the student's university bill to assist in covering those charges. If there is money left over after the bill has been paid, the remaining amount will be sent as a "refund." Students can elect how they would like to receive their refund, either as a Direct Deposit or as a physical check (detailed instructions are available).

Financial aid disburses on student accounts and refunds begin to be generated the week before the start of the semester and are generated daily thereafter. If the student elected to receive the refund as a physical check, but the check was not received, please verify that the mailing address on file with the University is correct. Otherwise, contact Student Accounts at (406) 657-2140. Please keep in mind checks can take 5-7 business days for delivery, depending on the postal service.

Students who are offered work study must obtain employment and complete additional paperwork at the Financial Aid Office. Students who work are paid bi-weekly based on the timecard submitted by students and their supervisors.

### Return of Title IV Funds Policy

If a student withdraws from college, officially or unofficially, he or she may be required to **repay** all or part of the financial aid that was received. Any refund will be used to repay the financial aid before any refund will be made to the student. (Refer to Refund Policy, above.) The amount of financial aid that must be returned to the Department of Education is based on a federal formula that takes into consideration the date of the withdrawal or last date of attendance, the amount of federal financial aid received for the term, and the amount of institutional charges for the term. For a complete review of Return of Title IV requirements, visit: [www.msubillings.edu/finaid/pdf/Return\\_of\\_Title\\_IV.pdf](http://www.msubillings.edu/finaid/pdf/Return_of_Title_IV.pdf) ([http://www.msubillings.edu/finaid/pdf/Return\\_of\\_Title\\_IV.pdf](http://www.msubillings.edu/finaid/pdf/Return_of_Title_IV.pdf))

### Financial Aid – Summer Session

Summer financial aid is based on the FAFSA information used to determine eligibility for the previous fall and spring semesters. Those students who are Pell eligible should also complete the upcoming FAFSA to ensure they receive their maximum Pell grant eligibility. To determine aid eligibility for summer, students must complete and submit the Summer Award Acceptance form to the Office of Financial Aid and Scholarships. For specific information please visit: [www.msubillings.edu/finaid/SummerFinAid.htm](http://www.msubillings.edu/finaid/SummerFinAid.htm) (<http://www.msubillings.edu/finaid/SummerFinAid.htm>)

## Financial Aid - Study Abroad

The Financial Aid Director will review requests for funding "Study Abroad" coursework after receiving the following information and documentation:

1. Document acceptance into the study abroad program
2. A list of all necessary direct education expenses such as: tuition and fees, books, class supplies, room and board
3. A copy of the airline ticket or a letter from a travel agency listing the cost if the student is to incur airfare or travel expenses

The above information must be submitted to the Financial Aid Office **at least six weeks prior to departure**. Any adjustments to a student's award will be based upon eligibility and available funds. Most grant and loan programs have yearly limits which cannot be exceeded. These limits could affect a student's funding level, even if allowable expenses are documented.

## Consumer Information

In accordance with federal regulations set forth by the Higher Education Act of 1965, as amended, a summary of consumer information must be made available to all current and prospective students of Montana State University Billings. The information that must be disclosed can be obtained at: [www.msubillings.edu/finaid/Consumer\\_Information.htm](http://www.msubillings.edu/finaid/Consumer_Information.htm) ([http://www.msubillings.edu/finaid/Consumer\\_Information.htm](http://www.msubillings.edu/finaid/Consumer_Information.htm))

## Questions? Contact Us

Visit the Financial Aid Office on the University Campus (located on the 1st floor of McMullen Hall), or at City College Jacket Student Central, or by calling (406) 657-2188, sending an email to [finaid@msubillings.edu](mailto:finaid@msubillings.edu) or visiting [www.msubillings.edu/finaid](http://www.msubillings.edu/finaid) (<http://www.msubillings.edu/finaid/>)

## Student Access and Success

Montana State University Billings provides academic and student support programs and extracurricular activities that enhance and enrich the total student life of the University. A wide range of services, resources and opportunities are available for every student including programs delivered through the Division of Student Access and Success and other activities that affect student life from admission through graduation.

### MSU Billings Division of Student Access and Success Mission Statement

The Division of Student Access and Success provides exceptional service and cultivates an inclusive social and educational environment that enhances active student learning, engagement, development and success.

### Student Rights, Responsibilities, and Conduct

Montana State University Billings statement regarding students' rights and responsibilities is as follows:

"Montana State University Billings is a community of scholars and members of such University communities have traditionally recognized their individual responsibilities in the development of a mature and sophisticated society. By enrolling in the University, the student neither loses the rights nor escapes the duties of a citizen.

Each student should conduct his/her personal life in the context of mutual regard for the rights, property, and privileges of others. Therefore, it is expected that students will demonstrate respect for the law and for the necessity of orderly conduct in the affairs of the local and campus community. In certain circumstances where this preferred conduct fails, the University will rely upon the rules and procedures described in its **Code of Student Conduct** to hold students accountable for maintaining the responsibilities that follow.

A brief summary of student notifications and policies are highlighted below. For a complete listing of all policy details, forms, and additional information, visit the website: [www.msubitings.edu/VCSA/StudentHandbook.htm](http://www.msubitings.edu/VCSA/StudentHandbook.htm) (<http://www.msubitings.edu/VCSA/StudentHandbook.htm>)

#### Student Rights

One of the priorities of Montana State University Billings is to provide each student the opportunity to learn. Therefore, some personal freedoms and rights of students include, but are not limited to:

1. Freedom of inquiry, speech, and assembly.
2. Freedom from threats.
3. Freedom from acts of violence.
4. Freedom from unfair or obscene treatment from others.
5. Freedom from interference from others in an unreasonable and unauthorized manner while in class, activities, and public events.
6. Freedom from theft and willful destruction of personal property.
7. Right to study and learn in an atmosphere of academic freedom.
8. Right to procedural due process in University misconduct action.
9. Right to be governed by justifiable academic regulations.
10. To be informed in writing of the academic requirements determined by individual instructors.
11. Right to be informed of the regulations for academic and social conduct, and graduation requirements of the University.
12. Right to petition for redress of grievances, academic and non-academic

### Student Responsibilities

Each student has the responsibility:

1. To respect the rights and property of others.
2. To be fully acquainted and comply with the published rules and regulations of the University.
3. To comply with all local, state, and federal laws.
4. To recognize that student activities reflect upon the individuals involved as well as upon the entire University community.
5. To recognize the University's obligation to provide a safe environment conducive for learning and academic inquiry.
6. To adhere to the academic requirements determined by individual instructors.
7. To abide by the reasonable direction of a University official acting within the legitimate scope of his or her duties."

### Student Access and Success & Related Phone Numbers

Student Affairs	Phone Number
Academic Support Center	406-657-1641
Admissions	406-657-2888
Advising Center	406-657-2240
Associated Students of MSUB	406-657-2365
Athletics/Yellowjacket Sports	406-657-2369
Business Services/Cashier	406-657-2140
Campus Activities/Engagement	406-657-2387
Campus Police/Parking	406-657-2147
Campus Store	406-657-2121
Career & Employment Services	406-657-2168
City College Student Services (Jacket Student Central)	406-247-3012
D2L Support (Online Learning)	406-247-5755
Dean of Student Engagement	406-657-1696
Disability Support Services	406-657-2283
Diversity Center	406-896-5902
Educational Talent Search	406-657-2116
Financial Aid and Scholarship	406-657-2188
Housing & Residence Life	406-657-2333
Information Technology (Help Desk)	406-247-5755
Library	406-657-1662
Military & Veterans Success Center	406-657-2968
Native American Achievement Center	406-657-2182
New Student Services	406-657-2888
Registrar/Transcripts	406-657-2158
ROTC/Military Science	406-247-5733
Student Health Services	406-657-2153
Student Support Services/TRIO at MSUB	406-657-2162
Student Support Services/TRIO at City College	406-247-3051
U-Card/ID Cards	406-657-2023
Upward Bound	406-657-2180
Vice Chancellor for Student Access & Success	406-657-2307



## Advising Center

**McMullen First Floor West, (406) 657-2240**

**City College Jacket Student Central, (406) 247-3019**

[www.msubillings.edu/advise](http://www.msubillings.edu/advise) (<http://www.msubillings.edu/advise/>)

The Advising Center assists students in understanding academic requirements, enabling them to complete their program requirements as efficiently as possible.

Through one-on-one meetings and First Year Seminar courses, advisors help students develop the skills necessary to be successful.

## Career & Employment Services

**Library 100, (406) 657-2168**

**City College Jacket Student Central, (406) 657-2168**

[www.msubillings.edu/careers](http://www.msubillings.edu/careers) (<http://www.msubillings.edu/careers/>)

Career & Employment Services provides career exploration and helps students access part-time jobs, internships, and work-study opportunities while they are in school, and help them secure full-time employment upon graduation.

## Internships/Job Locator

**Library 100, (406) 657-2168**

**City College Jacket Student Central, (406) 657-2168**

Internships create educational partnerships among Montana State University Billings, the business community, and students. This unique academic experience allows students to earn academic credit while combining classroom learning with practical work experience. Learn more at [www.msubillings.edu/careers/cooped/students.htm](http://www.msubillings.edu/careers/cooped/students.htm) (<http://www.msubillings.edu/careers/cooped/students.htm>)

Career & Employment Services can help students through the internship search and registration process. Students are not automatically placed in an internship, they will need to apply and interview for internships, just like applying for a job. The application process can be competitive, so students are encouraged to start their search early and have Career & Employment Services review their resume and cover letter to give them the best chance of landing the perfect spot.

Students may begin looking for internships on CareerLink, at [www.msubillings.edu/careers](http://www.msubillings.edu/careers) (<http://www.msubillings.edu/careers/>). Students can also make an appointment with Career & Employment Services to contact those potential employers. For students who want to consider utilizing their current employer for internships, they would need to make sure at least 75% of the internship duties must be new and different from the student's day-to-day duties in their current position. For all internships, at least 80% of the job duties must be degree-related in nature.

## Associated Students of Montana State University Billings (ASMSUB)

**SUB 213, (406) 657-2365**

[www.msubillings.edu/asmsub](http://www.msubillings.edu/asmsub) (<http://www.msubillings.edu/asmsub/>)

The Associated Students of Montana State University Billings (ASMSUB Billings) are governed by a Student Senate, the functions of which are to administer and to distribute student activity fees, to act as liaison among students, faculty, and administration, to protect the privileges and the rights of students, and to act as a central agent for student opinion.

## Dining Services

**Student Union Building, (406) 657-2383**

[msubillingsdining.sodexomyway.com](http://msubillingsdining.sodexomyway.com) (<http://msubillingsdining.sodexomyway.com>)

Montana State University Billings Dining Services offers a dining program for students, faculty, and staff. Students living in the residence halls participate in the

campus dining program by purchasing one of six meal plans consisting of dining dollars and board meals. Board meals are used for an all-you-care-to-eat meals in Rimrock Café. Dining dollars can be used in any of the dining venues including Rimrock Café, Stingers Bistro, Jazzman's, SUB Connection, and City College Café.

Dining locations on the University campus include Rimrock Café and Stingers Bistro, located in the SUB, as well as Jazzman's and SUB Connection, located in the Liberal Arts Building. City College Campus offers City College Café as well as Starbucks Coffee.

Rimrock Café offers an array of fresh daily choices that includes a complete breakfast buffet and made to order items, The Grill, cooked to order Chef's Table, from-scratch soups, a fresh salad bar that includes vegan items, Made-to-Order Deli, home-style entrees, a selection of pizzas, and assorted beverages and desserts. Stingers Bistro is proud to offer a full selection of Starbucks coffee and Frappuccinos. We are also the first Jamba Juice in the state of Montana offering a selection of fresh smoothies. Stingers menu has a great selection of paninis, wraps, and our Signature Mac and Cheese. Jazzman's and SUB Connection offer a variety of sub sandwiches, chips, and beverages, signature Jazzman's coffee, and blended beverages, as well as baked daily pastries. City College Café offers a selection of grab-n-go products, hot breakfast, a choice of grill, pizza, from-scratch soups, a fresh salad bar, and a made to order deli.

## Disability Support Services

**MSUB University Campus: College of Education 135**

**(406) 657-2283 (V)**

**(406) 545-2518 (VP)**

**City College Campus: Tech Building A016**

**(406) 247-3029 (V)**

**(406) 545-1026 (VP)**

[www.msubillings.edu/dss](https://www.msubillings.edu/dss) (<https://www.msubillings.edu/dss/>)

Disability Support Services (DSS) collaborates with faculty, staff, and students to make MSUB accessible to everyone. Students are encouraged to contact DSS to identify themselves and work one-on-one with DSS staff to remove both academic and physical barriers. To learn more about the program, visit the website [www.msubillings.edu/dss](http://www.msubillings.edu/dss) (<https://www.msubillings.edu/dss/>).

## Diversity Center

**SUB 212, (406) 896-5902**

[www.msubillings.edu/diversity](http://www.msubillings.edu/diversity) (<http://www.msubillings.edu/diversity/>)

The Diversity Center is committed to providing a welcoming campus environment for all students, faculty, staff, and guests. The Diversity Center fosters social and professional opportunities, as well as advocacy for all multicultural students. The mission of this office is to ensure we are meeting the various needs diverse populations through fair and equal representation as well as increased opportunity for learning and understanding about diverse issues.

The Diversity Center offers leadership opportunities for students through clubs or organized meeting groups. Each group is student focused and student driven with opportunities to engage in campus and community programs, events, and socials.

## Housing & Residence Life

**SUB 225, (406) 657-2333**

[www.msubillings.edu/reslife](http://www.msubillings.edu/reslife) (<http://www.msubillings.edu/reslife/>)

## Residence Halls

Montana State University Billings provides on-campus living facilities for students who are actively pursuing an educational. The residence halls offer an environment which is desirable for those who are seeking a well-rounded education. Participation

in hall programming and community living is part of the complete experience the residence hall provides.

The residence halls offer a safe and fun-filled environment where students can live well, work well, and be well during their college experience. The residence hall experience includes some amazing benefits like wireless technology throughout the halls, in room sink, cable television in the floor lobby areas, laundry services (u-card and quarter accepted), and more. Visit [www.msubillings.edu/reslife](http://www.msubillings.edu/reslife) (<http://www.msubillings.edu/reslife/>) for more information about the residence hall experience.

Students with disabilities are encouraged to make arrangements for any specific needs with the Office of Housing & Residence Life and Disability Support Services prior to moving on campus.

Residence hall living is available during Fall, Spring, and Summer sessions and during break periods to those students meeting the necessary requirements.

To apply for on-campus housing, call (406) 657-2333 or visit [www.msubillings.edu/reslife](http://www.msubillings.edu/reslife) (<http://www.msubillings.edu/reslife/>) to apply for housing.

## Family Housing

MSU Billings offers 10 family housing apartments for students currently enrolled at MSU Billings. Family housing eligibility includes: married students, single parent with children, or married students with children. Family housing apartments include 6 three-bedroom apartments and 4 two-bedroom apartments. There is an application and \$25.00 application fee to place your name on the waiting list for an available apartment.

To obtain more information about family housing apartments, contact Housing & Residence Life at (406) 657-2333 or visit [www.msubillings.edu/reslife/familyhsing.htm](http://www.msubillings.edu/reslife/familyhsing.htm) (<http://www.msubillings.edu/reslife/familyhsing.htm>)

## Housing Application

Residents who complete their online Housing Applications and pay their \$125 Non-Refundable Application Fee to reserve a room have entered into a legally binding agreement with Montana State University Billings for the purchase of housing for the academic year. Once a student has moved into the residence halls and accepted or signed for a room key and has signed a contract, he/she is financially obligated by the contract for the entire year, and may only be released for the following reasons:

1. Withdrawal from Montana State University Billings
2. Graduation from Montana State University Billings
3. Internship or student teaching assignment out of the area
4. Medical related condition
5. Financial hardship
6. Documented disability
7. Marriage
8. Living with family/legal guardian in Yellowstone County
9. Academic or disciplinary suspension

Any student wishing to cancel a Housing Contract for an upcoming term must complete the online Contract Release Request form at least two weeks prior to the first day of classes in order to receive a full refund of fees for the semester. Room and board rates, programs, and rules and regulations governing the residence halls are subject to change without notice. An optional installment plan is available for payment of room and board through the office of Business Services. Students may pay room and board in full at the beginning of each term or select the installment plan. This selection is made in conjunction with regular fee payment.

## On-Campus Requirement

**Required to live on campus:** Students who are 20 years or younger, 3 years out of high school, and under 30 credits at the start of the fall semester.

**Automatically exempt from housing (no form is required):**

- Students over 21 years of age, as verified through MSUB student information systems
- Students who have completed 30+ college credits by the start of the fall semester

**Exemptions to the live on requirement (form/documentation required):**

- Living with family member/guardian (legal guardian, parent, or grandparent) within Yellowstone County
- Active military/veteran
- Enrolled in 5 or fewer credits
- Online student - must be enrolled in all online classes
- Non-Degree seeking student
- Marriage
- Physical custody of a dependent child
- Financial hardship
- Medical related condition
- Documented disability
- Completed one full academic year at a college or university while living in a residence hall
- Unusual circumstances

**Note:** City College students are not exempt from the live on requirement and must sign up for housing accordingly or complete an exemption request that meets any other exemption area.

**Note:** Students who do not submit an application for on-campus housing or submit an approved exemption form by May 1, 2022 will be subject to a registration hold placed on their account for the fall 2022 semester until either an application or an approved exemption form is submitted. Please go to [www.msubillings.edu/reslife](http://www.msubillings.edu/reslife) (<http://www.msubillings.edu/reslife/>) to complete an exemption form.

## Campus Store

**Student Union Building, (406) 657-2121**

[www.jackets-and-company.com](http://www.jackets-and-company.com) (<http://www.jackets-and-company.com>)

The Campus Store is located in the Student Union to provide the campus community with all required course materials through the website, and carries in store a wide selection of school and office supplies, imprinted apparel, computers, software, electronics, gifts, greeting cards, and sundries at competitive prices. The Campus Store also features a convenience store.

## New Student Orientation

**McMullen First Floor West, (406) 657-2240**

[www.msubillings.edu/fye/orientation/index.htm](http://www.msubillings.edu/fye/orientation/index.htm) (<https://www.msubillings.edu/fye/orientation/>)

New Student Services and the Advising Center at Montana State University Billings coordinates the Orientation & First Year Transition Program. This program is designed to provide first year students with an Orientation Peer Leader who is available to guide them through their first year transition into college. New students can choose either a face to face or virtual New Student Orientation experience for summer 2022. Adult Learners and Transfer students are highly encouraged to attend Adult Learner or Transfer Learner Orientation prior to the fall semester. Students starting at MSUB in a spring or summer term should contact the New Student

Services at 406-657-2888 or Jacket Student Central (406) 247-3019 to visit about orientation and registration options.

## Student Health Services

**Petro Hall, (406) 657-2153**

**City College, (406) 247-3027**

[www.msubillings.edu/studenthealth](https://www.msubillings.edu/studenthealth) (<https://www.msubillings.edu/studenthealth/>)

Student Health Services (SHS) is an ambulatory health care facility which provides high quality, cost-effective health care and mental health counseling with an emphasis on health education and wellness initiatives to promote and enhance student success. With a staff of advanced practice professional nurses (with some contracted through SCL Health), a Registered Nurse, mental health counselors, and a wellness specialist, we provide health care, immunizations, COVID-19 testing, mental health counseling, and health education. SHS strives to encourage students to become responsible and knowledgeable consumers of health care. All students enrolled for seven or more credits are charged the Student Health Service fee each semester. It is an optional fee for six or fewer credits.

### Student Health Insurance

All MSU Billings students enrolled in six or more credits are required to have some form of health insurance. A student health insurance policy is available to MSUB students. Before registering, students will be asked to elect or waive this insurance.

**Students must elect or waive the health insurance before the 15th class day of fall or spring semesters.** Each semester the premium is for a period of six months, therefore, enrolling in both semesters ensures twelve (12) months of coverage. Online-only students should contact Student Health Services regarding insurance availability.

**Note: All students are eligible to use the Student Health Services, whether or not they enroll in the student health insurance.**

Insurance policy brochures are available at fee payment and at the Student Health Services office on the 2nd floor of Petro Hall and the City College SHS, 2nd floor of the Tech Building.

Full information about the student health insurance program, provided by the Montana University Insurance Consortium, is available at [www.bcbsmt.com](http://www.bcbsmt.com) (<http://www.bcbsmt.com>)

## Student Support Services (SSS/TRIO)

**MSUB University Campus: Library 141**

**(406) 657-2162**

[www.msubillings.edu/sss/](https://www.msubillings.edu/sss/) (<https://www.msubillings.edu/sss/>)

**City College Campus: Tech Building A021**

**(406) 247-3051**

[www.msubillings.edu/citycollege/sss](http://www.msubillings.edu/citycollege/sss)

This federally funded program is located on both the MSUB and City College campuses. SSS/TRIO assists 400 eligible students by helping them successfully remain in school and graduate. To be eligible, students must be working on a degree (Bachelor's degree at MSUB or certificate/Associate's degree from City College) and meet one of the following: be from a low-income background (such as Pell grant eligible), be a first-generation college student, or have a documented physical, emotional, or learning disability. SSS/TRIO offers the following free of charge to qualifying students:

- Mentoring and advising
- Tutoring and study groups
- Skills building workshops
- Assistance completing FAFSA and scholarship applications

- Letters of recommendation
- Financial literacy and budgeting assistance
- Referrals to community organizations (to assist with food, housing, transportation, etc.)
- Midterm evaluations
- Assistance in graduation preparation
- Help transferring to a four-year or graduate institution
- Academic boot camp summer bridge program
- Textbook lending library
- Laptop loaner program
- Equipment rental (SmartPens, calculators, etc.)
- And much more!

## Center for Engagement & Campus Activities

**SUB 219, (406) 657-2387**

[www.msubillings.edu/engagement](http://www.msubillings.edu/engagement/) (<http://www.msubillings.edu/engagement/>)

The Center for Engagement serves as the community hub for students, faculty, staff and guests visiting the Montana State University Billings campus. The Student Union is centrally located on the campus with easy access to University services and facilities.

## Offices and Programs Housed in the Student Union

In addition to the Center for Engagement, the Student Union provides space for the Campus Store, Campus Dining Services, Stingers Bistro, ASMSU Billings, Housing and Residence Life, Diversity Center, Academic Support Center, Petro Theater, The Retort (campus newspaper), Student Activities Board, and student organization offices.

### Civic and Community Engagement

MSU Billings strives to connect students to the community through meaningful service and educational opportunities. We believe community involvement strengthens a sense of responsible and productive citizenship, which creates a lifelong commitment to service and leadership.

The Center for Engagement team will assist students in connecting to volunteer opportunities both on campus and in the community. Students can utilize volunteerism to enhance their academic experience, to help in meeting other students, to get involved as a student and to help prepare to become a civic leader within the community following graduation. The Center for Engagement coordinates monthly Service Saturday projects, MSUB Night on the Van in partnership with the Salvation Army, Campus Blood Drives, and many more opportunities. Students can also utilize the Center for Engagement to connect to volunteer opportunities on an individual basis or students can access a community volunteer database at [www.youcanvolunteer.org](http://www.youcanvolunteer.org) (<http://www.youcanvolunteer.org>).

### Student Activities, Student Organizations, Leadership Development

[www.msubillings.edu/studentlife](http://www.msubillings.edu/studentlife/) (<http://www.msubillings.edu/studentlife/>)

The Center for Engagement coordinates and supervises the registration of all campus student organizations. The Center provides organizations with support, consultation services, resources, and leadership development and recognition programs. The Center is also the University contact for students seeking assistance to charter and organize new student organizations on campus.

The University encourages a variety of student activities and organizations, insofar as they promote both positive activity and the objectives of the University. The

nonacademic aspects of student life can prove to be immensely valuable with enriching the student experience. Many co-curricular activities are related to coursework and thus provide opportunities for applying knowledge and skills learned in the college classroom, in the studio, or in the laboratory.

## Meeting and Conference Space

(406) 657-2387

[www.msubitillings.edu/engagement/engage-events/index.htm](http://www.msubitillings.edu/engagement/engage-events/index.htm) (<http://www.msubitillings.edu/engagement/engage-events/>)

MSU Billings provides meeting and conference rooms, event posting and displays, and public lounges. The Center for Engagement coordinates the scheduling of campus space.

## Student Activities Board

SUB 219, (406) 657-2257

[www.msubitillings.edu/sab](http://www.msubitillings.edu/sab) (<http://www.msubitillings.edu/sab/>)

The Student Activities Board coordinates a balanced program of cultural, social and entertainment events appropriate to the educational goals and needs of the campus community. The board consists of 13 selected student members and two advisors. Selection of board members occurs during fall and spring.

## Upward Bound/TRIO

CI 306, (406) 657-2180

[www.msubitillings.edu/upb](http://www.msubitillings.edu/upb) (<http://www.msubitillings.edu/upb/>)

Upward Bound is a federally funded high school scholarship program designed to generate in participants the skills and motivation needed to enroll and graduate from a program of postsecondary education. Participants must meet federal eligibility criteria, as well as demonstrate interest and motivation to attend college. Services include: academic advising, instruction and tutoring, an on campus summer academic program, postsecondary enrollment assistance, and cultural and social experiences.

## Educational Talent Search/TRIO

CI 306, (406) 657-2116

[www.msubitillings.edu/ets](http://www.msubitillings.edu/ets) (<http://www.msubitillings.edu/ets/>)

Educational Talent Search (ETS) is a federally funded TRIO program designed to assist 6th to 12th grade students prepare for and attend a post-secondary institution of their choice upon high school graduation. Participants must meet federal eligibility criteria and demonstrate interest and motivation to attend college. The ETS program serves 600 eligible students in Yellowstone County. Services include academic advising, instruction and tutoring, post-secondary enrollment assistance, and cultural and social experiences.

## Native American Achievement Center

2630 Normal Avenue

(406) 657-2144, (406) 657-2182

[www.msubitillings.edu/naac](http://www.msubitillings.edu/naac) (<http://www.msubitillings.edu/naac/>)

**Sunny Day Real Bird, Director**

The Native American Achievement Center (NAAC) assists American Indian students in making academic, cultural, and social adjustments to Montana State University Billings. The NAAC staff are available to help students apply, enroll, graduate, and launch into a successful career. Services include individualized assistance with relocation to Billings, advocacy and referral with campus-based services and off campus services, study skills coaching, and scholarship applications. The staff help students create internships that are relevant to the American Indian community. The Native American Achievement Center has a small classroom for some of the Native

American Studies classes, or meetings. At City College there is a Native Student Lounge on the second floor of the Tech Building for any Native student to use.

The center hosts the annual American Indian Heritage Day, Veterans Medicine Wheel, and the MSUB Powwow. The Director serves as a liaison with tribal educational representatives and other community organizations. These relationships foster collaboration with the surrounding communities to host events and many other social gatherings that help our students feel connected to their culture and other Native people in the Billings region. The Native American Achievement Center is a home away from home for Native students.

The establishment of the Native American Achievement Center demonstrates that MSUB recognizes and commits to cultural diversity. The center provides students a familiar setting in an effort to ensure continuing collegiate success.

**All Nations Club** is open to all interested students. The All Nations Club is a student organization, established to assist Native American students in their adjustment to university life, to promote scholastic ability, and to foster pride in the cultural heritage of the Native American. The club is involved with the planning and sponsorship of an annual Pow Wow, the largest student-sponsored campus event. Other activities include social events that are culturally appropriate to share in a campus environment such as dances, Native games, documentary films, and Native cuisine.

## Veterans Certifying Official Military and Veterans Success Center

COE 106, 406-657-2968

**Shane Grantham, Interim Director**

The Military and Veterans Success Center on the university campus is located on the first floor of the College of Education Room 106. The Center is open Monday - Friday from 8:00 am - 5:00 pm for military affiliated students to use to relax, study, play X-Box, eat and meet other students. There is also a Veterans Lounge on the City College campus located on the first floor of the Tech Building.

Veterans and other military affiliated students are advised to check with the Director of the Military and Veteran's Success Center 30-45 days prior to registration. A veteran must notify this office whenever there is a change in address, enrollment, or additional dependents. The Director and Certifying Official work individually with students and families in order to maximize the eligible military education benefits, connect students with other support services and acclimate to college life.

## Veterans' Upward Bound

Cisel 109, (406) 657-2075

[vubmt.com](http://vubmt.com) (<http://vubmt.com/locations/billings.php>)

The Veterans' Upward Bound Program of Montana State University-Northern maintains a program at MSU Billings to assist veterans to learn the skills that will enable them to be successful in college. Both day and evening courses are offered in areas such as English, math and computers. Call (406) 657-2075 or toll free at (877) 356-8387 for assistance.



## Academic Affairs

### Accreditation Statement

MSU Billings is institutionally accredited by the Northwest Commission on Colleges and Universities. As such, all college-level coursework from institutions accredited by the following list of agencies will be received and applied toward associate or baccalaureate degrees as applicable to general education, major, minor, and elective requirements.

- Higher Learning Commission
- Middle States Commission on Higher Education
- New England Commission of Higher Education
- Northwest Commission on Colleges and Universities
- Southern Association of Colleges and Schools Commission on Colleges
- WASC Senior College and University Commission

Students who transfer credit from institutions not accredited by the agencies in the above list (excluding foreign institutions) will not be accepted for transfer. Policy and procedure information may be obtained from the Registrar's Office.

Students transferring from institutions in pre-approval status must earn at least 20 credits at MSU Billings with a minimum 2.0 institutional GPA before their credits from the former institution will be considered for acceptance.

International coursework (except from institutions where English is the language of instruction) may require evaluation by a foreign credential evaluation company.

## Scholastic Requirements

### Grading System

Letter Grade	Description
A	Excellent
B	Good
C	Average
D	Minimally Passing
I	Incomplete work (not included in GPA). Work must be completed within one calendar year or the "I" grade will be converted to an "F" grade. The faculty who awards the "I" will assign all necessary academic work to convert the "I" to a letter grade. The student does NOT re-register and pay for the class. Access to D2L to finish incomplete work is arranged through the Registrar's Office.
F	Failure, grade below passing (included in GPA)
W	Withdrawal from class without penalty (not included in GPA)
N	No credit/Audit
P	Passing (not included in GPA but credits count toward graduation)
T	Graduate work in progress. Student has 6 years to complete work and have a change of grade submitted.
X	No Pass

### Incomplete "I" Grade

An Incomplete is given only when a student has been in attendance for at least three-fourths of the semester but has been prevented by circumstances beyond his/her control from completing all of the requirements of the course. A student must provide adequate evidence to the instructor as to the reason why he/she was unable to complete the requirements for the course. If a grade of "I" Incomplete has been given, the instructor shall advise the Registrar's Office in writing what the student must do to remove the deficiency.

An Incomplete must be made up within one calendar year after the semester in which the course was first taken. An "I" grade is not included in the computation of the GPA. An "I" grade not made up in the prescribed length of time automatically becomes an "F" grade. Once the "I" grade has been converted to an "F" grade, the course must be repeated.

Access to D2L to finish incomplete work is arranged through the Registrar's Office.

### Change of Grade

A change of grade may be made for error only. A change of grade may not be made to allow additional time or for additional work once the semester is completed.

A change of grade is not meant to substitute for an Incomplete grade when an Incomplete cannot be justified. No grade may be changed after one full year unless approved by the instructor's Academic Dean. Once a grade has been submitted to the Registrar's Office, it may not be changed to a lower grade without the written approval of the Dean of the respective college.

### Pass/No Pass Grading Mode

Pass/No Pass is offered as an opportunity for undergraduate students to explore courses outside their major, minor, or option curricula and outside the Professional Core Requirements for the Educator Preparation Program or Pre-Admission Requirements for Business.

Under the grading mode, the grade of "P" is given if the students' work is judged to be the equivalent of "A," "B," or "C." The grade of "No Pass" (symbolized by "X") is awarded if the work is equivalent to "D" or "F." The students' Pass/No Pass grades do not affect overall GPA. However, "P" grades may be counted as credits earned toward a degree. Other policies concerning Pass/No Pass are as follows:

1. Courses designated by the departments are available Pass/No Pass. Certain courses are taught only with this grading mode; other courses may be excluded from Pass/No Pass grading. Therefore, students should check with their advisor for details.
2. Students may enroll in courses as Pass/No Pass up to a limit of 20 semester credit hours to be counted towards graduation. Credits earned by challenge, experiential learning assessment such as military credits, cooperative education, or internships do not count toward this 20-credit limit.
3. Students declare this grading mode at the time of registration. Students may change their grading mode to Pass/No Pass up through the last day to add at the beginning of each semester or term. After the last day to add, any request to change grading mode (Pass/No Pass to letter grade or vice versa) must be petitioned by the student to the Academic Standards and Scholastic Standing Committee.
4. Courses taken under Pass/No Pass may be repeated for a letter grade. A course taken for a letter grade may not be repeated as Pass/No Pass.

### Credit Hour Policy

At Montana State University Billings the credit hour is used as a unit of instruction to quantify student learning. The credit hour is typically related to seat time, as a minimum of three class work hours (60 minutes of classroom instruction and an additional two hours of out-of-class student work) each week during a 15-week (minimum) semester. Using a seat-time approach, one credit of instruction should be

approximated by 45 hours of combined direct instruction (counting a 60-minute class as 1 hour of instruction) and student work.

If the learning experience is offered in a different time frame (e.g., eight-week summer session), the student time required to complete the course should reasonably approximate 45 hours of combined direct instruction and student work per credit.

If direct instruction is not the principal mode of learning for an academic experience (e.g., laboratory courses, internships, studio work, some on-line courses), the student time required to complete the course should reasonably approximate 45 hours of student work per credit.

## Grade Points (Grade Point Average)

In order to graduate with a Bachelor of Arts or a Bachelor of Science degree in the College of Liberal Arts and Social Sciences, a student must earn a minimum grade point average of 2.00 in

1. all courses attempted at Montana State University Billings;
2. the academic major; and
3. the academic minor.

For BA/BS Teaching Options, students must earn a minimum grade point average of 2.65.

In order to graduate with a Bachelor of Science degree in the College of Business, a student must earn a minimum grade point average of 2.00 in

1. all courses in the College of Business; and
2. all courses attempted at Montana State University Billings.

In order to graduate with a Bachelor of Science in Education degree, a minimum grade point average of 2.65 must be earned in

1. all courses attempted at Montana State University Billings;
2. the academic major;
3. the academic minor; and
4. the Professional Education Core.

In order to graduate with a Bachelor of Science in Human Services degree, a student must earn a minimum grade point average of 2.00 in

1. all courses attempted at Montana State University Billings; and
2. all coursework completed for the Human Services major.

## Grade Reports

Students' grades are available on the web at [www.msubillings.edu](http://www.msubillings.edu) (<http://www.msubillings.edu>) Students who wish to have their grades mailed may request a transcript.

## How to Calculate the Grade Point Average

Each grade is worth a predetermined number of grade points as indicated below. Total grade points are established by multiplying the number of credits of a course times the number of grade points of the grade received.

The grade point average is determined by dividing the number of grade points earned by the number of course credits attempted. In computing the number of grade points earned, each letter grade is assigned a certain grade point value per credit hour as follows:

Letter Grade	Description
Each credit hour of A	4 points
Each credit hour of B	3 points

Each credit hour of C	2 points
Each credit hour of D	1 point
Each credit hour of F	0 points

Effective Fall 2005 for all transfer, re-admitted, and continuing students, in accordance with Board of Regents policy, all campuses of the Montana University System will use the following values when determining grade point averages. Faculty may choose to use plain letter grades (no plus/minus).

Letter Grade	GPA
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0.0

Grade point averages calculated before Fall Semester 2005, using the values noted above, will not be recalculated, using the new weights or values.

The new values should not be applied retroactively to grade point averages already calculated for students in the Montana University System. Decisions about those students' academic performance, including satisfactory progress, admission to limited enrollment programs, graduation and financial aid eligibility, have been made, using the grading scale in place at the time of those decisions. The decisions should not be invalidated because of a subsequent change in grade point average calculations.

## Examples

WRIT 101 is a 3 credit course. If a grade of "B" was received, multiply 3 credits times 3 grade points for a total of 9 grade points (3 credits x 3 grade points = 9 grade points).

PSYX 100 is a 3 credit course. If a grade of "C" was received, it would produce an additional 6 grade points (3 credits x 2 grade points = 6 grade points).

Add the 9 grade points from WRIT 101 and the 6 grade points from PSYX 100 for a total of 15 grade points. Then, divide the total grade points (15) by the total number of credits (6) to determine the grade point average for the two courses. In this case, the grade point average is 2.50 (15/6 = 2.50). Remember, the total grade points divided by the total credits attempted equals the grade point average (GPA).

## Academic Honors

In recognition of scholastic achievement, the University makes public at the close of each semester an honor roll of undergraduate students who earn 12 or more credits which are not of a Pass/No Pass nature and who earn a grade point average of 3.50 or better.

## Minimal Academic Progress

Students are in good standing at Montana State University Billings as long as they have a 2.00 grade point average (GPA) although additional requirements may have to be met in specific fields (see, for example, Educator Preparation Program).

## Academic Probation

### Full-Time Students (12 or more credits attempted)

Students are placed on academic probation the first time their cumulative institutional GPA falls below the required 2.00. If they later meet the required 2.00 cumulative institutional GPA, they are removed from academic probation. Students who are on academic probation and fail to earn at least a 2.00 GPA during the next semester or have a 2.00 cumulative institutional GPA are suspended for one academic (Fall or Spring) semester. Summer does not count for the one term suspension. However, students on academic probation or continued probation who do not meet the required 2.00 cumulative institutional GPA are allowed to continue in college as long as they have a 2.00 GPA for each succeeding semester. Students on probation should not carry more than 16 credits in the probationary period. All students on academic probation should meet with their academic advisors to review their respective course schedules.

### Part-Time Students (Less than 12 credits attempted)

Part-time students are placed on academic probation whenever they have attempted a total of 10 overall (transfer and institutional) cumulative semester credits and do not have a 2.00 cumulative institutional GPA or a 2.0 institutional term GPA. Part-time students are suspended whenever they have attempted a total of 30 overall (transfer and institutional) cumulative semester credits and do not have a 2.00 cumulative institutional GPA or a 2.00 institutional term GPA. Part-time students on academic probation are allowed to continue in college as long as they earn a 2.00 GPA in each succeeding semester.

## Academic Suspension

Any full-time student who has been on academic probation one semester and who did not make a 2.00 GPA during the last semester is suspended for one academic (Fall or Spring) semester; Summer does not count for the one term suspension. A student who is suspended may, however, attend Montana State University Billings during the Summer Session by meeting the requirements stated below.

Students should meet with the designated staff person (Registrar or designee) to discuss their options for attending summer semester. Students suspended from Montana State University Billings may register for no more than a total of 16 semester credits during the Summer Session without reinstatement. Students who at the end of Summer Session have earned at least a 2.00 GPA are re-admitted Fall Semester on continued probation. However, students who attend the Summer Session and fail to earn the 2.00 GPA will be suspended for an additional two semesters.

Students who are reinstated after a period of suspension must submit an application for re-admission to Admissions. Upon re-admission, students are placed on continued probation and must maintain a 2.00 GPA for each successive semester of work and meet any other pertinent conditions imposed by the Academic and Scholastic Standing Committee. Students who do not meet the stipulations set by the Committee incur automatic suspension. Upon action by the Administration, a student may also be suspended for nonacademic reasons. Such a notation will be placed in the student's conduct file.

A student who has been suspended from Montana State University Billings may apply for re-admission after one semester has elapsed. A student who has two or more suspensions is suspended for two semesters excluding summer term. The student may, however, petition the Academic Standards and Scholastic Standing Committee for reinstatement after one semester.

Exceptions to this regulation may be made for students who provide evidence to the Academic Standards and Scholastic Standing Committee that their reinstatement can be justified. Only extreme cases of extenuating circumstances may be considered by the Committee for re-admitting a student who has been suspended, or if there is evidence that the student has taken some reasonable action to correct the cause(s) for suspension. The student must have approval from his/her major

department chairperson before the Academic Standards and Scholastic Committee will consider the student for reinstatement.

## Veterans Receiving Educational Benefits

Veterans or other individuals who receive educational benefits from the Veterans' Administration remain eligible for those benefits as long as they remain in good academic standing at Montana State University Billings and are permitted to continue in college. All veterans eligible to receive benefits should report to the Veterans Certifying Official in the Military and Veteran's Success Center prior to each term of enrollment to re-certify.

## Academic Dishonesty

Students at Montana State University Billings are expected to do their own work in their own words and with their own ideas. If they quote or paraphrase the words of others, they are expected to indicate whom it is they are quoting or paraphrasing. An instructor who believes that a student has claimed the work of someone else as his or her own may take what steps he or she wishes up to failing the student and referring the student to others on campus for further discipline. Please refer to Academic Conduct Guidelines and Grievance Procedures for Students: [www.msubillings.edu/provost/pdf/academic-affairs-policies-and-procedures.pdf](http://www.msubillings.edu/provost/pdf/academic-affairs-policies-and-procedures.pdf) (<https://www.msubillings.edu/provost/pdf/academic-affairs-policies-and-procedures.pdf>)

## Fresh Start Option (Academic Bankruptcy)

The Fresh Start option is available to undergraduate students. It is a one-time opportunity for MSU Billings students and those who transfer to MSU Billings.

Students may bankrupt up to two consecutive semesters of previous coursework in which they received poor grades. Students must not have been enrolled in any institution for a minimum of three calendar years. To be eligible for the Fresh Start option, students must have completed 15 semester credits in residence for students seeking Certificate, Associate of Applied Science, Associate of Arts/Science Degrees or 30 semester credits in residence for students seeking Baccalaureate Degrees (BS/BA/BFA/BSED) since entering or returning to MSU Billings, earning a 2.65 grade point average (GPA) or higher. The bankrupted coursework will remain on the student's academic record. The student has the option to save "A" and "B" grades or bankrupt all courses. Bankrupted credits and grades will not be carried forward into the student's cumulative GPA. Once a degree has been posted, the student academic record is final and a fresh start can no longer be processed to alter the GPA.

## Eligibility for Intercollegiate Athletics and Other Activities

To be eligible for intercollegiate athletics, students must meet the specific requirements of the National Collegiate Athletic Association (NCAA) Division II. Prospective student-athletes should consult with the appropriate Athletic Department Administrator regarding these requirements. Students are eligible during a semester to represent MSU Billings in an University sponsored activity off-campus or to participate in co-curricular activities as long as the students are officially enrolled (this applies only to the activities that are not sanctioned by the NCAA Division II). Intercollegiate athletics and certain activities may have additional eligibility requirements that students must meet.

## Student Records

### Academic Records

Official academic records of each student's scholastic achievement are kept on file (on file may indicate electronic records) in the Registrar's Office, and include the following:

1. A signed "Official Class Roll and Final Grade Report" from the instructor of each class in which the student is enrolled each semester.
2. An "Official Academic Record" for each student officially enrolled.



3. Directory information of a student currently enrolled. (See the Family Educational Rights and Privacy Act Revised.)

### Transcripts

A transcript is a copy of the complete, unabridged educational record of a student who has been or is currently enrolled. It is issued only to the student upon the student's written request. An official transcript is distinguished from an unofficial copy of the student's record in that the official transcript carries the signature of the Registrar and bears the seal of Montana State University Billings.

As often as possible, transcripts are issued immediately following receipt of the transcript request and payment of the fee. During periods of registration, changes in registration, grading periods, and Commencement, the Registrar's Office staff has to devote full time to such activities. The records are necessarily incomplete, and the status of students is pending; consequently, a longer time than usual is required for the issuance of transcripts.

All current and former MSU Billings students are entitled to one free official transcript; thereafter, each official transcript request is processed only upon the receipt of the transcript fee. The student's signature and/or personal request is required for the release of any transcript except when the transcript is released to those individuals who are considered to have a legitimate educational reason to have access to the student's transcript.

### Misuse of Electronic Devices

Cellular phones, pagers, and other electronic devices shall not be used in a manner that causes disruption in the classroom, library, or within any college-owned or college-operated facility. Abuse of cellular devices with photographic capabilities, use of devices for purposes of photographing test questions or other notes and materials is prohibited. Photographing individuals in secured areas such as bathrooms, locker rooms, or other areas where there is a reasonable expectation of privacy, and/or taking photographs of any person without expressed permission is strictly prohibited.

## Appeals and Petitions for Exceptions to University Regulations

### Appeal by a Student on Academic Matters

The student should confer with the faculty member against whom the alleged problem exists. The student must confer with the department chairperson or, in the event the problem involves a department chairperson, with the appropriate dean before resorting to the formal grievance process. The student should consult the Student Resolution Officer for proper procedures.

### Petition for Exception to University Regulations

Certain problems encountered by a student may result in a request to have an exception considered to an academic standard or to an academic regulation of the University. A student may request an exception to an MSU Billings regulation by filing a special petition with the Academic Standards and Scholastic Standing Committee. The petition form may be obtained from the Registrar's Office and it is to be returned there after the student has completed the form. The Registrar's Office will present the petition to the committee. The student is encouraged to appear before the committee to respond to questions about the student's petition. The student will be notified in writing of the decision as soon as it is determined.

### Academic Conduct Guidelines and Grievance Procedures

Please refer to Academic Conduct Guidelines and Grievance Procedures for Students: [www.msubitillings.edu/provost/pdf/academic-affairs-policies-and-procedures.pdf](http://www.msubitillings.edu/provost/pdf/academic-affairs-policies-and-procedures.pdf) (<https://www.msubitillings.edu/provost/pdf/academic-affairs-policies-and-procedures.pdf>)

## Prior Learning Assessment Policy

At Montana State University Billings, students may earn credit through a variety of methods including work experience and challenge tests. The University will work with the student to determine which type of experience can be translated into credit. See Admissions and Registration (p. 21) for the policy and procedures.

## Graduation Requirements

### Graduation Guarantee

MSU Billings has created a Graduation Guarantee for Undergraduates which students may utilize as they begin study. The Guarantee includes a set of conditions that the student needs to fulfill as well as the University; the Guarantee itself is signed by the student as well as the advisor. If the student fulfills his/her conditions and the University fails to do so, postponing graduating, the student may appeal to the Academic Standards and Scholastic Standing Committee prior to the beginning of classes for the last term of the signed Guarantee. If the Committee finds the University at fault, appropriate actions will include waiving course requirements, waiving tuition and fees, or a combination of the two.

Copies of this Guarantee are available at the Advising Center (McMullen Hall first floor west). Students are urged to examine this Guarantee to see if it will assist them in facilitating their completion of requirements and graduation. Advisors in the Center can explain the Guarantee and prepare appropriate plans of study for students.

### Time Limit for Degree

A student is expected to complete requirements for graduation within six years after original entrance to MSU Billings, during which time the graduation requirements are those of the catalog in effect at the time of entrance to MSU Billings, or any subsequent catalog, if there has not been a break of more than one academic year in attendance and if they fall within the six-year catalog limitation. After six years, students are expected to meet the graduation requirements of the catalog current at that time, or the requirements of any Montana State University Billings catalog under which they have been enrolled during the six years prior to graduation, provided there has been no break in attendance of more than one academic year. Any request for an extension of time beyond the six-year limit must be approved in writing by the Provost/Academic Vice Chancellor.

General Education requirements and the first major must be under the same catalog within the six-year period; the minor and/or second major may be under any catalog within that six-year period. The University reserves the right to make substitutions for requirements or changes in course offerings.

Students who transfer to MSU Billings from a regionally accredited (p. 43) institution may have their credits evaluated on the basis of the current catalog at the initial time of entry to Montana State University Billings; or students may elect to enter under the catalog that was in effect during the year in which they entered any regionally accredited (p. 43) institution of higher education in the United States within the six year time limit, provided they have maintained continuous, full-time enrollment (excluding summers) in good standing.

### Six-Year Catalog Limitation

Each MSU Billings catalog covers a specific time period beginning fall semester of the first year and ending the following summer session. From the time a student enters Montana State University Billings, he or she has six years to fulfill the curricular requirements stated in the catalog in effect when he or she entered. If a student does not complete the requirements in six years, he or she must select a subsequent catalog. This policy applies to all students, including undergraduates who change curriculum and transfer students.

## Certificate or Associate of Applied Science Degree

City College offers certificates in a number of trades, for practical nurses, and in areas of office and accounting technology. In addition it offers associate of applied science degrees in many of these same areas. Please see the City College catalog for details about these programs and for additional information about City College.

## Associate of Arts or Science Degree Requirements

In addition to AAS degrees, City College also awards Associate of Arts (AA) and Associate of Science (AS) degrees.

AA and AS degrees can have a special focus or no particular disciplinary affiliation.

These degrees require that students meet general education requirements as specified below. Students earning an associate degree with no disciplinary affiliation should work with their advisor on a plan of study but are not subject to any additional requirements other than those listed next.

1. Students must earn a minimum of 60 semester credits must be earned with a minimum grade point average of 2.00 for all coursework.
2. Students must earn a minimum of 20 semester credits with 40 grade points (2.0 grade point average) must be earned at Montana State University Billings. (see GPA, above)
3. Students must earn a minimum grade point average of 2.00 in
  - a. all college work to be applied toward the degree for which credits and grades have been received, and in
  - b. all courses completed with credits and grades at Montana State University Billings and applied toward the degree.
4. Students may elect a maximum of 16 semester credits on the Pass/No Pass option in lieu of regular course grades.
5. Students seeking an associate degree must satisfy the following general education requirements:

Code	Title	Credits
<b>I. Global Academic Skills</b>		
A.	Mathematics	3
B.	English	3
C.	Communication & Information Literacy	3
<b>II. Natural Sciences (7 credits total)</b>		
A.	Life Sciences	3
B.	Physical Sciences	3
*	Lab taken with either Life Sciences or Physical Sciences	1
<b>III. Social Sciences and History</b>		
A.	Social Sciences	3
B.	History	3
<b>IV. Cultural Diversity</b>		
<b>V. Arts &amp; Humanities</b>		
A.	Fine Arts	3
B.	Humanities	3
Total		31
<b>Electives</b>		
Selected in consultation with advisor		29
<b>Total Minimum Credits</b>		<b>60</b>

## Bachelor's Degree Requirements Major and Minor Requirements

Each student in the Bachelor of Arts or Bachelor of Science degree program must complete a subject field major of at least 30 semester credits. Certain subject field majors require more than 30 semester credits. A subject field minor of at least 20 semester credits is required in selected degree programs. Subject to the approval of the appropriate department chairperson, certain courses may fulfill both major and minor course requirements, but the credits may be counted only once. Therefore, substitutions must be made to meet at least the minimum credits of both the major and the minor. Students should consult the appropriate section of this catalog to determine the specific requirements for the various majors and minors and should review their programs with their advisors.

In programs that include minors, a student may, with permission of the chairperson concerned, elect to complete an extended major instead of a minor. Specific details of the extended major program may be obtained from the academic advisor or chairperson of the academic department concerned.

### Special Major and Minor Options

1. Any major or minor in the College of Liberal Arts and Social Sciences may be added to a required degree program offered in the College of Business.
2. Selected majors and/or minors in the College of Liberal Arts and Social Sciences may be added to certain degree programs in the College of Education. Prior approval is required from the Dean of the College of Education.
3. Selected minors in the College of Education (Special Education, Health Education) and in the College of Health Professions and Sciences (Rehabilitation and Related Services) and selected minors in the College of Business (Business Administration) may be added to or may take the place of the required minor for degree programs in the College of Liberal Arts and Social Sciences.
4. Students who plan to meet the requirements for two majors concurrently and who plan to apply the two majors to one degree must have the approval of the respective department chairpersons and deans.

To avoid any misunderstanding, students should seek the required approval of their advisors and of their respective deans prior to enrolling in any required courses for a specific major or minor.

### Credits Earned for Graduation

Credits earned for graduation shall mean the total number of credits for which passing grades (A, B, C, D, P) have been received in courses applicable toward graduation. If a student repeats a course in which a passing grade is earned, the last grade will be the effective grade for graduation and in no case are the credits to be counted more than once toward fulfilling the credit requirements for graduation.

For bachelor's degrees, a minimum of 120 semester credits must be earned, and a prescribed degree curriculum must be completed at Montana State University Billings. A minimum of 30 semester credits and satisfactory completion of all degree requirements in a prescribed bachelor's degree program must be earned at Montana State University Billings. This may include up to 10 semester credits of residency in the major area of study and up to six semester credits of residency in the minor area of study as determined by individual departments. Students should contact their major and/or minor department advisors to determine the major and/or minor requirements.

At least 36 semester credits must be in upper division courses (numbered 300 or above), and at least 12 semester credits of these upper division credits must be in the subject major program.

A transfer student may not use community college or other two-year college credits for or in lieu of upper division credits required at MSU Billings.

Except when used to satisfy the requirements of a specified teaching major or minor, not more than a total of eight semester credits in any combination of the following may be counted in the minimum of 120 semester credits required for graduation:

music performance groups, drama and ensemble music credits, and physical education activity credits.

Not more than 20 semester credits of courses taken on a Pass/No Pass basis may be counted toward graduation.

## Early College (Dual Enrollment) Student Graduation

In accordance with Board of Regents Admission Policy 301, students must have graduated from a high school accredited by the state accrediting agency, or have a high school equivalency completion assessment designated by the Montana Board of Public Education, to be admitted to any campus of the Montana University System.

Early college/dual enrollment students to MSU Billings and City College at MSU Billings are not fully admitted in accordance with this policy until these credentials are presented.

Students who are earning credits while still in high school are encouraged to submit a graduation application and participate in ceremonies if they have earned enough college level credits to do so. However conferral of a certificate of technical studies, certificate of applied science, associate of applied science, associate, or bachelor's degree(s) will only be posted to a student's transcript after receipt of these official credentials required for full admission.

## Second Degree

A student may earn a second bachelor's degree at Montana State University Billings by taking a minimum of an additional 30 semester credits in residence beyond the 120 semester credits required for the first bachelor's degree. Once the first bachelor's degree has been awarded, the student must earn an additional 30 semester credits regardless of the total number of credits earned within the first degree. Students at Montana State University Billings may earn the two degrees concurrently. In order to earn two bachelor's degrees concurrently, a student must earn a minimum of 150 semester credits. The student must meet all other requirements for the second degree. Students transferring to MSU Billings for the second degree must have earned the first degree at an institution accredited by its regional accrediting (p. 43) association. Montana State University Billings will not grant a student a second degree if the second degree is the same degree and from the same Montana State University Billings College that awarded the first degree.

Students who have previously earned a master's degree or a more advanced degree may be eligible to earn a bachelor's degree. The bachelor's degree must be outside of the major concentration of the advanced degree, and the student must earn no less than 30 additional semester credits at Montana State University Billings while meeting all the requirements for the bachelor's degree.

## Posthumous Degree

MSU Billings considers requests for awarding of a posthumous degree based on the following: the student was enrolled at the time of death, was in good academic standing, and had completed two-thirds of the requirements for the degree to be awarded. In the case of graduate students, the major professor, department head, and college dean should recommend to the Graduate Committee and the University administration potential recipients of posthumous graduate degrees.

## Graduating with Honors

Graduation with honors will apply to students who earn their first and/or second bachelor's degree at MSU Billings. Students who earn a second bachelor's degree at MSU Billings will have all of the grades earned in their first degree included in the determination of the recognition of academic honors. In all cases and for all degrees

or certificates, transfer credits earned elsewhere to this University must be calculated with the credits earned at MSU Billings in order to qualify for academic honors.

Depending on total academic undergraduate grade point average a student seeking a bachelor's degree may be granted graduation with the designation of academic honors: cum laude, magna cum laude, or summa cum laude. Again, these designations include all undergraduate academic work accomplished by the student, transfer work as well as academic work done at MSU Billings.

The designation of cum laude signifies a grade point average of 3.50 to 3.74 for a student's entire undergraduate academic record. Magna cum laude signifies a grade point average of 3.75 to 3.99 for a student's entire academic record. Summa cum laude signifies a grade point average of 4.00 for a student's entire academic record. These designations are awarded to bachelor degree candidates only.

The designation of honors and high honors is awarded to associate degree or certificate recipients. Honors recognizes students with a total academic grade point average of 3.50 to 3.74; high honors recognizes students with a total academic grade point average of 3.75 to 4.00. Again, this designation is for associate degree or certificate recipients and based on their total cumulative grade point average which includes transfer work as well as academic work done at MSU Billings.

Lists of students receiving academic honors are provided to academic departments and available in the Registrar's Office by April 1 and are calculated using the academic grades on the student transcript at that time. Students are urged to check the list, as this is the official list used to designate honors for convocations and for Commencement.

## Commencement

Commencement is held once each year at the end of the Spring term. The date of graduation and the degree a student is to receive will be posted on the student's Official Academic Record at the end of the semester in which the student meets all requirements. The academic transcript is the official record of degree conferral. Diplomas are ordered after all degrees are awarded. Printing and preparation of the diplomas takes several months. Students will be notified when they are available for pick up. Diplomas not picked up will be mailed. Students should acquaint themselves with their specific majors' academic requirements. An advisor is assigned to every student; however, it is the student's responsibility to know and meet the requirements for graduation.

A student who intends to graduate with a master's degree, bachelor's degree, associate degree or certificate will be permitted to participate in the Spring Semester Commencement Ceremony only if the student complies with the following procedure:

1. Students are to file their Application for Graduation the semester before the semester of graduation. Application forms are available online at [www.msubillings.edu](http://www.msubillings.edu) (<http://www.msubillings.edu>) Refer to the academic calendar for due dates. The graduation fee should be paid at the Cashier's Window and the application needs to be filed with the Registrar's Office, McMullen first floor west. This application is good for one year from the date of information supplied by the student on the Application for Graduation in the blank labeled "Semester/Year Graduating." After one calendar year from that date, the application will be destroyed and the student will need to re-apply and re-pay the fee. If the fee presents a hardship, please contact the Registrar.

The Application for Graduation is required in order to prepare and forward the Final Evaluation for Graduation to the necessary offices for approval. A student who submits an Application for Graduation after the designated due date will be assessed a late graduation application fee and may have the final evaluation for graduation processed the following semester and will graduate at the end of that particular semester.

The Final Evaluation will be circulated during the student's final semester. The Final Evaluation must be completed, must have all the required signatures, and must be returned to the Registrar's Office before notification of the student's graduation is posted on the student's Official Academic Record.

2. Student must meet, by the end of the Summer Session, all of the graded requirements for graduation or be enrolled in Pass/No Pass coursework (excluding student teaching) the following Fall Semester and meet all the requirements for graduation by the end of that Fall Semester.

Diplomas are generally mailed near the end of the next academic term (i.e., Fall graduates in June, Spring graduates in January).

**Please note:** Certain departments may have additional academic requirements that must be met before students will be permitted to graduate and/or participate in the commencement ceremony. Students should check with their major department for any additional departmental requirements.

The determination for honors for students who will graduate at the end of the Spring Semester or Summer Session will be calculated on the most recent semester completed. Should a student's cumulative grade point average (including any transfer work) at the end of the Spring Semester or Summer Session entitle the student to an honors designation, this recognition will be recorded on the student's Montana State University Billings academic record.

## Release of Information

In accordance with the Family Educational Rights and Privacy Act (FERPA), the Registrar's Office at Montana State University Billings may disclose directory information from the educational records of a student who is in attendance at the University. If the student wishes to have all directory information excluded as public information, the student must notify the Registrar's Office, McMullen Hall first floor west, within the first two weeks of the current academic year. This notice is good until revoked in writing.

A complete copy of the MSU Billings' FERPA policy is available upon request at the Registrar's Office or online at [www.msbillings.edu](http://www.msbillings.edu) (<http://www.msbillings.edu>)

## Academic Support

MSU Billings provides a number of support facilities and services on campus to help you succeed in your academic efforts. Facilities include such obvious ones as the library, computers, and presentation halls for art, drama, and music. They also include less obvious areas such as language and scientific laboratories, greenhouses, and centers for reading and the measurement of human performance.

## Library

Ms. Darlene Hert, Director

(406) 657-1662 Library Ask Here Desk

**On the Web:** [www.msubillings.edu/library](http://www.msubillings.edu/library) (<http://www.msubillings.edu/library/>) -  
**Chat also available!**

**Email:** [library@msubillings.edu](mailto:library@msubillings.edu)

The Montana State University Billings Library, located in the heart of campus, supports the University and City College programs of instruction, research, and service by providing library resources in print and digitally.

The Library is designed to help students with their information needs. Friendly and helpful staff at the 2nd floor Ask Here Desk assist students in finding books, journal articles, websites, and other resources they need for classes. The MSU Libraries share an online catalog, which provides quick and easy access to materials in twenty-four academic and tribal libraries in the State of Montana, including all of the MSU Libraries located in Billings, Bozeman, Havre, and Great Falls. Other databases link the Library's collections to libraries around the world. Electronic library resources are available 24/7/365 both on- and off-campus.

Books, journals, documents, and other information in the MSU Billings Library are supplemented by a wide variety of digital resources, such as electronic journals, electronic books, databases, online indexes, streaming video and internet resources. Interlibrary loan is available to provide materials from other libraries for faculty, staff and students.

The Information Commons is located on the first floor of the Library, offering PCs and information technology help for faculty, staff and students. The Information Technology Help Desk staff are available in the Information Commons, Monday-Friday from 8:00 a.m. to 5:00 p.m. to assist the University community with information technology related questions. The computers in the Information Commons have a variety of software applications available for student assignments, internet access, and access to library research databases.

Copiers, printers, scanners, and microfilm readers are available for student use. Students may use U-card money for copies and printing in the Library. There are comfortable furnishings and individual and group study areas on all floors of the Library.

The Library building provides excellent access for people with disabilities. Students who need assistive technology are encouraged to use the computers with adaptive software and other equipment on computers on the Library's 2nd floor.

## Library Hours

For the most up-to-date or specific holiday hours, check the MSU Billings Library website at [www.msubillings.edu/library](http://www.msubillings.edu/library) (<http://www.msubillings.edu/library/>), or call (406) 657-1662.

## Copyright Warning

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or reproduction. One of these conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship

or research." If a user exceeds "fair use," that user may be liable for copyright infringement.

Software licensing agreements are very specific, and may prohibit making copies for use by those who have not purchased the software.

Montana State University Billings reserves the right to refuse to accept a copying request, if, in its judgment, fulfillment of the request would involve violation of copyright law, licensing agreements or fair use.

## Information Technology

Information Commons - Library 1st Floor, (406) 247-5700

Information Technology provides computer and technology services to students, faculty, and staff. The department supports nearly 800 student computers across both MSUB campuses. Students may go to the Information Commons located on the first floor of the Library to receive assistance with computer issues, software applications, and questions about their student login accounts. Assistance is also available by calling (406) 247-5700.

## Student Computing Resources

### Information Commons

Library 1st Floor, (406) 247-5700

The Information Commons, an open access computer lab for MSU Billings student use, is located on the first floor of the MSU Billings Library and is available during regular Library hours. The Information Commons is operated by the Information Technology (IT) department and has computers, printing, scanning, and technology support services. A wide variety of software is available for student use including Microsoft Office, Adobe Creative Cloud, ArcGIS, SPSS, and specific software for various courses and programs. Students will need money in their U-card accounts to pay for printing services.

### City College Information Commons

CC Commons and Health Sciences Building

Computer access is available with standard campus software, the internet, email, and the Library's online catalog as well as other web-based Library resources to all current MSU Billings students during City College campus hours.

### Wireless Internet Access

Both campuses have wireless internet access available to students in common study areas, academic buildings, residence halls, dining facilities, and most indoor areas. Students may bring their computers to the Information Commons or to the Information Technology staff at City College for assistance with connecting to the MSUB wireless network. The network to connect to is **MSUB-mobile** by logging in with a NetID and password. This provides a secure, fast connection to the internet.

## Native American Achievement Center

2630 Normal Avenue

(406) 657-2144, (406) 657-2182

[www.msubillings.edu/naac](http://www.msubillings.edu/naac) (<http://www.msubillings.edu/naac/>)

Sunny Day Real Bird, Director

The Native American Achievement Center assists American Indian students in making academic, cultural, and social adjustments to Montana State University Billings. Our goal is to assist students to enroll and graduate from MSU Billings and launch into a successful career. Services include individualized assistance with relocation to Billings, advocacy, and referral with campus-based services and off campus services, study skills coaching, and scholarship applications. The staff help students create internships that are relevant to the American Indian community. The



Native American Achievement Center has a small classroom for some of the Native American Studies classes, or meetings.

The center hosts the annual American Indian Heritage Day, Veterans Medicine Wheel, and the MSUB Powwow. The Director serves as a liaison with tribal educational representatives and other community organizations. These relationships foster collaboration with the surrounding communities to host events such as the annual MSU Billings Pow Wow and other social gatherings that help our students feel connected to their culture and other Native people in the Billings region. The Native American Achievement Center is a home away from home for Native students.

The establishment of the Native American Achievement Center demonstrates that MSU Billings recognizes, celebrates, and prioritizes cultural diversity. The center provides students a familiar setting in an effort to ensure continuing collegiate success.

## All Nations Club

All Nations Club is open to all interested students. The All Nations Club is a student organization, established to assist Native American students in their adjustment to university life, to promote scholastic achievement, and to foster pride in the cultural heritage of the Native American. The club is involved with the planning and sponsorship of an annual Pow Wow, the largest student-sponsored campus event.

Other activities include social events that are culturally appropriate to share in a campus environment such as dances, Native games, documentary films, and Native cuisine.

## Yellowstone Public Radio (KEMC-FM)

406 Marbara, (406) 657-2941

From studios on the campus of Montana State University Billings, Yellowstone Public Radio provides a general adult audience with in-depth news, public affairs, and cultural programming, including classical music, jazz and blues, spoken arts and humanities programs. This station is affiliated with National Public Radio (NPR), Public Radio International (PRI), the WFMT Fine Arts Network, and American Public Media, along with other program producers and suppliers. The more than 47,000 listeners reside in Montana and northern Wyoming.

Yellowstone Public Radio consists of ten stations licensed to MSU Billings: KEMC-FM (Billings), KBMC-FM (Bozeman), KPRQ-FM (Sheridan, WY), KYPR-FM (Miles City), KYPW-FM (Wolf Point), KYPC (Colstrip), KYPB-FM (Big Timber), KYPM-FM (Livingston), KYPH-FM (Helena), and KYPF-FM (Stanford/Lewistown). YPR also operates 26 translators throughout Montana and northern Wyoming.

Yellowstone Public Radio can be heard on the web at [www.ypradio.org](http://www.ypradio.org) (<http://www.ypradio.org>), and on the FM dial at these frequencies:

In Montana: Billings 91.7, Ashland 89.1, Big Sky 95.9, Big Timber 89.3/90.5, Bozeman 102.1/95.9, Broadus 91.9, Chester and the Sweetgrass Hills area 100.1, Colstrip 88.5/89.9, Columbus 88.5, Conrad 91.3, Cut Bank 88.9, Emigrant & Paradise Valley 91.1, Forsyth 91.1, Gardiner & Yellowstone Park 103.9, Glasgow 91.9, Glendive 88.5, Havre 91.7, Helena 89.1, Lewistown/Stanford 89.5, Livingston 90.1/88.5, Miles City 90.7, Red Lodge 89.1, Shelby 90.3, Terry 91.9, and Wolf Point at 88.3.

In Wyoming: Buffalo 91.9, Cody 88.5, Greybull & the Big Horn Basin 91.5, Lovell 91.5, Powell 91.5/88.5, Sheridan 88.1, Worland 88.5, and in Yellowstone Park at 104.9/103.9.

## International Studies

LA 700 (406) 657-1705

[www.msubillings.edu/internationalstudies/](http://www.msubillings.edu/internationalstudies/) (<http://www.msubillings.edu/internationalstudies/>)

Who am I? What is my place in this world? The International Studies Program seeks to engage students in a process of awakening. Through various study abroad programs and the International Studies Minor, students begin to experience the complexity of cultures and the richness of diversity. The end result produces students who are involved, lifelong learners, with a concern for the world in which we live, and an ability to become leaders who think of future generations.

More prosaically, the Office of International Studies (OIS), LA 700, provides support services for current and prospective international students, the International Studies Club, and facilitates study abroad applications, as well as the Be a Foreign Friend (BFF) program.

Drop by the OIS today to see how your educational experiences and your career opportunities can be enriched. Learn to be a citizen of the world!

## Intercollegiate Athletics

Physical Education Building, (406) 657-2369

[www.msusports.com](http://www.msusports.com) (<http://www.msusports.com>)

Athletics is an integral part of the college life at MSU Billings for both men and women. All teams are members of NCAA Division II and the Great Northwest Athletic Conference. Men's and women's teams compete on a varsity level in basketball, cross country, golf, soccer, indoor track and field, and outdoor track and field; additionally, women compete in volleyball and softball, and men compete in baseball.

MSU Billings Athletics also sponsors a coed varsity cheer team. All MSU Billings students are admitted free to Yellowjacket Athletics events with a valid student ID.

Schedules, news, and stats are available on the Yellowjacket Athletics website at [www.msusports.com](http://www.msusports.com) (<http://www.msusports.com>). Follow MSUB Sports on Facebook (<https://www.facebook.com/MSUB-Sports-143701145701497/>) and Twitter (<https://twitter.com/MSUBsports/>).

## MSU Billings Booster Clubs

PE Building, (406) 657-2369

The Yellowjacket Booster Clubs, one for each sport, are made up of alumni and friends of the University who support the educational and athletic goals of MSU Billings and its student athletes. Booster Club members provide financial assistance to the University's athletic programs, encourage community support for academic and athletic programs, and create a solid bond between MSU Billings and its many friends nationwide. The ultimate goal of the Yellowjacket Booster Clubs is to enrich MSU Billings' Athletic Program.

## Physical Education Building

The Physical Education Building at MSU Billings includes two gymnasiums, a fitness center, a swimming pool, a racquetball court, a running track and other recreational and health facilities. During set hours each semester the facilities may be used by students and their families for swimming, workouts, etc. Use is free to students while family members pay a nominal charge.

## Recreational Activities

PE 016, (406) 657-2881

[www.msubillings.edu/recactivities/](http://www.msubillings.edu/recactivities/) (<http://www.msubillings.edu/recactivities/>)

The Recreational Activities Program offers a wide range of activities. It provides all students, faculty and staff with recreational opportunities in competitive and noncompetitive events as well as organized and informal activities as regularly as their time and interest permit.

**Intramural Sports** Competition is scheduled for individual, dual and team sports. Participation is generally arranged in men's, women's and coeducational divisions for each activity. These range from the traditional team sports of flag football, volleyball, basketball and softball, to the popular individual and dual sports such as racquetball, tennis and golf. Everyone is encouraged to participate regardless of experience or skill.

**Leisure Recreation** This informal activity allows those not wishing to be a part of a structured program to make use of the fine recreational facilities. The Physical Education Building includes two gymnasiums, a swimming pool, six racquetball/handball courts, a weight/exercise room, an indoor jogging track, and locker rooms.

## Military and Veterans Success Center

COE 106, (406)657-2968

Shane Grantham, Interim Director

The Military and Veterans Success Center (MVSC) assists any military affiliated student in making academic and social adjustments to college and Montana State University Billings. Our goal is to assist students to enroll and graduate from MSU Billings and launch into a successful career. Services include individualized assistance in maximizing military benefits, relocation to Billings, advocacy, and referral to campus-based services and off campus services, and study skills coaching. The staff is knowledgeable in military benefit programs and certification process as well as can advise on earning credit through the MSU Billings prior learning assessment process.

The Military and Veterans Success Center on the University campus is located in the College of Education room 106 and at City College on the 1st of the Tech Building. The Center staff is eager to get to know and assist all military affiliated students! The Centers are open weekdays from 8:00 a.m. to 5:00 p.m. for military affiliated students to use to relax, study, meet, watch TV, play x-box, eat, etc. There are kitchenettes located in each lounge along with free snacks and printing.

## Montana State University Billings Foundation

2615 Virginia Lane, (406) 657-2244

www.msubfoundation.com (<http://www.msubfoundation.com>)

### About Us

The Montana State University Billings Foundation is an independent, non-profit organization under Internal Revenue Service code 501(c)(3). A volunteer board of trustees, composed of community leaders, guides the foundation in achieving its mission. Our staff is dedicated to achieving the goals of the foundation and to serving and assisting donors, supporters, students, and faculty of Montana State University Billings.

### Mission

The Montana State University Billings Foundation was founded in 1968 to advance the goals of Montana State University Billings by:

- Establishing lifelong relationships with university students, parents, faculty, alumni, friends, and community partners.
- Creating pathways to success and sustaining them through philanthropy, stewardship, and community engagement.
- Seeking and nurturing innovative partnerships to support the realization of current and emerging university priorities.
- Fostering a culture of inclusivity that celebrates diversity on campus and beyond.

### Vision

The Montana State University Billings Foundation will reduce financial barriers to a quality education, enhance the campus experience, and encourage the growth of Montana State University Billings.

## MSU Billings Alumni Association

2712 Normal Avenue, (406) 247-5781 or (406) 657-2244

www.msubillings.edu/alumni (<http://www.msubillings.edu/alumni/>)

The Montana State University Billings Alumni Association spans the globe, with more than 31,000 alumni living and working worldwide. This dynamic group of leaders works to build affinity to the university through programming and events. Working with the MSUB Foundation, the MSUB Alumni Association serves to promote the university, build philanthropic outreach, and engage alumni wherever they may be.

## Parking

**Parking Garage, (406) 657-1704**

Office hours: 8:00 a.m. to 5:00 p.m., M-F, except holidays.

MSU Billings parking regulations are a necessary component in providing convenient and safe parking, in addition to efficient and effective traffic control, for all students, faculty, staff and visitors to the university campuses. They are part of the terms and conditions pertaining to students who are enrolled at MSU Billings, to faculty and staff who are employed by the University, and are applicable to all vehicle owners/drivers on campus, including guests and visitors. Parking on MSUB campuses is a privilege, not a right.

All vehicles parked on University property must display a current MSUB parking permit. Parking permits may be purchased online at [www.msubillings.edu/police/parkinginfo.htm](http://www.msubillings.edu/police/parkinginfo.htm) (<http://www.msubillings.edu/police/parkinginfo.htm>) and also at the University Police & Parking Services office, in the southwest corner of the parking garage on Poly Drive. Parking regulations/maps are also posted online.



## Academic Support Center

University Campus (406) 657-1641

City College (406) 247-3022

[www.msubillings.edu/asc](http://www.msubillings.edu/asc) (<http://www.msubillings.edu/asc/>)

The Academic Support Center's mission is to empower students to become confident, capable, independent learners. The ASC provides qualified tutors, supplemental instruction (SI) leaders, peer mentors, and resources that support students in their quest to reach their goals, in a safe and encouraging learning environment. For up-to-date tutoring and SI schedules or more information about resources, visit the ASC at either City College or University Campus, view the ASC's website, email [academicsupportcenter@msubillings.edu](mailto:academicsupportcenter@msubillings.edu), or call 406-657-1641.

Special educational delivery requirements that need to be addressed by persons with disabilities should be directed to Disability Support Services.

### Academic Support Center Study Spaces

A study space and computer lab for students is available on the first floor of the Student Union Building on the University campus and in the Tech Building at City College. The ASC locations at both campuses provide tutoring space, study group tables, and computers for students' school-related assignments.

### College Success Strategies

A&SC 101 orients students to the expectations of college-level study and provides basic strategies for success as a student.

### Tutoring

The Academic Support Center offers tutoring in math, science, writing, reading, and other general education subjects at both campuses, with drop-in and appointment tutoring available in onsite and online formats. Tutors are available to assist students but are not meant to replace classroom instruction. The ASC tutoring staff includes instructors, professional tutors, and student tutors who have majors in a variety of disciplines.

### Writing Consultants

Academic Support Center Writing Consultants provide tutorial assistance for writing across the curriculum. Consultants help students at any stage of the writing process, but will not proofread, edit, or write work for the students. Tutors will help students master grammar and mechanics, research writing formats and procedures, and many other writing skills. Handouts, textbooks, and other reference materials are available for use in the ASC. Graduate students can make an appointment to work with a consultant who specializes in graduate-level writing support.

### STEM Tutors

Academic Support Center tutors provide tutorial assistance for students taking most math and sciences courses offered at MSUB. Tutors will help students understand course concepts and assist with homework problems, but will not help with quizzes or tests.

### Specialty Tutors

Based on student need, tutoring in other subjects is available by appointment in the Academic Support Center.

### Online Tutors

Online tutoring is available for students through the Academic Support Center.

## Supplemental Instruction

Supplemental Instruction (SI) is a form of course-embedded, peer-led tutoring. There are multiple SI programs across the globe, and all are modeled from the International Supplemental Instruction Center at the University of Missouri- Kansas City. SI targets historically difficult courses with high DFWI rates. Students who consistently attend SI sessions typically perform better than their peers that do not utilize the service.

SI sessions are free and offered on a walk-in basis to all students in a class assigned an SI Leader. In sessions, you will be encouraged to think critically, work with other students in the class, and reinforce concepts learned in lecture. SI sessions are a great resource to work on study strategies and figure out how to learn material instead of strictly focusing on what material you need to know. You will find the sessions are a low-stakes, relaxed environment structured to make all students feel comfortable and welcome.

## Peer Navigation

Peer Navigators can assist students in many ways. Whether you are new and adjusting to college or could just use some help. Peer Navigators assist students with time management, study skills, using D2L, navigating online course materials, planning out success strategies, and navigating and figuring out other college-related things. Peer Navigators can also help you connect with tutors, supplemental instructors (SI's), and many other resources on campus.

Our research shows that MSUB students who meet with Peer Navigators perform better academically and are more likely to stay in college. First-year students and some others are assigned to Peer Navigators at the beginning of the semester, but Peer Navigators can meet with any student.

## Advising Center

**McMullen Hall First Floor West, (406) 657-2240**  
**City College, Room A017, (406) 247-3019**

The Advising Center assists students in understanding academic requirements, enabling them to complete their program requirements as efficiently as possible. Through one-on-one meetings, advisors help students develop the skills necessary to be successful in their major(s).

New Students will receive information regarding General Education requirements, navigate their DegreeWorks account, and learn about program requirements related to their major(s) and minor (if applicable). Students who have not yet selected a major will be advised to begin working on General Education requirements. Transfer and returning students will have evaluations completed and plans of study developed.

Depending on students' programs, they will be assigned to a faculty "major advisor" for planning and mentoring of upper-division coursework while retaining their Advising Center advisor in a "secondary advisor" capacity.

## Mandatory Advising

All first-time entering students at MSU Billings are required to see an academic advisor before registering for classes. During the initial advising session, students will receive information regarding General Education requirements and program requirements for their major and minor.

Students who plan to develop a graduation guarantee must contact the Advising Center and complete this agreement prior to the first semester of attendance.

Students are ultimately responsible for meeting graduation requirements, but advisors assist students with selection of courses, academic plans, and academic and career related questions.

## General Studies Students

Students who have not selected a major are registered as General Studies majors. In an effort to assist students in completing degree requirements as efficiently as possible, General Studies students are encouraged to focus on General Education requirements their first semester. Students are also encouraged to visit Career & Employment Services (<https://www.msubitings.edu/careers/>) to explore career interests and to clarify how their academic program may support their career goals.

## Transfer Students

Students transferring to MSU Billings are required to apply for admission and submit transcripts of all post-secondary institutions attended. Once these documents are submitted, a student's advisor will be able to complete a transcript evaluation. The transcript evaluation will reflect how prior credits will apply to the degree/program the student is considering at MSU Billings. In order to give an accurate transcript evaluation, transfer students should provide copies of transcripts of all previous college level work. Although we maintain course equivalency guides for all Montana colleges and universities, it is helpful if transfer students can provide catalogs with course descriptions for coursework completed at out-of-state institutions.

## Declaring a Major

Students are encouraged to select and declare a major during their Freshman year. Students should contact the Advising Center to declare their major. The student will see their advisor regarding reviewing the requirements for the major selected and receive an updated major/degree work sheet and information on when they will be transferred to a faculty advisor in their selected major.

## Changing a Major

Students complete the change of major form with an advisor in the Advising Center. The academic advisor will clarify new program requirements, update the student's DegreeWorks account and/or advising file with new program worksheets, and let the student know when they will be transferred to a faculty advisor. The changing of an academic major may have significant impacts on a student's long-range academic plan and graduation date. All students are encouraged to keep in close contact with their advisor through the process of changing majors.

## Pre-Nursing Students

MSU Billings has developed a very close relationship with the MSU Bozeman Nursing Program which enables students to complete pre-nursing requirements as MSU Billings students and then transfer into the MSU Bozeman program which is offered on the Billings campus. The Advising Center provides advising services through the first two years of the program and provides guidance for making application to upper-division courses.

## Pre-Professional Majors

Students planning to transfer to another college or university to complete a program not available at MSU Billings may choose to enroll in a pre-professional program. There are several important steps to take in order to coordinate a pre-professional program with the school to which one is going to transfer:

1. Acquire a catalog from the school to which one is going to transfer
2. Take General Education courses which match requirements of the transfer school
3. Select other equivalent courses which will meet transfer school requirements and/or prerequisites

Many of the pre-professional programs at MSU Billings have been designed to prepare students to transfer to professional programs offered at other Montana University System units. Programs may be developed to meet the prerequisites for other pre-professional programs.

## Graduate Student Advising

Academic advising for graduate students is provided by faculty advisors in the College of the student's graduate program. Initial advising is provided through the Office of Graduate Studies with subsequent assignment to a permanent faculty advisor. The faculty advisor assists the student with the development of a plan of study and guidance in completing the requirements for the chosen degree program.

Further information can be obtained by contacting the Office of Graduate Studies, McMullen 200, (406) 657-2238.

## Graduation Guarantee

MSU Billings has created a Graduation Guarantee for Undergraduates which students may utilize as they begin study. The Guarantee includes a set of conditions that the student needs to fulfill as well as the University; the Guarantee itself is signed by the student as well as the advisor. If the student fulfills his/her conditions and the University fails to do so, postponing graduating, the student may appeal to the Academic Standards and Scholastic Standing Committee prior to the beginning of classes for the last term of the signed Guarantee. If the Committee finds the University at fault, appropriate actions will include waiving course requirements, waiving tuition and fees, or a combination of the two.

Copies of this Guarantee are available from the Advising Center. Students are urged to examine this Guarantee to see if it will assist them in facilitating their completion of requirements and graduation. Advisors in the Center can explain the Guarantee and prepare appropriate plans of study for students.

## Assessment Testing

Students who have been out of high school three years or longer and have not completed their General Education requirements in English or mathematics must take the Accuplacer placement test. Results of the Accuplacer placement tests along with ACT and/or SAT scores, and high school transcripts are used to advise students into the most appropriate math and English courses. Students who have completed a HiSet or other high school equivalency credential must take the Accuplacer placement test. For further information, contact the Advising Center at (406) 657-2240 or Jacket Student Central at (406) 247-3019.

# General Education Program

General Education provides a foundation for study across many areas of knowledge. All students are required to complete the General Education program as an essential component of the baccalaureate degree.

## The Purpose of General Education

General education at MSU Billings is designed to advance students as participants in the ongoing accumulation of human knowledge and understanding. General education courses promote the development of respect for diversity, along with skills in problem solving, critical thinking, and communication necessary for students to be productive and responsible members of their communities.

## General Education Minimum Satisfactory Course Grade

By action of the University's Academic Senate, the minimum satisfactory grade students must earn in a General Education course is "C-" or better. However, students must earn an overall GPA of 2.0 in the General Education core. (11/10/05 memo #473 p. 1770)

## General Education Programmatic Learning Outcomes

Upon completion of the General Education Program at MSUB, students will successfully be able to:

Respect Diversity	Problem Solve	Think Critically	Communicate Effectively
1. Express the impact of inequity on the human experience	3. Use statistical or mathematical methods to solve problems	6. Locate and evaluate information from multiple sources	8. Apply effective communication strategies for specific purposes and audiences
2. Synthesize multiple perspectives in contemporary and historical contexts	4. Use scientific methods to solve problems	7. Synthesize evidence to construct logical arguments	9. Produce scholarly projects or creative works conforming to appropriate disciplinary methods
	5. Use quantitative and qualitative information to provide solutions to social and/or ethical problems		

## Categorization

Students will complete 31 credits of General Education, distributed in the following categories.

Code	Title	Credits
<b>I. Global Academic Skills</b>		
A.	Mathematics	3
B.	English	3
C.	Communication & Information Literacy	3
<b>II. Natural Sciences</b>		
A.	Life Sciences	3
B.	Physical Sciences	3

*Lab taken with either Life Sciences or Physical Sciences	1
<b>III. Social Sciences and History</b>	
A. Social Sciences	3
B. History	3
<b>IV. Cultural Diversity</b>	
<b>V. Arts and Humanities</b>	
A. Fine Arts	3
B. Humanities	3
<b>Total Minimum Credits</b>	<b>31</b>

## Category Descriptions

### Global Academic Skills

Global Academic Skills include assessing sources of information, reading, writing, and calculating.

### Natural Sciences

Natural science is devoted to discovering the principles that rule the physical universe.

### Social Sciences and History

Social sciences represent those disciplines that apply scientific methods to study the network of human relationships and organizations. History involves the interpretation of diverse sources to understand past societies and events.

### Cultural Diversity

Courses in the cultural diversity category facilitate understanding of and interaction between distinct human communities.

### Arts and Humanities

The expressive arts include visual, performing, and language-based activities. The humanities include the study of philosophy, literature, and art history.

## General Education Category Learning Objectives

### 1. Global Academic Skills

#### a. Mathematics

- Demonstrate ability to solve problems with quantitative information using mathematical and/or statistical methods.
- Think critically, analytically and independently about mathematical situations.
- Communicate using mathematical terminology and symbols in support of an argument or solution method.

#### b. English

- Exhibit competency in the use of formal writing conventions, including mechanics, syntax, style, cohesion, and organization.
- Select and apply effective writing strategies for specific purposes and audiences.
- Integrate primary and secondary source material in original work with appropriate documentation.

#### c. Communication & Information Literacy

- Engage in research to gather, evaluate, and synthesize information from multiple sources to express ideas.
- Access and use information ethically, with appropriate citation, in oral and written communication.
- Design audience-centered informative or persuasive messages.

### 2. Natural Sciences

**a. Life Science**

- i. Demonstrate an understanding of living systems by describing their nature, organization, and evolution.
- ii. Demonstrate an understanding of the scientific method and how it is used to increase our knowledge of living things.
- iii. Make logical connections between key concepts in the life sciences and describe the interaction between human lives and other living things in order to understand the ways the environment impacts humanity and how human actions affect the environment.

**b. Physical Science**

- i. Demonstrate an understanding of the physical universe and planet earth, including its origin and physical processes.
- ii. Demonstrate an understanding of the scientific method and how it is used to solve problems and increase our knowledge of the physical world.
- iii. Make logical connections between key concepts in the physical sciences and human life, including the interactions between the two and their impacts on one another.

**3. Social Sciences and History****a. Social Sciences**

- i. Analyze historical and cultural significance in human behavior, ideas, and institutions.
- ii. Synthesize multiple perspectives to understand human behavior.
- iii. Contextualize information from multiple points in time and place to understand society.

**b. History**

- i. Explain historical events and ideas in appropriate context.
- ii. Analyze and organize a variety of sources to construct historical knowledge.
- iii. Express a historical argument in written form.

**4. Cultural Diversity**

- a. Articulate an understanding of differences across ethnicities, genders, generations, and other groups of people.
- b. Analyze how cultural differences impact interactions in society.
- c. Describe effective methods to communicate across cultures.

**5. Arts and Humanities****a. Fine Arts**

- i. Demonstrate an understanding of the diverse roles the fine arts play in human culture.
- ii. Identify and analyze artistic techniques used in aesthetic expression.
- iii. Demonstrate an appreciation of the ways in which the arts enrich life.

**b. Humanities**

- i. Explain the interrelationship between the humanities and other disciplines.
- ii. Describe the ways in which the humanities influence culture and society.
- iii. Analyze issues surrounding life, death, ethics, and morality.

M 105	Contemporary Mathematics
M 114	Extended Technical Mathematics
M 121	College Algebra
M 122	College Trigonometry
M 130	Math for Elementary Teachers I
M 140	College Math for Healthcare
M 143	Finite Mathematics
M 161	Survey of Calculus
M 171	Calculus I
STAT 141	Intro to Statistical Concepts
STAT 216	Introduction to Statistics

**B. English**

Select three credits from the following:

3

WRIT 101	College Writing I
WRIT 121	Intro to Technical Writing
WRIT 122	Intro to Business Writing

**C. Communication & Information Literacy**

Select three credits from the following:

3

BMIS 150	Cyber Security & Electronic Co
COMX 111	Intro to Public Speaking
COMX 115	Intro to Interpersonal Comm
COMX 210	Communication in Small Groups
HONR 205	Honors Inquiry and Research
LSCI 125	Research in the Info Age

**II. Natural Sciences**

Regarding Natural Sciences, students are required to take one course from Life Sciences and one course from Physical Sciences. **At least one course must include a corresponding laboratory.**<sup>1</sup>

**A. Life Sciences**

Select three credits from the following with a corresponding laboratory course if 3-4 not taken in Physical Sciences:

BIOB 101	Discover Biology
BIOB 102	Discover Biology Lab
BIOB 121	Fund of Bio for Allied Health
BIOB 123	Fund Bio: Nature of Nutrition
BIOB 160	Principles of Living Systems
BIOB 161	Principles Living Systems Lab

**B. Physical Sciences**

Select three credits from the following with a corresponding laboratory course if 3-4 not taken in Life Sciences:

ASTR 110	Introduction to Astronomy
ASTR 111	Introduction to Astronomy Lab
CHMY 121	Intro to General Chemistry
CHMY 122	Intro to Gen Chem Lab
CHMY 141	College Chemistry I
CHMY 142	College Chemistry I Lab
GEO 101	Intro to Physical Geology
GEO 102	Intro to Physical Geology Lab
GPHY 262	Spatial Sciences Tech and Appl
GPHY 263	Spatial Sciences & Tech Lab
PHSX 103	Our Physical World
PHSX 104	Our Physical World Lab
PHSX 205	College Physics I

## General Education Courses

Code	Title	Credits
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**I. Global Academic Skills**

Regarding Global Academic Skills, students are required to take 1 course from Mathematics, 1 course from English, and 1 course from Communication & Information Literacy.

**A. Mathematics**

Select three credits from the following:

3

PHSX 206	College Physics I Lab
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#### A and B. Integrated Sciences

SCIN 101	Integrated Sciences I
SCIN 102	Integrated Sciences Lab
SCIN 103	Integrated Sciences II
SCIN 104	Integrated Science Lab II

#### III. Social Sciences and History

Regarding Social Sciences and History, students are required to take one course from Social Sciences and one course from History.

##### A. Social Sciences

Select three credits from the following: 3

BGEN 105A	Introduction to Business
or BGEN 105B	Introduction to Business
COMX 106	Comm in a Dynamic Workplace
ECNS 201	Principles of Microeconomics
ECNS 202	Principles of Macroeconomics
EDU 105	Education and Democracy
HTH 110	Personal Health and Wellness
PSCI 210	Intro to American Government
PSCI 220	Intro to Comparative Govt
PSYX 100	Intro to Psychology
SOCI 101	Introduction to Sociology
SOCI 201	Social Problems

##### B. History

Select three credits from the following: 3

HSTA 101	American History I
HSTA 102	American History II
HSTR 159	World History to 1500 CE
HSTR 160	Modern World History
PSCI 230	Intro to International Rel

#### IV. Cultural Diversity

Regarding Cultural Diversity, students are required to take one course from the following: 3

ANTY 220	Culture & Society
ARTH 160	Global Visual Culture
COMX 212	Intro to Intercultural Comm
GPHY 121	Human Geography
HTH 270	Global Health Issues
LIT 230	World Lit Survey
MUSI 207	World Music
NASX 105	Intro Native American Studies
NASX 205	Native Americans in Contmp Soc
REHA 201	Intro to Diversity in Counslng
RLST 170	The Religious Quest
SPNS 150	The Hispanic Tradition
WGSS 274	Women, Culture & Society

#### V. Arts and Humanities

Regarding Arts and Humanities, students are required to take one course from Fine Arts and one course from Humanities.

##### A. Fine Arts

Select three credits from the following: 3

ARTZ 101	Art Fundamentals
ARTZ 105	Visual Language-Drawing

ARTZ 106	Visual Language-2-D Fndtns
ARTZ 108	Visual Language-3-D Fndtns
ARTZ 131	Ceramics for Non-Majors
CRWR 240	Intro Creative Writing Wrkshp
FILM 160	Introduction to World Cinema
LIT 270	Film & Lit
MUSI 101	Enjoyment of Music
MUSI 114	Band: MSUB Symphonic
MUSI 131	Jazz Ensemble I: MSUB
MUSI 147	Choral Ensemble: Univ Chorus
PHOT 154	Exploring Digital Photography
THTR 101	Introduction to Theatre

##### B. Humanities

Select three credits from the following: 3

ARTH 150	Introduction to Art History
HONR 111	Perspectives and Understanding
LIT 110	Intro to Literature
LIT 213	Montana Literature
PHL 110	Introduction to Ethics
PHL 111	Philosophies of Life
PHL 254	People and Politics

**Total Minimum credits 31**

1

Students can satisfy Natural Sciences by taking SCIN 101, SCIN 102, and either SCIN 103 or SCIN 104.

**Students should consult with their advisors, major departments or faculty in their programs for guidance in selecting appropriate writing and experiential learning courses.**

## Experiential Learning Requirement

Students who intend to graduate with a baccalaureate degree are required to take and pass at least one course of experiential learning. Examples are student teaching, internships, undergraduate research, cooperative education experiences, practica, experiences abroad, and senior projects.



## Interdisciplinary and Degree Completion Programs

### Bachelor of Applied Science (BAS)

Offered Online

The Bachelor of Applied Science (BAS) degree is limited to students with an Associate of Applied Science (AAS) degree. If a student has earned an AAS degree from a regionally accredited (p. 43) institution, he or she may enroll on the University campus of MSU Billings to complete General Education requirements and take upper division credits in existing areas of study which will complement the student's AAS credits already earned.

#### Academic Requirements

The BAS requires completion of a minimum of 60 credits beyond the AAS degree. A maximum of 60 credits will be accepted from the AAS degrees towards the 120-credit requirement. Coursework must include completion of specified General Education courses and other upper division coursework that relates to and is supportive of the AAS degree.

#### Requirements for the BAS degree are as follows:

- Completion of an AAS degree from a regionally accredited (p. 43) college or university.
- Satisfy the General Education Requirements at MSU Billings.
- Earn a minimum of 30 credits from MSU Billings.
- Complete a minimum of 30 upper division credits, of which at least 21 must be earned from MSU Billings.
- Complete a thematic concentration of 30 credits including at least 15 credits from one discipline. This concentration shall be prepared in collaboration with a faculty advisor and approved by the Academic Dean responsible for the majority of the courses in the Thematic Concentration. **Students seeking a concentration in Business are limited to 27 credits in the College of Business.**
- A grade of "C" or higher is mandatory in all courses in the thematic concentration.

## Bachelor of Science in Liberal Studies (BSLS)

Offered Online

The Bachelor of Science in Liberal Studies at MSU Billings is designed to meet the following objectives:

- Provide students with the opportunity to participate in integrated thematic programs of an interdisciplinary nature utilizing resources currently available at MSU Billings.
- Offer students with credits from many sources the opportunity to complete a baccalaureate degree which has focus and integrity.

#### Academic Requirements

Students must:

- Earn at least 120 credits with a cumulative grade point average of 2.0 or better.
- Satisfy the General Education requirements at MSU Billings.
- Earn a minimum of 30 credits from MSU Billings.
- Complete at least 36 upper division credits, of which at least 24 must be earned from MSU Billings.
- Complete a thematic concentration of 30 credits including at least 15 credits from one discipline in the College of Liberal Arts and Social Sciences. This concentration shall be prepared in collaboration with a faculty advisor and approved by the Dean of the College of Liberal Arts and Social Sciences.

- A grade of "C" or higher is mandatory in all courses in the thematic concentration.

## Associate of Science/Associate of Arts

The Associate of Science (AS)/Associate of Arts (AA) degree is a 60-credit program that includes 31 credits of General Education requirements and 29 credits of electives. Students will work with an academic advisor to design an AS/AA degree.

AS/AA degrees may be designed to provide a foundation for moving on to a 120-credit bachelor's degree. Contact the Advising Center at (406) 657-2240 for further details.

#### Contact Information

##### Registrar's Office

McMullen Hall first floor west  
(406) 657-2158

##### Advising Center

McMullen Hall first floor west  
(406) 657-2240

##### Admissions & New Student Services

McMullen Hall first floor east  
(406) 657-2888

## Articulation Agreements

#### Articulation Agreements

MSU Billings has a number of articulation agreements with other public and private institutions. These agreements make it possible for students to plan a program of study that begins at a two-year college and leads to a four-year degree from MSU Billings. These agreements are designed to maximize the number of credits students will be able to transfer and to minimize students' time to degree. Articulation agreements are made with specific programs. Areas of concern such as admissions, financial aid, course requirements, and contact information are clearly discussed.

Each agreement specifies how coursework in the associate degree program applies to the baccalaureate degree program at MSU Billings. Each agreement outlines the appropriate and recommended courses to complete at the two-year college and also specifies courses that must be taken at MSU Billings to complete the program.

Students interested in attending MSU Billings and utilizing an articulation agreement are encouraged to indicate their interest in one of the articulation agreements to an academic advisor prior to or during their first term in attendance.

## Special Programs and Pre-Professional Programs

### Pre-Law Program

Advising Center, McMullen First Floor West  
(406) 657-2240

Most accredited law schools require that a Bachelor's degree be completed prior to registration. Additionally, admission is based upon the applicant's score on the Law School Admission Test (LSAT), ethical character, professional promise, academic achievements, and letters of recommendation. Because admission to law school is highly competitive, a student should attempt to achieve a cumulative grade point average of at least 3.00 and a LSAT score of at least 150 within a range of 120 to 180.

Law schools do not prescribe a specific undergraduate course of study. Students should seek out specific requirements of the law schools to which they are applying.

Individuals with baccalaureate degrees in every subject area have been admitted to law schools and have become successful lawyers. The best background, however, is a program that provides a broad liberal arts education. Useful majors include English, Communication Arts, Foreign Languages, History, Psychology, and Sociology.

As the practice of law becomes increasingly technical, a specialized background in business or science may prove valuable. A major should be chosen on the basis of the interest and challenge it offers, not because it might guarantee admission to a law school.

Montana State University Billings offers a minor in Political Science. The Political Science minor includes courses in United States Government, Constitutional Law, Civil Liberties, and Juvenile Delinquency—areas directly related to the law.

Certain academic skills are essential: the ability to read effectively with speed and comprehension; the ability to write clearly, including a good command of grammar; and the ability to think logically. These basic skills can be acquired by carefully selecting courses and instructors, regardless of the specific subject. Communication skills can also be developed through drama, creative writing, and the like. The ability to type and computer skills are invaluable.

Law schools require applicants to take the LSAT, a half-day standardized test. It consists of three sections which evaluate a student's reading comprehension, analytical reasoning, logical reasoning, and other skills. A 30-minute writing session is also included. The writing sample is not scored; rather, copies of the essay are sent to all schools to which candidates request their LSAT score sent. Most law schools also require candidates to register for the Law School Data Assembly Service (LSDAS), a biographical and academic information clearinghouse. The LSAT should be taken in June following the junior year or in October of the senior year.

Most law schools operate on a semester basis; they begin the year of study in September and only allow admission at that time. Pre-law students should begin to consider possible law schools during the spring of their junior year and complete their applications by the end of the fall semester of their senior year. The Pre-Law Handbook provides information about all accredited law schools; it may be consulted in the pre-law advisor's office.

Montana State University Billings provides the basis for an excellent pre-law education. While admission to law school ultimately depends upon the student's abilities, MSU Billings offers challenging courses and instructors who help individuals develop the skills needed for admission into law school and a successful legal career.

This information is general and only serves as a beginning. More detailed information, including a suggested pre-law curriculum and particular law school admission standards, is available on request from the pre-law faculty advisor.

### Pre-Nursing

Advising Center, McMullen First Floor West  
(406) 657-2240

The Pre-Nursing curriculum at MSU Billings is designed in conjunction with the College of Nursing at Montana State University Bozeman. This two year pre-nursing program fulfills the basic undergraduate General Education requirements and the College of Nursing requirements **with the exception of five (5) lower division nursing courses**. One of these five lower division courses is available online through MSU Bozeman. The remaining four (4) lower division nursing courses are taught at the Bozeman Campus and are offered on a limited basis at the Billings campus.

Upper Division placement is competitive and based strictly on a "selected" Grade Point Average (GPA) calculation. Due to occasional changes in the curriculum, it is essential to contact the pre-nursing advisor before course selection.

Students interested in details of the complete MSU Bozeman program may write directly to MSU Bozeman College of Nursing or contact the director at the Billings extended campus of the MSU Bozeman College of Nursing located on the MSU Billings campus, Apsaruke Hall 212, 657-1775.

Students are reminded that Practical Nursing and Registered Nurse programs are available at City College at MSU Billings. The Director of Nursing may be reached at (406) 247-3000.

### Pre-Physical Therapy

Advising Center, McMullen First Floor West  
(406) 657-2240

Students interested in Physical Therapy should see an advisor for information. Forms outlining the curricula for transfer to the University of Montana program are available from the Advising Center on McMullen first floor west. Students planning to transfer to any other school will need to obtain a catalog from the college and, in consultation with their advisor, develop a plan of study to meet the specific requirements of the college of their choice. Because competition for acceptance into the professional schools is intense, the student should maintain a strong grade point average, have experience in the field, be knowledgeable of the application deadlines for the schools of choice, and apply to several schools.

# University Honors Program

Dr. Jana Marcette, Director

COE 297 (406) 657-2908

[www.msubitillings.edu/honors/](http://www.msubitillings.edu/honors/) (<http://www.msubitillings.edu/honors/>)

Established in 1997, the Honors Program at Montana State University Billings provides an enhanced and supportive learning environment responsive to the educational needs of exceptionally motivated undergraduate students. This goal is accomplished through the guidance of faculty noted for excellence in teaching who offer small Honors sections of regular courses, interdisciplinary colloquia, special seminars, and increased opportunities for undergraduate research and creative endeavors. Students are challenged and supported in their efforts to take full advantage of their intellectual and personal talents. Membership is open to undergraduate students from all majors seeking enriched learning, cultural awareness, and fellowship. The program fosters an affordable small college experience while benefiting from the University's size and many degree options. As a community of scholars, faculty work enthusiastically to help students achieve the following goals.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Develop abilities in self-expression, critical thinking, information gathering, and problem solving through lively class discussions.
- Gain skills necessary to investigate problems and conduct research.
- Foster a creative mindset.
- Acquire a competitive advantage for scholarships, graduate admissions, and career-building jobs.

## The Program

The program is overseen by faculty members on the Honors Council. Students may serve the program as members of the Student Advisory Board, which selects a representative for the Council. The Board also supports the program by enriching a sense of community so that social activities—such as service learning, outdoor excursions, and other special events—can increasingly flourish.

The University Honors Program is designed so that many courses contribute to satisfying General Education and programmatic requirements. Students who graduate with a cumulative 3.0 GPA can earn the University Honors transcript designation upon graduation in one of two ways:

- University Honors Scholar—Earn at least 21 credits with a GPA of at least 3.0 in Honors courses (including 9 credits in upper-division courses)
- University Honors Graduate—Enter the Honors Program with 45 University credits earned and earn at least 15 credits with a GPA of at least 3.0 in Honors courses, including HONR 499.

Students completing one of these two options will have their official transcripts notated: **University Honors Scholar: General Honors** or **University Honors Graduate: General Honors**.

At the heart of the Honors curriculum are courses that examine significant original texts in terms of their historical and cultural backgrounds. Honors courses are frequently offered in history, political science, integrated science, education, law and society, social science, communications, economics, and other areas.

Consult the University Honors Program website at [www.msubitillings.edu/honors/](http://www.msubitillings.edu/honors/) (<http://www.msubitillings.edu/honors/>) or contact the Director for specific courses scheduled in the current semester.

For acceptance into the University Honors Program, incoming freshmen must satisfy at least one of these requirements:

- have a high school GPA of at least 3.5.
- be in the upper fifth of the student's graduating class.
- have a composite ACT score of 26 or better.
- have a Chancellor's Scholarship.
- be supported by a letter from a high school teacher attesting that the student has the intellectual motivation that is expected of an honors student.

Those students who have completed at least 15 credits of higher education may be admitted to Honors courses by having one the following:

- a letter of recommendation from a university faculty member.
- a cumulative GPA of at least 3.0.

Students who earn a grade of "B" or higher in an Honors course are also eligible for admission to the program.

To learn more about what we can offer you, please contact the Director of the University Honors Program by phone at (406) 657-2908 or by email at [honors@msubitillings.edu](mailto:honors@msubitillings.edu).

## Interdisciplinary Honors Minor

The Interdisciplinary Honors Minor consists of 21 honors credits, including 2 required courses, and a minor portfolio that represents student experience in the minor. **At least 9 credits must be 300-level or higher.**

## Required Courses

Code	Title	Credits
HONR 111	Perspectives and Understanding	3
or HONR 311	Adv Perspectvs and Understndng	
HONR 499	Honors Capstone	3
Elective honors credits (see below)		15
<b>Total Minimum Credits</b>		<b>21</b>

Choose the 15 elective honors credits from:

- honors sections of General Education courses,
- HONR special topic seminars,
- specially designated departmental seminars,
- honors contracts,
- honors independent study courses, and
- internships.

A department capstone that contains the following elements may be substituted for honors capstone:

- original research or creative scholarship,
- written interpretation or analysis, and
- public presentation or a defense.

## The Minor Portfolio

After completing the minor courses, students work with their faculty advisors to compile a minor portfolio that represents their learning experience in the minor. Typically, it will include samples of student work and a brief essay focusing on the ways in which their work has contributed to their learning experience at MSUB and toward their career objectives.

# The College of Business

Mr. Ed Garding, Interim Dean  
McD 300, (406) 657-2326

## Vision Statement

The College of Business' vision is to accelerate student success through applied business knowledge and to contribute to a better and brighter future for our students, businesses, community, and world.

## Mission Statement

Our mission is to graduate business students who will succeed in business and entrepreneurial endeavors and contribute to making our world a better place. Our student education bridges theory and practice, both online and onsite, by

- partnering with the community
- teaching applied business skills
- providing experiential learning
- maintaining close faculty, student and community engagement.

Our research focuses on

- application of business theory and concepts to help organizations apply business principles
- educational practices to aid teaching methodologies
- contributions derived from community engagement.

## AACSB Accreditation

The College of Business is now one of less than 700 universities worldwide that are accredited by the Association to Advance Collegiate Schools of Business (AACSB).

This means that Montana State University Billings offers an undergraduate degree in the same league as institutions such as the University of Colorado, Michigan State University, the University of Montana, and Montana State University. This accomplishment is even more impressive since MSUB is one of fewer than 8% of accredited undergraduate only business schools.

## Programs of Study and Online Options

The College of Business offers the Bachelor of Science in Business Administration. Students select from five areas of emphasis: Accounting, Finance, Management, Marketing, or General Business Administration. All five programs are available in the online format.

## Newest Program

The College of Business now offers a Banking Certificate in connection with a business degree, or with any bachelor degree. Twenty-one credits in specific courses are required to earn the certificate, including a new course, BFIN 455. The program culminates with a 3-credit paid internship. The program is designed to prepare students for analyst-level positions in banks and credit unions in our region.

## Career Preparation

The development of management and administrative personnel for business, government, and other organizations is the primary goal of the business administration degree. Business programs at MSU Billings provide a foundation of study in the arts and sciences combined with professional business training preparing graduates for numerous career paths and leadership roles in business. The program also provides the basic undergraduate education required for admission to graduate study in professional fields such as management, law, urban planning, health administration, etc.

The core courses develop the students' knowledge of the traditional functional areas of business, the behavioral and social sciences, the management sciences, and the systems approach to problem solving. These courses also help develop students' abilities to make effective operational and administrative decisions.

Additionally, intensive study in a chosen area of concentration provides the student with the in-depth experience necessary for an understanding of the global economic and social systems and their relationships to the individual and the organization. Each area provides the undergraduate student with the background to effectively participate in business, industry, government, education, and other organizations and institutions which require a high degree of management and administrative competence. An advisor will assist students with information about business degrees and degree planning.

## Advising Information

All new, transfer, and readmitted students are encouraged to visit the Advising Center on McMullen Hall first floor west to meet with an academic advisor. New students will receive information regarding General Education requirements and advising worksheets related to their major and minor programs. Transfer and readmitted students will work with an advisor to complete a transcript evaluation and select courses for the upcoming semester.

As junior-level students, those who have declared business as their major are assigned a COB faculty advisor, based on their option. The faculty advisor is available to assist with the selection of courses, clarify course and degree requirements, monitor student progress toward degree completion, and provide other general academic assistance, including information about career opportunities.

Students are ultimately responsible for meeting regularly with an advisor and for successfully completing degree requirements.

## Student Services Office

Business majors and other students taking business courses utilize the Administrative Office (McD 304, 657-2812) to obtain information and assistance on College of Business courses, programs, registration, and support services.

## Coordination of Internships

Internships provide COB students with the opportunity to gain valuable business work experience as it relates to their option. The COB Internship coordinator, together with the Career Specialist, work with students to ensure a quality educational experience.

Specific information about applying for an internship is available at the Career Services web site.

## Support Services

Campus-wide academic support services are available at the Academic Support Center in the Student Union Building. These services include a learning lab, English, math and tutoring services. More information is available at their web site [www.msubitings.edu/asc](http://www.msubitings.edu/asc) (<http://www.msubitings.edu/asc/>).

## College of Business Committees

Students are actively involved in the policy making and governance of the College of Business. Many College committees have a combined student and faculty membership, and there are numerous opportunities for student involvement.

## Business Advisory Board

The College of Business has a Business Advisory Board that meets periodically to provide counsel and guidance to faculty and administration of the College. Specific functions of the Board include assisting the College to prepare and update strategic plans, provide professional development activities for faculty, increase the

effectiveness of student placement activities, and keep COB programs attuned to the needs of the business community.

## Student Advisory Board

The Student Advisory Board works directly with the Department Chair and the Dean on student and college matters. Students are encouraged to take advantage of this opportunity to participate in and contribute to the College.

## Assessment Testing

All first-time students and transfer students who have not completed their general education requirements in English or Mathematics must take a placement test. Results of the placement tests along with ACT and/or SAT scores are used to place students into the most appropriate Math and English courses. The placement tests are administered during Student Orientation. For further information, contact the Advising Center (406-657-2240 or 406-247-3020).

All College of Business students are required to pass a comprehensive test in Microsoft Word, Excel, and PowerPoint.

## Grade Requirements in Required Business Core, Pre-Admission, and Option Courses

All courses counting toward fulfillment of Required Business Core, Pre-Admission, and Option Requirements must be a grade of "C-" or better.

## Transfer Credits Policy

In order to graduate with a degree from the MSUB College of Business, at least half of the required option courses and the BGEN 499 course must be completed from MSU Billings.

## Credits from and Agreements with Two Year Institutions

Credits earned in business courses taught at junior colleges may not be used to satisfy upper division requirements, but some might count as electives toward graduation. Check with the College of Business Student Services Office. Formal articulation agreements are in place with the following institutions: City College, Billings; Miles Community College, Miles City; Great Falls College, Great Falls, and Northwest College, Powell, WY.

### A

- Accounting Minor (p. 67)

### B

- Banking Certificate (p. 67)
- Business Administration Accounting Option Bachelor of Science Degree (p. 67)
- Business Administration Finance Option Bachelor of Science Degree (p. 68)
- Business Administration Management Option Bachelor of Science Degree (p. 69)
- Business Administration Marketing Option Bachelor of Science Degree (p. 70)
- Business Administration Minor (p. 71)
- Business Administration Online General Business Option Bachelor of Science Degree (p. 72)

### F

- Finance Minor (p. 72)

### I

- Information Systems Minor (p. 73)

### M

- Marketing Minor (p. 73)

## Grade Requirements in Required Business Core, Pre-Admission, and Option Courses

All courses counting toward the fulfillment of pre-admission, required business core, and option requirements must have a grade of "C-" or better.

## General Requirements for Baccalaureate Degree Programs in Business Administration

Course requirements and proper sequencing are outlined for each degree option as typical plans of study. Students must consult with their advisors when selecting semester class schedules.

Code	Title	Credits
General Education Requirements (p. 56) <sup>1</sup>		<b>31</b>
Students should consult with an academic advisor before registering for General Education courses in order to maximize the number of elective credits allowed in the degree.		
<b>Required Business Core</b>		
WRIT 101	College Writing I <sup>^</sup>	3
M 143	Finite Mathematics <sup>^</sup>	4
STAT 216	Introduction to Statistics <sup>^</sup>	4
ECNS 201	Principles of Microeconomics <sup>^</sup>	3
ECNS 202	Principles of Macroeconomics <sup>^</sup>	3
ACTG 201	Principles of Fin Acct <sup>^</sup>	3
ACTG 202	Principles of Managerial Acct <sup>^</sup>	3
BFIN 322	Business Finance	3
BGEN 235	Business Law	3
BGEN 240	Intro Business Data Analysis	3
BGEN 315	Applied Business Decisions	3
BMGT 322	Operations Management	3
BMGT 335	Management & Organization	3
BMIS 311	Management Information Systems	3
BMKT 325	Principles of Marketing	3
BGEN 499	Capstone	3
WRIT 220	Business & Prof Writing	3
Subtotal		53
<b>Option Requirements (see listing by area)</b>		<b>30-33</b>
<b>Unrestricted Electives</b>		<b>6-15</b>
<b>Total minimum credits</b>		<b>120</b>

<sup>1</sup>

The following required courses may also satisfy General Education requirements: WRIT 101, ECNS 201, ECNS 202, M 143, STAT 216.



^

Pre-admission courses that students must complete before being admitted to all 300- and 400-level courses with the exception of some upper-division accounting courses.

## Accounting Option

The following accounting courses are exempt from the pre-admission requirements and may be taken in the second year of study, provided students have completed the necessary accounting prerequisites:

Code	Title	Credits
ACTG 320	Accounting Data Analytics	3
ACTG 327	Inter Fin Acct & Reporting I	3
ACTG 328	Inter Fin Acct & Reporting II	3
ACTG 410	Cost/Mgmt Acct I	3
ACTG 415	Gvnt & Not-for-Profit Acct I	3

# The Department of Business Administration

Dr. Don Larsen, Chairperson

McD 200/304B

(406) 657-2907

dlarsen@msubillings.edu

The Department of Business Administration consists of the following options: Accounting (onsite and online), Finance (onsite and online), Management (onsite and online), Marketing (onsite and online) and General Business (onsite and online).

## Accounting Option

Accounting is a system for measuring, processing, and communicating information useful in making economic decisions. Accounting, in different forms, has existed for many years, but significant changes have occurred in the past several decades and have created greater information needs for managers. In keeping pace with these changes and increased demands for information, the need for accountants has increased in recent years, thus resulting in excellent opportunities for graduates.

The MSU Billings accounting program prepares students to sit for and pass the Certified Public Accountant Examination (CPA Exam). Requirements to sit for the CPA Exam in Montana include successful completion of 24 credits of upper division accounting courses and 24 credits of other business courses, e.g., courses in management, marketing, finance, management information systems, economics, communications and ethics. After passing the CPA Exam individuals must meet an experience requirement, possess a bachelor's degree and have earned at least 150 semester credits of college courses in order to be licensed as a Certified Public Accountant in Montana. The additional 30 credits beyond the 120 credits required for a bachelor's degree may be in any area. Transfer students and students who have changed majors often have 150 credits by the time they complete their accounting and other business courses. Due to potential changes in laws and regulations regarding licensing as a CPA, students should be sure to consult with their accounting advisor or any accounting faculty member in planning their course schedules.

All accounting courses are offered online. This allows students to complete the Bachelor of Science in Business Administration degree with an Option in Accounting by taking all courses online if they wish. We are excited to offer this online opportunity for our accounting students.

## Finance Option

The finance option is designed to give students a comprehensive understanding of the financial markets and their relation to banking and investments as well as to acquaint students with concepts and methods relevant to financial analysis and business management. The finance curriculum trains students in the useful methods, skills, and essential knowledge that are highly valued in the banking, financial, and consulting industries.

MSU Billings offers a B.S. in Business Administration with finance major and minor. Students learn important topics of finance in these classes such as financial statement analysis, investments, corporate finance, risk management, retail and corporate banking, and portfolio management. Students also gain hands-on experience in financial analysis, investment management, and financial modeling. They use publicly available real data and information in their assignments.

Finance majors can get internships and employment opportunities to work as bankers, financial analysts, dealers and traders, financial advisers, portfolio managers, corporate financial executives, and investment bankers in the region and

beyond. Our finance program also prepares students for professional certifications and graduate education.

## Management Option

The Management Option is designed to provide students with the problem-solving and leadership skills needed to manage employee productivity, company operations, and the 21st century challenges in the business environment. A degree in management provides the advantage needed to succeed in a competitive business environment.

A degree focusing on management teaches students how to innovate; create competitive business strategies; use best practices in hiring, developing, and leading employees; and develop the analytical skills that are needed to facilitate decision-making in complex situations. Management students take courses focusing on international business, sustainable business practices, project management, interpersonal skills, human resource management, entrepreneurship, and business strategy. These are built on a broad foundation of learning in the areas of accounting, economics, business law, finance, business analytics, management information systems, and marketing.

Students are given opportunities to practice leadership, motivation, and team building in their courses. Students get hands-on experience developing business plans for real clients and interacting with community businesses on classroom projects. Internship opportunities exist to provide practical and networking experiences important to obtaining employment.









Studying management prepares students for careers in a variety of industries including manufacturing, healthcare, hospitality, wholesale and retail trade, service industries, banking, construction, transportation, finance, education, utilities, entertainment, and government.




## Marketing Option

The Marketing Option prepares students to succeed in an integrated business environment with a focus on meeting the needs of the customer. Marketing option graduates are prepared for a position such as marketing manager, sales manager, account manager, marketing representative, professional salesperson, or advertising staff. Students completing this option will understand strategic marketing planning, the marketing mix, market research fundamentals, customer relationship management, and the financial implications of marketing within firms. The integrated sequence of courses enables students to obtain a broad education in marketing decision-making.

## Online General Business Option

The Online General Business Option is designed for students who wish to complete a degree in business in a totally online environment. All courses required for this degree are offered in an online format. Students completing this option receive a well-rounded exposure to accounting, finance, management, and marketing.

- Business Administration Bachelor of Science Degree
  - Accounting Option (p. 67)  Offered Online
  - Finance Option (p. 68)  Offered Online
  - Management Option (p. 69)  Offered Online
  - Marketing Option (p. 70)  Offered Online
  - Online General Business Option (p. 72)  Offered Online
- Accounting Minor (p. 67)  Offered Online
- Business Administration Minor (p. 71)  Offered Online
- Finance Minor (p. 72)  Offered Online

- Information Systems Minor (p. 73)  Offered Online
- Marketing Minor (p. 73)  Offered Online
- Banking Certificate (p. 67)  Offered Online

## Accounting Minor

☐ Offered Online

### Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Describe, explain, and integrate fundamental concepts underlying accounting, finance, management, marketing, and economics.
- Use information to support business processes and practices, such as problem analysis and decision making.
- Apply quantitative skills to help analyze and solve business problems and to take advantage of business opportunities.
- Apply oral and written communication skills.
- Describe and explain the ethical and social responsibilities of accountants in ensuring the integrity of financial information.
- Develop an understanding of internal control issues and the effects of the regulatory environment on financial reporting.
- Apply knowledge of generally accepted accounting principles (GAAP) and managerial accounting theories to business organizations, state and local.

The minor is available to students who are not pursuing a bachelor's degree in the accounting option. The accounting minor provides students with sufficient accounting knowledge to enable the effective use of accounting information in making business and personal financial decisions.

### Required Courses

Code	Title	Credits
ACTG 201	Principles of Fin Acct	3
ACTG 202	Principles of Managerial Acct	3
ACTG 327	Inter Fin Acct & Reporting I	3
ACTG 410	Cost/Mgmt Acct I	3
BMGT 335	Management & Organization	3
ECNS 201	Principles of Microeconomics *	3
Accounting Electives		6
<b>Total Minimum Credits</b>		<b>24</b>

\*

May satisfy General Education requirements.

*Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.*

## Banking Certificate

☐ Offered Online

The Banking Certificate will be awarded upon completion of the fifteen credits listed. This program prepares students to enter into the banking industry, especially in the role of credit analyst.

### Admission Requirements

Admission is limited to:

- students who have earned a bachelor's degree
- students currently in a bachelor's degree program at MSUB

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Identify characteristics that define the banking industry.
- Identify challenges that the banking industry must address.
- Analyze cashflow data and calculate the ability of a particular business to repay existing and new debt.
- Explain a bank's loan approval process.
- Explain multiple types of credit decisions.

Students must earn a 3.0 or higher in all required courses.

### Required Courses

Code	Title	Credits
ACTG 201	Principles of Fin Acct	3
ACTG 202	Principles of Managerial Acct	3
BFIN 322	Business Finance <sup>1</sup>	3
BFIN 455	Money and Banking <sup>1</sup>	3
BFIN 459	Credit Risk Analysis	3
BMKT 436	Sales and Sales Management <sup>1</sup>	3
BGEN 498	Internship/Cooperative Educ <sup>2</sup>	3
<b>Total Minimum Credits</b>		<b>21</b>

1

Must be completed prior to BGEN 498.

2

Internship in an approved bank or credit union

### Suggested Plan of Study

Code	Title	Credits
Summer		
ACTG 201	Principles of Fin Acct	3
ACTG 202	Principles of Managerial Acct	3
Fall		
BFIN 322	Business Finance	3
Spring		
BFIN 455	Money and Banking	3
BMKT 436	Sales and Sales Management	3
Summer		
BFIN 459	Credit Risk Analysis	3
BGEN 498	Internship/Cooperative Educ	3

## Business Administration Accounting Option Bachelor of Science Degree

☐ Offered Online

### Required Courses

Code	Title	Credits
General Education Requirements (p. 56) <sup>1</sup>		<b>31</b>
Students should consult with an academic advisor before registering for General Education courses in order to maximize the number of electives credits allowed in the degree.		
Required Business Core (p. 63)		<b>53</b>

Accounting Option Requirements		
ACTG 320	Accounting Data Analytics	3
ACTG 321	Acct Information Systems I	3
ACTG 327	Inter Fin Acct & Reporting I	3
ACTG 328	Inter Fin Acct & Reporting II	3
ACTG 401	Federal Income Taxation	3
ACTG 402	Advanced Income Tax	3
ACTG 410	Cost/Mgmt Acct I	3
ACTG 411	Auditing I	3
ACTG 415	Gvnt & Not-for-Profit Acct I	3
ACTG 436	Advanced Accounting	3
Subtotal		30
Restricted Elective		
Select one course from the following:		3
ACTG 403	Topics in Tax, Research, Plan	
ACTG 438	Forensic Accounting & Fraud	
BGEN 405	Laws, Regulations & Research	
Subtotal		3
Electives		
		V
		3-15

1

The number of courses a student elects to take that fulfill both General Education requirements and the major requirements will determine the total number of elective credits required for the degree. Electives should be chosen in consultation with an academic advisor.

**Total Minimum Credits 120**

The following required courses may also satisfy General Education requirements: WRIT 101, ECNS 201, ECNS 202, M 143, STAT 216

*Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.*

## Suggested Plan of Study

Due to course schedule changes and staff assignments, students may not be able to follow the plan exactly. Students should consult with their advisors to plan classes before registering each term.

Code	Title	Credits
First Year		
Fall		
ACTG 201	Principles of Fin Acct	3
WRIT 101	College Writing I	3
General Education		9
Total		15
Spring		
ACTG 202	Principles of Managerial Acct	3
Electives		3
M 143	Finite Mathematics	4
General Education		6
Total		16
Second Year		
Fall		
ACTG 410	Cost/Mgmt Acct I	3
ECNS 201	Principles of Microeconomics	3

ACTG 327	Inter Fin Acct & Reporting I	3
STAT 216	Introduction to Statistics	4
Total		13
Spring		
ACTG 328	Inter Fin Acct & Reporting II	3
ACTG 415	Gvnt & Not-for-Profit Acct I	3
WRIT 220	Business & Prof Writing	3
ECNS 202	Principles of Macroeconomics	3
General Education		3
Total		15
Third Year		
Fall		
ACTG 320	Accounting Data Analytics	3
ACTG 401	Federal Income Taxation	3
BGEN 315	Applied Business Decisions	3
BMGT 335	Management & Organization	3
General Education		4
Total		16
Spring		
BGEN 235	Business Law	3
BMGT 322	Operations Management	3
ACTG 321	Acct Information Systems I	3
General Education		3
BMIS 311	Management Information Systems	3
Total		15
Fourth Year		
Fall		
ACTG 411	Auditing I	3
ACTG 436	Advanced Accounting	3
BFIN 322	Business Finance	3
BMKT 325	Principles of Marketing	3
Electives		3
Total		15
Spring		
BGEN 499	Capstone	3
Electives		3
Restricted Elective		3
ACTG 403	Topics in Tax, Research, Plan	3
BGEN 405	Laws, Regulations & Research	3
ACTG 438	Forensic Accounting & Fraud	3
Total		18

## Business Administration Finance Option Bachelor of Science Degree

 Offered Online

### Required Courses

Code	Title	Credits
General Education Requirements (p. 56) <sup>1</sup>		31

Students should consult with an academic advisor before registering for General Education courses in order to maximize the number of elective credits allowed in the degree.



Required Business Core (p. 63)	53
<b>Finance Option Requirements</b>	
BFIN 420 Investments	3
BFIN 422 Intermediate Business Finance	3
BFIN 430 Financial Modeling	3
BFIN 439 Fin Mgmt II: Analysis/Problems	3
BFIN 441 Adv Analysis Finan Statements	3
BFIN 455 Money and Banking	3
BFIN 460 Derivatives and Risk Managemen	3
Subtotal	21

**Restricted Electives**

Select three courses from the following:	9
BFIN 461 Portfolio Management	
BFIN 464 Fixed Income Analysis	
BFIN 473 Multinational Financial Mgmt	
BFIN 490 Undergraduate Research	
BFIN 492 Independent Study	
BFIN 494 Seminar/Workshop	
BGEN 498 Internship/Cooperative Educ (limit 3 cr.)	

<b>Electives</b>	<b>V</b>
	<b>3-14</b>

The number of courses a student elects to take that fulfill both the General Education requirements and the major requirements will determine the total number of elective credits required for the degree. Electives should be chosen in consultation with an academic advisor.

<b>Total Minimum Credits</b>	<b>120</b>
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1

The following required courses may also satisfy General Education requirements: WRIT 101, ECNS 201, ECNS 202, M 143, STAT 216

*Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.*

## Suggested Plan of Study

Due to course schedule changes and staff assignments, students may not be able to follow the plan exactly. Students should consult with their advisors to plan classes before registering each term.

Code	Title	Credits
<b>First Year</b>		
Fall		
WRIT 101	College Writing I	3
General Education		9
Electives		3
Total		15
Spring		
M 143	Finite Mathematics	4
ECNS 201	Principles of Microeconomics	3
General Education		8
Total		15
<b>Second Year</b>		
Fall		
ACTG 201	Principles of Fin Acct	3
ECNS 202	Principles of Macroeconomics	3

Electives	3
WRIT 220 Business & Prof Writing	3
General Education	4
Total	16

Spring	
ACTG 202 Principles of Managerial Acct	3
BGEN 235 Business Law	3
STAT 216 Introduction to Statistics	4

General Education	4
Total	14

<b>Third Year</b>	
Fall	

BFIN 322 Business Finance	3
BGEN 315 Applied Business Decisions	3
BMGT 335 Management & Organization	3
BMKT 325 Principles of Marketing	3
BMSI 311 Management Information Systems	3
Total	15

Spring	
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BFIN 420 Investments	3
BFIN 422 Intermediate Business Finance	3
BMGT 322 Operations Management	3
BFIN 455 Money and Banking	3

Restricted Electives	3
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Total	15
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<b>Fourth Year</b>	
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Fall	
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BFIN 441 Adv Analysis Finan Statements	3
BFIN 460 Derivatives and Risk Managemen	3
BFIN 430 Financial Modeling	3
Elective	3

Restricted Elective	3
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Total	15
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Spring	
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BFIN 439 Fin Mgmt II: Analysis/Problems	3
BGEN 499 Capstone	3

Electives	6
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Restricted Elective	3
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Total	15
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## Business Administration Management Option Bachelor of Science Degree

 Offered Online

### Required Courses

Code	Title	Credits
General Education Requirements (p. 56) <sup>1</sup>		31

Students should consult with an academic advisor before registering for General Education courses in order to maximize the number of elective credits allowed in the degree.

Required Business Core (p. 63)	53
<b>Management Option Requirements</b>	
BGEN 360 International Business	3
BGEN 440 Business and the Environment	3
BMGT 329 Human Resource Management	3
BMGT 353 Organizational Behavior	3
BMGT 422 Project Management	3
BMGT 448 Entrepreneurship	3
BMKT 342 Marketing Research	3
Subtotal	21
<b>Restricted Electives</b>	
Select three courses from the following:	9
ACTG 410 Cost/Mgmt Acct I	
BFIN 305 Financial Planning	
BGEN 498 Internship/Cooperative Educ	
BMGT 492 Independent Study	
BMGT 494 Seminar/Workshop	
BMKT 337 Consumer Behavior	
BMKT 343 Integrated Marketing Comm	
BMKT 420 Integrated Online Marketing	
BMKT 436 Sales and Sales Management	
Subtotal	9
<b>Electives</b>	<b>V</b>
	<b>6-15</b>
<b>Total Minimum Credits</b>	<b>120</b>

1

The following required courses may also satisfy General Education requirements: WRIT 101, ECNS 201, ECNS 202, M 143, STAT 216.

*Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.*

## Suggested Plan of Study

Due to course schedule changes and staff assignments, students may not be able to follow the plan exactly. Students should consult with their advisors to plan classes before registering each term.

Code	Title	Credits
First Year		
Fall		
WRIT 101	College Writing I	3
ECNS 201	Principles of Microeconomics	3
General Education		6
Electives		3
Total		15
Spring		
ECNS 202	Principles of Macroeconomics	3
M 143	Finite Mathematics	4
General Education		9
Total		16
Second Year		
Fall		
WRIT 220	Business & Prof Writing	3
STAT 216	Introduction to Statistics	4

ACTG 201	Principles of Fin Acct	3
Electives		3
General Education		3
Total		16
Spring		
ACTG 202	Principles of Managerial Acct	3
BGEN 235	Business Law	3
Electives		3
General Education		7
Total		16
Third Year		
Fall		
BGEN 315	Applied Business Decisions	3
BMGT 335	Management & Organization	3
BMKT 325	Principles of Marketing	3
BMGT 322	Operations Management	3
BMSI 311	Management Information Systems	3
Total		15
Spring		
BFIN 322	Business Finance	3
BMKT 342	Marketing Research	3
Restricted Elective		3
Electives		6
Total		15
Fourth Year		
Fall		
BMGT 448	Entrepreneurship	3
BGEN 440	Business and the Environment	3
BMGT 422	Project Management	3
Restricted Electives		6
Total		15
Spring		
BMGT 353	Organizational Behavior	3
BMGT 329	Human Resource Management	3
BGEN 360	International Business	3
BGEN 499	Capstone	3
Total		12

## Business Administration Marketing Option Bachelor of Science Degree

☐ Offered Online

### Required Courses

Code	Title	Credits
General Education Requirements (p. 56) <sup>1</sup>		31
Students should consult with an academic advisor before registering for General Education courses in order to maximize the number of elective credits allowed in the degree.		
Required Business Core (p. 63)		53
<b>Marketing Option Requirements</b>		
BMKT 337	Consumer Behavior	3
BMKT 342	Marketing Research	3

BMKT 343	Integrated Marketing Comm	3
BMKT 411	Services/Relationship Mktg	3
BMKT 420	Integrated Online Marketing	3
BMKT 436	Sales and Sales Management	3
BMKT 449	Strategic Marketing Mgmt	3
Subtotal		21

**Restricted Electives**

Select three upper division business courses in consultation with an advisor. 9

**Electives** **V**  
**6-15**

The total number of courses a student elects to take that fulfill both the General Education requirements and the major requirements will determine the total number of elective credits required for the degree. Electives should be chosen in consultation with an academic advisor.

**Total Minimum Credits** **120**

1

The following required courses may also satisfy General Education requirements: WRIT 101, ECNS 201, ECNS 202, M 143, STAT 216

*Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.*

## Suggested Plan of Study

Due to course schedule changes and staff assignments, students may not be able to follow the plan exactly. Students should consult with their advisors to plan classes before registering each term.

Code	Title	Credits
First Year		
Fall		
WRIT 101	College Writing I	3
Electives		3
General Education		9
Total		15
Spring		
M 143	Finite Mathematics	4
General Education		11
Total		15
Second Year		
Fall		
ACTG 201	Principles of Fin Acct	3
ECNS 201	Principles of Microeconomics	3
STAT 216	Introduction to Statistics	4
Electives		5
Total		15
Spring		
ACTG 202	Principles of Managerial Acct	3
BGEN 235	Business Law	3
ECNS 202	Principles of Macroeconomics	3
WRIT 220	Business & Prof Writing	3
Electives		3
Total		15
Third Year		
Fall		

BGEN 315	Applied Business Decisions	3
BMGT 335	Management & Organization	3
BMKT 325	Principles of Marketing	3
BMKT 436	Sales and Sales Management	3
Electives		3
Total		15

## Spring

BFIN 322	Business Finance	3
BMKT 337	Consumer Behavior	3
BMIS 311	Management Information Systems	3

Upper Division Business Course 3

Elective 3

Total 15

## Fourth Year

## Fall

BMKT 342 Marketing Research 3

BMKT 411 Services/Relationship Mktg 3

BMKT 343 Integrated Marketing Comm 3

Electives 3

Upper Division Business Course 3

Total 15

## Spring

BMKT 449 Strategic Marketing Mgmt 3

BMKT 420 Integrated Online Marketing 3

BGEN 499 Capstone 3

Electives 3

Upper Division Business Course 3

Total 15

## Business Administration Minor

### Offered Online

The minor is available to non-business majors only. The minor provides students a basic understanding of the business fields of accounting, economics, finance, management, marketing, and information systems.

## Required Courses

Code	Title	Credits
ACTG 201	Principles of Fin Acct	3
ACTG 202	Principles of Managerial Acct	3
ECNS 201	Principles of Microeconomics *	3
BFIN 322	Business Finance	3
BMGT 335	Management & Organization	3
BMIS 311	Management Information Systems	3
BMKT 325	Principles of Marketing	3
Additional 300- and 400-level College of Business electives		6
<b>Total Minimum Credits</b>		<b>27</b>

\*

May satisfy General Education requirements.

*Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.*

# Business Administration Online General Business Option Bachelor of Science Degree

☐ Offered Online

## Required Courses

Code	Title	Credits
General Education Requirements (p. 56) <sup>1</sup>		31
Students should consult with an academic advisor before registering for General Education courses in order to maximize the number of elective credits allowed in the degree.		
Required Business Core (p. 63)		53
<b>Online General Business Option</b>		
BFIN 455	Money and Banking	3
BMGT 329	Human Resource Management	3
BMGT 448	Entrepreneurship	3
BMKT 337	Consumer Behavior	3
BMKT 436	Sales and Sales Management	3
Subtotal		15
<b>Restricted Electives</b>		
Select 5 upper division business courses in consultation with an advisor.		15
<b>Electives</b>		6-16
The total number of courses a student elects to take that fulfill both the General Education requirements and the major requirements will determine the total number of elective credits required for the degree. Electives should be chosen in consultation with an academic advisor.		
<b>Total Minimum Credits</b>		<b>120</b>

1

The following required courses may also satisfy General Education requirements:  
WRIT 101 ECNS 201 ECNS 202 M 143 STAT 216

*Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.*

## Suggested Plan of Study

Due to course schedule changes and staff assignments, students may not be able to follow the plan exactly. Students should consult with their advisors to plan classes before registering each term.

Code	Title	Credits
First Year		
Fall		
WRIT 101	College Writing I	3
Electives		3
General Education		9
Total		15
Spring		
M 143	Finite Mathematics	4
General Education		11
Total		15
Second Year		
Fall		

ACTG 201	Principles of Fin Acct	3
ECNS 201	Principles of Microeconomics	3
STAT 216	Introduction to Statistics	4
Electives		5
Total		15
Spring		
ACTG 202	Principles of Managerial Acct	3
BGEN 235	Business Law	3
ECNS 202	Principles of Macroeconomics	3
WRIT 220	Business & Prof Writing	3
Electives		3
Total		15
Third Year		
Fall		
BGEN 315	Applied Business Decisions	3
BMGT 335	Management & Organization	3
BMKT 325	Principles of Marketing	3
BMKT 436	Sales and Sales Management	3
Electives		3
Total		15
Spring		
BFIN 322	Business Finance	3
BMGT 448	Entrepreneurship	3
BMIS 311	Management Information Systems	3
Upper Division Business Electives		6
Total		15
Fourth Year		
Fall		
BMGT 329	Human Resource Management	3
BMKT 337	Consumer Behavior	3
Electives		3
Upper Division Business Electives		6
Total		15
Spring		
BFIN 455	Money and Banking	3
BGEN 499	Capstone	3
Electives		6
Upper Division Business Electives		3
Total		15

## Finance Minor

☐ Offered Online

The minor is available to students who are not pursuing a bachelor's degree in the finance option. The minor provides sufficient knowledge of finance to make business and personal investment decisions.

## Required Courses

Code	Title	Credits
ECNS 201	Principles of Microeconomics *	3
BFIN 430	Financial Modeling	3
BFIN 322	Business Finance	3
BFIN 420	Investments	3

BFIN 422	Intermediate Business Finance	3
BFIN 455	Money and Banking	3
Finance Electives chosen in consultation with an advisor		6
<b>Total Minimum Credits</b>		<b>24</b>

\*

May satisfy General Education requirements.

*Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.*

## Information Systems Minor

 Offered Online

Intended for students who desire sufficient information systems knowledge to enable them to use effectively information and computers to assist with making business and personal decisions.

### Required Courses

Code	Title	Credits
BMIS 310	Web Dsgn, Dev & Implementation	3
BMIS 311	Management Information Systems	3
BMIS 352	Microcomp DB Design & Implem	3
BMKT 325	Principles of Marketing	3
BMKT 342	Marketing Research	3
BMKT 411	Services/Relationship Mktg	3
CSCI 211	Client Side Programming	3
One Business elective selected in consultation with advisor.		3
<b>Total Minimum Credits</b>		<b>24</b>

*Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.*

## Marketing Minor

 Offered Online

The minor is for students with non-marketing majors. A minor in marketing provides students the opportunity to learn how to market a product, service, and/or their career.

### Required Courses

Code	Title	Credits
ACTG 201	Principles of Fin Acct	3
BMKT 325	Principles of Marketing	3
BMKT 337	Consumer Behavior	3
BMKT 342	Marketing Research	3
BMKT 436	Sales and Sales Management	3
BMKT 449	Strategic Marketing Mgmt	3
ECNS 201	Principles of Microeconomics *	3
<b>Marketing Elective</b>		
Select three credits from the following:		3
BMKT 343	Integrated Marketing Comm	
BMKT 411	Services/Relationship Mktg	

BGEN 498	Internship/Cooperative Educ	
<b>Total Minimum Credits</b>		<b>24</b>

\*

May satisfy General Education requirements.

*Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.*



# The College of Education

Ms. Tami Haaland, Interim Dean

Dr. Kurt Toenjes, Interim Associate Dean of Faculty

Dr. Cheri Johannes, Interim Associate Dean of Operations

COE 291, (406) 657-2315

The College of Education provides an array of undergraduate and graduate programs for educator preparation. Degree programs and specific courses are designed to ensure the comprehensive development of practitioners able to serve children in a variety of settings.

Special Education and Reading majors are available to candidates completing an elementary broadfield major or a secondary educator licensure option.

## Advising Information

All new, transfer, and re-admitted students are encouraged to visit the Advising Center in McMullen Hall on the first floor west, to meet with a center academic advisor. New students will receive information regarding General Education requirements and plan of study worksheets related to their major and minor programs. Transfer and readmitted students will work with a center advisor to complete a transcript evaluation and to develop a plan of study. Students majoring in bachelor degree programs in the College of Education will be advised through the Advising Center until they are ready for admission to the Educator Preparation Program. At that time, students will be assigned a faculty member for advising. Students majoring in a content area with the Educator Licensure Option will have two faculty advisors: one in the College of Liberal Arts and Social Sciences and one in the College of Education.

## Academic Department

- Department of Educational Theory and Practice

## Accreditation

The educator preparation programs at Montana State University Billings are accredited by the Council for the Accreditation of Educator Preparation (CAEP) and the Montana Board of Public Education.

## Mission Statement

The College of Education is dedicated to:

- Preparing competent, caring and committed professionals for Montana's schools;
- Conducting socially significant research to improve the human condition;
- Providing community service to improve the quality of life experienced by Montanans; and
- Providing graduate education designed for the continuing development of professionals.

## Educator Oath

I dedicate myself to the life of an educator, nurturing others to fulfill their potential, live meaningful lives, and participate fully in our society.

I dedicate myself to assuring excellent educational opportunities for all individuals.

I pledge to make the well-being of my students the fundamental value in my professional decisions and actions.

I recognize parents and community as integral to education and pledge to encourage their involvement.

I dedicate myself to teaching the virtues of honesty, respect, trust, and courage.

I commit myself to continuing my own personal growth and professional development, for I must bear witness in my life to the ideals being encouraged in others.

In cooperation with my colleagues, I pledge to advance education professions.

I pledge myself to serve both educational and larger community needs.

I pledge to fulfill these professional responsibilities with diligence, integrity, and dedication.

## Montana State University Cooperative Programs

The Montana State University campuses at Billings and Bozeman have developed cooperative programs to better serve students who want to earn endorsements and degrees not offered through the authorized curricula on one or the other campus. For Bozeman, MSU Billings offers the special education endorsement program and the Master of Science in Special Education program. For Billings, MSU-Bozeman offers the school administration endorsement for elementary education and secondary education and the Master of Education in Educational Administration. Contact the Office of the Dean of Education at either campus for additional information.

## The Educator Preparation Program

The faculty of Montana State University Billings recognizes that the preparation of educators is an entire-University responsibility. Therefore, the various preparation programs represent a cooperative effort by the colleges and departments involved.

All candidates from the University who wish to be recommended for the State of Montana Educator License must be formally admitted to the Educator Preparation Program and meet all of the program requirements.

The overall purpose of the Educator Preparation Program is to develop competent educators to meet the challenges of contemporary education. The faculty in the Educator Preparation Program accepts the fact that teaching competence at every level requires steadily changing patterns and greater depths of preparation in order to meet the rising standards of study. Therefore, the faculty assumes responsibility for the selection and admission of those who wish to prepare to teach, for the advisement and retention of those admitted, and for the development of curricula designed for the preparation of educators.

Certain requirements are of major importance:

1. a broad background in General Education;
2. in-depth content preparation in specific teaching fields;
3. mastery of professional education knowledge, skills, and dispositions; and
4. demonstration of the competencies of the Initial Conceptual Framework.

In order to accomplish these objectives, the prospective educator must acquire a scholarly mastery of the field to be taught and the ability to use methods of critical inquiry. This implies that prospective teachers acquire a superior fund of knowledge and enhanced scholarly ability in their respective academic disciplines. Moreover, prospective educators must have knowledge and understanding of human development and behavior; competence in the techniques of instruction; knowledge of school organization and administration; an understanding of education as a social institution in historical and philosophical perspectives; knowledge, understanding, and experience in culturally diverse settings; and an ability to work with a diverse group of learners.

## Field-Based Experiences

The College of Education provides a number of supervised clinical and field-based experiences designed to prepare students to work effectively in the education professions. All field-based experiences are systematically designed and selected to provide students with opportunities to observe, plan, and practice in a variety of community settings including schools and social service agencies. The major aim of these experiences is to apply principles and theories from the professional knowledge base in supervised environments. Through a sequence of field-based experiences, students develop skills that allow them to assume full responsibility as a beginning professional. Site and University personnel supervise clinical and field-based experiences.

All practica, internships, and supervised field-based experiences require a valid criminal background report and notarized self-disclosure prior to beginning course work. Students cannot be placed in any field experience until the criminal background report is on file with MSU Billings. The background report on file must meet current policy requirements to participate in any field-based experience.

The criminal background report obtained from the Criminal Justice Information Services Bureau is a fingerprint-based report that provides both a state and federal report. Information on the criminal background process can be found in the Fingerprint Handout on the Educational Theory and Practice webpage: [www.msubillings.edu/coe/FingerprintInfo.htm](http://www.msubillings.edu/coe/FingerprintInfo.htm) (<http://www.msubillings.edu/coe/FingerprintInfo.htm>)

All questions concerning the process can be directed to the Licensure Officer at 406-657-2293.

Students may be required to purchase an insurance policy during the field experience. In some cases the school or agency provides insurance.

## Student Teaching

Student teaching is the culminating experience in the Educator Preparation Program.

Student teaching provides a guided teaching experience in a school setting on a fulltime basis. Student teaching is required for all content teaching majors and teaching minors. During the student teaching term, students concurrently participate in capstone seminars. For further information and basic policies regarding the student teaching experience, students should meet with their faculty advisors and refer to the Student Teaching Handbook, Cooperating Teachers, and University Supervisors.

## Internship

Field-based internships offer students the opportunity for enhanced experiences in school and community settings. Proposals for internships must be planned by students and their faculty advisor. An internship requires 45 field-based hours per credit hour.

## Application Process

In order to provide the highest quality field experience placements for students majoring in elementary or secondary education, deadlines have been set for accepting field placement applications. Field experience placements are the product of a number of elements including student needs, school district requests, and recommendations from faculty. Coordination of these elements requires planning-time. Application deadlines are posted throughout the College each semester. Students who plan to enroll for student teaching must have completed their required coursework prior to the term they plan to student teach.

## Teacher Licensure Requirements

Specific educator licensure requirements for the State of Montana have been established by the Office of Public Instruction and approved by the Montana Board of Public Education. All licenses are endorsed by the State Superintendent of Public

Instruction for the appropriate level(s) and area(s) of professional competence based upon the recommendation by the Licensure Official of the College of Education. Curriculum programs at MSU Billings prepare students for standard and professional licensure in elementary and secondary teaching and school counseling. Education students who meet all endorsement requirements may be recommended to the state for the endorsement by the Licensure Official of the College of Education.

## Processing Procedures for Licensure and Endorsement

1. Direct all applications for licensure to the College of Education Licensure Officer.
2. All applications for teaching licensure, teaching endorsements, and supervisory endorsements must be reviewed and receive final approval by the Licensure Officer prior to institutional recommendation and final consideration by the State Licensure Office in Helena, Montana.
3. The same regulation applies to applicants seeking licensure outside the state of Montana.

## Drug and Alcohol Course Requirement

MCA 20-25-603 "All units of the Montana University System and all private colleges and universities in Montana that offer any degree in education shall require that any person who receives any degree in education from that unit, private college, or university must have successfully completed a course in health education to include drug and alcohol education and abuse prior to being awarded his or her degree."

## Indian Education for All (IEFA)

The State of Montana requires licensed personnel to have instruction pertaining to the history, traditions, customs, values, beliefs, ethics, and contemporary affairs of American Indians, particularly Indian tribal groups in Montana. While one two-credit course is an Educator Preparation Program requirement, IEFA is infused throughout the program.

## Admission to the Educator Preparation Program

The Educator Preparation Program at MSU Billings may be completed by students enrolled in the College of Education, the College of Liberal Arts and Social Sciences, or the College of Health Professions and Science.

All students desiring licensure to teach are required to file an Application for Admission to the Educator Preparation Program. The application is completed during the term following the completion of a minimum of 45 semester hours of credit, or in the case of a transfer student, during the first term of residence above the sophomore level or the first term of graduate studies enrollment. Approved admission is necessary prior to registration for education courses at the 300 and 400 level.

Code	Title	Credits
1.	Completion of a minimum of 45 semester credits with a minimum overall grade point average of 2.65 in all coursework completed.	45
2.	All students must have completed the following General Education Requirements at MSU Billings, or from another regionally accredited institution of post-secondary education, earning a minimum grade point average of 2.65 with a minimum grade of "C" (2.0) in each course.	
COMX 115	Intro to Interpersonal Comm *	3
or COMX 111	Intro to Public Speaking	
WRIT 101	College Writing I *	3
HSTA 101	American History I *	3
or HSTA 102	American History II	
A science course with the lab chosen from those approved for General Education		4
A math course chosen from those approved for General Education		3
NASX 105	Intro Native American Studies *	3

or NASX 205 Native Americans in Contmp Soc

3. All students must have completed the following Professional Education Core requirements. A minimum grade of "C" (2.0) and a combined GPA of 3.0 must be earned for the following courses .

#### Professional Education Core

Code	Title	Credits
EDSP 204	Intro to Tchng Exceptnl Lnrs	3
EDU 105	Education and Democracy *	3
EDU 220 & 220L	Human Growth & Development and Human Growth & Development Lab	3
EDU 221	Educ Psyc & Measurement	3
HTH 201	Health Issues for Educators	1-3
or HTH 412	Drugs and Alcohol	

4. Prior to registration and assignment/placement in any field experience, a student must obtain a fingerprint-based state and federal background check, including a notarized self-disclosure. Students cannot be placed in any field experience until the criminal background report is on file with MSU Billings, current policy requirements have been met, and the students have been cleared by a screening review and determination for program. The candidate must agree that information submitted may need to be shared with faculty and the school district/organization, on a "need to know" basis, to secure the candidate's field experience placement(s). Field experience placements include sophomore practica, junior field experiences, clinics, student teaching, and internships.

\*

May satisfy General Education requirements.

## Educator Preparation Program Appeals

Candidates proposing a deviation from the program appeal to the College of Education Educator Preparation Program Appeals Committee. Candidates should contact their faculty advisor for assistance with this process. The Committee makes recommendations to the Dean of the College of Education, who has final decision-making authority.

## Courses Restricted to Educator Preparation Program Admission Curriculum and Instruction

Code	Title	Credits
ARTZ 402	Teaching Art I--K-12	3
EDU 353	Junior Field Experience	2
EDU 397A	Methods: K-8 Language Arts	3
EDU 397B	Methods: K-8 Social Studies	3
EDU 397C	Methods: K-8 Mathematics	3
EDU 397D	Methods: K-8 Science	3
EDU 397G	Methods: 5-12 Science	2
EDU 397I	Methods: K-12 Music	2
EDU 397M	Methods K-8: Intgrtrng Arts/Curr	4
EDU 492	Independent Study	1-5
EDU 494	Seminar/Workshop	1-8
EDU 495A	Student Teaching: K-12	9
EDU 495B	Student Teaching: K-8	9,12
EDU 495C	Student Teaching: 5-12	9
EDU 497A	Methods: 5-12 Social Studies	2
EDU 497B	Methods: 9-12 Mathematics	3

EDU 497C	Methods: K-12 Modern Language	2
EDU 497D	Methods: 5-12 English	2

## Educational Foundations

Code	Title	Credits
EDU 406	Phil, Legal & Ethical Issues	3

## Health & Human Performance

Code	Title	Credits
HEE 309	Health Enhancement Strat K-8	3

## Reading

Code	Title	Credits
EDU 330	Emergent Literacy	3
EDU 333	Rd & Wrtng Across Curriculum	3
EDU 432	Lit & Literacy for Young Adlts	3
EDU 438	Literacy Assessmnt, Diag, Inst	3

## Special Education

Code	Title	Credits
EDSP 301	Tchng Stdnts w Lrning Disab	3
EDSP 302	Tchng Stdnts w Emot Beha Disor	3
EDSP 303	Tchng Stdnts w Intellect Disab	3
EDSP 402	Individualizing Curriculum	3
EDSP 404	Teaching Special Populations	2
EDSP 405	Assess of Students with Excep	3
EDSP 461	Positive Behavior Supports	3
EDSP 462	Spec Ed Law, Policy, Practice	3
EDSP 494	Seminar/Workshop	1-3
EDSP 495	Student Teaching in Special Ed	6-9

## Initial Conceptual Framework

The Initial Conceptual Framework represents the shared vision of members of the faculty in collaboration with members of the professional education community in preparing undergraduate students to become educators in P-12 schools. It provides direction for programs, courses, teaching, candidate performance, scholarship, service, and unit accountability. The Initial Conceptual Framework provides expected performance outcomes of program completers.

### Initial Conceptual Framework The College of Education

The College of Education Faculty has adopted the Charlotte Danielson *Framework for Teaching* which includes the following domains:

1. Planning and Preparation
2. The Classroom Environment
3. Instruction
4. Professional Responsibilities

The Educator Preparation program is also aligned with the Montana Professional Educator Preparation Program Standards (PEPPS)

[opi.mt.gov/Leadership/Assessment-Accountability/Educator-Preparation](http://opi.mt.gov/Leadership/Assessment-Accountability/Educator-Preparation) (<http://opi.mt.gov/Leadership/Assessment-Accountability/Educator-Preparation/>)

**B**

- Broadfield Major in Elementary Education Bachelor of Science in Education Degree (p. 80)

**E**

- Early Childhood Studies Minor (p. 81)
- Education Program of Study Associate of Arts Degree \*Program placed on moratorium\* (p. 81)
- Elementary Education/Reading Double Major K-8 Bachelor of Science in Education Degree, K-12 Reading Endorsement \*Program placed on moratorium\* (p. 82)
- Elementary Education/Special Education (P-12) Double Major Bachelor of Science in Education Degree (p. 83)

**R**

- Reading (K-12) Teaching Minor (p. 85)

**S**

- Secondary Education/Reading Double Major 5-12 Bachelor of Science in Education Degree, K-12 Reading Endorsement \*Program placed on moratorium\* (p. 85)
- Secondary Education/Special Education (P-12) Double Major Bachelor of Science in Education Degree (p. 86)
- Special Education (P-12) Concentration Non-Endorsable Teaching Minor \*Program placed on moratorium\* (p. 88)
- Special Education (P-12) Teaching Endorsement (p. 88)

# The Department of Educational Theory and Practice

*Programs in Elementary/Secondary Education, Special Education, Reading Education, Early Childhood Education, and School Counseling*

Dr. Susan Gregory & Dr. Kari Dahle-Huff, Department Co-Chairs  
(406) 657-2315

## Mission

The Mission of the Department of Educational Theory and Practice is the preparation of teachers who evidence the highest ideals of the teaching profession. This mission involves leading prospective teachers to examine the complex ways in which diverse disciplines interrelate and provide the foundations of all education. Study in the Department's programs prepares professional educators for insightful, critical examination of the principles and practices that they encounter in their careers.

Offerings in the Department are based on the assumptions that teaching excellence depends upon:

1. celebration of the dignity of all individuals and cultural groups;
2. comprehensive understanding of subject matter;
3. a knowledge of human intellectual, physical, social, emotional, and spiritual development; and,
4. thoughtful, informed decisions about pedagogy.

## Advising Information

Academic advising services for freshmen education majors are provided through the Advising Center in McMullen Hall on first floor west. When ready for admission to the Educator Preparation Program, education majors will be assigned to a faculty advisor in their program for upper-division advising. Advising files for upper-division students are maintained within the department. Although advisors are available to assist students in designing their Plans of Study, students are ultimately responsible for meeting degree requirements.

## Degrees & Programs

MSU Billings no longer offers a Bachelor of Science in Education (BSED) degree. Students now receive either a Bachelor of Arts or Bachelor of Science in a content area through the College of Liberal Arts and Social Sciences or College of Health Professions and Science with a secondary or K-12 educator licensure option. Students must earn a broadfield teaching major, a teaching major and teaching minor, a double major, or an extended major in order to complete degree and licensure requirements.

**See Teacher Licensure Options** for the following areas in the College of Liberal Arts and Social Sciences (p. 138) and College of Health Professions and Science (p. 90).

- Art (K-12)
- Broadfield Science
- English
- Health & Physical Education (K-12)
- History
- Mathematics
- Music (K-12)
- Social Science (Broadfield licensure)<sup>1</sup>

1

It is recommended that students interested in pursuing Social Sciences choose a major in history (licensure option) with a teaching minor in political science and apply for the social science (broadfield) licensure endorsement. This plan will expand employment potential. Please consult the College of Liberal Arts & Social Sciences for specific information.

### Teaching Minors

For students who are pursuing secondary or K-12 educator licensure in a content major, the following minors lead to an additional endorsement. A teaching minor, second major, or extended major is required for the teacher licensure.

- History
- Mathematics
- Political Science
- Reading (K-12)

The Department of Educational Theory and Practice is committed to preparing educators who evidence the highest ideals of the teaching profession. Programs in the Department are based on the assumptions that:

1. effective educators celebrate the uniqueness and dignity of all individuals;
2. a comprehensive understanding of subject matter is essential to teaching excellence;
3. an in-depth knowledge of human intellectual, physical, social, emotional, and spiritual development through informed classroom practice is essential to teaching excellence;
4. human learning emerges contextually within individuals and is molded in part by familial and cultural institutions and values; and,
5. thoughtful, informed decisions about pedagogy enable teachers to guide students in constructing knowledge and becoming actively involved citizens in an increasingly global society.

## Online Availability


A number of COE programs are available online with limited on-campus residency requirements. These include the following:

- Minor in Early Childhood Studies
- School Counseling
- Masters of Education in Reading
- Masters of Education in Special Education Generalist
- Masters of Education in Special Education Advanced Studies
- Masters of Education in Special Education Advanced Studies with the Applied Behavioral Analysis Option
- Graduate Special Education Supervisory Endorsement

In addition, some College of Education programs have individual course availability online but not the entire program of study. These include the following:

- Elementary Education
- Graduate licensure programs in elementary and secondary education
- Broadfield Major in Elementary Education Bachelor of Science in Education Degree (p. 80)
- Elementary Education/Reading Double Major K-8 Bachelor of Science in Education Degree, K-12 Reading Endorsement \*Program placed on moratorium\* (p. 82)
- Elementary Education/Special Education (P-12) Double Major Bachelor of Science in Education Degree (p. 83)



- Secondary Education/Reading Double Major 5-12 Bachelor of Science in Education Degree, K-12 Reading Endorsement \*Program placed on moratorium\* (p. 85)
- Secondary Education/Special Education (P-12) Double Major Bachelor of Science in Education Degree (p. 86)
- Early Childhood Studies Minor (p. 81)  Offered Online
- Reading (K-12) Teaching Minor (p. 85)
- Special Education (P-12) Concentration Non-Endorsable Teaching Minor \*Program placed on moratorium\* (p. 88)
- Education Program of Study Associate of Arts Degree \*Program placed on moratorium\* (p. 81)
- Special Education (P-12) Teaching Endorsement (p. 88)
- Secondary Majors Teaching Licensure Professional Core (p. 88)

# Broadfield Major in Elementary Education Bachelor of Science in Education Degree

## Required Courses

Code	Title	Credits
General Education Requirements (p. 56)		31

The General Education requirements for elementary education majors have been designed to prepare pre-service educators in a liberal arts curriculum that: stimulates scholarship; promotes a critical understanding of human concepts; fosters individual fulfillment; nurtures the development of free, rational, and responsible professions; cultivates an appreciation for the values associated with life in a free, democratic society; develops intellectually competent, imaginative and vigorous educators; and encourages an analysis of values inherent in foreign cultures, the variety of American ethnic cultures with an aim toward developing a clearer understanding of other peoples. The General Education program for elementary majors is similar to the General Education program established for all students at Montana State University Billings. Students should select General Education courses in consultation with their academic advisors.

### Global Academic Skills

#### Mathematics:

M 130 Math for Elementary Teachers I \*

#### English:

WRIT 101 College Writing I \*

or WRIT 201 College Writing II

#### Communication & Information Literacy:

COMX 111 Intro to Public Speaking \*

or COMX 115 Intro to Interpersonal Comm

### Natural Sciences

#### Life Sciences & Physical Sciences:

SCIN 101 Integrated Sciences I \*

SCIN 103 Integrated Sciences II \*

SCIN 102 Integrated Sciences Lab \*

or SCIN 104 Integraahted Science Lab II

### Social Sciences and History

#### Social Sciences:

PSCI 210 Intro to American Government \*

or PSCI 220 Intro to Comparative Govt

#### History:

HSTA 101 American History I \*

or HSTA 102 American History II

### Cultural Diversity

NASX 105 Intro Native American Studies \*

or NASX 205 Native Americans in Contmp Soc

### Arts and Humanities

#### Fine Arts:

MUSI 101 Enjoyment of Music \*

#### Humanities:

Select from list (p. 56)

### Professional Core for Elementary Education

EDSP 204	Intro to Tchng Exceptnl Lnrs	3
EDU 105	Education and Democracy	3

EDU 220	Human Growth & Development	3
EDU 221	Educ Psyc & Measurement	3
EDU 353	Junior Field Experience	2
EDU 381	Curriculum Theory & Design	3
EDU 406	Phil, Legal & Ethical Issues	3
EDU 495B	Student Teaching: K-8	12
HTH 201	Health Issues for Educators	3
Subtotal		35

### Required Elementary Education Courses

ARTZ 102	Fund of Art for Elem Teachers	2
EDSP 410	Spprtng Div Lnrs thru Collab	3
EDU 270	Instructional Technology	3
EDU 331	Lit & Literacy for Children	3
EDU 343	Strat for Mnging Div Learners	2
EDU 383	Assessment in Education	3
EDU 397A	Methods: K-8 Language Arts	3
EDU 397B	Methods: K-8 Social Studies	3
EDU 397C	Methods: K-8 Mathematics	3
EDU 397D	Methods: K-8 Science	3
EDU 397M	Methods K-8:Intgrtng Arts/Curr	4
EDU 433	Reflective Practice Tchng Rd	3
EDU 438	Literacy Assessmnt, Diag, Inst	3
GPHY 121	Human Geography *	3
HEE 309	Health Enhancement Strat K-8	3
M 131	Math for Elementary Teacher II	3
Area of Concentration electives in consultation with advisor		15
Subtotal		62

**Total Minimum Credits 128**

\*

May satisfy General Elective requirements.

## Suggested Plan of Study

Students should talk with their faculty advisors prior to registration for classes. It is a good practice to visit with the faculty advisor each semester. The following suggested schedule provides a general overview of courses and work that will enable the Elementary Education major to progress through the degree in an orderly and timely manner.

Code	Title	Credits
First Year		
Fall		
EDU 105	Education and Democracy	3
M 130	Math for Elementary Teachers I	3
WRIT 101	College Writing I	3
or WRIT 201	College Writing II	
HSTA 101	American History I	3
or HSTA 102	American History II	
COMX 111	Intro to Public Speaking	3
or COMX 115	Intro to Interpersonal Comm	
Total		15
Spring		
PSCI 210	Intro to American Government	3
or PSCI 220	Intro to Comparative Govt	

ARTZ 102	Fund of Art for Elem Teachers	2
EDU 220 & 220L	Human Growth & Development and Human Growth & Development Lab	3
M 131	Math for Elementary Teacher II	3
MUSI 101	Enjoyment of Music	3
Gen Ed Humanities		3
<b>Total</b>		<b>17</b>
Submit fingerprints for Criminal Background Check first semester		
Second Year		
Fall		
EDSP 204	Intro to Tchng Exceptnl Lnrs	3
EDU 221	Educ Psyc & Measurement	3
EDU 270	Instructional Technology	3
HTH 201	Health Issues for Educators	3
SCIN 101	Integrated Sciences I	3
SCIN 102	Integrated Sciences Lab	1
or SCIN 104	Integraahted Science Lab II	
<b>Total</b>		<b>16</b>
Apply for Admission to Educator Preparation Program Spring semester.		
Spring		
SCIN 102	Integrated Sciences Lab (if not taken in Fall)	1
or SCIN 104	Integraahted Science Lab II	
SCIN 103	Integrated Sciences II	3
EDU 381	Curriculum Theory & Design	3
GPHY 121	Human Geography	3
NASX 105	Intro Native American Studies	3
or NASX 205	Native Americans in Contmp Soc	
EDU 331	Lit & Literacy for Children	3
<b>Total</b>		<b>16</b>
Third Year		
Fall		
EDU 343	Strat for Mnging Div Learners	2
EDU 383	Assessment in Education	3
EDU 397A	Methods: K-8 Language Arts	3
EDU 397B	Methods: K-8 Social Studies	3
Area of Concentration		6
<b>Total</b>		<b>17</b>
Spring		
EDSP 410	Spprtng Div Lnrs thru Collab	3
EDU 353	Junior Field Experience	2
EDU 397C	Methods: K-8 Mathematics	3
EDU 397D	Methods: K-8 Science	3
EDU 433	Reflective Practice Tchng Rd	3
Area of Concentration		3
<b>Total</b>		<b>17</b>
Take PRAXIS II exam		
Fourth Year		
Fall		
EDU 397M	Methods K-8:Intgrtng Arts/Curr	4
HEE 309	Health Enhancement Strat K-8	3
EDU 438	Literacy Assessmnt, Diag, Inst	3
Area of Concentration		6

<b>Total</b>		<b>16</b>
Spring		
EDU 406	Phil, Legal & Ethical Issues	3
EDU 495B	Student Teaching: K-8	12
<b>Total</b>		<b>15</b>
Apply to student teach Fall semester.		
Apply to graduate Fall semester.		
Apply for licensure Spring semester.		

## Early Childhood Studies Minor

### ☑ Offered Online

With student teaching, the Early Childhood minor can qualify an individual for an added P-3 Endorsement to a Montana Educator License. The Early Childhood Minor is not a standalone endorsement and can only be added to a qualifying Montana Educator License. The endorsement is required for educators in accredited P-3 programs.

## Required Courses

Code	Title	Credits
EDEC 130	Hlth,Sfty,& Ntrtn in Erly Chld	2
EDEC 296	Fieldwork/Practicum	1
EDEC 310	Child in the Family	3
EDEC 352	Math & Science in Early Chldhd	3
EDEC 381	EC Curriculum & Methods	3
EDEC 385	Intgrtd Curr Early Chldhd Ed	3
EDEC 430	Soc/Emotional Dev in Yng Child	3
EDU 330	Emergent Literacy	3
EDU 336	Cog & Lang Dev in Yng Children	3
<b>Total Credits for Minor</b>		<b>24</b>
<b>Optional</b>		
EDEC 495	Early Childhood Student Tchng <sup>1</sup>	9-12
<b>Total Minimum Credits with endorsement</b>		<b>33-36</b>

<sup>1</sup>

**Note:** Early Childhood student teaching is required for candidates who want a P-3 teaching license endorsement.

*Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.*

## Education Program of Study Associate of Arts Degree \*Program placed on moratorium\*

Provides the student with the knowledge and skills to work in the capacity of a paraeducator in early childhood education and can serve as a career ladder to Elementary Education/Early Childhood Education leading to teacher licensure and other professional opportunities.

## Required Courses

Code	Title	Credits
<b>General Education Requirements</b>		
General Education Requirements same as elementary program. (p. 80) <sup>1</sup>		<b>31</b>
EDEC 130	Hlth,Sfty,& Ntrtn in Erly Chld	2

EDEC 310	Child in the Family	3
EDEC 352	Math & Science in Early Chldhd	3
EDEC 381	EC Curriculum & Methods	3
EDEC 385	Intgrtd Curr Early Chldhd Ed	3
EDEC 430	Soc/Emotional Dev in Yng Child	3
EDSP 204	Intro to Tchng Exceptnl Lnrs	3
EDU 220	Human Growth & Development	3
& 220L	and Human Growth & Development Lab	
EDU 330	Emergent Literacy	3
EDU 336	Cog & Lang Dev in Yng Children	3
Subtotal		60
<b>Total Minimum Credits</b>		<b>60</b>

1

Students should consult with their faculty advisors to determine if specific courses are necessary in order to satisfy the General Education requirements leading to a degree in Education.

*Certain courses in this program have prerequisites; students should check the course description for required prerequisites.*

## Elementary Education/Reading Double Major K-8 Bachelor of Science in Education Degree, K-12 Reading Endorsement \*Program placed on moratorium\*

This program leads to initial licensure in teaching (K-8) and the K-12 Reading Endorsement. The double major requires completion of the basic courses required in regular Broadfield Major in Elementary Education along with additional courses in Reading indicated for completion of the double major. The Reading Major provides a route to Highly Qualified Teacher status.

### Required Courses

Code	Title	Credits
General Education Requirements <sup>1</sup>		31
See Gen Ed Requirements for Broadfield Elementary Education major. (p. 80)		
<b>Professional Education Core - Elementary</b>		
EDSP 204	Intro to Tchng Exceptnl Lnrs	3
EDU 105	Education and Democracy *	3
EDU 220	Human Growth & Development	3
EDU 221	Educ Psyc & Measurement	3
EDU 353	Junior Field Experience	2
EDU 381	Curriculum Theory & Design	3
EDU 406	Phil, Legal & Ethical Issues	3
EDU 495B	Student Teaching: K-8	12
HTH 201	Health Issues for Educators	3
Subtotal		66
<b>Elementary Education Requirements</b>		
ARTZ 102	Fund of Art for Elem Teachers	2
EDSP 410	Sprrtng Div Lnrs thru Collab	3
EDU 270	Instructional Technology	3
EDU 331	Lit & Literacy for Children	3

EDU 343	Strat for Mnging Div Learners	2
EDU 397A	Methods: K-8 Language Arts	3
EDU 397B	Methods: K-8 Social Studies	3
EDU 397C	Methods: K-8 Mathematics	3
EDU 397D	Methods: K-8 Science	3
EDU 397M	Methods K-8:Intgrtng Arts/Curr	4
EDU 433	Reflective Practice Tchng Rd	3
GPHY 121	Human Geography *	3
HEE 309	Health Enhancement Strat K-8	3
M 131	Math for Elementary Teacher II	3
Subtotal		41

### Reading Major Requirements

EDSP 301	Tchng Stdnts w Lrning Disab	3
EDU 355	Reading Junior Field	2
EDU 413	Developing Student Writing	3
EDU 418	Dev of Lit in Multicultural	3
EDU 430	Teaching Reading K-3	3
EDU 432	Lit & Literacy for Young Adlts	3
EDU 435	Theories in Reading	3
EDU 438	Literacy Assessmnt, Diag, Inst <sup>2</sup>	3
EDU 495E	Reading Student Teaching	6
Subtotal		29

Select one course from the following: 3

EDU 330	Emergent Literacy
EDU 333	Rd & Wrtnng Across Curriculum
EDU 434	Reading Round Table

**Total Minimum Credits 139**

1

General Education requirements are in place effective with this catalog. Appropriate general education programs as per catalogs predating General Education will be accepted.

2

Note: EDU 433 is a prerequisite for EDU 438.

\*

May satisfy General Education requirements

*Certain courses in this program have prerequisites; students should check the course descriptions for prerequisites.*

### Suggested Plan of Study

This sample schedule is a suggested plan for students to follow in completing the double major of Elementary Education and Reading. Due to course changes and staff assignments, students may not be able to follow the plan exactly. Students should consult with their faculty advisors to plan classes before registering each semester.

Code	Title	Credits
First Year		
Fall		
EDU 105	Education and Democracy	3
M 130	Math for Elementary Teachers I	3
WRIT 101	College Writing I	3
or WRIT 201	College Writing II	
HSTA 101	American History I	3

or HSTA 102	American History II	
COMX 111	Intro to Public Speaking	3
or COMX 115	Intro to Interpersonal Comm	
<b>Total</b>		<b>15</b>
<b>Spring</b>		
PSCI 210	Intro to American Government	3
or PSCI 220	Intro to Comparative Govt	
ARTZ 102	Fund of Art for Elem Teachers	2
EDU 220 & 220L	Human Growth & Development and Human Growth & Development Lab	3
M 131	Math for Elementary Teacher II	3
MUSI 101	Enjoyment of Music	3
Gen Ed Humanities		3
<b>Total</b>		<b>17</b>
Submit fingerprints for Criminal Background Check first semester		
<b>Second Year</b>		
<b>Fall</b>		
EDSP 204	Intro to Tchng Exceptnl Lnrs (lab)	3
EDU 221	Educ Psyc & Measurement	3
EDU 270	Instructional Technology	3
HTH 201	Health Issues for Educators	3
SCIN 101	Integrated Sciences I	3
SCIN 102	Integrated Sciences Lab	1
or SCIN 104	Integraahted Science Lab II	
<b>Total</b>		<b>16</b>
<b>Spring</b>		
SCIN 102	Integrated Sciences Lab ((if not taken in Fall))	1
or SCIN 104	Integraahted Science Lab II	
SCIN 103	Integrated Sciences II	3
EDU 381	Curriculum Theory & Design	3
EDSP 410	Spprtng Div Lnrs thru Collab	3
GPHY 121	Human Geography	3
NASX 105	Intro Native American Studies	3
or NASX 205	Native Americans in Contmp Soc	
EDU 331	Lit & Literacy for Children	3
<b>Total</b>		<b>19</b>
Apply for Admission to Educator Preparation Program Spring		
<b>Third Year</b>		
<b>Fall</b>		
EDU 397A	Methods: K-8 Language Arts	3
EDU 397B	Methods: K-8 Social Studies	3
EDU 397C	Methods: K-8 Mathematics	3
EDU 353	Junior Field Experience	2
EDU 418	Dev of Lit in Multicultural	3
EDSP 301	Tchng Stdnts w Lrning Disab	3
<b>Total</b>		<b>17</b>
<b>Spring</b>		
EDU 433	Reflective Practice Tchng Rd	3
EDU 355	Reading Junior Field	2
HEE 309	Health Enhancement Strat K-8	3
EDU 397D	Methods: K-8 Science	3
EDU 397M	Methods K-8:Intgrtnng Arts/Curr	4

Reading Elective	3
<b>Total</b>	<b>18</b>

**Fourth Year**

<b>Fall</b>		
EDU 413	Developing Student Writing	3
EDU 438	Literacy Assessmnt, Diag, Inst	3
EDU 435	Theories in Reading	3
EDU 432	Lit & Literacy for Young Adlts	3
EDU 406	Phil, Legal & Ethical Issues	3
EDU 430	Teaching Reading K-3	3
<b>Total</b>		<b>18</b>

<b>Spring</b>		
EDU 495B	Student Teaching: K-8	12
EDU 495E	Reading Student Teaching	6
<b>Total</b>		<b>18</b>

Apply to student teach Fall semester.

Apply to graduate Fall semester.

Apply for licensure Spring semester.

## Elementary Education/Special Education (P-12) Double Major Bachelor of Science in Education Degree

### Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Demonstrate the knowledge, skills, and dispositions role of a special educator
- Demonstrate the knowledge, skills, and dispositions of an elementary educator
- Follow the ethical codes applicable to their profession
- Follow special education and general education laws and practices
- Implement special education practices and general education practices that are evidence and researched based
- Understand the need to be a life-long learner in both the special education and general education professions

This program leads to licensure in teaching at the elementary school level (K-8) and an endorsement to teach special education (P-12). This double major requires the completion of the basic courses required in regular Broadfield Major in Elementary Education and the additional courses required to qualify for a Special Education Major (P-12).

### Required Courses

Code	Title	Credits
<b>General Education Requirements <sup>1</sup></b>		<b>31</b>
See Gen Ed requirements for Broadfield Elementary Education major. (p. 80)		
<b>Professional Education Core - Elementary</b>		
EDSP 204	Intro to Tchng Exceptnl Lnrs	3
EDU 105	Education and Democracy	3
EDU 220	Human Growth & Development	3
EDU 221	Educ Psyc & Measurement	3
EDU 353	Junior Field Experience	2
EDU 381	Curriculum Theory & Design	3

EDU 406	Phil, Legal & Ethical Issues	3
EDU 495B	Student Teaching: K-8	9
HTH 201	Health Issues for Educators	3
Subtotal		63
<b>Elementary Education Requirements</b>		
ARTZ 102	Fund of Art for Elem Teachers	2
EDU 270	Instructional Technology	3
EDU 331	Lit & Literacy for Children	3
EDU 397A	Methods: K-8 Language Arts	3
EDU 397B	Methods: K-8 Social Studies	3
EDU 397C	Methods: K-8 Mathematics	3
EDU 397D	Methods: K-8 Science	3
EDU 397M	Methods K-8: Intgrtn Arts/Curr	4
EDU 433	Reflective Practice Tchng Rd	3
GPHY 121	Human Geography *	3
HEE 309	Health Enhancement Strat K-8	3
M 131	Math for Elementary Teacher II	3
Subtotal		36
<b>Required Special Education Courses</b>		
EDSP 301	Tchng Stdnts w Lrning Disab	3
EDSP 302	Tchng Stdnts w Emot Beha Disor	3
EDSP 303	Tchng Stdnts w Intellect Disab	3
EDSP 402	Individualizing Curriculum	3
EDSP 404	Teaching Special Populations	2
EDSP 405	Assess of Students with Excep	3
EDSP 461	Positive Behavior Supports	3
EDSP 462	Spec Ed Law, Policy, Practice	3
EDSP 495	Student Teaching in Special Ed	9
EDU 438	Literacy Assessmnt, Diag, Inst <sup>2</sup>	3
Subtotal		35
<b>Total Minimum Credits</b>		<b>134</b>

\*  
May satisfy General Elective requirements.

<sup>1</sup>  
General Education requirements are in place effective with this catalog. Appropriate general education programs as per catalogs predating General Education will be accepted

<sup>2</sup>  
Note: EDU 433 is a prerequisite for EDU 438.

*Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.*

## Suggested Plan of Study

This sample schedule is a suggested plan for students to follow in completing the double major of Elementary Education and Special Education. Due to course changes and staff assignments, students may not be able to follow the plan exactly. Students should consult with their faculty advisors to plan classes before registering each semester.

Code	Title	Credits
First Year		
Fall		
EDU 105	Education and Democracy	3

M 130	Math for Elementary Teachers I	3
WRIT 101	College Writing I	3
or WRIT 201	College Writing II	
HSTA 101	American History I	3
or HSTA 102	American History II	
COMX 111	Intro to Public Speaking	3
or COMX 115	Intro to Interpersonal Comm	
Total		15
Spring		
PSCI 210	Intro to American Government	3
or PSCI 220	Intro to Comparative Govt	
ARTZ 102	Fund of Art for Elem Teachers	2
EDU 220	Human Growth & Development	3
& 220L	and Human Growth & Development Lab	
M 131	Math for Elementary Teacher II	3
MUSI 101	Enjoyment of Music	3
Gen Ed Humanities		3
Total		17

Submit fingerprints for Criminal Background Check first semester.

Second Year		
Fall		
EDSP 204	Intro to Tchng Exceptnl Lrnrs (lab)	3
EDU 221	Educ Psyc & Measurement	3
EDU 270	Instructional Technology	3
HTH 201	Health Issues for Educators	3
SCIN 101	Integrated Sciences I	3
SCIN 102	Integrated Sciences Lab	1
or SCIN 104	Integrahted Science Lab II	
Total		16
Spring		
SCIN 102	Integrated Sciences Lab (if not taken in Fall)	1
or SCIN 104	Integrahted Science Lab II	
SCIN 103	Integrated Sciences II	3
EDU 381	Curriculum Theory & Design	3
GPHY 121	Human Geography	3
NASX 105	Intro Native American Studies	3
or NASX 205	Native Americans in Contmp Soc	
EDU 331	Lit & Literacy for Children	3
Total		16

Apply for Admission to Educator Preparation Program Spring

Third Year		
Fall		
EDSP 301	Tchng Stdnts w Lrning Disab	3
EDU 397A	Methods: K-8 Language Arts	3
EDU 397B	Methods: K-8 Social Studies	3
EDU 397C	Methods: K-8 Mathematics	3
EDU 397D	Methods: K-8 Science	3
EDSP 402	Individualizing Curriculum	3
Total		18
Spring		
EDSP 302	Tchng Stdnts w Emot Beha Disor	3
EDSP 303	Tchng Stdnts w Intellect Disab	3



EDU 433	Reflective Practice Tchng Rd	3
EDSP 461	Positive Behavior Supports	3
EDU 397M	Methods K-8: Intgrtnng Arts/Curr	4
EDU 353	Junior Field Experience	2
<b>Total</b>		<b>18</b>

Apply for EDU 353 Fall semester.

Apply for EDSP 404 Spring semester.

Take PRAXIS II Exam

#### Fourth Year

##### Fall

EDU 438	Literacy Assessmnt, Diag, Inst	3
HEE 309	Health Enhancement Strat K-8	3
EDU 406	Phil, Legal & Ethical Issues	3
EDSP 404	Teaching Special Populations	2
EDSP 405	Assess of Students with Excep	3
EDSP 462	Spec Ed Law, Policy, Practice	3
<b>Total</b>		<b>17</b>

##### Spring

EDU 495B	Student Teaching: K-8	9
EDSP 495	Student Teaching in Special Ed	9
<b>Total</b>		<b>18</b>

Apply to Student Teach Fall semester.

Apply to graduate Fall semester.

Apply for licensure Spring semester.

## Reading (K-12) Teaching Minor

The minor in reading qualifies an individual for an added Reading Endorsement to a Montana Educator License. The endorsement allows the licensed teacher to serve as reading specialist for kindergarten through grade 12.

### Required Courses

Code	Title	Credits
EDU 355	Reading Junior Field	2
EDU 413	Developing Student Writing	3
EDU 418	Dev of Lit in Multicultural	3
EDU 430	Teaching Reading K-3	3
EDU 432	Lit & Literacy for Young Adlts	3
EDU 435	Theories in Reading	3
EDU 438	Literacy Assessmnt, Diag, Inst	3
<b>Subtotal</b>		<b>20</b>

#### Restricted Elective

Select one course from the following list or a special workshop in consultation with your faculty advisor.

EDU 330	Emergent Literacy	3
EDU 333	Rd & Wrtng Across Curriculum	
EDU 434	Reading Round Table	
<b>Subtotal</b>		

**Total Minimum Credits 23**

*Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.*

## Secondary Education/Reading Double Major 5-12 Bachelor of Science in Education Degree, K-12 Reading Endorsement \*Program placed on moratorium\*

This program leads to initial licensure in teaching (5-12) per chosen content field and the K-12 Reading Endorsement. This double major requires completion of courses required the Secondary Teaching major, specified courses in Secondary Education along with courses in Reading indicated for completion of the double major. The Reading Major provides a route to Highly Qualified Teacher status.

### Required Courses

Code	Title	Credits
General Education Requirements (p. 56)		<b>31</b>
General Education requirements are in place effective with this catalog. Appropriate general education programs as per catalogs predating General Education will be accepted		
<b>Professional Education Core - Secondary</b>		
EDSP 204	Intro to Tchng Exceptnl Lnrs	3
EDU 105	Education and Democracy *	3
EDU 220	Human Growth & Development	3
EDU 221	Educ Psyc & Measurement	3
EDU 333	Rd & Wrtng Across Curriculum	3
EDU 354	Secondary Junior Field	2
EDU 380	Intro Curriculum Plan/Practice	2
EDU 406	Phil, Legal & Ethical Issues	3
EDU 495A	Student Teaching: K-12	9
or EDU 495C	Student Teaching: 5-12	
HTH 412	Drugs and Alcohol	1
Content Methods Course		2-3
Subtotal		34-35
<b>Secondary Teaching Major minimum</b>		<b>30</b>
<b>Reading Major Requirements</b>		
EDSP 301	Tchng Stdnts w Lrning Disab	3
EDU 355	Reading Junior Field	2
EDU 413	Developing Student Writing	3
EDU 418	Dev of Lit in Multicultural	3
EDU 430	Teaching Reading K-3	3
EDU 432	Lit & Literacy for Young Adlts	3
EDU 433	Reflective Practice Tchng Rd	3
EDU 435	Theories in Reading	3
EDU 438	Literacy Assessmnt, Diag, Inst <sup>1</sup>	3
EDU 495E	Reading Student Teaching	6
Subtotal		32
<b>Total Minimum Credits</b>		<b>131</b>

\*

May satisfy General Education requirements.

1

Note: EDU 433 is a prerequisite for EDU 438.

Certain courses in this program have prerequisites; students should check the course descriptions for prerequisites.

## Suggested Plan of Study

This sample schedule is a suggested plan for students to follow in completing the double major of Secondary Education and Reading. Due to course changes and staff assignments, students may not be able to follow the plan exactly. Students should consult with their faculty advisors to plan classes before registering each semester.

Code	Title	Credits
<b>First Year</b>		
<b>Fall</b>		
WRIT 101	College Writing I	3
EDU 105	Education and Democracy	3
	Gen Ed Science	3
	Gen Ed Science Lab	1
NASX 105	Intro Native American Studies	3
or NASX 205	Native Americans in Contmp Soc	
HTH 412	Drugs and Alcohol	1
	Content Major	3
	<b>Total</b>	<b>17</b>
<b>Spring</b>		
	Gen Ed Science	3
	Gen Ed Science Lab (if not taken in Fall)	1
COMX 111	Intro to Public Speaking	3
or COMX 115	Intro to Interpersonal Comm	
HSTA 101	American History I	3
or HSTA 102	American History II	
EDU 221	Educ Psyc & Measurement	3
	Gen Ed Fine Arts	3
	<b>Total</b>	<b>16</b>
Submit fingerprints for Criminal Background Check second semester		
<b>Second Year</b>		
<b>Fall</b>		
EDU 220	Human Growth & Development	3
& 220L	and Human Growth & Development Lab	
EDSP 204	Intro to Tchng Exceptnl Lnrs	3
	Gen Ed Math	3
	Gen Ed Humanities	3
	<b>Total</b>	<b>12</b>
<b>Spring</b>		
	Content Major	12
EDU 330	Emergent Literacy	3
EDU 380	Intro Curriculum Plan/Practice	2
	<b>Total</b>	<b>17</b>
Apply for admission to the Educator Preparation Program during second year Spring semester.		
<b>Third Year</b>		
<b>Fall</b>		
EDU 333	Rd & Wrtnng Across Curriculum	3
EDU 435	Theories in Reading	3
EDU 413	Developing Student Writing	3
EDU 433	Reflective Practice Tchng Rd	3
	Content Major	6

<b>Total</b>		<b>18</b>
<b>Spring</b>		
	Content Major	3
EDU 355	Reading Junior Field	2
EDU 438	Literacy Assessmnt, Diag, Inst	3
EDU 432	Lit & Literacy for Young Adlts	3
EDU 418	Dev of Lit in Multicultural	3
EDSP 301	Tchng Stdnts w Lrning Disab	3
	<b>Total</b>	<b>17</b>
Take PRAXIS II Exam		
<b>Fourth Year</b>		
<b>Fall</b>		
EDU 354	Secondary Junior Field	2
EDU 430	Teaching Reading K-3	3
EDU 406	Phil, Legal & Ethical Issues	3
	Content Major	6
	Content Methods	2-3
	<b>Total</b>	<b>16-17</b>
<b>Spring</b>		
EDU 495E	Reading Student Teaching	6
EDU 495A	Student Teaching: K-12	9
or EDU 495C	Student Teaching: 5-12	
	<b>Total</b>	<b>15</b>
Apply to student teach Fall semester.		
Apply to graduate Fall semester.		
Apply for licensure Spring semester.		

## Secondary Education/Special Education (P-12) Double Major Bachelor of Science in Education Degree

### Admission to the Educator Preparation Program Prerequisites

Reading methods course EDU 397A and Math methods course EDU 397C or EDU 497R

### Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Demonstrate the knowledge, skills, and dispositions of a special educator
- Demonstrate the knowledge, skills, and dispositions of a secondary educator
- Follow the ethical codes applicable to their profession
- Follow special education laws, general education laws, and practices
- Implement special education and general education practices that are evidence and researched based
- Understand the need to be a life-long learner in both the special education and general education professions

## Required Courses

Code	Title	Credits
General Education Requirements (p. 56)		<b>31</b>
<b>Professional Education Core - Secondary</b>		
EDSP 204	Intro to Tchng Exceptnl Lrnrs	3
EDU 105	Education and Democracy *	3
EDU 220	Human Growth & Development	3
EDU 221	Educ Psyc & Measurement	3
EDU 333	Rd & Wrtng Across Curriculum	3
EDU 354	Secondary Junior Field	2
EDU 380	Intro Curriculum Plan/Practice	2
EDU 397A	Methods: K-8 Language Arts <sup>1</sup>	3
EDU 397C	Methods: K-8 Mathematics <sup>1</sup>	3
or EDU 497R	Methods: 5-8 Mathematics	
EDU 406	Phil, Legal & Ethical Issues	3
EDU 495A	Student Teaching: K-12	9
or EDU 495C	Student Teaching: 5-12	
HTH 412	Drugs and Alcohol	1
Content Area Methods Course		2-3
Subtotal		40-41
<b>Special Education Major Required Courses</b>		
EDSP 301	Tchng Stdnts w Lrning Disab	3
EDSP 302	Tchng Stdnts w Emot Beha Disor	3
EDSP 303	Tchng Stdnts w Intellect Disab	3
EDSP 402	Individualizing Curriculum	3
EDSP 404	Teaching Special Populations	2
EDSP 405	Assess of Students with Excep	3
EDSP 461	Positive Behavior Supports	3
EDSP 462	Spec Ed Law, Policy, Practice	3
EDSP 495	Student Teaching in Special Ed	9
EDU 438	Literacy Assessmnt, Diag, Inst	3
Subtotal		35
<b>Secondary Teaching Major</b>		<b>30</b>
<b>Total Minimum Credits</b>		<b>136</b>

\*  
May satisfy General Education requirements.

1

Courses **must** be taken prior to entering the Educator Preparation Program.

*Certain courses in this program have prerequisites; students should check the course descriptions for prerequisites.*

## Suggested Plan of Study

This sample schedule is a suggested plan for students to follow in completing the double major of Secondary Education and Special Education. Due to course changes and staff assignments, students may not be able to follow the plan exactly. Students should consult with their faculty advisors to plan classes before registering each semester.

Code	Title	Credits
First Year		
Fall		
WRIT 101	College Writing I	3

EDU 105	Education and Democracy	3
COMX 111	Intro to Public Speaking	3
or COMX 115	Intro to Interpersonal Comm	
HSTA 101	American History I	3
or HSTA 102	American History II	
Gen Ed Math		3
Total		15
Spring		
EDSP 204	Intro to Tchng Exceptnl Lrnrs	3
EDU 221	Educ Psyc & Measurement	3
NASX 105	Intro Native American Studies	3
or NASX 205	Native Americans in Contmp Soc	
Gen Ed Fine Arts		3
Major		3
Total		15
Submit fingerprints for Criminal Background Check first semester.		
Second Year		
Fall		
Gen Ed Science		3
Gen Ed Science Lab		1
EDU 220	Human Growth & Development (w/lab)	3
EDU 380	Intro Curriculum Plan/Practice	2
Major		6
Total		15
Spring		
Major		9
Gen Ed Science		3
HTH 412	Drugs and Alcohol	1
Gen Ed Humanities		3
Total		16
Apply for Admission to Educator Preparation Program Spring Semester		
Third Year		
Fall		
EDSP 303	Tchng Stdnts w Intellect Disab	3
EDU 333	Rd & Wrtng Across Curriculum	3
EDU 397A	Methods: K-8 Language Arts	3
EDU 397C	Methods: K-8 Mathematics	3
or EDU 497R	Methods: 5-8 Mathematics	
EDSP 461	Positive Behavior Supports	3
EDU 354	Secondary Junior Field	2
Content Methods		2-3
Total		19-20
Spring		
Major		6
EDU 438	Literacy Assessmnt, Diag, Inst	3
EDSP 301	Tchng Stdnts w Lrning Disab	3
EDSP 302	Tchng Stdnts w Emot Beha Disor	3
EDSP 405	Assess of Students with Excep	3
Total		18
Fourth Year		
Fall		
EDU 406	Phil, Legal & Ethical Issues	3

EDSP 402	Individualizing Curriculum	3
EDSP 404	Teaching Special Populations	2
EDSP 462	Spec Ed Law, Policy, Practice	3
Major		6
Total		17
Spring		
EDU 495A	Student Teaching: K-12	9
or EDU 495C	Student Teaching: 5-12	
EDSP 495	Student Teaching in Special Ed	9
Total		18

Apply to Student Teach Fall Semester

Apply to Graduate Fall Semester

Apply for Licensure Spring Semester

## Secondary Majors Teaching Licensure

### Professional Core Requirements

The Professional Core at Montana State University Billings combines the intellectual foundations of education and the professional knowledge and skills required of all teachers into a coherent sequence of courses. The core provides the basis for understanding the philosophical, historical, cultural, and sociopolitical means by which society attempts cultural transmission and it provides the opportunity to acquire the knowledge and skills that are essential for effective instruction. It includes the range of human development and learning as they affect instructional planning, evaluation, curriculum design and implementation, performance skills, management of classrooms, direction of students, professional responsibilities, and ethical issues affecting teacher effectiveness.

At different points in its sequence of courses, the Professional Core engages students in supervised practice applying their developing knowledge and skills. By having faculty who hold diverse disciplinary perspectives teach throughout its sequence, the Professional Core encourages students to develop a professionally responsible understanding of the diversity that defines learners and teachers. The student teaching experience completes the sequence and includes both a final look at classroom skills and a capstone seminar.

The Professional Core presents a balanced approach to epistemology from philosophical, psychological, and sociological perspectives. The core is predicated on the evidential nature of knowledge required for the professional practice of education. While the professional practice of education is also informed by belief and intuition, it is ultimately defensible only to the extent that it has evidential support. The Professional Core engages students in both the processes and products of human knowing as such knowing is central to all aspects of education. The Professional Core involves the

1. creation,
2. facilitation of change,
3. transmission, and
4. application of human knowledge across the diversity of ways in which individuals understand human knowledge.

#### Secondary and K-12

Code	Title	Credits
EDSP 204	Intro to Tchng Exceptnl Lnrs	3
EDU 105	Education and Democracy *	3
EDU 220	Human Growth & Development	3

EDU 221	Educ Psyc & Measurement	3
EDU 333	Rd & Wrtng Across Curriculum	3
EDU 343	Strat for Mnging Div Learners	2
EDU 354	Secondary Junior Field	2
EDU 381	Curriculum Theory & Design	3
EDU 406	Phil, Legal & Ethical Issues	3
EDU 495A	Student Teaching: K-12	9
or EDU 495C	Student Teaching: 5-12	
HTH 412	Drugs and Alcohol	1
Content Area Methods Course		2-3

**Total Minimum Credits** **37-38**

\*

May satisfy General Education requirements.

## Special Education (P-12) Concentration Non-Endorsable Teaching Minor \*Program placed on moratorium\*

The special education requirements listed below will better prepare elementary or secondary education candidates to meet the educational needs of an increasingly diverse student population. To earn a special education endorsement, the candidate must complete the special education teaching major, including student teaching. All courses in this minor count toward a special education major.

### Required Courses

Code	Title	Credits
EDSP 301	Tchng Stdnts w Lrning Disab	3
EDSP 302	Tchng Stdnts w Emot Beha Disor	3
EDSP 303	Tchng Stdnts w Intellect Disab	3
EDSP 402	Individualizing Curriculum	3
EDSP 405	Assess of Students with Excep	3
EDSP 461	Positive Behavior Supports	3
EDSP 462	Spec Ed Law, Policy, Practice	3

**Total Minimum Credits** **21**

*Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.*

## Special Education (P-12) Teaching Endorsement

### Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Demonstrate the knowledge, skills, and dispositions of a special educator
- Follow the ethical codes applicable to their profession
- Follow special education laws and practices
- Implement special education practices that are evidence and researched based
- Understand the need to be a life-long learner in the special education profession

All students selecting a teaching endorsement in special education must have a written plan of study for the endorsement. This endorsement can only be added to

an elementary broadfield or secondary K-12 education major or an existing Montana Educator license.

## Required Courses

Code	Title	Credits
EDSP 204	Intro to Tchng Exceptnl Lnrs	3
EDSP 301	Tchng Stdnts w Lrning Disab	3
EDSP 302	Tchng Stdnts w Emot Beha Disor	3
EDSP 303	Tchng Stdnts w Intellect Disab	3
EDSP 402	Individualizing Curriculum	3
EDSP 404	Teaching Special Populations	2
EDSP 405	Assess of Students with Excep	3
EDSP 461	Positive Behavior Supports	3
EDSP 462	Spec Ed Law, Policy, Practice	3
EDSP 495	Student Teaching in Special Ed	9
EDU 438	Literacy Assessmnt, Diag, Inst <sup>1</sup>	3
Total Minimum Credits		38

1

Note: EDU 433 is a prerequisite for EDU 438.

*Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.*

# The College of Health Professions and Science

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The College of Health Professions and Science is comprised of undergraduate and graduate programs that are designed to prepare individuals for careers in the health professions and natural sciences. Academic programs in the Health Professions, such as the behavioral sciences (e.g., health promotion, human services, rehabilitation), therapeutic sciences (e.g., athletic training and RN-BSN) and support services (e.g., health administration) prepare students with the technical skills needed to work in the dynamic healthcare field. Academic programs in the Natural Sciences, such as B.S. in Biology, Chemistry, Health and Human Performance and the B.A. in Biology, prepare students for post-baccalaureate programs in Medicine, Dentistry, Veterinary, Pharmacy and Physical Therapy as well as providing them with the skills needed for careers in analytical chemistry, biochemistry and biology. These programs also prepare students to be critical thinkers in their chosen profession, develop a historical consciousness, broaden their understanding of the diversity of the profession and individuals, and develop a defined sense of values that will guide them in their career.

The College of Health Professions and Science is comprised of the following academic departments:

- Health and Human Performance
- Health Care Services
- Rehabilitation and Human Services
- Biological and Physical Sciences

## Academic Advising

All new, transfer, and re-admitted students are encouraged to visit the Advising Center in McMullen Hall first floor west to meet with an academic advisor. New students will receive information regarding General Education requirements and plan of study worksheets related to their major and minor programs. Transfer and re-admitted students will work with an advisor to complete a transcript evaluation and to develop a plan of study. Students majoring in bachelor's degree programs in the College of Health Professions and Science will be advised initially through the Advising Center. As early as their freshman year, students will be assigned a faculty member for advising. Although advisors are available to assist students in designing their plan of study and navigating their academic experience, students are ultimately responsible for meeting degree requirements.

## Mission

Montana State University Billings' College of Health Professions and Science prepares health professionals and natural scientists to meet the needs of an evolving society through education, research, discovery, and service.

## Vision

Through an environment that promotes experiential learning, students will be transformed into our future health professionals and scientists.

## Clinical and Field-Based Experiences

The College of Health Professions and Science provides a number of supervised clinical and field-based experiences designed to prepare students for work in the health professions and STEM related fields. The major aim of these experiences is to allow students to apply principles and theories from the professional knowledge base in the supervised environments. Whereas each degree program has different

expectations for clinical and field-based experience, students should clarify expectations with the faculty advisor prior to registration.

## Academic Support Facilities Yellowstone Science and Health Building

The Yellowstone Science and Health Building provides 14 teaching labs, 5 classrooms, 3 multi-investigator undergraduate research suites, numerous study spaces, and shared equipment cores on the first and second floors. Students learn from some of the best faculty in their field to become well-versed and proficient in using some of the most up-to-date equipment and technology in the health, human performance, and natural sciences. To support today's various learning modalities, the latest in technology is engineered into the lecture rooms, teaching labs, and research suites to provide MSU Billings students the face-to-face and distance educational experiences that will instill in them the skills and tools they'll need to succeed in the modern-day workforce.

In addition to the Biology labs (General Biology, Botany, Ecology, Microbiology, Genetics, Cell and Molecular biology), Chemistry labs (General Chemistry, Organic and Analytical), Earth Science and Physics labs, the Yellowstone Science and Health Building houses a new A&P suite with an attached cadaver lab, a space for human biology students to gain experience and hands-on learning through cadaver work. The new athletic training room includes a wet area complete with whirlpools and ice machines, and modern treatment tables. The athletic training room serves Division II student athletes at Montana State University Billings as well as provides an instructional setting for students in the athletic training program.

The human performance lab is complete with biomechanic, biofeedback, and exercise physiology equipment including a new pulmonary exercise system for monitoring metabolic processes. An attached greenhouse with associated prep area and plant growth chambers is used to grow a variety of plants year-round, even in the deepest of Montana winters. These spaces enable both students and faculty to work on plant projects no matter the season. The building houses other specialized spaces with microscopy suites, a rock room, and advanced technology lab, instrumentation suites, tissue culture suite, and a suite dedicated to our scanning electron microscope.

## Herbarium

The Yellowstone Science and Health Building houses a herbarium on campus that is registered in Index Herbariorum (a global directory of public herbaria of the world) and is part of a multi-herbarium web-accessible database of the vascular plants from the Missouri Plateau, U.S.A. The University Herbarium is a collection of preserved plant specimens (some of which date back to early 1900's) that serve as a tool for basic research in plant systematics, ecology, phytogeography, and evolution. They are actively used in teaching and research as a resource to provide population localities for studies of a diverse nature, ranging from biological control to rare plants. The University Herbarium was originally established in 1976 when the collections from the herbaria of Eastern Montana Normal School, Eastern Montana College, Rocky Mountain College, and USDA Forest Service were consolidated. It has grown steadily to about 16,000 specimens. The collections include plants of Montana (emphasis on eastern Montana and Beartooth Plateau); India; Venezuela; Roberson County, Texas; Brooklyn Botanical Gardens Herbarium; W.K. Kellogg Biological Field Station; and vascular plants of Wisconsin, Ohio, Utah, and many other places.

## Physical Education Building

Faculty, staff, and students can draw on the facilities of the Physical Education Building. The building includes a 3,300-seat gymnasium with a varsity basketball court, a volleyball court, and a badminton court; a 25-yard swimming pool; a spectator gallery; dressing rooms for men and women with disabilities and an elevator with direct access to the swimming pool; men's and women's locker rooms



equipped with saunas; and a fitness center with free weights, exercise machines, and selectorized machines.

The facility also includes an annex which has a large gymnasium divisible by curtains into two sections, each with a high school-sized basketball court, two tennis courts, three volleyball courts, six badminton courts, four racquetball courts with glass backwalls and an instructor's gallery, and a suspended running track with 14 laps to the mile.

## Research Projects

Montana State University Billings has active an undergraduate research agenda supported by the National Science Foundation, the National Institutes of Health, and other funding agencies, in part because of the extent to which undergraduates have been involved in faculty research in the past. The involvement of undergraduates and graduate students in research efforts has a strong, positive impact on student retention and success. At MSU Billings, students have presented research papers at international, national, state-wide, and local scientific conferences. They have had papers published in professional scientific journals. Students from research programs have successfully transitioned into post-graduate programs in medicine, physical therapy, athletic training, rehabilitation and mental health counseling, pharmacy, dentistry, veterinary programs, and Ph.D. programs. Graduates of these programs have returned to our community to practice their craft.

## National Institutes of Health Program in Biomedical Research Excellence (NIH-INBRE)

MSU Billings administers grants from the National Institutes of Health program in Biomedical Research Excellence (NIH-INBRE). The NIH-INBRE grant supports faculty research in the molecular biology of infectious disease, student research opportunities in the biomedical sciences, clinical internships in Medical Laboratory Sciences and the construction of new biomedical research laboratories. The NIH-INBRE grant also involves close collaborations between faculty at MSU Billings and scientists at other universities in Montana, Alaska, Hawaii, New Mexico, Idaho, and Wyoming.

## A

- Allied Health Program of Study Associate of Science Degree \*Program placed on moratorium\* (p. 94)

## B

- Biology Bachelor of Arts Degree (p. 94)
- Biology Bachelor of Science Degree (p. 96)
- Biology Environmental Sciences Option Bachelor of Science Degree \*Program placed on moratorium\* (p. 97)
- Biology Medical Laboratory Science Option Bachelor of Science Degree (p. 99)
- Biology Minor \*Program placed on moratorium\* (p. 101)
- Biology Teaching Licensure Option Bachelor of Science Degree \*Program placed on moratorium\* (p. 101)
- Biology Teaching Minor \*Program placed on moratorium\* (p. 103)
- Broadfield Science Bachelor of Science Degree (p. 103)
- Broadfield Science Teaching Licensure Option Bachelor of Science Degree (p. 105)

## C

- Chemistry Bachelor of Science Degree (p. 107)
- Chemistry Minor (p. 109)
- Chemistry Teaching Licensure Option Bachelor of Science Degree \*Program placed on moratorium\* (p. 110)

- Chemistry Teaching Minor \*Program placed on moratorium\* (p. 111)
- Coaching Minor (p. 115)

## E

- Earth Science Minor (p. 112)
- Earth Science Teaching Minor \*Program placed on moratorium\* (p. 112)
- Environmental Science Program of Study Associate of Science Degree \*Program placed on moratorium\* (p. 112)

## H

- Health Administration Bachelor of Science Degree (p. 128)
- Health and Human Performance Bachelor of Science/Athletic Training Master of Science 3+2 Option (p. 115)
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- Health and Human Performance Human Performance Option Bachelor of Science Degree (p. 118)
- Health and Human Performance Teacher Licensure Option (Health and Physical Education K-12) Bachelor of Science Degree (p. 119)
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- Outdoor Adventure Leadership - 2+2 Track – Fire Science Bachelor of Science Degree \*Program placed on moratorium\* (p. 123)
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# The Department of Biological and Physical Sciences

**Dr. Carl Castles, Chairperson**

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## Sciences at MSU Billings

Biology, Chemistry, Physics, and Earth Science are core programs in the sciences at MSU Billings. Biology is the study of living organisms. Biologists study interactions among and within organisms in order to understand processes characteristic of life. Chemistry, Physics, and Earth Science are physical sciences exploring the composition, structure, properties, and interactions of matter. Chemistry is the study of differences and similarities of elements in order to understand how they interact to produce diverse molecules. Physics examines the properties of atoms and laws governing the makeup of matter. Earth Science is the study of minerals and soils, their origin, change, and distribution.

## Research

Science faculty at MSU Billings encourage undergraduate students to participate in research. Every student is given the opportunity to explore a research problem in the sciences under the guidance of a faculty sponsor. Faculty conduct research in molecular genetics, microbiology, animal physiology, organic chemistry, analytical chemistry, topics in laser spectroscopy, plant physiology, plant systematics, geology, and ecology and evolution. Active involvement in research with faculty is an important part of student success in the sciences at MSU Billings.

## Career Opportunities

Most students who graduate from MSU Billings in the sciences typically receive a Bachelor's degree in Biology or Chemistry. In some instances our graduates directly enter the job market. Our program in Medical Laboratory Science allows students to achieve national certification for a career in clinical/medical laboratory science.

Students seeking jobs with private industry, state (e.g. Fish, Wildlife & Parks) or federal (e.g. FBI) agencies have also been successful. Alternatively, many of our graduates choose to continue their training beyond a four year undergraduate program. They have been accepted in professional programs in the health sciences (medical, dental, pharmacy & veterinary medicine) and major university graduate programs leading to a master's degree or Ph.D. in Biology, Chemistry and Physics.

## Advising Information

Academic advising for all freshmen Health Professions and Science majors is initially provided through the Advising Center on campus. Science majors are then assigned a faculty advisor in the Sciences with expertise matched to their interest. Students meet with their faculty advisor each semester to review their progress and make any changes required for a complete and accurate plan of study to satisfy program requirements in a timely manner. Faculty advisors also work with students to explore internships, cooperative education placements and opportunities in research to enhance the student's academic program. In addition, faculty advisors provide assistance in selecting elective courses which support the student's interests, career plans and plan of study. Students are ultimately responsible for meeting degree requirements, and science faculty at MSU Billings believe very strongly that academic advising is a vital component to ensuring student success.

## Biology

Biology programs available at MSU Billings include the Biology Major which is available as either a Bachelor of Science (BS) or Bachelor of Arts (BA) degree.

The biology major also has options and plans of study to allow students to specialize in an area of interest. The biology curriculum is designed to provide biology students

with the opportunity for the best possible undergraduate education in biology. In addition to the transmission of factual information, the biology curriculum places emphasis on the development of critical thinking skills in contemporary areas of biology. This is accomplished through a combination of lecturing, experimental laboratory exercises, independent learning by data analysis, research and field projects, seminars, incorporation of extensive writing, library research, and use of computers in data analysis.

MSU Billings' program in biology begins with a two-year core curriculum emphasizing the broad scope of biology through coursework in biological principles, biological diversity, cell biology and genetics. Other required advanced courses and electives are taken in the junior and senior year. While building a solid foundation in biology, the program allows students to match their interests with professional requirements.

Students in biology at MSU Billings have an opportunity to focus on specific areas in biology through a variety of options and plans of study. Specialization in biology is possible with the choice of an appropriate plan of study and in consultation with the faculty advisors who can provide students with the best educational experience at MSU Billings.

All students in the Biology program also take a Capstone seminar course in their senior year. This course is designed to ensure a standard of excellence in knowledge of basic biological concepts, and integration of those concepts with other areas in Science.

A maximum of five semester credits of BIOB 490 BIOB 492, BIOB 494, BIOB 495, and BIOB 498 can be applied to the BA or BS degree as unrestricted biology electives.

Excess credits earned in these courses may still be applied to graduation as unrestricted electives.

## Chemistry

Chemistry programs at MSU Billings include the Chemistry Major and the Chemistry Minor.

Students taking the first two years in a chemistry program will have a well-rounded background in organic and inorganic chemistry. Students majoring in chemistry will receive additional training in physical chemistry, quantitative chemistry, instrumentation, biochemistry, and advanced organic or inorganic chemistry.

The chemistry program is designed to be flexible enough to meet individual interests of students and comprehensive enough to be competitive nationally. A chemistry major can expect to find employment in private, state, or federal laboratories ranging from research and development to quality control. Selection of elective courses in other fields such as biology, geology, business or health sciences can open up a variety of career options. Graduate education is encouraged as an avenue to expand career opportunities.

## Earth Science

Earth Science is an important part of the Broadfield Science program.

The Earth Science curriculum provides opportunities for study in the areas of: landform development; igneous, sedimentary, and metamorphic rocks; crystallography; earth history; earth structures; and independent research. Students completing this curriculum may find employment in the geological, engineering, and environmental areas as well as employment as interpreters with park systems, nature centers, and museums.

## Broadfield Science

The Broadfield Science program offers students a broad-based foundation in the sciences through coursework in Biology, Chemistry, Earth Science, and Physics.

Students pursuing this degree will also complete a concentration in either Environmental Science or Physical Science. The program provides graduates with

the knowledge and skills necessary to qualify for positions requiring a broad-based foundation in all sciences.

The Broadfield Science Degree with Teaching Endorsement is especially attractive to students interested in teaching science because they will have a strong foundation in biology, chemistry, earth science, and physics. With additional Professional Core requirements met for teacher licensure, students entering this program would be regarded as “highly qualified” according to national standards, and thus qualify for K-12 teaching opportunities in broadfield science.

## Physics

Physics is an important part of the Broadfield Science program, as well as the Biology and Chemistry programs.

Physics is the study of matter, energy, and their interactions; this includes all physical structures and phenomena. Experiments and observations in physics have shown that the operation of the universe at all levels is based on a few fundamental laws. The study of physics is the study of these laws and their applications.

## Medical Laboratory Science Program

Students wishing to become medical/clinical lab scientists may choose the Medical Laboratory Science option within the Biology Program.

Additional credits are required because a fifth year of clinical experience is required in this program. Professional training programs approved by the National Accrediting Agency for Clinical Laboratory Science (NAACLS, [www.naacls.org](http://www.naacls.org) (<http://www.naacls.org>)) are 12 months in duration. In the fourth year, students apply for an internship consisting of 37 credits of clinical experience during the summer, fall, and winter semesters in an approved training program at one of the following institutions: MSU Bozeman; University of North Dakota, Grand Forks; Sacred Heart School of Medical Technology, Spokane, Washington; The Colorado Center for Medical Laboratory Sciences, Aurora. Upon completion of the internship, students will be qualified to take a national registry examination administered by the American Society for Clinical Pathologists or the National Certification Agency.

For additional information, contact Dr. David Butler at (406) 657-2031 or [dbutler@msubillings.edu](mailto:dbutler@msubillings.edu). ([rdillman@msubillings.edu](mailto:rdillman@msubillings.edu))

## Pre-Medical Sciences

Students interested in professional programs in medical sciences such as medicine, dentistry, veterinary medicine, physician assistant, or pharmacy must first complete a Bachelor's degree. While most of these professional programs do not require a specific major, they do require specific prerequisite coursework for their applicants. As applicants to these programs must have a strong academic background in biology and chemistry, most MSU Billings students seeking admission to these programs will pursue a Bachelor of Science Degree in Biology, or a Bachelor of Science Degree in Chemistry.

Medical science programs seek well rounded students. Individual plans of study can be designed in consultation with a faculty advisor to provide the student with the maximum opportunity for pursuing goals. Students seeking admission to a medical science program usually apply to an appropriate professional school before graduation from MSU Billings. Biology and Chemistry faculty advisors can assist and advise the student in arranging these applications.

- Biology Bachelor of Arts Degree (p. 94)
- Biology Bachelor of Science Degree (p. 96)
  - Environmental Sciences Option \*Program placed on moratorium\* (p. 97)
  - Medical Laboratory Science Option (p. 99)
  - Teaching Licensure Option \*Program placed on moratorium\* (p. 101)
- Chemistry Bachelor of Science Degree (p. 107)

- Teaching Licensure Option \*Program placed on moratorium\* (p. 110)
- Broadfield Science Bachelor of Science Degree (p. 103)
  - Teaching Licensure Option (p. 105)
- Biology Minor \*Program placed on moratorium\* (p. 101)
- Biology Teaching Minor \*Program placed on moratorium\* (p. 103)
- Chemistry Minor (p. 109)
- Chemistry Teaching Minor \*Program placed on moratorium\* (p. 111)
- Earth Science Minor (p. 112)
- Earth Science Teaching Minor \*Program placed on moratorium\* (p. 112)
- Physics Minor \*Program placed on moratorium\* (p. 113)
- Allied Health Program of Study Associate of Science Degree \*Program placed on moratorium\* (p. 94)
- Environmental Science Program of Study Associate of Science Degree \*Program placed on moratorium\* (p. 112)

# Allied Health Program of Study Associate of Science Degree \*Program placed on moratorium\*

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Understand the basic principles and laws governing our world and have a global awareness of their discipline.
- Demonstrate basic competency in laboratory, field and computer skills related to the sciences.
- Be familiar with accessing and interpreting the scientific literature.
- Be proficient in written and oral communication in the sciences.
- Understand scientific methodology, and conduct scientific investigations using it.
- Be prepared to participate in professional activities.

## Required Courses

Code	Title	Credits
<b>General Education</b>		
BIOB 160 or BIOB 161	Principles of Living Systems Principles Living Systems Lab	3
CHMY 121	Intro to General Chemistry	3
CHMY 122	Intro to Gen Chem Lab	1
PSYX 100 or SOCI 101	Intro to Psychology Introduction to Sociology	3
STAT 141 or STAT 216	Intro to Statistical Concepts Introduction to Statistics	3
Additional General Education requirements		18
Subtotal		31
<b>Required Program Courses</b>		
BIOH 301	Human Anatomy & Physiology I	3
BIOH 302	Human Anatomy & Phys I Lab	1
BIOH 311	Human Anatomy & Physiology II	3
BIOH 312	Human Anatomy & Phys II Lab	1
BIOM 250	Microbiology for Hlth Sciences	3
CHMY 123	Intro to Organic & Biochem	3
NUTR 221	Basic Human Nutrition	3
Subtotal		17
<b>Elective Program Courses</b>		
Select six credits from the following electives:		6
BIOB 375 & BIOB 376	General Genetics and General Genetics Lab	
BIOM 251	Microbiology Hlth Sciences Lab	
BIOM 360 & BIOM 361	General Microbiology and General Microbiology Lab	
CHMY 141 & CHMY 142	College Chemistry I and College Chemistry I Lab *	
CHMY 143 & CHMY 144	College Chemistry II and College Chemistry II Lab	
ECP 100	First Aid & CPR	
PHL 110	Introduction to Ethics *	

PHSX 205 & PHSX 206	College Physics I and College Physics I Lab *	
PSYX 230	Developmental Psychology	
PSYX 340	Abnormal Psychology	
Upper division Biology or Chemistry courses chosen in conjunction with advisor		
Subtotal		6
<b>Restricted electives selected with advisor approval</b>		<b>6</b>
<b>Total Minimum Credits</b>		<b>60</b>

\*  
May satisfy General Education requirements

*Note: The above required General Education Courses and Program Courses are minimum requirements. Students with specific career goals in the Allied Health Sciences should be aware that some disciplines require more advanced courses than those listed. Therefore, if you know your career path, or if you believe you may transfer into a B.S. program at MSU Billings or another university, it is essential that you consult with your advisor in the science department so that you proceed efficiently in your studies.*

## Biology Bachelor of Arts Degree Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Describe the cellular basis of living organisms and illustrate the functions of cellular components.
- Describe the molecular basis of cellular function, including inheritance and genetics.
- Describe the major differences between different clades of organisms and explain how these differences relate to ecological attributes.
- Describe the chemical basis of life and the biochemical reactions that make it possible.
- Interpret data and use analytical skills to arrive at conclusions.

## Required Courses

Code	Title	Credits
General Education Requirements (p. 56)		<b>31</b>
Students should consult with an academic advisor before registering for General Education courses in order to minimize the number of courses needed to satisfy the requirements of the major. <sup>1</sup>		
<b>Note:</b> 10 credits will be filled with requirements below, leaving 21 credits needed in General Education.		
<b>Biology Requirements</b>		
BIOB 160	Principles of Living Systems *	3
BIOB 161	Principles Living Systems Lab *	1
BIOB 170	Principles of Bio Diversity	3
BIOB 171	Principles Bio Diversity Lab	1
BIOB 260	Cellular & Molecular Biology	3
BIOB 261	Cellular & Molecular Biol Lab	1
BIOB 375	General Genetics	3
BIOB 376	General Genetics Lab	1
BIOB 490 or BIOB 498	Undergraduate Research Internship/Cooperative Educ	2
BIOB 499	Senior Thesis/Capstone	1

Upper Division Science Electives 16

Selected in consultation with advisor from the following rubrics: BCH, BIOB, BIOE, BIOH, BIOM, BIOO, CHMY, EARTH, GEO, GPYH, PHSX

Subtotal 35

### Chemistry Requirements

CHMY 141 College Chemistry I \* 3

CHMY 142 College Chemistry I Lab \* 1

CHMY 143 College Chemistry II 3

CHMY 144 College Chemistry II Lab 1

CHMY 211 Elements of Organic Chemistry 3

CHMY 212 Elements of Organic Chem Lab 1

BCH 380 Biochemistry 3

BCH 381 Biochemistry Lab 1

Subtotal 16

Language Requirement (p. 139) 8

### Mathematics/Statistics Requirement

Select one of the following: 4

M 171 Calculus I \*

STAT 216 Introduction to Statistics \*

Subtotal 4

### Minor or Allied Health Concentration

Select a minor or complete the Allied Health Concentration, which includes the following courses:

BIOM 250 Microbiology for Hlth Sciences 3

BIOM 251 Microbiology Hlth Sciences Lab 1

BIOH 301 Human Anatomy & Physiology I 3

BIOH 302 Human Anatomy & Phys I Lab 1

BIOH 311 Human Anatomy & Physiology II 3

BIOH 312 Human Anatomy & Phys II Lab 1

NUTR 221 Basic Human Nutrition 3

PSYX 230 Developmental Psychology 3

PSYX 340 Abnormal Psychology 3

Subtotal 21

**Electives** v  
15

The total number of elective credits required for the degree will be determined by the number of courses a student elects to take which fulfill both the General Education requirements and the major requirements. Electives should be chosen in consultation with an academic advisor.

**Total Minimum Credits** 120

1

The following General Education courses also satisfy requirements in the major: BIOB 160, BIOB 161, CHMY 141, M 171, and STAT 216. Students should consult with an academic advisor before registering for General Education courses in order to minimize the number of courses needed to satisfy the requirements of the major

\*

May satisfy General Education requirements

*Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.*

## Suggested Plan of Study

Code	Title	Credits
<b>First Year</b>		
<b>Fall</b>		
BIOB 160 & BIOB 161	Principles of Living Systems and Principles Living Systems Lab	4
CHMY 141 & CHMY 142	College Chemistry I and College Chemistry I Lab	4
	Math requirement	4
	General Education	v
	Elective/Minor	v
	<b>Total</b>	<b>Varies</b>
<b>Spring</b>		
BIOB 170 & BIOB 171	Principles of Bio Diversity and Principles Bio Diversity Lab	4
CHMY 143 & CHMY 144	College Chemistry II and College Chemistry II Lab	4
	General Education	v
	Elective/Minor	v
	<b>Total</b>	<b>Varies</b>
<b>Second Year</b>		
<b>Fall</b>		
BIOB 260 & BIOB 261	Cellular & Molecular Biology and Cellular & Molecular Biol Lab	4
	Language requirement	4
	General Education	v
	Elective/Minor	v
	<b>Total</b>	<b>Varies</b>
<b>Spring</b>		
BIOB 375 & BIOB 376	General Genetics and General Genetics Lab	4
CHMY 211 & CHMY 212	Elements of Organic Chemistry and Elements of Organic Chem Lab	4
	Language requirement	4
	General Education	v
	Elective/Minor	v
	<b>Total</b>	<b>Varies</b>
<b>Third Year</b>		
<b>Fall</b>		
BCH 380 & BCH 381	Biochemistry and Biochemistry Lab	4
	Science Electives	4
	General Education	v
	Elective/Minor	v
	<b>Total</b>	<b>Varies</b>
<b>Spring</b>		
	Science Electives	4
	General Education	v
	Elective/Minor	v
	<b>Total</b>	<b>Varies</b>
<b>Fourth Year</b>		
<b>Fall</b>		
BIOB 490	Undergraduate Research	1



or BIOB 498	Internship/Cooperative Educ	
Science Electives		4
General Education		v
Elective/Minor		v
Total		Varies
<b>Spring</b>		
BIOB 490	Undergraduate Research	1
or BIOB 498	Internship/Cooperative Educ	
BIOB 499	Senior Thesis/Capstone	1
Science Electives		4
General Education		v
Elective/Minor		v
Total		Varies

## Biology Bachelor of Science Degree Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Describe the cellular basis of living organisms and illustrate the functions of cellular components.
- Describe the molecular basis of cellular function, including inheritance and genetics.
- Describe the major differences between different clades of organisms and explain how these differences relate to ecological attributes.
- Describe the chemical basis of life and the biochemical reactions that make it possible.
- Interpret data and use analytical skills to arrive at conclusions.

## Required Courses

Code	Title	Credits
General Education Requirements (p. 56)		31
Students should consult with an academic advisor before registering for General Education courses in order to minimize the number of courses needed to satisfy the requirements of the major. <sup>1</sup>		
<b>NOTE:</b> 10 credits will be filled with requirements below, leaving 21 credits needed in General Education.		
<b>Biology Requirements</b>		
BIOB 160	Principles of Living Systems *	3
BIOB 161	Principles Living Systems Lab *	1
BIOB 170	Principles of Bio Diversity	3
BIOB 171	Principles Bio Diversity Lab	1
BIOB 260	Cellular & Molecular Biology	3
BIOB 261	Cellular & Molecular Biol Lab	1
BIOB 375	General Genetics	3
BIOB 376	General Genetics Lab	1
BIOB 425	Adv Cell & Molecular Biology	3
BIOB 426	Adv Cell & Molecular Biol Lab	1
BIOB 487	Bioinformatics	3
BIOB 490	Undergraduate Research	2
BIOB 499	Senior Thesis/Capstone	1
BIOE 370	General Ecology	3
BIOE 371	General Ecology Lab	1
BIOM 360	General Microbiology	3

BIOM 361	General Microbiology Lab	1
Upper Division Science Electives		10
Selected in consultation with advisor from the following rubrics: BCH, BIOB, BIOE, BIOH, BIOM, BIOO, CHMY, EARTH, GEO, GPHY, PHSX		
Subtotal		44
<b>Chemistry Requirements</b>		
CHMY 141	College Chemistry I *	3
CHMY 142	College Chemistry I Lab *	1
CHMY 143	College Chemistry II	3
CHMY 144	College Chemistry II Lab	1
CHMY 321	Organic Chemistry I	3
CHMY 322	Organic Chemistry Lab I	1
CHMY 323	Organic Chemistry II	3
CHMY 324	Organic Chemistry Lab II	1
BCH 380	Biochemistry	3
BCH 381	Biochemistry Lab	1
Subtotal		20

### Mathematics/Statistics Requirement

Select two of the following:		7-8
M 161	Survey of Calculus *	
or M 171	Calculus I	
M 172	Calculus II	
STAT 216	Introduction to Statistics *	
STAT 217	Intern Statistical Concepts	
or PSYX 225 & PSYX 226	Research Design and Analysis and Research Design and Analysis L	
Subtotal		7-8

### Physics Requirements

Select one of the following options:		8
Option 1:		
PHSX 205 & PHSX 206	College Physics I and College Physics I Lab *	
PHSX 207 & PHSX 208	College Physics II and College Physics II Lab	
Option 2:		
PHSX 220 & PHSX 221	Physics I and Physics I Lab	
PHSX 232 & PHSX 233	Physics II & Thermo and Physics II & Thermo Lab	
Subtotal		8

<b>Unrestricted Electives</b>	<b>V</b>
	<b>20</b>

The total number of elective credits required for the degree will be determined by the number of courses a student elects to take which fulfill both the General Education requirements and the major requirements. Electives should be chosen in consultation with an academic advisor.

**Total Minimum Credits** **120**

<sup>1</sup>

The following General Education courses also satisfy requirements in the major: BIOB 160, BIOB 161, CHMY 141, and either M 171 or STAT 216.

\*

May satisfy General Education requirements.



Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.

## Suggested Plan of Study

Code	Title	Credits
<b>First Year</b>		
Fall		
BIOB 160 & BIOB 161	Principles of Living Systems and Principles Living Systems Lab	4
CHMY 141 & CHMY 142	College Chemistry I and College Chemistry I Lab	4
Math requirement		4
General Education		v
Total		Varies
Spring		
BIOB 170 & BIOB 171	Principles of Bio Diversity and Principles Bio Diversity Lab	4
CHMY 143 & CHMY 144	College Chemistry II and College Chemistry II Lab	4
Math requirement		4
General Education		v
Total		Varies
<b>Second Year</b>		
Fall		
BIOB 260 & BIOB 261	Cellular & Molecular Biology and Cellular & Molecular Biol Lab	4
CHMY 321 & CHMY 322	Organic Chemistry I and Organic Chemistry Lab I	4
General Education		v
Total		Varies
Spring		
BIOB 375 & BIOB 376	General Genetics and General Genetics Lab	4
CHMY 323 & CHMY 324	Organic Chemistry II and Organic Chemistry Lab II	4
General Education		v
Total		Varies
<b>Third Year</b>		
Fall		
BCH 380 & BCH 381	Biochemistry and Biochemistry Lab	4
BIOB 487	Bioinformatics	3
BIOE 370 & BIOE 371	General Ecology and General Ecology Lab	4
Select one of the following:		4
PHSX 205 & PHSX 206	College Physics I and College Physics I Lab	
PHSX 220 & PHSX 221	Physics I and Physics I Lab	
Gen Ed/Electives		v
Total		Varies
Spring		
BIOB 425 & BIOB 426	Adv Cell & Molecular Biology and Adv Cell & Molecular Biol Lab	4

Select one of the following:		4
PHSX 207 & PHSX 208	College Physics II and College Physics II Lab	
PHSX 232 & PHSX 233	Physics II & Thermo and Physics II & Thermo Lab	
Science Electives		4
Gen Ed/Electives		v
Total		Varies
<b>Fourth Year</b>		
Fall		
BIOM 360 & BIOM 361	General Microbiology and General Microbiology Lab	4
BIOB 490	Undergraduate Research	1
Science Electives		3
Gen Ed/Electives		v
Total		Varies
Spring		
BIOB 490	Undergraduate Research	1
BIOB 499	Senior Thesis/Capstone	1
Science Electives		3
Gen Ed/Electives		v
Total		Varies

## Biology Environmental Sciences Option Bachelor of Science Degree \*Program placed on moratorium\*

### Required Courses

Code	Title	Credits
General Education Requirements (p. 56)		31
Students should consult with an academic advisor before registering for General Education courses in order to minimize the number of courses needed to satisfy the requirements of the major. <sup>1</sup>		
<b>NOTE:</b> 10 credits will be filled with requirements below, leaving 21 credits needed in Gen Ed.		
<b>Biology Requirements</b>		
BIOB 160	Principles of Living Systems *	3
BIOB 161	Principles Living Systems Lab *	1
BIOB 170	Principles of Bio Diversity	3
BIOB 171	Principles Bio Diversity Lab	1
BIOB 260	Cellular & Molecular Biology	3
BIOB 261	Cellular & Molecular Biol Lab	1
BIOB 375	General Genetics	3
BIOB 376	General Genetics Lab	1
BIOB 490	Undergraduate Research	2
or BIOB 498	Internship/Cooperative Educ	
BIOB 499	Senior Thesis/Capstone	1
BIOE 370	General Ecology	3
BIOE 371	General Ecology Lab	1
BIOM 360	General Microbiology	3
BIOM 361	General Microbiology Lab	1
Upper Division Biology Electives selected in consultation with advisor.		11

Subtotal		38
<b>Chemistry Requirements</b>		
CHMY 141	College Chemistry I *	3
CHMY 142	College Chemistry I Lab *	1
CHMY 143	College Chemistry II	3
CHMY 144	College Chemistry II Lab	1
CHMY 211	Elements of Organic Chemistry	3
CHMY 212	Elements of Organic Chem Lab	1
Subtotal		12
<b>Chemistry Electives</b>		
Select eight credits from the following:		8
BCH 380	Biochemistry	
BCH 381	Biochemistry Lab	
CHMY 311	Analytical Chem-Quant Analysis	
CHMY 312	Analytical Chem Lab-Quant Anlsys	
CHMY 421	Advanced Instrument Analysis	
CHMY 422	Adv Instrument Analysis Lab	
Subtotal		8
<b>Mathematics/Statistics Requirements</b>		
M 171	Calculus I *	4
STAT 216	Introduction to Statistics *	4
Subtotal		8
<b>Physics Requirements</b>		
Select one of the following with a lab:		4
PHSX 205	College Physics I	
& PHSX 206	and College Physics I Lab *	
PHSX 220	Physics I	
& PHSX 221	and Physics I Lab	
Subtotal		4
<b>Earth Science and Geography Requirements</b>		
GEO 101	Intro to Physical Geology *	3
GEO 102	Intro to Physical Geology Lab *	1
GEO 205	Mineralogy	4
GPHY 282	Mapping Techniques	3
Upper Division Earth Science Electives to be chosen from courses in GEO, EARTH, or GPHY		9
Subtotal		20
<b>Electives</b>		
Recommended course:		8
ENST 385	Envir Impact & Policy Analysis	
<b>Total Minimum Credits</b>		<b>120</b>

1  
The following General Education courses also satisfy requirements in the major: BIOB 160, BIOB 161, CHMY 141, M 171, and STAT 216.

\*  
May satisfy General Education requirements.

*Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.*

## Suggested Plan of Study

Code	Title	Credits
<b>First Year</b>		
<b>Fall</b>		
BIOB 160 & BIOB 161	Principles of Living Systems and Principles Living Systems Lab	4
CHMY 141 & CHMY 142	College Chemistry I and College Chemistry I Lab	4
GEO 101 & GEO 102	Intro to Physical Geology and Intro to Physical Geology Lab	4
M 171 or STAT 216	Calculus I or Introduction to Statistics	4
<b>Total</b>		<b>16</b>
<b>Spring</b>		
BIOB 170 & BIOB 171	Principles of Bio Diversity and Principles Bio Diversity Lab	4
CHMY 143 & CHMY 144	College Chemistry II and College Chemistry II Lab	4
M 171 or STAT 216	Calculus I or Introduction to Statistics	4
<b>General Education</b>		<b>v</b>
<b>Total</b>		<b>Varies</b>
<b>Second Year</b>		
<b>Fall</b>		
BIOB 260 & BIOB 261	Cellular & Molecular Biology and Cellular & Molecular Biol Lab	4
GPHY 282	Mapping Techniques	3
GEO 205	Mineralogy	4
<b>General Education</b>		<b>v</b>
<b>Total</b>		<b>Varies</b>
<b>Spring</b>		
BIOB 375 & BIOB 376	General Genetics and General Genetics Lab	4
CHMY 211 & CHMY 212	Elements of Organic Chemistry and Elements of Organic Chem Lab	4
<b>General Education</b>		<b>v</b>
<b>Total</b>		<b>Varies</b>
<b>Third Year</b>		
<b>Fall</b>		
CHMY 311 & CHMY 312	Analytical Chem-Quant Analysis and Analytical Chem Lab-Quant Anlsys	4
GEO 309	Sedimentation and Stratigraphy	3
BIOE 370 & BIOE 371	General Ecology and General Ecology Lab	4
Select one of the following:		4
PHSX 205 & PHSX 206	College Physics I and College Physics I Lab	
PHSX 220 & PHSX 221	Physics I and Physics I Lab	
<b>Electives</b>		<b>v</b>
<b>Total</b>		<b>Varies</b>
<b>Spring</b>		
Biology Elective		4

Earth Science Elective	3
General Education	v
Electives	3
Total	Varies
Fourth Year	
Fall	
Biology Elective	3
BIOM 360      General Microbiology	4
& BIOM 361      and General Microbiology Lab	
BIOB 490      Undergraduate Research	1
Earth Science Elective	3
General Education	v
Total	Varies
Spring	
Biology Elective	4
BIOB 490      Undergraduate Research	1
BIOB 499      Senior Thesis/Capstone	1
CHMY 421      Advanced Instrument Analysis	5
& CHMY 422      and Adv Instrument Analysis Lab	
General Education	v
Electives	4
Total	Varies

## Biology Medical Laboratory Science Option Bachelor of Science Degree Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Understand the basic principles and laws governing our world and have a global awareness of their discipline.
- Demonstrate basic competency in laboratory, field and computer skills related to the sciences.
- Be familiar with accessing and interpreting the scientific literature.
- Be proficient in written and oral communication in the sciences.
- Understand scientific methodology, and conduct scientific investigations using it.
- Be prepared to participate in professional activities.

Students with a 2.5 GPA or higher can apply for a fifth year of professional training to earn a degree in Biology/Medical Laboratory Science Option from MSU Billings. Total credits for graduation are 128. Additional credits are required in this option because students take an additional three semesters of courses. These additional semesters are necessary because professional training programs approved by the National Accrediting Agency for Clinical Laboratory Science (NAACLS, [www.naacls.org](http://www.naacls.org) (<http://www.naacls.org>)) are 12 months in duration.

All students desiring to become a certified Clinical Laboratory Scientist must take a national certification examination upon completion of the year of professional training.

## Required Courses

Code	Title	Credits
General Education Requirements (p. 56)		31
Students should consult with an academic advisor before registering for General Education courses in order to minimize the number of courses needed to satisfy the requirements of the major. <sup>1</sup>		
Professional Medical Lab Training Core		37
Biology Requirements		
BIOB 160	Principles of Living Systems *	3
BIOB 161	Principles Living Systems Lab *	1
BIOB 260	Cellular & Molecular Biology	3
BIOB 261	Cellular & Molecular Biol Lab	1
BIOB 375	General Genetics	3
BIOB 376	General Genetics Lab	1
BIOB 410	Immunology	3
BIOB 499	Senior Thesis/Capstone	1
BIOH 301	Human Anatomy & Physiology I	3
BIOH 302	Human Anatomy & Phys I Lab	1
BIOH 311	Human Anatomy & Physiology II	3
BIOH 312	Human Anatomy & Phys II Lab	1
BIOH 405	Hematology	3
BIOH 406	Hematology Lab	1
BIOM 250	Microbiology for Hlth Sciences	3
BIOM 251	Microbiology Hlth Sciences Lab	1
BIOM 400	Medical Microbiology	3
BIOM 401	Medical Microbiology Lab	1
BIOM 427	General Parasitology	2
Unrestricted Biology Elective		2
Subtotal		40
Chemistry Requirements <sup>2</sup>		
CHMY 141	College Chemistry I *	3
CHMY 142	College Chemistry I Lab *	1
CHMY 143	College Chemistry II	3
CHMY 144	College Chemistry II Lab	1
CHMY 211	Elements of Organic Chemistry	3
CHMY 212	Elements of Organic Chem Lab	1
BCH 380	Biochemistry	3
BCH 381	Biochemistry Lab	1
<i>Highly recommended but not required</i>		
CHMY 311	Analytical Chem-Quant Analysis	
CHMY 312	Analytical Chm Lab-Quant Anlsys	
Subtotal		16
Mathematics/Statistics Requirement		
Select one of the following:		4
STAT 216	Introduction to Statistics *	
STAT 217	Interm Statistical Concepts	
Subtotal		4
Physics Requirements		
Select one of the following with a lab:		4
PHSX 205	College Physics I	
& PHSX 206	and College Physics I Lab *	

PHSX 220 & PHSX 221	Physics I and Physics I Lab	
Subtotal		4
<b>Upper Division Science electives</b>		<b>6</b>
<b>Total Minimum Credits</b>		<b>128</b>

1

The following General Education courses also satisfy requirements in the major:  
BIOB 160, BIOB 161, CHMY 141, and STAT 216.

2

NOTE: Students wishing to obtain a minor in Chemistry will need to take CHMY 311, CHMY 312, CHMY 321, CHMY 322, CHMY 323, CHMY 324 instead of CHMY 211, CHMY 212.

\*

May satisfy General Education requirements.

**Courses in the professional training core (BIOH 470, BIOH 471 Fall Semester, and BIOH 472 Spring Semester) will be taught at an affiliated institution, which include Montana State University-Bozeman; University of North Dakota, Grand Forks; Sacred Heart School of Medical Technology, Spokane, Washington; or the Colorado Center for Medical Laboratory Science, Aurora ( [msudenver.edu/ccmls/](https://msudenver.edu/ccmls/))). The training and credits from all four programs will allow students to fulfill the requirements needed to take the national examinations to become certified clinical laboratory scientists or medical technologists. All students enrolled at each training program site will remain MUS students at their respective institutions.**

*Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.*

## Suggested Plan of Study

### Start Even Year

Code	Title	Credits
First Year		
Fall		
BIOB 160 & BIOB 161	Principles of Living Systems and Principles Living Systems Lab	4
CHMY 141 & CHMY 142	College Chemistry I and College Chemistry I Lab	4
General Education		v
Spring		
CHMY 143 & CHMY 144	College Chemistry II and College Chemistry II Lab	4
BIOM 250 & BIOM 251	Microbiology for Hlth Sciences and Microbiology Hlth Sciences Lab	4
General Education		v
Second Year		
Fall		
BIOB 260 & BIOB 261	Cellular & Molecular Biology and Cellular & Molecular Biol Lab	4
BIOH 301 & BIOH 302	Human Anatomy & Physiology I and Human Anatomy & Phys I Lab	4
General Education		v
Spring		
CHMY 211 & CHMY 212	Elements of Organic Chemistry and Elements of Organic Chem Lab	4

BIOB 375 & BIOB 376	General Genetics and General Genetics Lab	4
BIOH 311 & BIOH 312	Human Anatomy & Physiology II and Human Anatomy & Phys II Lab	4
Third Year		
Fall		
BCH 380 & BCH 381	Biochemistry and Biochemistry Lab	4
STAT 216	Introduction to Statistics	4
General Education		v
Spring		
BIOM 427	General Parasitology	2
BIOB 410	Immunology	3
Biology Elective		v
General Education		v
Fourth Year		
Fall		
PHSX 205 & PHSX 206	College Physics I and College Physics I Lab	4
BIOB 499	Senior Thesis/Capstone	1
General Education		v
Spring		
BIOM 400 & BIOM 401	Medical Microbiology and Medical Microbiology Lab	4
BIOH 405 & BIOH 406	Hematology and Hematology Lab	4
General Education		v
Fifth Year		
Professional Training		v

### Start Odd Year

Code	Title	Credits
First Year		
Fall		
BIOB 160 & BIOB 161	Principles of Living Systems and Principles Living Systems Lab	4
CHMY 141 & CHMY 142	College Chemistry I and College Chemistry I Lab	4
General Education		v
Spring		
CHMY 143 & CHMY 144	College Chemistry II and College Chemistry II Lab	4
BIOM 250 & BIOM 251	Microbiology for Hlth Sciences and Microbiology Hlth Sciences Lab	4
General Education		v
Second Year		
Fall		
BIOB 260 & BIOB 261	Cellular & Molecular Biology and Cellular & Molecular Biol Lab	4
BIOH 301 & BIOH 302	Human Anatomy & Physiology I and Human Anatomy & Phys I Lab	4
General Education		v
Spring		

CHMY 211 & CHMY 212	Elements of Organic Chemistry and Elements of Organic Chem Lab	4
BIOB 375 & BIOB 376	General Genetics and General Genetics Lab	4
BIOH 311 & BIOH 312	Human Anatomy & Physiology II and Human Anatomy & Phys II Lab	4
Third Year		
Fall		
BCH 380 & BCH 381	Biochemistry and Biochemistry Lab	4
STAT 216	Introduction to Statistics	4
General Education		
v		
Spring		
BIOM 400 & BIOM 401	Medical Microbiology and Medical Microbiology Lab	4
BIOH 405 & BIOH 406	Hematology and Hematology Lab	4
General Education		
v		
Fourth Year		
Fall		
PHSX 205 & PHSX 206	College Physics I and College Physics I Lab	4
BIOB 499	Senior Thesis/Capstone	1
General Education		
v		
Spring		
BIOM 427	General Parasitology	2
BIOB 410	Immunology	3
Biology Elective		
v		
General Education		
v		
Fifth Year		
Professional Training		
v		

## Biology Minor \*Program placed on moratorium\*

### Required Courses

Code	Title	Credits
<b>Biology Requirements</b>		
BIOB 160	Principles of Living Systems *	3
BIOB 161	Principles Living Systems Lab *	1
BIOB 170	Principles of Bio Diversity	3
BIOB 171	Principles Bio Diversity Lab	1
BIOB 260	Cellular & Molecular Biology	3
BIOB 261	Cellular & Molecular Biol Lab	1
BIOB 375	General Genetics	3
BIOB 376	General Genetics Lab	1
BIOE 370 & BIOE 371 or BIOE 202	General Ecology and General Ecology Lab Intro to Environmental Ecology	3-4
Subtotal		19-20
<b>Chemistry Requirements</b>		
CHMY 141	College Chemistry I *	3
CHMY 142	College Chemistry I Lab *	1

CHMY 143	College Chemistry II	3
CHMY 144	College Chemistry II Lab	1
Subtotal		8
<b>Total Minimum Credits</b>		<b>27-28</b>

\*

May satisfy General Education requirements.

*Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.*

## Biology Teaching Licensure Option Bachelor of Science Degree \*Program placed on moratorium\*

All students desiring licensure to teach are required to file an Application for Admission to the Educator Preparation Program (p. 74).

### Required Courses

Code	Title	Credits
General Education Requirements (p. 56) <sup>1</sup>		
		<b>31</b>
Students should consult with an academic advisor before registering for General Education courses in order to minimize the number of courses needed to satisfy the requirements of the major.		
<b>Professional Core (see below)</b>		<b>34</b>
<b>Biology Requirements</b>		
BIOB 160	Principles of Living Systems *	3
BIOB 161	Principles Living Systems Lab *	1
BIOB 170	Principles of Bio Diversity	3
BIOB 171	Principles Bio Diversity Lab	1
BIOB 260	Cellular & Molecular Biology	3
BIOB 261	Cellular & Molecular Biol Lab	1
BIOB 375	General Genetics	3
BIOB 376	General Genetics Lab	1
BIOB 498	Internship/Cooperative Educ	2
BIOB 499	Senior Thesis/Capstone	1
BIOE 370	General Ecology	3
BIOE 371	General Ecology Lab	1
Biology electives selected in consultation with an advisor.		22
Subtotal		45
<b>Chemistry Requirements <sup>2</sup></b>		
CHMY 141	College Chemistry I *	3
CHMY 142	College Chemistry I Lab *	1
CHMY 143	College Chemistry II	3
CHMY 144	College Chemistry II Lab	1
CHMY 211	Elements of Organic Chemistry	3
CHMY 212	Elements of Organic Chem Lab	1
CHMY 311	Analytical Chem-Quant Analysis	3
CHMY 312	Analytical Chm Lab-Quant Anlsys	1
BCH 380	Biochemistry	3
BCH 381	Biochemistry Lab	1
Subtotal		20
<b>Mathematics and Statistics Requirements</b>		
M 171	Calculus I *	4

STAT 141	Intro to Statistical Concepts *	3-4
or STAT 216	Introduction to Statistics	
<b>Subtotal</b>		<b>7-8</b>
<b>Physics Requirements</b>		
Select one of the following with lab:		4
PHSX 205	College Physics I	
& PHSX 206	and College Physics I Lab *	
PHSX 220	Physics I	
& PHSX 221	and Physics I Lab	
<b>Subtotal</b>		<b>4</b>
<b>Total Minimum Credits</b>		<b>128</b>

1

Secondary & K-12 majors: The following General Education courses also satisfy requirements in the major: BIOB 160, BIOB 161, CHMY 141, EDU 105, and either M 171 or STAT 216.

2

**NOTE:** Students wishing to obtain a minor in Chemistry will need to take CHMY 321, CHMY 322, CHMY 323, CHMY 324 instead of CHMY 211, CHMY 212.

## Professional Core Requirements

The Professional Core at Montana State University Billings combines the intellectual foundations of education and the professional knowledge and skills required of all teachers into a coherent sequence of courses. The core provides the basis for understanding the philosophical, historical, cultural, and sociopolitical means by which society attempts cultural transmission and it provides the opportunity to acquire the knowledge and skills that are essential for effective instruction. It includes the range of human development and learning as they affect instructional planning, evaluation, curriculum design and implementation, performance skills, management of classrooms, direction of students, professional responsibilities, and ethical issues affecting teacher effectiveness.

At different points in its sequence of courses, the Professional Core engages students in supervised practice applying their developing knowledge and skills. By having faculty who hold diverse disciplinary perspectives teach throughout its sequence, the Professional Core encourages students to develop a professionally responsible understanding of the diversity that defines learners and teachers. The student teaching experience completes the sequence and includes both a final look at classroom skills and a capstone seminar.

The Professional Core presents a balanced approach to epistemology from philosophical, psychological, and sociological perspectives. The core is predicated on the evidential nature of knowledge required for the professional practice of education. While the professional practice of education is also informed by belief and intuition, it is ultimately defensible only to the extent that it has evidential support. The Professional Core engages students in both the processes and products of human knowing as such knowing is central to all aspects of education. The Professional Core involves the

1. creation,
2. facilitation of change,
3. transmission, and
4. application of human knowledge across the diversity of ways in which individuals understand human knowledge.

### Secondary and K-12

Code	Title	Credits
EDSP 204	Intro to Tchng Exceptnl Lnrs	3
EDU 105	Education and Democracy *	3

EDU 220	Human Growth & Development	3
EDU 221	Educ Psyc & Measurement	3
EDU 333	Rd & Wrtng Across Curriculum	3
EDU 343	Strat for Mnging Div Learners	2
EDU 354	Secondary Junior Field	2
EDU 381	Curriculum Theory & Design	3
EDU 406	Phil, Legal & Ethical Issues	3
EDU 495A	Student Teaching: K-12	9
or EDU 495C	Student Teaching: 5-12	
HTH 412	Drugs and Alcohol	1
Content Area Methods Course		2-3
<b>Total Minimum Credits</b>		<b>37-38</b>

\*

May satisfy General Education requirements.

\*

May satisfy General Education requirements.

## Suggested Plan of Study

Code	Title	Credits
<b>First Year</b>		
<b>Fall</b>		
BIOB 160	Principles of Living Systems	4
& BIOB 161	and Principles Living Systems Lab	
CHMY 141	College Chemistry I	4
& CHMY 142	and College Chemistry I Lab	
Professional Core		3
General Education		v
<b>Total</b>		<b>Varies</b>
<b>Spring</b>		
BIOB 170	Principles of Bio Diversity	4
& BIOB 171	and Principles Bio Diversity Lab	
CHMY 143	College Chemistry II	4
& CHMY 144	and College Chemistry II Lab	
Professional Core		3
General Education		v
<b>Total</b>		<b>Varies</b>
<b>Second Year</b>		
<b>Fall</b>		
BIOB 260	Cellular & Molecular Biology	4
& BIOB 261	and Cellular & Molecular Biol Lab	
General Education		v
Professional Core		v
<b>Total</b>		<b>Varies</b>
<b>Spring</b>		
BIOB 375	General Genetics	4
& BIOB 376	and General Genetics Lab	
CHMY 211	Elements of Organic Chemistry	4
& CHMY 212	and Elements of Organic Chem Lab	
General Education		v
Professional Core		v
<b>Total</b>		<b>Varies</b>
<b>Third Year</b>		



Fall		
BIOE 370 & BIOE 371	General Ecology and General Ecology Lab	4
BCH 380 & BCH 381	Biochemistry and Biochemistry Lab	4
CHMY 311 & CHMY 312	Analytical Chem-Quant Analysis and Analytical Chem Lab-Quant Anlsys	4
Biology Electives		4
<b>Total</b>		<b>16</b>
Spring		
Biology Electives		4
Professional Core		v
General Education		v
<b>Total</b>		<b>Varies</b>
Fourth Year		
Fall		
BIOB 499	Senior Thesis/Capstone	1
BIOB 498	Internship/Cooperative Educ	1
Biology Electives		4
General Education		v
Professional Core		v
<b>Total</b>		<b>Varies</b>
Spring		
BIOB 498	Internship/Cooperative Educ	1
Biology Electives		4
Professional Core		v
<b>Total</b>		<b>Varies</b>

## Biology Teaching Minor \*Program placed on moratorium\*

For students who are gaining teaching licensure in a content major, the following minor leads to endorsement. All students desiring licensure to teach are required to file an Application for Admission to the Educator Preparation Program (p. 74).

## Required Courses

Code	Title	Credits
<b>Biology Requirements</b>		
BIOB 160	Principles of Living Systems *	3
BIOB 161	Principles Living Systems Lab *	1
BIOB 170	Principles of Bio Diversity	3
BIOB 171	Principles Bio Diversity Lab	1
BIOB 260	Cellular & Molecular Biology	3
BIOB 261	Cellular & Molecular Biol Lab	1
BIOB 375	General Genetics	3
BIOB 376	General Genetics Lab	1
BIOE 370	General Ecology	3
BIOE 371	General Ecology Lab	1
<b>Subtotal</b>		<b>20</b>
<b>Chemistry Requirements</b>		
CHMY 141	College Chemistry I *	3
CHMY 142	College Chemistry I Lab *	1
CHMY 143	College Chemistry II	3

CHMY 144	College Chemistry II Lab	1
<b>Subtotal</b>		<b>8</b>
EDU 397G	Methods: 5-12 Science	2
<b>Total Minimum Credits</b>		<b>30</b>

\*  
May satisfy General Education requirements.

*Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.*

## Broadfield Science Bachelor of Science Degree

### Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Understand the basic principles and laws governing our world and have a global awareness of their discipline.
- Demonstrate basic competency in laboratory, field and computer skills related to the sciences.
- Be familiar with accessing and interpreting the scientific literature.
- Be proficient in written and oral communication in the sciences.
- Understand scientific methodology, and conduct scientific investigations using it.
- Be prepared to participate in professional activities.

## Required Courses

Code	Title	Credits
General Education Requirements (p. 56)		<b>31</b>
<b>Note:</b> 10 credits will be filled from below – 7 Natural Science and 3 Mathematics – leaving 21 needed here.		
<b>Biology</b>		
BIOB 160	Principles of Living Systems *	3
BIOB 161	Principles Living Systems Lab *	1
BIOB 170	Principles of Bio Diversity	3
BIOB 171	Principles Bio Diversity Lab	1
BIOB 260	Cellular & Molecular Biology	3
BIOB 261	Cellular & Molecular Biol Lab	1
<b>Total Biology credits</b>		<b>12</b>
<b>Chemistry</b>		
CHMY 141	College Chemistry I *	3
CHMY 142	College Chemistry I Lab *	1
CHMY 143	College Chemistry II	3
CHMY 144	College Chemistry II Lab	1
<b>Select one of the following courses:</b>		<b>4</b>
CHMY 311 & CHMY 312	Analytical Chem-Quant Analysis and Analytical Chem Lab-Quant Anlsys	
CHMY 211 & CHMY 212	Elements of Organic Chemistry and Elements of Organic Chem Lab	
CHMY 321 & CHMY 322	Organic Chemistry I and Organic Chemistry Lab I	
<b>Total Chemistry credits</b>		<b>12</b>
<b>Earth Science</b>		
GEO 101	Intro to Physical Geology *	3

GEO 102	Intro to Physical Geology Lab *	1
GEO 205	Mineralogy	4
GEO 211	Earth History & Evolution	3
GEO 212	Earth History & Evolution Lab	1
Total Earth Science credits		12

Select either Physics or Geography/Geographic Information Systems

#### Physics

ASTR 110	Introduction to Astronomy *	
ASTR 111	Introduction to Astronomy Lab *	
Select either the 205,207 series or the 220,232 series		

PHSX 205 & PHSX 206	College Physics I and College Physics I Lab *	
PHSX 207 & PHSX 208	College Physics II and College Physics II Lab	

#### OR

PHSX 220 & PHSX 221	Physics I and Physics I Lab	
PHSX 232 & PHSX 233	Physics II & Thermo and Physics II & Thermo Lab	

Total Physics credits 12

#### Geography/Geographic Information Systems

GPHY 262 & GPHY 263	Spatial Sciences Tech and Appl and Spatial Sciences & Tech Lab *	
GPHY 282	Mapping Techniques	
GPHY 380	Principles of GIS	
GPHY 484	Applied GIS/Spatial Analysis	

Total Geography/GIS credits 13

#### Concentrations

Complete 18 credits from one of the following concentrations: 18

##### I. Concentration in Environmental Science

BIOB 375	General Genetics	
BIOB 376	General Genetics Lab	
BIOB 490	Undergraduate Research	
BIOB 498	Internship/Cooperative Educ	
BIOE 370	General Ecology	
BIOE 371	General Ecology Lab	
BIOE 483	Evolution & Ecology	
BIOE 484	Evolution & Ecology Lab	
BIOM 360	General Microbiology	
BIOM 361	General Microbiology Lab	
BIOO 320	General Botany	
BIOO 321	General Botany Lab	
BIOO 433	Plant Physiology	
BIOO 434	Plant Physiology Lab	
BIOO 435	Plant Systematics	
BIOO 436	Plant Systematics Lab	
BIOO 450	Vertebrate Zoology	
BIOO 451	Vertebrate Zoology Lab	
CHMY 311	Analytical Chem-Quant Analysis	
CHMY 312	Analytical Chm Lab-Quant Anlsys	
CHMY 490	Undergraduate Research	
CHMY 498	Internship/Cooperative Educ	
ERTH 303	Weather and Climate	

ERTH 498	Internship/Cooperative Educ	
GEO 309	Sedimentation and Stratigraphy	
GEO 490	Undergraduate Research	
GEO 498	Cooperative Educ/Internship	

##### II. Concentration in Physical Science

CHMY 311	Analytical Chem-Quant Analysis	
CHMY 312	Analytical Chm Lab-Quant Anlsys	
CHMY 371	Phys Chem-Qntm Chm & Spctrscopy	
CHMY 372	Physical Chemistry Lab I	
CHMY 373	Phys Chem-Kntcs & Thrdynmcs	
CHMY 374	Physical Chemistry Lab II	
CHMY 401	Advanced Inorganic Chemistry	
CHMY 402	Advanced Inorganic Chem Lab	
CHMY 421	Advanced Instrument Analysis	
CHMY 422	Adv Instrument Analysis Lab	
CHMY 490	Undergraduate Research	
CHMY 498	Internship/Cooperative Educ	
ERTH 303	Weather and Climate	
ERTH 498	Internship/Cooperative Educ	
GEO 309	Sedimentation and Stratigraphy	
GEO 315	Structural Geology	
GEO 490	Undergraduate Research	
GEO 498	Cooperative Educ/Internship	
PHSX 343	Modern Physics	
PHSX 344	Modern Physics Lab	
PHSX 490	UG Research	
PHSX 498	Internship/Cooperative Educ	

Total credits from concentration 18

#### Upper Division Electives

Selected from the following rubrics: 7

BCH, BIOB, BIOE, BIOM, BIOO, CHMY, ERTH, GEO, GPHY, PHSX

Total Science Credits 73-74

#### Mathematics

Select two courses from the following: 8

M 171	Calculus I *	
M 172	Calculus II	
STAT 216	Introduction to Statistics *	
STAT 217	Interm Statistical Concepts	
PSYX 225 & PSYX 226	Research Design and Analysis and Research Design and Analysis L	

Total Math credits 8

Unrestricted Electives 17-18

Total Minimum Credits 120

\*

May satisfy General Education requirements.

Certain courses in this program have prerequisites; students should check course descriptions for required prerequisites.

## Suggested Plan of Study

Code	Title	Credits
First Year		
Fall		

BIOB 160 & BIOB 161	Principles of Living Systems and Principles Living Systems Lab	4
CHMY 141 & CHMY 142	College Chemistry I and College Chemistry I Lab	4
Math requirement		4
General Education		3
Total		15
Spring		
BIOB 170 & BIOB 171	Principles of Bio Diversity and Principles Bio Diversity Lab	4
CHMY 143 & CHMY 144	College Chemistry II and College Chemistry II Lab	4
Math requirement		4
General Education		3
Total		15
Second Year		
Fall		
BIOB 260 & BIOB 261	Cellular & Molecular Biology and Cellular & Molecular Biol Lab	4
CHMY 311 & CHMY 312	Analytical Chem-Quant Analysis and Analytical Chm Lab-Quant Anlsys	4
GEO 101 & GEO 102	Intro to Physical Geology and Intro to Physical Geology Lab	4
General Education		3
Total		15
Spring		
GEO 211 & GEO 212	Earth History & Evolution and Earth History & Evolution Lab	4
Physics or Geography/GIS core		4
Concentration		4
General Education		3
Total		15
Third Year		
Fall		
GEO 205	Mineralogy	4
Physics or Geography/GIS core		3-4
Concentration		4
Elective		3-4
Total		14-16
Spring		
Physics or Geography/GIS core		v
Concentration		4
General Education		3
Elective		v
Total		Varies
Fourth Year		
Fall		
Concentration		3
Upper Division Science elective		4
General Education		3
Elective		v
Total		Varies
Spring		

Concentration	3
Upper Division Science elective	3
General Education	3
Elective	v
Total	Varies

## Broadfield Science Teaching Licensure Option Bachelor of Science Degree

### Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Understand the basic principles and laws governing our world and have a global awareness of their discipline.
- Demonstrate basic competency in laboratory, field and computer skills related to the sciences.
- Be familiar with accessing and interpreting the scientific literature.
- Be proficient in written and oral communication in the sciences.
- Understand scientific methodology, and conduct scientific investigations using it.
- Be prepared to participate in professional activities.

All students desiring licensure to teach are required to file an Application for Admission to the Educator Preparation Program (p. 74).

### Required Courses

Code	Title	Credits
General Education Requirements (p. 56) <sup>1</sup>		<b>31</b>
<b>Professional Core Requirements</b>		<b>40</b>

*Included in the core students must take:*

EDU 383	Assessment in Education	
EDU 397G	Methods: 5-12 Science	

#### Math and Stats Requirements

Select two courses from the following, one from each rubric:		7
M 161	Survey of Calculus *	
M 171	Calculus I *	
STAT 216	Introduction to Statistics *	
Subtotal		7

#### Biology

BIOB 160	Principles of Living Systems *	3
BIOB 161	Principles Living Systems Lab *	1
BIOB 170	Principles of Bio Diversity	3
BIOB 171	Principles Bio Diversity Lab	1
BIOB 260	Cellular & Molecular Biology	3
BIOB 261	Cellular & Molecular Biol Lab	1
Subtotal		12

#### Chemistry

CHMY 141	College Chemistry I *	3
CHMY 142	College Chemistry I Lab *	1
CHMY 143	College Chemistry II	3
CHMY 144	College Chemistry II Lab	1

Select one pair of courses from the following: 4

CHMY 211 & CHMY 212	Elements of Organic Chemistry and Elements of Organic Chem Lab	
CHMY 311 & CHMY 312	Analytical Chem-Quant Analysis and Analytical Chem Lab-Quant Anlsys	
CHMY 321 & CHMY 322	Organic Chemistry I and Organic Chemistry Lab I	
Subtotal		12
<b>Earth Science</b>		
GEO 101	Intro to Physical Geology *	3
GEO 102	Intro to Physical Geology Lab *	1
GEO 205	Mineralogy	4
GEO 211	Earth History & Evolution	3
GEO 212	Earth History & Evolution Lab	1
Subtotal		12
<b>Physics</b>		
ASTR 110	Introduction to Astronomy *	3
ASTR 111	Introduction to Astronomy Lab *	1
Select either the 205, 207 series or the 220, 232 series		8
PHSX 205	College Physics I *	
PHSX 206	College Physics I Lab *	
PHSX 207	College Physics II	
PHSX 208	College Physics II Lab	
PHSX 220	Physics I	
PHSX 221	Physics I Lab	
PHSX 232	Physics II & Thermo	
PHSX 233	Physics II & Thermo Lab	
Subtotal		12
<b>Internship</b>		
Earn a minimum of two credits chosen from the following:		2
BIOB 298 or BIOB 498	Internship/Cooperative Educ	
CHMY 298 or CHMY 498	Internship/Cooperative Educ	
ERTH 498	Internship/Cooperative Educ	
GEO 498	Cooperative Educ/Internship	
PHSX 498	Internship/Cooperative Educ	
Subtotal		2
<b>Upper Division Science Electives</b>		
Selected in consultation with advisor from the following rubrics:		13
BCH, BIOB, BIOE, BIOH, BIOM, BIOO, CHMY, EARTH, GEO, PHSX		
Subtotal		13
<b>Total Minimum Credits</b>		<b>128</b>

*Certain courses in this program have prerequisites; students should check course descriptions for required prerequisites.*

\*

May satisfy General Education requirements.

1

**Note:** 13 credits will be filled from program requirements (7 Natural Science, 3 Mathematics, and 3 Social Sciences) leaving 18 needed in Gen Ed.

## Professional Core Requirements

The Professional Core at Montana State University Billings combines the intellectual foundations of education and the professional knowledge and skills required of all teachers into a coherent sequence of courses. The core provides the basis for understanding the philosophical, historical, cultural, and sociopolitical means by which society attempts cultural transmission and it provides the opportunity to acquire the knowledge and skills that are essential for effective instruction. It includes the range of human development and learning as they affect instructional planning, evaluation, curriculum design and implementation, performance skills, management of classrooms, direction of students, professional responsibilities, and ethical issues affecting teacher effectiveness.

At different points in its sequence of courses, the Professional Core engages students in supervised practice applying their developing knowledge and skills. By having faculty who hold diverse disciplinary perspectives teach throughout its sequence, the Professional Core encourages students to develop a professionally responsible understanding of the diversity that defines learners and teachers. The student teaching experience completes the sequence and includes both a final look at classroom skills and a capstone seminar.

The Professional Core presents a balanced approach to epistemology from philosophical, psychological, and sociological perspectives. The core is predicated on the evidential nature of knowledge required for the professional practice of education. While the professional practice of education is also informed by belief and intuition, it is ultimately defensible only to the extent that it has evidential support. The Professional Core engages students in both the processes and products of human knowing as such knowing is central to all aspects of education. The Professional Core involves the

1. creation,
2. facilitation of change,
3. transmission, and
4. application of human knowledge across the diversity of ways in which individuals understand human knowledge.

### Secondary and K-12

Code	Title	Credits
EDSP 204	Intro to Tchng Exceptnl Lnrs	3
EDU 105	Education and Democracy *	3
EDU 220	Human Growth & Development	3
EDU 221	Educ Psyc & Measurement	3
EDU 333	Rd & Wrtng Across Curriculum	3
EDU 343	Strat for Mnging Div Learners	2
EDU 354	Secondary Junior Field	2
EDU 381	Curriculum Theory & Design	3
EDU 406	Phil, Legal & Ethical Issues	3
EDU 495A or EDU 495C	Student Teaching: K-12 Student Teaching: 5-12	9
HTH 412	Drugs and Alcohol	1
Content Area Methods Course		2-3
<b>Total Minimum Credits</b>		<b>37-38</b>

\*

May satisfy General Education requirements.

## Suggested Plan of Study

Code	Title	Credits
<b>First Year</b>		
<b>Fall</b>		
BIOB 160 & BIOB 161	Principles of Living Systems and Principles Living Systems Lab	4
CHMY 141 & CHMY 142	College Chemistry I and College Chemistry I Lab	4
Professional Core		3
General Education		v
Total		Varies
<b>Spring</b>		
BIOB 170 & BIOB 171	Principles of Bio Diversity and Principles Bio Diversity Lab	4
CHMY 143 & CHMY 144	College Chemistry II and College Chemistry II Lab	4
Professional Core		3
General Education		v
Total		Varies
<b>Second Year</b>		
<b>Fall</b>		
BIOB 260 & BIOB 261	Cellular & Molecular Biology and Cellular & Molecular Biol Lab	4
M 171	Calculus I	4
BIOB 498	Internship/Cooperative Educ	1
Professional Core		v
General Education		v
Total		Varies
<b>Spring</b>		
Select one of the following:		4
CHMY 211 & CHMY 212	Elements of Organic Chemistry and Elements of Organic Chem Lab (Spring only)	
CHMY 311 & CHMY 312	Analytical Chem-Quant Analysis and Analytical Chm Lab-Quant Anlsys (Fall only)	
STAT 216	Introduction to Statistics	4
CHMY 498	Internship/Cooperative Educ	1
Professional Core		v
General Education		v
Total		Varies
<b>Third Year</b>		
<b>Fall</b>		
Physics sequence		4
GEO 101 & GEO 102	Intro to Physical Geology and Intro to Physical Geology Lab	4
Science elective		5
Professional Core		v
Total		Varies
<b>Spring</b>		
ASTR 110 & ASTR 111	Introduction to Astronomy and Introduction to Astronomy Lab	4
Physics sequence		4
GEO 211 & GEO 212	Earth History & Evolution and Earth History & Evolution Lab	4

Science elective		4
Professional Core		v
Total		Varies
<b>Fourth Year</b>		
<b>Fall</b>		
GEO 205	Mineralogy	4
General Education		v
Professional Core		v
Science elective		4
Total		Varies
<b>Spring</b>		
General Education		v
Professional Core		v
EDU 383	Assessment in Education	3
Total		Varies

## Chemistry Bachelor of Science Degree

### Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Recall and combine factual knowledge from across the five principal areas of chemistry (organic, inorganic, physical, biochemistry and analytical) and be able to interpret and translate scientific data to solve chemical problems with industrial and academic applications.
- Apply laboratory techniques (including modern instrumentation) and laboratory safety protocols to design and conduct experiments to test chemical hypothesis.
- Demonstrate the ability to discuss (written and oral) scientific information with chemists and non-chemists.

### Required Courses

Code	Title	Credits
General Education Requirements (p. 56)		<b>31</b>
Students should consult with an academic advisor before registering for General Education courses in order to minimize the number of courses needed to satisfy the requirements of the major. <sup>1</sup>		
<b>Note:</b> 7 credits will be filled with requirements below, leaving 24 credits needed in General Education.		
<b>Chemistry</b>		
CHMY 141 & CHMY 142	College Chemistry I and College Chemistry I Lab *	4
CHMY 143 & CHMY 144	College Chemistry II and College Chemistry II Lab	4
CHMY 311 & CHMY 312	Analytical Chem-Quant Analysis and Analytical Chm Lab-Quant Anlsys	4
CHMY 321 & CHMY 322	Organic Chemistry I and Organic Chemistry Lab I	4
CHMY 323 & CHMY 324	Organic Chemistry II and Organic Chemistry Lab II	4
CHMY 371 & CHMY 372	Phys Chem-Qntm Chm & Spctrsctpy and Physical Chemistry Lab I	4
CHMY 373 & CHMY 374	Phys Chem-Kntcs & Thrmdynmcs and Physical Chemistry Lab II	4

CHMY 401 & CHMY 402	Advanced Inorganic Chemistry and Advanced Inorganic Chem Lab	4
CHMY 411 & CHMY 412	Advanced Organic Chemistry and Advanced Organic Chemistry Lab	4
CHMY 421 & CHMY 422	Advanced Instrument Analysis and Adv Instrument Analysis Lab	5
CHMY 490	Undergraduate Research	2
CHMY 494	Seminar/Workshop	1
CHMY 498	Internship/Cooperative Educ	2
BCH 380 & BCH 381	Biochemistry and Biochemistry Lab	4
BCH 480 & BCH 481	Advanced Biochemistry I and Advanced Biochemistry I Lab	4
<b>Subtotal</b>		<b>54</b>
<b>Mathematics</b>		
STAT 216	Introduction to Statistics *	4
M 171	Calculus I *	4
M 172	Calculus II	4
<b>Subtotal</b>		<b>12</b>
<b>Physics</b>		
PHSX 220 & PHSX 221	Physics I and Physics I Lab	4
PHSX 232 & PHSX 233	Physics II & Thermo and Physics II & Thermo Lab	4
<b>Subtotal</b>		<b>8</b>
<b>Science and Math Electives</b>		<b>16</b>
Selected with advisor approval		
<b>Electives</b>		<b>6</b>
Electives should be chosen in consultation with an academic advisor.		
<b>Total Minimum Credits</b>		<b>120</b>

1

The following General Education courses also satisfy requirements in the major: CHMY 141/CHMY 142, M 171, and STAT 216.

\*

May satisfy General Education requirements.

*Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.*

### Suggested Plan of Study

### Starting in the Fall of Even Year

Code	Title	Credits
First Year		
Fall		
CHMY 141 & CHMY 142	College Chemistry I and College Chemistry I Lab	4
BIOB 160 & BIOB 161	Principles of Living Systems and Principles Living Systems Lab	4
M 171	Calculus I	4
General Education		3
<b>Total</b>		<b>15</b>
Spring		
CHMY 143 & CHMY 144	College Chemistry II and College Chemistry II Lab	4

M 172	Calculus II	4
STAT 216	Introduction to Statistics	4
<b>General Education</b>		<b>3</b>
<b>Total</b>		<b>15</b>
Second Year		
Fall		
CHMY 321 & CHMY 322	Organic Chemistry I and Organic Chemistry Lab I	4
PHSX 220 & PHSX 221	Physics I and Physics I Lab	4
General Education		6
Electives		1
<b>Total</b>		<b>15</b>
Spring		
CHMY 323 & CHMY 324	Organic Chemistry II and Organic Chemistry Lab II	4
PHSX 232 & PHSX 233	Physics II & Thermo and Physics II & Thermo Lab	4
General Education		6
Electives		1
<b>Total</b>		<b>15</b>
Third Year		
Fall		
BCH 380 & BCH 381	Biochemistry and Biochemistry Lab	4
CHMY 311 & CHMY 312	Analytical Chem-Quant Analysis and Analytical Chm Lab-Quant Anlsys	4
CHMY 371 & CHMY 372	Phys Chem-Qntm Chm & Spctrscopy and Physical Chemistry Lab I	4
General Education		3
<b>Total</b>		<b>15</b>
Spring		
BCH 480 & BCH 481	Advanced Biochemistry I and Advanced Biochemistry I Lab	4
CHMY 421 & CHMY 422	Advanced Instrument Analysis and Adv Instrument Analysis Lab	5
CHMY 373 & CHMY 374	Phys Chem-Kntcs & Thrdynmcs and Physical Chemistry Lab II	4
Science/Math Electives		3
<b>Total</b>		<b>16</b>
Fourth Year		
Fall		
CHMY 411 & CHMY 412	Advanced Organic Chemistry and Advanced Organic Chemistry Lab	4
CHMY 490	Undergraduate Research	1
CHMY 498	Internship/Cooperative Educ	1
Science/Math Electives		9
<b>Total</b>		<b>15</b>
Spring		
CHMY 401 & CHMY 402	Advanced Inorganic Chemistry and Advanced Inorganic Chem Lab	4
CHMY 490	Undergraduate Research	1
CHMY 494	Seminar/Workshop	1
CHMY 498	Internship/Cooperative Educ	1



Science/Math Electives	4
Elective	3
<b>Total</b>	<b>14</b>

## Starting in the Fall of Odd Year

Code	Title	Credits
<b>First Year</b>		
<b>Fall</b>		
CHMY 141 & CHMY 142	College Chemistry I and College Chemistry I Lab	4
BIOB 160 & BIOB 161	Principles of Living Systems and Principles Living Systems Lab	4
M 171	Calculus I	4
General Education		3
<b>Total</b>		<b>15</b>
<b>Spring</b>		
CHMY 143 & CHMY 144	College Chemistry II and College Chemistry II Lab	4
M 172	Calculus II	4
STAT 216	Introduction to Statistics	4
General Education		3
<b>Total</b>		<b>15</b>
<b>Second Year</b>		
<b>Fall</b>		
CHMY 321 & CHMY 322	Organic Chemistry I and Organic Chemistry Lab I	4
CHMY 311 & CHMY 312	Analytical Chem-Quant Analysis and Analytical Chm Lab-Quant Anlsys	4
PHSX 220 & PHSX 221	Physics I and Physics I Lab	4
General Education		3
<b>Total</b>		<b>15</b>
<b>Spring</b>		
CHMY 323 & CHMY 324	Organic Chemistry II and Organic Chemistry Lab II	4
PHSX 232 & PHSX 233	Physics II & Thermo and Physics II & Thermo Lab	4
General Education		6
Elective		1
<b>Total</b>		<b>15</b>
<b>Third Year</b>		
<b>Fall</b>		
CHMY 411 & CHMY 412	Advanced Organic Chemistry and Advanced Organic Chemistry Lab	4
CHMY 498	Internship/Cooperative Educ	1
General Education		6
Science/Math Electives		4
<b>Total</b>		<b>15</b>
<b>Spring</b>		
CHMY 401 & CHMY 402	Advanced Inorganic Chemistry and Advanced Inorganic Chem Lab	4
Science/Math Electives		9
Elective		2
<b>Total</b>		<b>15</b>

## Fourth Year

<b>Fall</b>		
BCH 380 & BCH 381	Biochemistry and Biochemistry Lab	4
CHMY 371 & CHMY 372	Phys Chem-Qntm Chm & Spctrsctpy and Physical Chemistry Lab I	4
CHMY 490	Undergraduate Research	1
CHMY 498	Internship/Cooperative Educ	1
Science/Math Electives		3
Electives		2
<b>Total</b>		<b>15</b>
<b>Spring</b>		
BCH 480 & BCH 481	Advanced Biochemistry I and Advanced Biochemistry I Lab	4
CHMY 421 & CHMY 422	Advanced Instrument Analysis and Adv Instrument Analysis Lab	5
CHMY 373 & CHMY 374	Phys Chem-Kntcs & Thrmodynms and Physical Chemistry Lab II	4
CHMY 490	Undergraduate Research	1
CHMY 494	Seminar/Workshop	1
<b>Total</b>		<b>15</b>

## Chemistry Minor Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Understand the basic principles and laws governing our world and have a global awareness of their discipline.
- Demonstrate basic competency in laboratory, field and computer skills related to the sciences.
- Be familiar with accessing and interpreting the scientific literature.
- Be proficient in written and oral communication in the sciences.
- Understand scientific methodology, and conduct scientific investigations using it.
- Be prepared to participate in professional activities.

### Required Courses

Code	Title	Credits
CHMY 141	College Chemistry I *	3
CHMY 142	College Chemistry I Lab *	1
CHMY 143	College Chemistry II	3
CHMY 144	College Chemistry II Lab	1
CHMY 311	Analytical Chem-Quant Analysis	3
CHMY 312	Analytical Chm Lab-Quant Anlsys	1
CHMY 321	Organic Chemistry I	3
CHMY 322	Organic Chemistry Lab I	1
CHMY 323	Organic Chemistry II	3
CHMY 324	Organic Chemistry Lab II	1
BCH 380	Biochemistry	3
BCH 381	Biochemistry Lab	1
<b>Total Minimum Credits</b>		<b>24</b>

\*

May satisfy General Education requirements.

*Certain courses in this program have prerequisites; students should check course descriptions for required prerequisites.*

## Chemistry Teaching Licensure Option Bachelor of Science Degree \*Program placed on moratorium\*

All students desiring licensure to teach are required to file an Application for Admission to the Educator Preparation Program (p. 74).

### Required Courses

Code	Title	Credits
General Education Requirements (p. 56)		<b>31</b>
BIOB 160	Principles of Living Systems *	
BIOB 161	Principles Living Systems Lab *	
<b>Note:</b> Nine credits will be filled with requirements below, leaving 22 credits needed in General Education.		
<b>Professional Core (see below)</b>		<b>34</b>
<b>Chemistry</b>		
CHMY 141	College Chemistry I *	3
CHMY 142	College Chemistry I Lab *	1
CHMY 143	College Chemistry II	3
CHMY 144	College Chemistry II Lab	1
CHMY 311	Analytical Chem-Quant Analysis	3
CHMY 312	Analytical Chm Lab-Quant Anlsys	1
CHMY 321	Organic Chemistry I	3
CHMY 322	Organic Chemistry Lab I	1
CHMY 323	Organic Chemistry II	3
CHMY 324	Organic Chemistry Lab II	1
CHMY 371	Phys Chem-Qntm Chm & Spctrscopy	3
CHMY 372	Physical Chemistry Lab I	1
CHMY 373	Phys Chem-Kntcs & Thrmdynmcs	3
CHMY 374	Physical Chemistry Lab II	1
CHMY 498	Internship/Cooperative Educ	2
BCH 380	Biochemistry	3
BCH 381	Biochemistry Lab	1
Subtotal		<b>34</b>
<b>Chemistry Electives</b>		
Select nine credits from the following:		<b>9</b>
CHMY 401	Advanced Inorganic Chemistry	
CHMY 402	Advanced Inorganic Chem Lab	
CHMY 411	Advanced Organic Chemistry	
CHMY 412	Advanced Organic Chemistry Lab	
CHMY 421	Advanced Instrument Analysis	
CHMY 422	Adv Instrument Analysis Lab	
CHMY 490	Undergraduate Research	
CHMY 491	Special Topics	
BCH 480	Advanced Biochemistry I	
BCH 481	Advanced Biochemistry I Lab	

Subtotal		<b>9</b>
<b>Mathematics</b>		
M 171	Calculus I *	4
M 172	Calculus II	4
STAT 216	Introduction to Statistics *	4
Subtotal		<b>12</b>
<b>Physics</b>		
ASTR 110	Introduction to Astronomy *	3
ASTR 111	Introduction to Astronomy Lab *	1
PHSX 220	Physics I	3
PHSX 221	Physics I Lab	1
PHSX 232	Physics II & Thermo	3
PHSX 233	Physics II & Thermo Lab	1
Subtotal		<b>12</b>
<b>Science electives selected with advisor approval.</b>		<b>4</b>
<b>Total Minimum Credits</b>		<b>127</b>

*Certain courses in this program have prerequisites; students should check course descriptions for required prerequisites.*

### Professional Core Requirements

The Professional Core at Montana State University Billings combines the intellectual foundations of education and the professional knowledge and skills required of all teachers into a coherent sequence of courses. The core provides the basis for understanding the philosophical, historical, cultural, and sociopolitical means by which society attempts cultural transmission and it provides the opportunity to acquire the knowledge and skills that are essential for effective instruction. It includes the range of human development and learning as they affect instructional planning, evaluation, curriculum design and implementation, performance skills, management of classrooms, direction of students, professional responsibilities, and ethical issues affecting teacher effectiveness.

At different points in its sequence of courses, the Professional Core engages students in supervised practice applying their developing knowledge and skills. By having faculty who hold diverse disciplinary perspectives teach throughout its sequence, the Professional Core encourages students to develop a professionally responsible understanding of the diversity that defines learners and teachers. The student teaching experience completes the sequence and includes both a final look at classroom skills and a capstone seminar.

The Professional Core presents a balanced approach to epistemology from philosophical, psychological, and sociological perspectives. The core is predicated on the evidential nature of knowledge required for the professional practice of education. While the professional practice of education is also informed by belief and intuition, it is ultimately defensible only to the extent that it has evidential support. The Professional Core engages students in both the processes and products of human knowing as such knowing is central to all aspects of education. The Professional Core involves the

1. creation,
2. facilitation of change,
3. transmission, and
4. application of human knowledge across the diversity of ways in which individuals understand human knowledge.

#### Secondary and K-12

Code	Title	Credits
EDSP 204	Intro to Tchng Exceptnl Lnrs	3
EDU 105	Education and Democracy *	3
EDU 220	Human Growth & Development	3
EDU 221	Educ Psyc & Measurement	3
EDU 333	Rd & Wrtnng Across Curriculum	3
EDU 343	Strat for Mngng Div Learners	2
EDU 354	Secondary Junior Field	2
EDU 381	Curriculum Theory & Design	3
EDU 406	Phil, Legal & Ethical Issues	3
EDU 495A or EDU 495C	Student Teaching: K-12 Student Teaching: 5-12	9
HTH 412	Drugs and Alcohol	1
Content Area Methods Course		2-3
<b>Total Minimum Credits</b>		<b>37-38</b>

\*  
May satisfy General Education requirements.

\*  
May satisfy General Education requirements.

## Suggested Plan of Study

Code	Title	Credits
First Year		
Fall		
CHMY 141 & CHMY 142	College Chemistry I and College Chemistry I Lab	4
BIOB 160 & BIOB 161	Principles of Living Systems and Principles Living Systems Lab	4
M 171	Calculus I	4
Professional Core		v
General Education		v
Total		Varies
Spring		
CHMY 143 & CHMY 144	College Chemistry II and College Chemistry II Lab	4
M 172	Calculus II	4
Professional Core		v
General Education		v
Total		Varies
Second Year		
Fall		
CHMY 321 & CHMY 322	Organic Chemistry I and Organic Chemistry Lab I	4
PHSX 220 & PHSX 221	Physics I and Physics I Lab	4
Professional Core		v
General Education		v
Total		Varies
Spring		
CHMY 323 & CHMY 324	Organic Chemistry II and Organic Chemistry Lab II	4

ASTR 110 & ASTR 111	Introduction to Astronomy and Introduction to Astronomy Lab	4
PHSX 232 & PHSX 233	Physics II & Thermo and Physics II & Thermo Lab	4
Professional Core		v
General Education		v
Total		Varies
Third Year		
Fall		
BCH 380 & BCH 381	Biochemistry and Biochemistry Lab	4
CHMY 311 & CHMY 312	Analytical Chem-Quant Analysis and Analytical Chm Lab-Quant Anlsys	4
CHMY 371 & CHMY 372	Phys Chem-Qntm Chm & Spctrscopy and Physical Chemistry Lab I	4
Professional Core		v
General Education		v
Total		Varies
Spring		
CHMY 373 & CHMY 374	Phys Chem-Kntcs & Thrmdynmcs and Physical Chemistry Lab II	4
Professional Core		v
General Education		v
Total		Varies
Fourth Year		
Fall		
CHMY 498	Internship/Cooperative Educ	1
PHSX 343	Modern Physics	3
Chemistry Elective		4
Professional Core		3
Total		11
Spring		
CHMY 498	Internship/Cooperative Educ	1
Chemistry Elective		5
Professional Core		12
Total		18

## Chemistry Teaching Minor \*Program placed on moratorium\*

For students who are gaining teaching licensure in a content major, the following minor leads to endorsement. All students desiring licensure to teach are required to file an Application for Admission to the Educator Preparation Program (p. 74).

## Required Courses

Code	Title	Credits
CHMY 141	College Chemistry I *	3
CHMY 142	College Chemistry I Lab *	1
CHMY 143	College Chemistry II	3
CHMY 144	College Chemistry II Lab	1
CHMY 311	Analytical Chem-Quant Analysis	3
CHMY 312	Analytical Chm Lab-Quant Anlsys	1
CHMY 321	Organic Chemistry I	3

CHMY 322	Organic Chemistry Lab I	1
CHMY 323	Organic Chemistry II	3
CHMY 324	Organic Chemistry Lab II	1
EDU 397G	Methods: 5-12 Science	2
Subtotal		22

**Elective Courses**

Select 4 credits of upper division Chemistry from the following in consultation with advisor: 4

BCH 380	Biochemistry	
BCH 381	Biochemistry Lab	
CHMY 371	Phys Chem-Qntm Chm & Spctrscopy	
CHMY 372	Physical Chemistry Lab I	
CHMY 411	Advanced Organic Chemistry	
CHMY 412	Advanced Organic Chemistry Lab	
Subtotal		4

**Total Minimum Credits** 26

\*

May satisfy General Education requirements.

*Certain courses in this program have prerequisites; students should check course descriptions for required prerequisites.*

## Earth Science Minor

This program will be deleted. No students may enter this program.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Understand the basic principles and laws governing our world and have a global awareness of their discipline.
- Demonstrate basic competency in laboratory, field and computer skills related to the sciences.
- Be familiar with accessing and interpreting the scientific literature.
- Be proficient in written and oral communication in the sciences.
- Understand scientific methodology, and conduct scientific investigations using it.
- Be prepared to participate in professional activities.

## Required Courses

Code	Title	Credits
GEO 101	Intro to Physical Geology *	3
GEO 102	Intro to Physical Geology Lab *	1
GEO 205	Mineralogy	4
GEO 211	Earth History & Evolution	3
GEO 212	Earth History & Evolution Lab	1
GPHY 282	Mapping Techniques	3
Subtotal		15

**Electives**

Select two courses from among the upper division EARTH or GEO courses offered by the Department. 7-8

**Total Minimum Credits** 22-23

\*

May satisfy General Education requirements.

*Certain courses in this program have prerequisites; students should check course descriptions for required prerequisites.*

## Earth Science Teaching Minor

### \*Program placed on moratorium\*

For students who are gaining teaching licensure in a content major, the following minor leads to endorsement. All students desiring licensure to teach are required to file an Application for Admission to the Educator Preparation Program (p. 74).

## Required Courses

Code	Title	Credits
<b>Required Courses</b>		
ASTR 110	Introduction to Astronomy *	3
EDU 397G	Methods: 5-12 Science	2
ERTH 303	Weather and Climate	4
GEO 101	Intro to Physical Geology *	3
GEO 102	Intro to Physical Geology Lab *	1
GEO 205	Mineralogy	4
GEO 211	Earth History & Evolution	3
GEO 212	Earth History & Evolution Lab	1
GEO 309	Sedimentation and Stratigraphy	3
<b>Total Minimum Credits</b>		<b>24</b>

\*

May satisfy General Education requirements.

*Certain courses in this program have prerequisites; students should check course descriptions for required prerequisites.*

## Environmental Science Program of Study Associate of Science Degree

### \*Program placed on moratorium\*

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Understand the basic principles and laws governing our world and have a global awareness of their discipline.
- Demonstrate basic competency in laboratory, field and computer skills related to the sciences.
- Be familiar with accessing and interpreting the scientific literature.
- Be proficient in written and oral communication in the sciences.
- Understand scientific methodology, and conduct scientific investigations using it.
- Be prepared to participate in professional activities.

## Required Courses

Code	Title	Credits
<b>General Education</b>		
ANTY 220	Culture & Society	3

BIOB 160	Principles of Living Systems	3
COMX 111	Intro to Public Speaking	3
ECNS 202	Principles of Macroeconomics	3
GEO 101	Intro to Physical Geology	3
GEO 102	Intro to Physical Geology Lab	1
STAT 141	Intro to Statistical Concepts	3
WRIT 101	College Writing I	3
or WRIT 221	Intermediate Tech Writing	
History category		3
Fine Arts category		3
Humanities category		3
Subtotal		31
<b>Core Courses</b>		
BIOB 170	Principles of Bio Diversity	3
BIOB 171	Principles Bio Diversity Lab	1
BIOE 202	Intro to Environmental Ecology	3
CHMY 141	College Chemistry I *	3
CHMY 142	College Chemistry I Lab *	1
CHMY 143	College Chemistry II	3
CHMY 144	College Chemistry II Lab	1
GPHY 282	Mapping Techniques	3
Subtotal		18
<b>Elective Courses</b>		
Select eleven credits chosen in consultation with advisor from the courses offered by the Science Department		11
<b>Total Minimum Credits</b>		<b>60</b>

\*

May satisfy General Education requirements

## Physics Minor \*Program placed on moratorium\*

### Required Courses

Code	Title	Credits
PHSX 220	Physics I	3
PHSX 221	Physics I Lab	1
PHSX 232	Physics II & Thermo	3
PHSX 233	Physics II & Thermo Lab	1
PHSX 343	Modern Physics	3
Physics electives selected in consultation with advisor.		9
<b>Total Minimum Credits</b>		<b>20</b>

**Note:** All courses in this minor have physics or math prerequisites. Check the course descriptions for prerequisites.

# The Department of Health and Human Performance

**Dr. Suzette Nynas, Chairperson**  
PE 120, (406) 657-2370  
snyas@msubillings.edu

A student pursuing a Bachelor of Science degree from the Department of Health and Human Performance can choose one of the following options:

- Health and Wellness
- Human Performance
- Human Performance/Athletic Training 3+2 Option
- Outdoor Adventure Leadership
- Teacher Licensure HPE K-12

The Health and Wellness option prepares health professionals to gain employment in a variety of agencies, such as local, state, national, international, non-profit, and corporate wellness programs. Through experiences in courses, research, laboratories, and internships, the Human Performance option prepares students with the understanding of human movement. The Outdoor Adventure Leadership option develops leadership skill, group dynamics awareness, facilitation methods, and effective communication techniques. For students interested in teaching, the K-12 Teacher Licensure option prepares them to become licensed in health, physical education, and wellness for public and private school employment.

An option with undergraduate and graduate level components is the Bachelor of Science in Health and Human Performance and Master of Science degree in Athletic Training (3+2 option). Within three years, students complete requirements for general education, health and human performance, and prerequisites for the graduate Athletic Training Program. Students begin athletic training specific coursework during their fourth year and after successful completion of that fourth year, students are eligible to graduate with a bachelor's degree in Human Performance. If successful in completing the fifth year, students earn a Master of Science in Athletic Training degree and are eligible to take the national Board of Certification (BOC) examination for athletic trainers.

Graduates from the Health and Human Performance Department succeed in professional positions as health educators; as teachers and coaches; as outdoor reaction directors and adventure guides; as health and fitness professionals; as athletic training professionals; and in a wide variety of health, outdoor, and exercise science programs. Program options also prepare students as successful applicants to graduate programs in athletic training, physical therapy, occupational therapy, nursing, and physician assistants.

## Advising Information

Each student meets with his or her advisor every semester to confirm an accurate and complete plan of study. If necessary, changes should be made to ensure that the plan of study can be completed in a timely manner. Faculty advisors work with students to explore appropriate internships, cooperative education, and experiential learning opportunities. Advisors also provide assistance in selecting elective courses that support the student's interests, career goals, and professional development.

First year students can utilize advisors in Advising and Career Services located in McMullen Hall; however, students are highly encouraged to establish a relationship with department faculty as early as possible. During their second year, students will be assigned a HHP or OAL advisor for advice to advance through their respective plan of study. Advising files are transferred to the department and remain until graduation. All candidates who plan to be recommended for a State of Montana licensure must be admitted to and meet all the Educator Preparation Program

requirements. Students are ultimately responsible for meeting their chosen degree requirements.

## General Education Requirements

The General Education requirements must be fulfilled by majors and minors. General Education classes should be taken during the first two years of college.

**Due to the course content and environmental requirements, a significant number of REC classes will be held off of the MSU Billings main campus. Courses may meet on weekends and/or during semester breaks. Some courses require a special fee that covers, but is not limited to: transportation, food, gear, lift tickets, and certifications.**

- Health and Human Performance Health and Wellness Option Bachelor of Science Degree (p. 116)
- Health and Human Performance Human Performance Option Bachelor of Science Degree (p. 118)
- Health and Human Performance Teacher Licensure Option (Health and Physical Education K-12) Bachelor of Science Degree (p. 119)
- Outdoor Adventure Leadership - 2+2 Track – Fire Science Bachelor of Science Degree \*Program placed on moratorium\* (p. 123)
- Outdoor Adventure Leadership Bachelor of Science Degree (p. 123)
- Health and Human Performance Bachelor of Science/Athletic Training Master of Science 3+2 Option (p. 115)
- Coaching Minor (p. 115)
- Health and Physical Education (K-12) Teaching Minor \*Program placed on moratorium\* (p. 122)
- Health Education Minor \*Program placed on moratorium\* (p. 122)
- Outdoor Adventure Leadership Minor \*Program placed on moratorium\* (p. 125)



## Coaching Minor

The Coaching Option is offered to enhance preparation of individuals wishing to serve as coaches in K-12 settings. This is a non-teaching minor and does not qualify as an area of endorsement.

## First Aid Competency

Health and Human Performance students who are completing the teacher licensure option are required to demonstrate current competency in first aid, CPR and AED. Presentation of certification documents for First Aid, current Adult/Child/Infant CPR and Automatic External Defibrillation will be accepted as proof of this competency if met through the following organizations:

- First Aid
  - American Academy of Orthopedic Surgeons
  - American Red Cross
  - National Safety Council
- CPR
  - American Academy of Orthopedic Surgeons
  - American Heart Association
  - American Red Cross
  - National Safety Council

Students can also achieve First Aid, Adult/Child/Infant CPR and AED certification through successful completion of ECP 100.

## Required Courses

Code	Title	Credits
AHAT 210	Prev & Care Athletic Injuries	3
COA 205	Introduction to Coaching	3
COA 409	Psychology of Coaching	3
ECP 120	Emergency Medical Responder	3
KIN 105	Fnd of Exercise Science	3
KIN 106	Fndtns of Exercise Science Lab	1
KIN 322	Kinesiology	3
KIN 323	Anatomical Kinesiology Lab	1
Select two from the following: (all include a one credit practicum)		6
COA 240	Coaching Volleyball	
COA 242	Coaching Football	
COA 245	Coaching Basketball	
COA 246	Coaching Softball/Baseball	
COA 256	Coaching Track/Field	
COA 260	Coaching Gymnastics	
COA 291	Special Topics	
<b>Total Minimum Credits</b>		<b>26</b>

*Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.*

## Health and Human Performance Bachelor of Science/Athletic Training Master of Science 3+2 Option

The 3+2 between Health and Human Performance and Athletic Training Program (ATP) allows students to obtain both a Bachelor's degree in Health and Human Performance (HHP) and Master's degree in Athletic Training (AT) within five years,

which is extremely beneficial to the student financially and effectively decreases time spent working towards a degree. Students are required to complete three years in the undergraduate HHP major, obtaining general education requirements as well as prerequisite courses for the ATP. During the third year, the student applies for acceptance into the ATP (February 1). If not accepted, the student may reapply to the ATP and continue to work on coursework for the HHP degree. If accepted, the student will begin specific ATP coursework in the beginning of the fourth year, with coursework beginning in June. After successful completion of the fourth year, students are eligible for graduation with the bachelor's degree. At the successful completion of the fifth year, students are eligible for graduation with the master's degree as well as eligible to take the Board of Certification (BOC) examination.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Students will meet or exceed minimal requirements for professional certification.
- Students will ascertain and demonstrate the required skills for all NATA Athletic Training Education competencies and clinical integration proficiencies.
- Students will display critical thinking skills and formulate sound clinical decisions in their Clinical field experiences.
- Students will develop, design, and execute independent research projects.

## Admission Requirements

1. Undergraduate GPA of 3.0 (GPA below 3.0 may be considered)
2. A standard graduate admission test (GRE or equivalent) must be on record if cumulative GPA is below a 3.0.
3. Three (3) letters of recommendation from academic and professional references concerning the candidate's potential to succeed in graduate school. At least one letter must be from a certified athletic trainer.
4. It is recommended but not required to obtain a minimum of 25-50 contact hours with a certified athletic trainer.
5. Official transcripts from each institution attended.
6. An essay stating why the student wants to be an athletic trainer, career goals, and the attributes the student possesses that will make him or her successful in life and athletic training.
7. Completed application through ATCAS (<https://caate.net/apply-now/>). Once application and admission through ATCAS (<https://caate.net/apply-now/>) is complete, the MSUB graduate student application must be completed and the application fee paid.
8. The program has rolling admission; therefore students can apply at any time, but application to begin the program in June must be completed in May.
9. Students will be required to participate in an internet- or phone-based interview with faculty from the program.

## Provisional Acceptance

Once a student has met all admission criteria and is admitted into the ATP, that student will receive provisional acceptance. In order to gain full acceptance the student will have to successfully complete the following:

1. Technical Standards
2. Criminal Background Check
3. Prerequisite Courses. If a student does not have all the prerequisite courses and has met all other criteria for admission into the ATP, a student will be allowed one (1) year to successfully complete prerequisite courses and to gain admission.

## Required Courses

Code	Title	Credits
General Education Requirements (p. 56)		<b>31</b>
Students should consult with an academic advisor before registering for General Education courses in order to minimize the number of courses needed to satisfy the requirements of the major.		
<b>Interdisciplinary Core</b>		
BIOB 101	Discover Biology *	3
BIOB 102	Discover Biology Lab *	1
CHMY 121	Intro to General Chemistry *	3
CHMY 122	Intro to Gen Chem Lab *	1
PHSX 103	Our Physical World *	3
PSYX 100	Intro to Psychology *	3
STAT 216	Introduction to Statistics *	4
Subtotal		18
<b>Bachelor Requirements</b>		
ACT 498	Internship/Cooperative Educ	3
AHAT 210	Prev & Care Athletic Injuries	3
AHMS 144	Medical Terminology	3
BIOH 301	Human Anatomy & Physiology I	3
BIOH 302	Human Anatomy & Phys I Lab	1
BIOH 311	Human Anatomy & Physiology II	3
BIOH 312	Human Anatomy & Phys II Lab	1
CHTH 317	Health Behavior Theories	3
ECP 120	Emergency Medical Responder	3
HTH 411	Alcohol, Tobacco, Drug Prevent	3
HTH 435	Hlth & Wllnss Acrss the Lfspn	3
KIN 105	Fnd of Exercise Science	3
KIN 106	Fndtns of Exercise Science Lab	1
KIN 320	Exercise Physiology	3
KIN 321	Exercise Physiology Lab	1
KIN 322	Kinesiology	3
KIN 323	Anatomical Kinesiology Lab	1
KIN 325	Biomechanics	3
KIN 328	Biomechanics Lab	1
KIN 330	Motor Learning and Control	3
KIN 331	Motor Learning and Control Lab	1
KIN 364	Rsrch Meths in Hlth Hmn Prfrm	3
KIN 415	Adv Exercise Test & Prescrip	3
KIN 462	Evidence Based Assessment	3
NUTR 221	Basic Human Nutrition	3
WRIT 201	College Writing II	3
Elective selected in consultation with advisor		3
Select an ACT or REC elective in consultation with advisor. Suggested electives include:		2
ACT 110	Beginning Weight Training	
ACT 150	Beginning Yoga	
ACT 155	Beginning Judo	
ACT 294	Seminar/Workshop	
REC 285	Scuba Diving I	
Subtotal		69
<b>Master Requirements</b>		

ATEP 534	Athletic Training Techniques I	3
ATEP 535	Athletic Trng Techniques II	3
ATEP 540	Practicum in Athletic Trng I	1
ATEP 541	Practicum in Athletic Trng II	1
ATEP 542	Lower Extremity Assessment	3
ATEP 544	Upper Extremity Assessment	3
ATEP 546	General Medical Assessment	3
ATEP 550	Practicum in Athletic Trng III	1
ATEP 551	Practicum in Athletic Trng IV	1
ATEP 559	Clinical Education I	2
ATEP 564	Clinical Education II	2
ATEP 566	Therapeutic Modalities	3
ATEP 572	Therapeutic Exercise	3
ATEP 574	Manual Therapy Techniques	3
ATEP 577	Clinical Education III	9
ATEP 578	Org and Admin in Athletic Trng	3
ATEP 582	Clinical Education IV	2
HADM 607	Hlth Informatics & Info Systms	3
HHP 502	Rsrch in Exercise & Sport Sci	3
NUTR 411	Nutrition for Sprts & Exercise	3
Elective selected in consultation with advisor		3
HHP 598	Research Project	3-6
or HHP 599 Thesis		
Subtotal		61-64
<b>Total Minimum Credits</b>		<b>164</b>

\*

May satisfy General Education requirements.

*Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.*

## Suggested Plan of Study

Please see the department for an updated plan of study.

## Health and Human Performance Health and Wellness Option Bachelor of Science Degree

The Health and Wellness Option will prepare health professionals to seek employment in a variety of agencies such as local, state, national, international non-profit and corporate wellness programs.

The Health and Wellness Option is designed to address the seven areas of responsibilities for the health education profession as recommended by the National Commission for Health Education Credentialing (NCHEC). The seven areas of responsibility are:

- Assess Individual and Community Needs for Health Education
- Plan Health Education Strategies, Interventions, and Programs
- Implement Health Education Strategies, Interventions, and Programs
- Conduct Evaluation and Research Related to Health Education
- Administer Health Education Strategies, Interventions, and Programs
- Serve as a Health Education Resource Person
- Communicate for Health and Health Education

The health and wellness curriculum will prepare students to: develop a strong background in human behavior and behavior modification; effectively plan, implement, and evaluate health and wellness programs; increase leadership skills; and become familiar with the latest research and developments within the field.

Internship opportunities may be explored at local, regional, and national agencies/organizations that qualify students for employment in that field.

Health and wellness graduates will find employment opportunities as health educators, health and wellness coaches, and community or worksite health promotion coordinators.

Certifications students will be eligible for upon graduation:

National Commission for Health Education Credentialing

- Certified Health Education Specialist (CHES)

American Council on Exercise

- Health Coach

National Society of Health Coaches

- Certified Health Coach

American College of Sports Medicine

- Certified Personal Trainer
- Certified Group Exercise Instructor
- Physical Activity in Public Health Specialist (additional 1200 hour requirement after graduation)

National Strength and Conditioning Association

- Certified Personal Trainer

**A grade of C- or higher is mandatory in all health and human performance courses satisfying the major requirements.**

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Conduct a needs assessment for health promotion.
- Plan health and wellness education.
- Conduct research in health and wellness.
- Demonstrate effective communication skills.

## Admission Requirements for Health and Human Performance – Health and Wellness Option

All students desiring admission to the Health and Wellness Option are required to file an application for admission.

1. Each applicant also must complete 18 credits from the approved list of prerequisite courses with a GPA of at least 3.0 (see application for list of courses).
2. Applications will be accepted when the student has completed a minimum of 23 credits from the General Education category requirements at Montana State University Billings, or at another regionally accredited (p. 43) institution of higher education, earning a minimum grade point average of 3.0. Courses taken on a pass/no pass or credit/noncredit basis will not be used to calculate the GPA requirement. Students should consult with their academic advisor.

3. Applications for admission to the Health and Wellness Option may be obtained online at [www.msbillings.edu/cahp/hhp](http://www.msbillings.edu/cahp/hhp) (<http://www.msbillings.edu/cahp/hhp/>) or from the Department of Health and Human Performance Office in the Physical Education Building, Room 120. The application should be submitted to the faculty advisor for review and approval, signed by the advisor and the Department Chairperson. A current **working copy** of the transcript will be attached to the application form.
4. Applications are handled on a rolling admissions basis. Students will be notified of the status of their application within 15 working days of submitting the complete application. Enrollment in some major courses is limited to students admitted to the program.
5. No student will be allowed to register for restricted upper division courses in Health and Human Performance without formal admission to the Health and Wellness Program.

## Required Courses

Code	Title	Credits
General Education Requirements (p. 56)		<b>31</b>
Students should consult with their advisors to determine if specific courses are necessary in order to satisfy the General Education requirements within this major. The following courses are required:		
STAT 216	Introduction to Statistics	
WRIT 101	College Writing I	
COMX 111	Intro to Public Speaking	
BIOB 101	Discover Biology	
or BIOB 121	Fund of Bio for Allied Health	
CHMY 121	Intro to General Chemistry	
& CHMY 122	and Intro to Gen Chem Lab	
BGEN 105A	Introduction to Business	
or BGEN 105B	Introduction to Business	
HTH 270	Global Health Issues	
<b>Health and Wellness Requirements</b>		
ACT 498	Internship/Cooperative Educ	3
BMKT 325	Principles of Marketing	3
CHTH 250	Introduction to Public Health	3
CHTH 317	Health Behavior Theories	3
CHTH 355	Theory Pract Comm Hlth Ed	3
CHTH 450	Worksite Health Promotion	3
COMX 480	Health Communication	3
ECP 120	Emergency Medical Responder	3
HADM 305	Survey of US Healthcare System	3
HADM 440	Mgmt Epidemiology & Pub Hlth	3
HEE 310	Methods of Adapted Hlth Enhncm	2
HEE 340	Methods of Health Education	3
HTH 110	Personal Health and Wellness *	3
HTH 435	Hlth & Wllnss Acrss the Lfspn	3
KIN 105	Fnd of Exercise Science	3
KIN 106	Fndtns of Exercise Science Lab	1
KIN 210	Prncpls Strength Conditioning	3
KIN 320	Exercise Physiology	3
KIN 321	Exercise Physiology Lab	1
KIN 322	Kinesiology	3
KIN 323	Anatomical Kinesiology Lab	1
KIN 364	Rsrch Meths in Hlth Hmn Prfrm	3

KIN 415	Adv Exercise Test & Prescrip	3
NUTR 221	Basic Human Nutrition	3
NUTR 411	Nutrition for Spts & Exercise <sup>2</sup>	3
Subtotal		68

**Health and Wellness Electives**

Select 8 credits with advisor assistance. Below are recommended electives. 8

Any ACT or REC course		
ACT 499	Senior Thesis/Capstone	
AHMS 144	Medical Terminology	
CHTH 435	Human Response To Stress	
COMX 426	Leadership and Communication	
HADM 307	Health Informatics	
HTH 411	Alcohol, Tobacco, Drug Prevent	
SOCI 380	Soc of Health and Medicine	
Subtotal		8

**Required Interdisciplinary Core**

BIOH 301	Human Anatomy & Physiology I	3
BIOH 302	Human Anatomy & Phys I Lab	1
BIOH 311	Human Anatomy & Physiology II	3
BIOH 312	Human Anatomy & Phys II Lab	1
BIOM 250	Microbiology for Hlth Sciences	3
BIOM 251	Microbiology Hlth Sciences Lab	1
Subtotal		12
<b>Total minimum credits</b>		<b>120</b>

\* May satisfy General Education requirements.

May satisfy General Education requirements.

*Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.*

## Health and Human Performance Human Performance Option Bachelor of Science Degree

Through coursework, research, laboratory, and internship experiences, the Human Performance Option prepares students with a thorough understanding of human movement. Students in this option are well prepared for work in professional positions in medical, community, corporate, or school settings (i.e., medical sales, rehabilitation programs, fitness centers, strength and training facilities, etc.).

Students are equally well-equipped for graduate study in any of the diverse disciplines that deal with human movement (i.e., physical therapy, occupational therapy, athletic training, exercise physiology, kinesiology, etc.) and physician assistant programs.

Coursework involves study in multiple disciplines and emphasizes the broad scientific basis on which sound clinical insight and understanding is based, while research, laboratory work, and internships provide students with valuable experience applying their understanding of human movement. Students are expected to develop a thorough understanding of human movement across the wide range of its physiological, neurological, mechanical, and nutritional dimensions, enabling them to serve as effective practitioners in the diverse, expanding and evolving fields related to human movement.

**A grade of C- or higher is mandatory in all health and human performance courses satisfying the major requirements.**

To graduate with a B.S. in Health and Human Performance Human Performance Option, it is necessary to have a minimum overall GPA of 3.0 in all coursework. Students who do not maintain the 3.0 GPA requirement throughout the program will be counseled by their academic advisor for strategies to meet this requirement or advised to seek a different field of study.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Evaluate a person's health status.
- Evaluate human movement and performance.
- Explain evidence-based interventions in health and fitness activities.
- Conduct research in health and human performance.
- Communicate with diverse constituencies.

## Admission Requirements for Health and Human Performance – Human Performance Option

Enrollment in several major courses is dependent upon Admission to the Human Performance program and admission to the program is separate from enrollment at the University. Students are encouraged to explore their interest and skill in lower division courses but must realize that admission to the program, which allows access to several majors courses, is selective. The application process is outlined below and applications are available at [www.msubillings.edu/cahp/hhp](http://www.msubillings.edu/cahp/hhp) (<http://www.msubillings.edu/cahp/hhp/>).

1. All applicants must complete a minimum of 23 credits from the General Education requirements, including specific courses, at Montana State University Billings, or at another regionally accredited (p. 43) institution of higher education, earning a minimum grade point average of 3.0. Courses taken on a pass/no pass or credit/noncredit basis will not be used to calculate the GPA requirement. Students should consult with their academic advisor.
2. Each applicant also must complete 18 credits from the approved list of prerequisite courses with a GPA of at least 3.0 (see application for list of courses).
3. Each applicant must receive a letter advocating for his/her admission to the program from
  - a. a member of the Health and Human Performance Department and
  - a faculty member in the Biological and Physical Sciences Department.
4. Each applicant must submit a letter of application in which he/she provides a statement as to how the program serves his/her personal goals and how he/she intends to contribute to the program. The applicant's faculty advisor must approve this letter.
5. Each application must be approved by the Chairperson of the Department.
6. Applications for admission to the Human Performance Option can be obtained online at [www.msubillings.edu/cahp/hhp](http://www.msubillings.edu/cahp/hhp) (<http://www.msubillings.edu/cahp/hhp/>) or from the Department of Health and Human Performance Office in the Physical Education Building, Room 120. The application should be submitted to the faculty advisor for review and approval, signed by the advisor and the Department Chairperson. A current **working copy** of the transcript will be attached to the application form in addition to the materials mentioned above.
7. Since admission to the Human Performance Option is selective, applications are to be submitted as soon as the student meets the requirements. Applications are handled on a rolling admissions basis. Students will be notified of the status of their application within 15 working days of submitting the complete application. Enrollment in some majors courses is limited to students admitted to the program.

If application to the Human Performance Option is initially unsuccessful, the student should meet with his/her advisor to address any shortcomings and applicants have the right to appeal the decision to the Human Performance Committee of the Department. The Department Chairperson serves as chair of the appeals committee.

No student will be allowed to register for upper division courses in Health and Human Performance without formal admission to the Human Performance Option.

## Required Courses

Code	Title	Credits
General Education Requirements (p. 56)		<b>31</b>

The following General Education courses also satisfy requirements in the Interdisciplinary Core:

STAT 216	Introduction to Statistics	
PSYX 100	Intro to Psychology	
CHMY 121 & CHMY 122	Intro to General Chemistry and Intro to Gen Chem Lab	
BIOB 101 or BIOB 121	Discover Biology Fund of Bio for Allied Health	
BIOB 102	Discover Biology Lab	

Students should consult with an academic advisor before registering for General Education courses in order to minimize the number of courses needed to satisfy the requirements of the major.

### Human Performance Major Core

ACT 498	Internship/Cooperative Educ	3
ACT 499	Senior Thesis/Capstone	3
AHMS 144	Medical Terminology	3
ECP 120	Emergency Medical Responder	3
KIN 105	Fnd of Exercise Science	3
KIN 106	Fndtns of Exercise Science Lab	1
KIN 210	Prncpls Strength Conditioning	3
KIN 320	Exercise Physiology	3
KIN 321	Exercise Physiology Lab	1
KIN 322	Kinesiology	3
KIN 323	Anatomical Kinesiology Lab	1
KIN 325	Biomechanics	3
KIN 328	Biomechanics Lab	1
KIN 330	Motor Learning and Control	3
KIN 331	Motor Learning and Control Lab	1
KIN 364	Rsrch Meths in Hlth Hmn Prfrm	3
KIN 415	Adv Exercise Test & Prescrip	3
KIN 462	Evidence Based Assessment	3
NUTR 221	Basic Human Nutrition	3
NUTR 411	Nutrition for Sprts & Exercise	3
Subtotal		<b>50</b>

### Interdisciplinary Core

BIOB 101 or BIOB 121	Discover Biology * Fund of Bio for Allied Health	3
BIOB 102	Discover Biology Lab *	1
BIOH 301	Human Anatomy & Physiology I	3
BIOH 302	Human Anatomy & Phys I Lab	1
BIOH 311	Human Anatomy & Physiology II	3
BIOH 312	Human Anatomy & Phys II Lab	1
CHMY 121	Intro to General Chemistry <sup>1*</sup>	3

CHMY 122	Intro to Gen Chem Lab <sup>1*</sup>	1
PSYX 100	Intro to Psychology *	3
STAT 216	Introduction to Statistics *	4
Subtotal		<b>23</b>

### Electives

Select 16 credits of the following in consultation with an advisor. The following list is illustrative and not limiting. Students may structure electives to earn a minor.

AHAT 210	Prev & Care Athletic Injuries	
BIOM 250	Microbiology for Hlth Sciences	
BIOM 251	Microbiology Hlth Sciences Lab	
BIOM 400	Medical Microbiology	
BIOM 401	Medical Microbiology Lab	
CHMY 141	College Chemistry I *	
CHMY 142	College Chemistry I Lab *	
CHTH 435	Human Response To Stress	
HTH 411	Alcohol, Tobacco, Drug Prevent	
HTH 435	Hlth & Wllnss Acrss the Lfspn	
PHSX 205	College Physics I *	
PHSX 206	College Physics I Lab *	
PHSX 207	College Physics II	
PHSX 208	College Physics II Lab	
PSYX 222	Psychological Statistics	
PSYX 225	Research Design and Analysis	
PSYX 226	Research Design and Analysis L	
PSYX 230	Developmental Psychology	
PSYX 320	Adv Psych Research Methods	
PSYX 321	Adv Psych Research Methods Lab	
PSYX 340	Abnormal Psychology	
PSYX 350	Physiological Psychology	
PSYX 351	Physiological Psychology Lab	
PSYX 360	Social Psychology	
Subtotal		<b>16</b>

**Total Minimum Credits** **120**

1

Students who intend to pursue a Physical Therapy program should take CHMY 141 and CHMY 142 as a substitution for CHMY 121 and CHMY 122 in the Interdisciplinary Core. If CHMY 121/CHMY 122 are already completed, students may take CHMY 141/CHMY 142 as a Related Elective.

\*

May satisfy General Education requirements.

*Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.*

## Health and Human Performance Teacher Licensure Option (Health and Physical Education K-12) Bachelor of Science Degree

The degree program in Health and Human Performance Teacher Licensure Option prepares the pre-service professional to teach physical education and health education in a variety of school settings, grades K-12. The program has been



designed to provide a comprehensive, sequential professional preparation combining liberal arts, professional education and specialty studies. Extensive fieldwork enables the student to apply skills in a supervised setting. The degree program provides teaching competencies in:

- personal health education
- community health and safety
- health prevention and intervention
- motor learning, physiology and kinesiology
- individual, dual and team sports
- rhythm, dance, and physical fitness
- outdoor education
- organization and administration of health and physical education programs.

The General Education requirements for secondary and K-12 education majors have been designed to prepare pre-service educators in a liberal arts curriculum which stimulates scholarship; promotes a critical understanding of human concepts; fosters individual fulfillment; nurtures the development of free, rational, and responsible professions; cultivates an appreciation for the values associated with life in a free, democratic society; develops intellectually competent, imaginative and vigorous educators; and encourages an analysis of values inherent in foreign cultures, the variety of American ethnic cultures, and Native American cultures with an aim toward developing a clearer understanding of other peoples. The General Education program for secondary and K-12 education majors is similar to the General Education program established for all students at Montana State University Billings.

A complete description is contained on the General Education Program page (p. 56). Students should select General Education courses in consultation with their academic advisors in the subject area and education. A grade of "C" or higher is mandatory in all health and human performance courses satisfying the major requirements.

## First Aid Competency

Health and Human Performance students who are completing the teacher licensure option are required to demonstrate current competency in first aid, CPR and AED. Presentation of certification documents for First Aid, current Adult/Child/Infant CPR and Automatic External Defibrillation will be accepted as proof of this competency if met through the following organizations:

### First Aid

- American Academy of Orthopedic Surgeons
- American Red Cross
- National Safety Council

### CPR

- American Academy of Orthopedic Surgeons
- American Heart Association
- American Red Cross
- National Safety Council

Students can also achieve First Aid, Adult/Child/Infant CPR and AED certification through successful completion of ECP 100.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Develop lesson plans for health and physical education.
- Apply movement principles (locomotor, non-locomotive and manipulative) when teaching physical education activities.
- Create safe learning environment.

- Deliver progressive lesson plans.
- Describe how to accommodate diverse learners (age, development level, disabilities) in the physical education classroom

## Admission Requirements for Health and Human Performance – Teacher Licensure Option (H&PE K-12)

All students desiring licensure to teach are required to file an Application for Admission to the Educator Preparation Program (p. 74).

## Required Courses

Code	Title	Credits
General Education Requirements (p. 56)		<b>31</b>
Students should consult with their advisors to determine if specific courses are necessary in order to satisfy the General Education requirements within this major.		
<b>Professional Core (see below) <sup>1</sup></b>		<b>38</b>
<b>Required Courses</b>		
ECP 120	Emergency Medical Responder	3
HEE 303	Methods Lifetime Fit Act	3
HEE 305	Methods of Teaching Mvmt Expl	3
HEE 306	Methods of Cond Act	3
HEE 310	Methods of Adapted Hlth Enhncm	2
HEE 340	Methods of Health Education	3
HTH 201	Health Issues for Educators	3
HTH 411	Alcohol, Tobacco, Drug Prevent	3
HTH 435	Hlth & Wllnss Acrss the Lfspn	3
KIN 105	Fnd of Exercise Science	3
KIN 106	Fndtns of Exercise Science Lab	1
KIN 320	Exercise Physiology	3
KIN 321	Exercise Physiology Lab	1
Select one of the following:		4
KIN 322 & KIN 323	Kinesiology and Anatomical Kinesiology Lab	
KIN 327 & KIN 328	Kinesiology & Biomechanics and Biomechanics Lab	
KIN 330	Motor Learning and Control	3
KIN 331	Motor Learning and Control Lab	1
NUTR 221	Basic Human Nutrition	3
Subtotal		<b>45</b>
<b>REC &amp; ACT Required Courses</b>		
REC 280	Challenge Course Facilitation	3
REC 281	Challnge Course Facilitatn Lab	1
Select one ACT or REC course in consultation with advisor		1-2
Subtotal		5-6
<b>Restrictive Electives</b>		
Select course(s) in consultation with advisor		2-6
<b>Total Minimum Credits</b>		<b>120</b>

*Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.*

\*

May satisfy General Education requirements.



1

Includes HEE 308.

## Professional Core Requirements

The Professional Core at Montana State University Billings combines the intellectual foundations of education and the professional knowledge and skills required of all teachers into a coherent sequence of courses. The core provides the basis for understanding the philosophical, historical, cultural, and sociopolitical means by which society attempts cultural transmission and it provides the opportunity to acquire the knowledge and skills that are essential for effective instruction. It includes the range of human development and learning as they affect instructional planning, evaluation, curriculum design and implementation, performance skills, management of classrooms, direction of students, professional responsibilities, and ethical issues affecting teacher effectiveness.

At different points in its sequence of courses, the Professional Core engages students in supervised practice applying their developing knowledge and skills. By having faculty who hold diverse disciplinary perspectives teach throughout its sequence, the Professional Core encourages students to develop a professionally responsible understanding of the diversity that defines learners and teachers. The student teaching experience completes the sequence and includes both a final look at classroom skills and a capstone seminar.

The Professional Core presents a balanced approach to epistemology from philosophical, psychological, and sociological perspectives. The core is predicated on the evidential nature of knowledge required for the professional practice of education. While the professional practice of education is also informed by belief and intuition, it is ultimately defensible only to the extent that it has evidential support. The Professional Core engages students in both the processes and products of human knowing as such knowing is central to all aspects of education. The Professional Core involves the

1. creation,
2. facilitation of change,
3. transmission, and
4. application of human knowledge across the diversity of ways in which individuals understand human knowledge.

### Secondary and K-12

Code	Title	Credits
EDSP 204	Intro to Tchng Exceptnl Lnrs	3
EDU 105	Education and Democracy *	3
EDU 220	Human Growth & Development	3
EDU 221	Educ Psyc & Measurement	3
EDU 333	Rd & Wrtng Across Curriculum	3
EDU 343	Strat for Mnging Div Learners	2
EDU 354	Secondary Junior Field	2
EDU 381	Curriculum Theory & Design	3
EDU 406	Phil, Legal & Ethical Issues	3
EDU 495A or EDU 495C	Student Teaching: K-12 Student Teaching: 5-12	9
HTH 412	Drugs and Alcohol	1
Content Area Methods Course		2-3
<b>Total Minimum Credits</b>		<b>37-38</b>

\*

May satisfy General Education requirements.

## Suggested Plan of Study

This sample schedule is a suggested plan for students to follow in completing the four-year Teaching Major in Health and Physical Education (K-12). Due to course schedule changes and staff assignments, students may not be able to follow the plan exactly. Students should consult with their advisors to plan classes before registering each semester to assure that all prerequisites and General Education requirements are met, and to plan for student teaching.

Code	Title	Credits
<b>First Year</b>		
Fall		
EDU 105	Education and Democracy	3
BIOB 101 & BIOB 102	Discover Biology and Discover Biology Lab	4
WRIT 101	College Writing I	3
General Education		6
Total		16
Spring		
KIN 105 & KIN 106	Fnd of Exercise Science and Fndtns of Exercise Science Lab	4
CHMY 121 & CHMY 122	Intro to General Chemistry and Intro to Gen Chem Lab	4
HTH 201	Health Issues for Educators	3
General Education		6
Total		17
<b>Second Year</b>		
Fall		
EDU 220	Human Growth & Development	3
EDU 220L	Human Growth & Development Lab	0
EDU 221	Educ Psyc & Measurement	3
Restricted Elective		3
General Education		6
Total		15
Spring		
NUTR 221	Basic Human Nutrition	3
EDSP 204	Intro to Tchng Exceptnl Lnrs	3
EDU 381	Curriculum Theory & Design	3
REC Requirement		4
ACT or REC Elective		1-2
General Education		3
Total		17-18
<b>Third Year</b>		
Fall		
KIN 330 & KIN 331	Motor Learning and Control and Motor Learning and Control Lab	4
EDU 333	Rd & Wrtng Across Curriculum	3
HEE 305	Methods of Teaching Mvmt Expl	3
HTH 435	Hlth & Wllnss Acrss the Lfspn	3
HTH 411	Alcohol, Tobacco, Drug Prevent	3
Total		16
Spring		
ECP 120	Emergency Medical Responder	3
KIN 320 & KIN 321	Exercise Physiology and Exercise Physiology Lab	4

HEE 310	Methods of Adapted Hlth Enhncm	2
HEE 303	Methods Lifetime Fit Act	3
Restricted Elective		7
<b>Total</b>		<b>19</b>
Fourth Year		
Fall		
Select one of the following:		4
KIN 322 & KIN 323	Kinesiology and Anatomical Kinesiology Lab	
KIN 327 & KIN 328	Kinesiology & Biomechanics and Biomechanics Lab	
HEE 308	Methods of Phys Ed K-12	3
HEE 340	Methods of Health Education	3
EDU 343	Strat for Mnging Div Learners	2
EDU 354	Secondary Junior Field	2
Restricted Elective		3
Praxis Exam <sup>1</sup>		
<b>Total</b>		<b>17</b>
Spring		
EDU 406	Phil, Legal & Ethical Issues	3
EDU 495A	Student Teaching: K-12	9
<b>Total</b>		<b>12</b>

1

Students are required to pass Praxis II Health Enhancement

## Health and Physical Education (K-12) Teaching Minor \*Program placed on moratorium\*

For students who are gaining teaching licensure in a content major, the following minor leads to endorsement. All students desiring licensure to teach are required to file an Application for Admission to the Educator Preparation Program (p. 74).

### First Aid Competency

Health and Human Performance students who are completing the teacher licensure option are required to demonstrate current competency in first aid, CPR and AED. Presentation of certification documents for First Aid, current Adult/Child/Infant CPR and Automatic External Defibrillation will be accepted as proof of this competency if met through the following organizations:

- First Aid
  - American Academy of Orthopedic Surgeons
  - American Red Cross
  - National Safety Council
- CPR
  - American Academy of Orthopedic Surgeons
  - American Heart Association
  - American Red Cross
  - National Safety Council

Students can also achieve First Aid, Adult/Child/Infant CPR and AED certification through successful completion of ECP 100.

## Required Courses

Code	Title	Credits
CHTH 317	Health Behavior Theories	3
HEE 308	Methods of Phys Ed K-12	3
HEE 340	Methods of Health Education	3
KIN 105	Fnd of Exercise Science	3
KIN 106	Fndtns of Exercise Science Lab	1
KIN 205	Foundations in HHP	3
KIN 320	Exercise Physiology	3
or KIN 327	Kinesiology & Biomechanics	
Select two from the following teaching techniques courses:		6
HEE 303	Methods Lifetime Fit Act	
HEE 305	Methods of Teaching Mvmt Expl	
HEE 306	Methods of Cond Act	
<b>Total Minimum Credits</b>		<b>25</b>

Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.

## Health Education Minor \*Program placed on moratorium\*

### Required Courses

Code	Title	Credits
CHTH 317	Health Behavior Theories	3
HEE 340	Methods of Health Education	3
HTH 391	Special Topics	3
Choose one:		3
HTH 110	Personal Health and Wellness *	
HTH 101	Opportunities in the Health Professions	
Select four courses from the following:		12
CHTH 410	High Lvl Wellness Thru Dcn Mkg	
CHTH 435	Human Response To Stress	
HTH 411	Alcohol, Tobacco, Drug Prevent	
HTH 425	Health and Sexuality	
HTH 435	Hlth & Wllnss Acrss the Lfspn	
KIN 320	Exercise Physiology	
KIN 415	Adv Exercise Test & Prescrip	
NUTR 411	Nutrition for Sprts & Exercise	
<b>Total Minimum Credits</b>		<b>24</b>

\*

May satisfy General Education requirements.

Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.

# Outdoor Adventure Leadership - 2+2 Track – Fire Science Bachelor of Science Degree \*Program placed on moratorium\*

## Required Courses

Code	Title	Credits
General Education Requirements (p. 56)		
Students must have completed all requirements for an Associate of Science Degree in Fire Science.		
<b>Outdoor Adventure Leadership Core</b>		
ACT 175	Orienteering	1
ECP 312	Wilderness Medicine	4
REC 200	Fnd Outdoor Advent Leadershp	3
REC 280	Challenge Course Facilitation	3
REC 310	Leadership in Adventure Pgrms	3
REC 411	Adventure Guiding/Instructing	3
REC 470	OAL Operations & Asset Mangmnt	3
REC 498	Internship/Cooperative Educ	3
Subtotal		23
<b>Required Courses</b>		
BGEN 105A	Introduction to Business *	3
or BGEN 105B	Introduction to Business	
BMKT 325	Principles of Marketing	3
CHTH 435	Human Response To Stress	3
ECP 120	Emergency Medical Responder	3
HTH 110	Personal Health and Wellness	3
HTH 435	Hlth & Wllnss Acrss the Lfspn	3
Subtotal		18
<b>Required Skills Courses</b>		
ACT 114	Beginning Rock Climbing	1
ACT 161	Wilderness Survival	2
REC 356	Search and Rescue	3
REC 357	Ropes Rescue	3
REC 358	Swift Water Rescue	3
Subtotal		12
<b>Restricted Elective Skills</b>		
Select a minimum of six credits from the following:		6
REC 257	Instruct Strat: Rock Climbing	
REC 359	Bckcntry Avlnch Frcting/Rscue	
<b>Total minimum credits for 2+2 program</b>		<b>60</b>
<b>Total Minimum Credits</b>		<b>120</b>

\*

May satisfy General Education requirements.

*Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.*

**Due to the course content and environmental requirements, a significant number of REC classes will be held off of the MSU Billings main campus. Courses may meet on**

weekends and/or during semester breaks. Some courses require a special fee that covers, but is not limited to: transportation, food, gear, lift tickets, and certifications.

## Suggested Plan of Study

Due to course schedule rotation, changes, and staff assignments, students may not be able to follow the plan exactly. Student should consult with their advisors to plan classes before registering each term.

Code	Title	Credits
Third Year		
Fall		
ACT 175	Orienteering	1
REC 200	Fnd Outdoor Advent Leadershp	3
BGEN 105A	Introduction to Business	3
or BGEN 105B	Introduction to Business	
ACT 161	Wilderness Survival	2
ECP 120	Emergency Medical Responder	3
Total		12
Spring		
ECP 312	Wilderness Medicine	4
REC 280	Challenge Course Facilitation	3
ACT 114	Beginning Rock Climbing	1
REC 310	Leadership in Adventure Pgrms	3
HTH 110	Personal Health and Wellness	3
Total		14
Summer		
REC 358	Swift Water Rescue	3
Total		3
Fourth Year		
Fall		
BMKT 325	Principles of Marketing	3
REC 357	Ropes Rescue	3
REC 411	Adventure Guiding/Instructing	3
REC 470	OAL Operations & Asset Mangmnt	3
Total		12
Spring		
CHTH 435	Human Response To Stress	3
HTH 435	Hlth & Wllnss Acrss the Lfspn	3
Elective Skills		3
REC 356	Search and Rescue	3
Total		12
Summer		
Elective Skills		3
REC 498	Internship/Cooperative Educ	3
Total		6

## Outdoor Adventure Leadership Bachelor of Science Degree

The Outdoor Adventure Leadership (OAL) degree develops leadership skills, facilitation methods, and effective communication techniques. This degree combines the study of educational and leadership theory and practice with technical outdoor travel and adventure. Students will acquire and enhance environmental skills and knowledge related to a variety of populations including senior citizens and

youth-at-risk. They will also explore issues ranging from ethical controversies and risk management to program design. In addition, the ability to safely engage in and provide outdoor activities and effectively teach skills in outdoor and indoor settings are central to the degree.

Outdoor Adventure Leadership prepares students for careers in a wide variety of leadership. The Outdoor Adventure Leadership degree allows the student to teach outdoor skills, safely oversee outdoor activities, and design programs for corporate and community organizations. Students are prepared for professions with agencies that have a natural resource foundation and public and private entities utilizing the outdoors. OAL graduates pursue careers in many different areas. Options include employment with specialty outdoor training schools, recreation and environmental education centers, municipal park and recreation departments, land management agencies, military programs, student recreation in higher education, and commercial guiding operations, among others.

**A grade of C- or higher is mandatory in all health and human performance courses satisfying the major requirements.**

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Demonstrate proficiency with a range of land-, water-, and challenge course-based outdoor skills, including basic emergency response.
- Manage actual and perceived risk according to industry standards and best practices.
- Integrate sound experiential education principles to design, implement, and evaluate effective adventure experiences.
- Demonstrate effective leadership for a range of client groups and outcomes.
- Advocate for the environmental responsibility and ethics expected of outdoor professionals.
- Exhibit effective problem-solving and communication skills both in the field and classroom to make and implement quality decisions.

## Admission Requirements for Outdoor Adventure Leadership

All students desiring admission to the Outdoor Adventure Leadership program are required to file an application for admission. Applications for admission to the Outdoor Adventure Leadership program can be obtained online at [www.msubillings.edu/chps/hhp](http://www.msubillings.edu/chps/hhp) (<http://www.msubillings.edu/chps/hhp/>) or from the Department of Health and Human Performance Office in the Physical Education Building, Room 120. The application should be submitted to the faculty advisor for review and approval, signed by the advisor and the Department Chairperson. Each applicant must:

1. Complete 15 credit hours of required general education courses with a minimum GPA of 2.75 (see application for list of courses).
2. Have completed 18 or more credit hours from the list of prerequisite courses (see application for list of courses), including at least 4 credit hours of Skills courses with minimum GPA of 2.75 (no more than 4 credit hours of skills courses count toward the 18 credit hours).
3. Be aware that courses taken on a pass/no pass or credit/noncredit basis will not be used to calculate the GPA requirement. Students should consult with their academic advisor.
4. Attach a current working copy of the transcript to the application form.
5. Submit a letter to the student's Outdoor Adventure Leadership academic advisor explaining how the degree fits with his or her long term personal and professional goals, why he or she should be accepted into the program, and how he or she intends to enrich the program.

6. Be aware that applications are handled on a rolling admissions basis. Students will be notified of the status of their application within 15 working days of submitting the complete application. Enrollment in some major courses is limited to students admitted to the program.
7. Be aware that no student will be allowed to register for restricted upper division courses in Outdoor Adventure Leadership without admission to the Outdoor Adventure Leadership program.

## Required Courses

Code	Title	Credits
General Education Requirements (p. 56)		<b>31</b>
Students should consult with their advisors to determine if specific courses are necessary in order to satisfy the General Education requirements within this major.		
<b>Interdisciplinary Core</b>		
ACT 498	Internship/Cooperative Educ	6
BIOE 202	Intro to Environmental Ecology	3
ECP 312	Wilderness Medicine	4
HEE 310	Methods of Adapted Hlth Enhncm	2
HTH 110	Personal Health and Wellness *	3
PSYX 230	Developmental Psychology	3
Subtotal		21
<b>Degree Core</b>		
REC 200	Fnd Outdoor Advent Leadershp	3
REC 201	Fnd Outdoor Adv Leadership Lab	1
REC 280	Challenge Course Facilitation	3
REC 281	Challnge Course Facilitatn Lab	1
REC 300	Advt Program Design & Delivery	3
REC 306	Applied Wilderness Leadership	3
REC 308	Appld Wildrnss Leadrshp-Winter	3
REC 309	People and the Environment	3
REC 310	Leadership in Adventure Pgrms	3
REC 411	Adventure Guiding/Instructing	3
REC 430	Risk Management in OAL	3
REC 470	OAL Operations & Asset Mangmnt	3
REC 499	OAL Capstone	3
Subtotal		35
<b>REC Electives</b>		
Select at least 9 credits from the following:		9
REC 230	Instrct Strat: Bckcntry Anglrs	
REC 233	Instruct Strat: Ski/Snowboard	
REC 257	Instruct Strat: Rock Climbing	
REC 270	Instruct Strat: Water Program	
REC 381	Expedition Leadership	
REC 401	Outdoor Behavioral Healthcare	
<b>Specialization or Approved Cognate</b>		
The Specialization allows Outdoor Adventure Leadership students to pursue further study in a discipline or area that interests them. Choose from one of the advisor-recommended minors available at MSUB, or create a <b>Cognate</b> of courses from an approved list. Cognate must be approved by faculty advisor. A minimum of 24 credit hours are required for either option.		24
<b>Total Minimum Credits</b>		<b>120</b>

\*

May satisfy General Education requirements.

*Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.*

**Due to the course content and environmental requirements, a significant number of REC classes will be held off of the MSU Billings main campus. Courses may meet on weekends and/or during semester breaks. Some courses require a special fee that covers, but is not limited to: transportation, food, gear, lift tickets, and certifications.**

## Suggested Plan of Study

This checklist provides a recommended sequence of courses for first year students. Students are advised to use this form in conjunction with the MSUB academic catalog and meetings with the academic advisor and faculty mentor. Actual course sequencing may vary depending on course availability, course prerequisites, specialization requirements, and student preferences. Summer courses may be required.

Code	Title	Credits
<b>First Year</b>		
Fall		
	Gen Ed Math	3
	Gen Ed English	3
	Gen Ed Natural Sciences plus lab <sup>1</sup>	4
HTH 110	Personal Health and Wellness	3
	Specialization/Cognate	2
Total		15
Spring		
	Gen Ed Communication & Information Literacy	3
	Gen Ed History	3
	Gen Ed Social Sciences <sup>2</sup>	3
	Gen Ed Cultural Diversity	3
BIOE 202	Intro to Environmental Ecology	3
Total		15
<b>Second Year</b>		
Fall		
	Gen Ed Natural Sciences	3
	Gen Ed Fine Arts	3
PSYX 230	Developmental Psychology	3
REC 200	Fnd Outdoor Advent Leadership	3
REC 201	Fnd Outdoor Adv Leadership Lab	1
	Specialization/Cognate	1
Total		14
Spring		
	Gen Ed Humanities	3
HEE 310	Methods of Adapted Hlth Enhncm	2
REC 280	Challenge Course Facilitation	3
REC 281	Challnge Course Facilitatn Lab	1
	REC Elective	2
	Specialization/Cognate	3
Total		14
Summer		
	REC Elective <sup>3</sup>	2

Total		2
<b>Third Year</b>		
Fall		
REC 300	Advt Program Design & Delivery	3
REC 306	Applied Wilderness Leadership	3
REC 310	Leadership in Adventure Pgrms	3
	REC Electives	2
	Specialization/Cognate	3
Total		14
Spring		
ACT 498	Internship/Cooperative Educ	1-3
REC 308	Appld Wildrnss Leadrshp-Winter	3
REC 309	People and the Environment	3
	REC Elective	3
	Specialization/Cognate	3-6
Total		13-18
Summer		
	REC Elective	4
ACT 498	Internship/Cooperative Educ <sup>3</sup>	1-3
Total		5-7
<b>Fourth Year</b>		
Fall		
REC 411	Adventure Guiding/Instructing	3
REC 499	OAL Capstone	3
ACT 498	Internship/Cooperative Educ	1-3
	Specialization/Cognate	3-6
Total		10-15
Spring		
REC 430	Risk Management in OAL	3
REC 470	OAL Operations & Asset Mangmnt	3
ECP 312	Wilderness Medicine	4
	REC Elective	2
	Specialization/Cognate	3
Total		15

1

BIOB 101 or BIOB 160 recommended.

2

PSYX 100 recommended.

3

Optional

## Outdoor Adventure Leadership Minor \*Program placed on moratorium\*

A grade of "C-" or better must be maintained in all minor courses.

## Required Courses

Code	Title	Credits
REC 120	Fund of Backcountry Travel	2
REC 200	Fnd Outdoor Advent Leadership	3
REC 210	Environment/Leave No Trace	2
REC 310	Leadership in Adventure Pgrms	3

REC 466	Ethcl Asp in Outdoor Leadershp	2
<b>Subtotal</b>		<b>12</b>

**Electives**

ECP 120	Emergency Medical Responder	3-4
or ECP 312	Wilderness Medicine	
REC 306	Applied Wilderness Leadership	3
or REC 308	Appld Wildrnss Leadrshp-Winter	
REC 411	Adventure Guiding/Instructing	3
or REC 470	OAL Operations & Asset Mangmnt	
<b>Subtotal</b>		<b>9-10</b>

**Skills Areas**

Select at least four of the following skills/rescue courses in at least two different 4-8 disciplines (e.g., climbing, fly fishing, skiing, etc.) in consultation with OAL advisor.

*Skills Area Level I*

ACT 114	Beginning Rock Climbing
ACT 119	Beginning Nordic Skiing
ACT 120	Beginning Alpine Skiing
ACT 121	Beginning Snowboarding
ACT 122	Skiing, Snowboarding, Tele
ACT 173	Beg Fly Fishing/Fly Tying
ACT 175	Orienteering
ACT 176	Fnd of Whitewater Rafting
ACT 177	Fundamentals of Kayaking
ACT 178	Canoeing

*Skills Area Level II*

ACT 161	Wilderness Survival
REC 230	Instrct Strat: Bckcntry Anglrs
REC 257	Instruct Strat: Rock Climbing
REC 270	Instruct Strat: Water Program

*Rescue Skills*

REC 356	Search and Rescue	
REC 357	Ropes Rescue	
REC 358	Swift Water Rescue	
REC 359	Bckcntry Avlnch Frcting/Rscue	
<b>Subtotal</b>		<b>4-8</b>

<b>Total Minimum Credits</b>	<b>24</b>
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*Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.*



## The Department of Health Care Services

**Dr. Rebecca Anglin, Chairperson**

YSHB 216, (406) 896-5848

rebecca.anglin@msubillings.edu

A student pursuing a Bachelor of Science Degree from the Department of Health Care Services can choose one of the following options:

- Applied Science
- Health Administration
- RN to BSN

The Bachelor of Applied Science (BAS) degree is limited to students with an Associate of Applied Science (AAS) degree. The degree allows the transfer of an accredited (AAS) degree into a baccalaureate degree, counting the AAS credits much as credits in a major are counted. Students who have earned an AAS degree from a regionally accredited (p. 43) institution can enroll at MSU Billings to complete General Requirements and take upper division credits in areas of study which will complement their AAS credits already earned. The program is designed for students who want to build upon the technical strengths of their AAS degree. There are a variety of options for completing the BAS degree.

Health Administration is one of the fastest growing professions in the United States. Careers in health administration include a wide range of management and administrative positions in health-related organizations and health service delivery systems. They include hospitals, ambulatory care, physician group practices, laboratories, pharmacies, social service agencies, long term care facilities, rehabilitation centers, home health organizations, managed care plans, regulatory agencies, and health insurance companies. The Program is designed to meet the rapidly evolving demands of a dynamic industry.

The RN to BSN Degree Completion program is offered at Montana State University Billings through the College of Health Professions and Science. The program's intent is to help address the growing need for professional bachelor-prepared nurses. The 49 credit hour program is delivered online and will advance nurses' careers by preparing them for a range of practice environments, for administrative duties and for graduate education. The program adopts all major provisions of the Montana University System's common curriculum recently established by the HealthCare Montana consortium.

## Advising Information

Students are encouraged to meet with their advisor each semester to confirm that their plan of study is accurate and complete. If necessary, changes and updates should be made in order to ensure that program requirements can be completed in a timely manner. Faculty advisors work with students to explore appropriate internships and clinicals that will support the student's interests and career objectives.

RN to BSN students will be assigned a faculty advisor upon acceptance into the program. Health Administration first year students utilize advisors in Advising and Career Services located in McMullen Hall. During their second year, students will be assigned a HCS faculty advisor to guide students with creating their plan of study.

*Although advisors are available to assist students in designing their Plans of Study, students are ultimately responsible for planning and meeting degree requirements.*

- Health Administration Bachelor of Science Degree (p. 128) [☐](#) Offered Online
- Registered Nurse (RN) to Bachelor of Science in Nursing Degree Completion Program (p. 131) [☐](#) Offered Online

## Bachelor of Applied Science -Thematic Concentration in Health Administration

The BAS degree requires, in lieu of a standard major, a thematic concentration involving courses from one or more departments. The concentration must contain a minimum of 30 credits, and at least 15 credits must be earned in health administration. Students seeking the BAS should consult with a faculty advisor on appropriate courses to fulfill the concentration. All proposals must include an explanation of the theme and be approved by a faculty advisor, Department Chair, and the Academic Dean.

The following is a list of suggested courses, the student will work with their faculty advisor to create a Plan of Study specific to the student needs.

Code	Title	Credits
HADM 305	Survey of US Healthcare System	3
HADM 307	Health Informatics	3
HADM 325	Princ of Mrkting for Hlth Orgs	3
HADM 335	Health Law and Ethics	3
HADM 450	Health Policy & Politics	3
BMGT 329	Human Resource Management	3
BMGT 335	Management & Organization	3
COMX 320	Prin of Organizational Comm	3
BMGT 322	Operations Management	3
COMX 480	Health Communication	3
<b>Total Minimum Credits</b>		<b>30</b>

- Nursing 2+1 Option BSN Pathway (p. 129)

# Health Administration Bachelor of Science Degree

📖 Offered Online

All students must successfully complete a background check prior to HADM 498.

## Health Administration Internships

The Bachelor of Science in Health Administration requires an internship in which students observe and participate in the field of health administration. The purpose of the internship is for the health manager-in-training to apply the conceptual foundation and competencies learned in the classroom and develop skills in areas such as communications, critical thinking, management and leadership, and professionalism.

## Program Graduation Requirements

In order to graduate with a Bachelor of Science in Health Administration, students are required to earn a grade of C- or better in all required courses.

Health Administration students whose cumulative GPA falls below 2.5 will be counseled about raising their grades or choosing another major, and will be unable to continue in the program until their cumulative GPA is 2.5 or better.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Understand the role of delivery systems within the health care industry.
- Describe the components of leadership and management in health care organizations.
- Explore the utilization of technology within health care.
- Analyze the impact that ethical, legal, and regulatory considerations have on various aspects of the management and operations of healthcare organizations.
- Analyze how various forms of healthcare data and research affect the decision-making process of a health administrator.

## Required Courses

Code	Title	Credits
General Education Requirements (p. 56) <sup>1</sup>		<b>32</b>
Students should consult with an academic advisor before registering for General Education courses in order to maximize the number of elective credits allowed in the degree.		
<b>Required Health Administration Core</b>		
HADM 305	Survey of US Healthcare System	3
HADM 307	Health Informatics	3
HADM 310	Healthcare Economics	3
HADM 325	Princ of Mrkting for Hlth Orgs	3
HADM 335	Health Law and Ethics	3
HADM 405	Evidence in Research & Eval	3
HADM 422	Operations,Outcomes & Quality	3
HADM 425	Fin Mgmt & Budgeting in Hlthcr	3
HADM 440	Mgmt Epidemiology & Pub Hlth	3
HADM 445	Managing Hlthcare Orgnztns	3
HADM 450	Health Policy & Politics	3
HADM 498	Internship/Cooperative Educ	3
HADM 499	Capstone	3
Subtotal		<b>39</b>

Required Business Core		
ACTG 201	Principles of Fin Acct	3
ACTG 202	Principles of Managerial Acct	3
BMGT 329	Human Resource Management	3
BMGT 335	Management & Organization	3
ECNS 201	Principles of Microeconomics *	3
Subtotal		<b>15</b>

Required Other Courses <sup>1</sup>		
HTH 270	Global Health Issues *	3
STAT 216	Introduction to Statistics *	4
WRIT 101	College Writing I *	3
WRIT 321	Advanced Technical Writing	3
Subtotal		<b>13</b>

Tracks		
Select one track from the following		<b>15</b>

Business Track <sup>2</sup>		
BFIN 322	Business Finance	
BMGT 322	Operations Management	
BMIS 311	Management Information Systems	
BMKT 325	Principles of Marketing	
ECNS 202	Principles of Macroeconomics *	

Long Term Care & Public Health Track		
CHTH 250	Introduction to Public Health	
CHTH 317	Health Behavior Theories	
CHTH 355	Theory Pract Comm Hlth Ed	
HADM 365	Managing Cont of LongTerm Care	
HADM 409	Aging America & Long-Term Care	

Restricted Electives		
Select courses to fulfill remaining elective credits, in consultation with advisor. 0-16		
AHMS 144	Medical Terminology	
CHTH 450	Worksite Health Promotion	
COMX 320	Prin of Organizational Comm	
COMX 426	Leadership and Communication	
COMX 480	Health Communication	
HTH 435	Hlth & Wllnss Acrss the Lfspn	
SOCI 380	Soc of Health and Medicine	

Electives	V
	<b>0-16</b>

The total number of elective credits required for the degree will be determined by the number of courses a student elects to take which fulfill the General Education requirements, the major requirements, and required track. Electives should be chosen in consultation with an academic advisor.

<b>Total Minimum Credits</b>	<b>120</b>
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\* May satisfy General Education requirements.

<sup>1</sup> Ten credits, including a 4 credit math course, count in both Health Administration requirements and General Education requirements.

<sup>2</sup> This track will also fulfill the requirements for a Business Minor.

## Suggested Plan of Study

This sample schedule is a suggested plan for students to follow in completing the Bachelor of Science in Health Administration degree program. Due to course availability, schedule changes and staff assignments, students may not be able to follow this suggested plan exactly. Students should consult with their advisor to plan classes before registering each term. Students are expected to work with their advisors to develop a plan of study specific to their needs and interests.

Code	Title	Credits
<b>First Year</b>		
<b>Fall</b>		
	Gen Ed Communication & Information Literacy	3
	Gen Ed History	3
	Gen Ed Life Science	3
	Gen Ed Life Science Lab	1
	Gen Ed Social Sciences	3
WRIT 101	College Writing I	3
<b>Total</b>		<b>16</b>
<b>Spring</b>		
	Gen Ed Fine Arts	3
	Gen Ed Physical Science	3
ACTG 201	Principles of Fin Acct	3
BMGT 335	Management & Organization	3
HTH 270	Global Health Issues	3
<b>Total</b>		<b>15</b>
<b>Second Year</b>		
<b>Fall</b>		
ECNS 201	Principles of Microeconomics	3
HADM 305	Survey of US Healthcare System	3
STAT 216	Introduction to Statistics	4
WRIT 321	Advanced Technical Writing	3
	Track Option CHTH 250 or BMGT 322	3
<b>Total</b>		<b>16</b>
<b>Spring</b>		
ACTG 202	Principles of Managerial Acct	3
HADM 307	Health Informatics	3
HADM 310	Healthcare Economics	3
HADM 405	Evidence in Research & Eval	3
	Track Option CHTH 317 or ECNS 202	3
<b>Total</b>		<b>15</b>
<b>Third Year</b>		
<b>Fall</b>		
HADM 325	Princ of Mrkting for Hlth Orgs	3
HADM 335	Health Law and Ethics	3
HADM 422	Operations,Outcomes & Quality	3
HADM 440	Mgmt Epidemiology & Pub Hlth	3
HADM 450	Health Policy & Politics	3
<b>Total</b>		<b>15</b>
<b>Spring</b>		
BMGT 329	Human Resource Management	3
HADM 425	Fin Mgmt & Budgeting in Hlthcr	3
HADM 445	Managing Hlthcare Orgnztns	3
	Track Option HADM 365 or BFIN 322	3

Elective or Track course	3	
<b>Total</b>	<b>15</b>	
<b>Fourth Year</b>		
<b>Fall</b>		
HADM 498	Internship/Cooperative Educ	3
	Track Option CHTH 355 or BMKT 325	
	Track Option HADM 409 or BMIS 311	3
Electives or Track course	7	
<b>Total</b>	<b>13</b>	
<b>Spring</b>		
HADM 499	Capstone	3
	Gen Ed Humanities	3
Electives or Track course	9	
<b>Total</b>	<b>15</b>	

## Nursing 2+1 Option BSN Pathway

The Nursing 2 + 1 Option BSN combines the Associate Science Nursing (ASN) program offered by City College and the RN to BSN program offered by the College of Health Professions and Science.

Students must be admitted into the ASN program at City College to qualify for this option (see [www.msubillings.edu/citycollege/programs/ProgRN.htm](http://www.msubillings.edu/citycollege/programs/ProgRN.htm) (<http://www.msubillings.edu/citycollege/programs/ProgRN.htm>)). Once in the ASN program, students can choose to do the ASN program only or the Nursing 2 + 1 Option BSN.

Students who choose this option will be able to take certain courses from the RN to BSN program during their ASN program if they so choose. Please consult your advisor or the RN to BSN program coordinator for course options.

## Required Courses

Code	Title	Credits
BIOH 201	Human Anatomy & Physiology I	3
BIOH 202	Human Anatomy & Phys I Lab	1
BIOH 211	Human Anatomy & Physiology II <sup>†</sup>	3
BIOH 212	Human Anatomy & Phys II Lab <sup>†</sup>	1
BIOM 250	Microbiology for Hlth Sciences <sup>†</sup>	3
BIOM 251	Microbiology Hlth Sciences Lab <sup>†</sup>	1
CHMY 121	Intro to General Chemistry	3
CHMY 122	Intro to Gen Chem Lab	1
M 140	College Math for Healthcare	3
NRSG 230	Nursing Pharmacology	3
NRSG 231	Nursing Pharmacology Lab	2
NRSG 232	Foundations for Nursing	3
NRSG 233	Foundations of Nursing Lab	3
NRSG 234	Adult Nursing I	3
NRSG 235	Adult Nursing I Cl	2
NRSG 236	Health/III Maternity Nsg	2
NRSG 237	Health/III Maternal Nsg Cl	1
NRSG 244	Adult Nursing II	3
NRSG 245	Adult Nursing II Cl	2
NRSG 246	Hlth/Illness Child/Fmly Nursng	2
NRSG 247	Hlth/Illness Child/Fam Nrs Cln	1
NRSG 254	Mental Health Concepts	3
NRSG 255	Mental Health Concepts Cl	1

NRSRG 256	Pathophysiology	3
NRSRG 259	Adult Nursing III	3
NRSRG 260	Adult Nursing III Lab	1
NRSRG 261	Adult Nursing III Cl	2
NRSRG 266	Managing Client Care RN	2
NRSRG 267	Managing Client Care RN Cl	2
PSYX 100	Intro to Psychology <sup>†</sup>	3
SOCI 101	Introduction to Sociology <sup>†</sup>	3
WRIT 101	College Writing I	3
<b>Total Minimum Credits</b>		<b>72</b>

†

Course can be taken in advance of being accepted into the core nursing program. Students may earn additional points in the competitive process by completing this course.

## Required Courses

Code	Title	Credits
<b>Required Nursing Courses</b>		
NRSRG 301	Nursing in the Community	5
NRSRG 302	Nursing in the Community Cl	1
NRSRG 320	Nursing Informatics	3
NRSRG 322	Health Promotion and Ed	3
NRSRG 325	Health Assessment	3
NRSRG 326	Complex Healthcare Needs	3
NRSRG 344	Family Nursing	3
NRSRG 361	Global Nursing	3
NRSRG 424	Nsg Research/Evidence-Based	3
NRSRG 463	Leader/Manage for the RN	5
NRSRG 464	Leader/Manage for the RN Cl	1
Subtotal		33
<b>Other Required Courses</b>		
One course chosen from the Humanities category of Gen Ed, in consultation with an advisor.		
PHL 326	Death, Dying & Medical Ethics	3
PSYX 230	Developmental Psychology	3
STAT 216	Introduction to Statistics <sup>*</sup>	4
WRIT 321	Advanced Technical Writing	3
Subtotal		16
<b>Total Minimum Credits</b>		<b>49</b>

\*

May satisfy General Education requirements.

*Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.*

## Suggested Plan of Study

Code	Title	Credits
<b>First Semester</b>		
BIOH 201	Human Anatomy & Physiology I	3
BIOH 202	Human Anatomy & Phys I Lab	1
CHMY 121	Intro to General Chemistry	3
CHMY 122	Intro to Gen Chem Lab	1

WRIT 101	College Writing I	3
M 140	College Math for Healthcare	3
<b>Total</b>		<b>14</b>

Admission to the Nursing Program is required prior to taking second semester coursework.

<b>Second Semester</b>		
BIOH 211	Human Anatomy & Physiology II <sup>†</sup>	3
BIOH 212	Human Anatomy & Phys II Lab <sup>†</sup>	1
NRSRG 230	Nursing Pharmacology	3
NRSRG 231	Nursing Pharmacology Lab	2
NRSRG 232	Foundations for Nursing	3
NRSRG 233	Foundations of Nursing Lab	3
<b>Total</b>		<b>15</b>

<b>Third Semester</b>		
NRSRG 256	Pathophysiology	3
NRSRG 234	Adult Nursing I	3
NRSRG 235	Adult Nursing I Cl	2
NRSRG 236	Health/III Maternity Nsg	2
NRSRG 237	Health/III Maternal Nsg Cl	1
PSYX 100	Intro to Psychology <sup>†</sup>	3
<b>Total</b>		<b>14</b>

<b>Fourth Semester</b>		
NRSRG 244	Adult Nursing II	3
NRSRG 245	Adult Nursing II Cl	2
NRSRG 254	Mental Health Concepts	3
NRSRG 255	Mental Health Concepts Cl	1
NRSRG 246	Hlth/III Illness Child/Fmly Nursng	2
NRSRG 247	Hlth/III Illness Child/Fam Nrs Cln	1
SOCI 101	Introduction to Sociology <sup>†</sup>	3
<b>Total</b>		<b>15</b>

<b>Fifth Semester</b>		
NRSRG 259	Adult Nursing III	3
NRSRG 260	Adult Nursing III Lab	1
NRSRG 261	Adult Nursing III Cl	2
NRSRG 266	Managing Client Care RN	2
NRSRG 267	Managing Client Care RN Cl	2
BIOM 250	Microbiology for Hlth Sciences <sup>†</sup>	3
BIOM 251	Microbiology Hlth Sciences Lab <sup>†</sup>	1
<b>Total</b>		<b>14</b>

†

Course can be taken in advance of being accepted into the core nursing program. Students may earn additional points in the competitive process by completing this course.

## Suggested Plan of Study

Code	Title	Credits
<b>Fall</b>		
NRSRG 320	Nursing Informatics	3
NRSRG 322	Health Promotion and Ed	3
NRSRG 325	Health Assessment	3
STAT 216	Introduction to Statistics	4
WRIT 321	Advanced Technical Writing	3

Total		16
Spring		
NRSRG 301	Nursing in the Community	5
NRSRG 302	Nursing in the Community CI	1
NRSRG 424	Nsg Research/Evidence-Based	3
NRSRG 326	Complex Healthcare Needs	3
PHL 326	Death, Dying & Medical Ethics	3
PSYX 230	Developmental Psychology	3
Total		18
Summer		
NRSRG 344	Family Nursing	3
NRSRG 463	Leader/Manage for the RN	5
NRSRG 464	Leader/Manage for the RN CI	1
NRSRG 361	Global Nursing	3
Humanities		3
Total		15

## Registered Nurse (RN) to Bachelor of Science in Nursing Degree Completion Program

### Offered Online

The Registered Nurse (RN) to Bachelor of Science in Nursing (BSN) Degree Completion program advances nurses' careers by preparing nurses for a range of practice environments, for administrative duties, and for graduate education. The online RN to BSN Degree Completion program allows nurses who have an associate of science degree in nursing and an unencumbered RN license to obtain the BSN in a minimum of three semesters. The program is designed to build upon the ASN's credentialed clinical education and practical experience to strengthen clinical reasoning and to provide a broad integrative understanding of the current healthcare system and apply that knowledge in relevant nursing practice settings, especially in community, public health, and administrative settings. The content and learning will be delivered in an online format with two practice-oriented clinicals in each student's own facility or community.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Understand theoretical nursing knowledge and apply advance nursing theory.
- Participate in quality improvement processes to provide high-quality, safe nursing care in coursework and virtual simulations and collaborate with inter-professionals.
- Incorporate professional communication and collaborative skills to make evidence-based decisions.
- Demonstrate ability to provide inclusive care and advocate for patients in a professional manner according to legal and ethical standards to provide relationship centered care.
- Demonstrate a strong commitment to the nursing profession that embraces the core values of excellence, caring, ethical practice, civility, accountability, and life-long learning.

## Required Courses

Code	Title	Credits
<b>Required Nursing Courses</b>		
NRSRG 301	Nursing in the Community	5

NRSRG 302	Nursing in the Community CI	1
NRSRG 320	Nursing Informatics	3
NRSRG 322	Health Promotion and Ed	3
NRSRG 325	Health Assessment	3
NRSRG 326	Complex Healthcare Needs	3
NRSRG 344	Family Nursing	3
NRSRG 361	Global Nursing	3
NRSRG 424	Nsg Research/Evidence-Based	3
NRSRG 463	Leader/Manage for the RN	5
NRSRG 464	Leader/Manage for the RN CI	1
Subtotal		33

### Other Required Courses

One course chosen from the Humanities category of Gen Ed, in consultation with an advisor.		
PHL 326	Death, Dying & Medical Ethics	3
PSYX 230	Developmental Psychology	3
STAT 216	Introduction to Statistics *	4
WRIT 321	Advanced Technical Writing	3
Subtotal		16

**Total Minimum Credits** 49

\*

May satisfy General Education requirements.

*Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.*

## Suggested Plan of Study

Code	Title	Credits
Fall		
NRSRG 320	Nursing Informatics	3
NRSRG 322	Health Promotion and Ed	3
NRSRG 325	Health Assessment	3
STAT 216	Introduction to Statistics	4
WRIT 321	Advanced Technical Writing	3
Total		16
Spring		
NRSRG 301	Nursing in the Community	5
NRSRG 302	Nursing in the Community CI	1
NRSRG 424	Nsg Research/Evidence-Based	3
NRSRG 326	Complex Healthcare Needs	3
PHL 326	Death, Dying & Medical Ethics	3
PSYX 230	Developmental Psychology	3
Total		18
Summer		
NRSRG 344	Family Nursing	3
NRSRG 463	Leader/Manage for the RN	5
NRSRG 464	Leader/Manage for the RN CI	1
NRSRG 361	Global Nursing	3
Humanities		3
Total		15

# The Department of Rehabilitation and Human Services

**Dr. Paula McMahon, Chairperson**

YSHB 114, (406) 896-5830

paula.mcmahon@msubillings.edu

## Advising Information

Students are encouraged to meet with their advisor each semester to confirm that their plan of study is accurate and complete. If necessary, changes and updates should be made in order to ensure that program requirements can be completed in a timely manner. Faculty advisors work with students to explore appropriate internships that will support the student's interests and career objectives.

Academic advising services for all students are provided through the Advising Center in McMullen Hall first floor west. Once students have declared their major, they will be assigned to a faculty member for advising. Advising files for all Rehabilitation and Related Services (AA), Human Services (BS) and Psychiatric Rehabilitation (BS) are maintained by the program. *Although advisors are available to assist students in designing their Plans of Study, students are ultimately responsible for planning and meeting degree requirements.*

- Human Services Bachelor of Science Degree (p. 133)
- Psychiatric Rehabilitation Bachelor of Science Degree \*Program placed on moratorium\* (p. 135)
- Rehabilitation and Related Services Associate of Arts Degree \*Program placed on moratorium\* (p. 137)



## Human Services Bachelor of Science Degree

Graduates of the B.S. in Human Services program have found employment in state agencies, community based rehabilitation and mental health centers, rehabilitation facilities, and public social service organizations. The B.S. in Human Services is a venerable program that has been preparing professionals for a wide range of positions in the fields of case management and social work related employment since the 1980's.

The program is one of the few that broadly focuses on the field of human services in Montana, which is closely related to the field of social work. However, students focus more specifically on concentrations that include serving populations in mental health, disability, and family systems.

Although this degree is meant to prepare most graduates for employment primarily as professionals capable of casework with a diverse population, in an effort to expand employment opportunities for graduates, a concentration in Substance Abuse Counseling was recently added. The addiction counseling emphasis adds addiction assessment and treatment classes to increase the student's knowledge of addiction and their eventual employability in the community.

### Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Assess and evaluate community resources related to human service delivery
- Apply ethical principles into the professional settings
- Integrate general counseling theory and techniques into practice

### Admission Requirements

All students desiring admission to the Human Services or Rehabilitation Programs are required to file an application for admission. The application must be completed during the semester following the completion of 40 semester hours of credit, or, in the case of a transfer student, during the first semester of residence after the student has attained sophomore level.

1. A minimum of 40 semester credits is to be completed prior to admission to the Human Services Program.
2. A minimum cumulative grade point average of 2.00 is required in all courses completed.
3. All applicants must complete the General Education category requirements at Montana State University Billings, or at another regionally accredited (p. 43) institution of higher education, earning a minimum grade point average of 2.00. Courses taken on a pass/no pass or credit/noncredit basis will not be accepted to fulfill the requirements. Students should consult with their academic advisor.
4. A minimum grade of B in HS 345
5. The application should be accompanied by a background check and a working copy of the student's transcript. The application should be submitted to the faculty advisor for review and approval and signed by the advisor.
6. No internship can be completed without prior acceptance to the HS or REHA programs.

Students not accepted are encouraged to apply for admission during the next application period. It is the responsibility of each student to ensure that a completed application is submitted by the deadline. It is suggested that applications be submitted at least three (3) weeks prior to the end of the semester during which application is made. If admission to the Human Services or Rehabilitation Programs is denied, the applicant may appeal the decision to the Rehabilitation & Human

Services Committee of the Department. The Department Chair serves as chair of the appeals committee.

### Required Courses

Code	Title	Credits
General Education Requirements (p. 56)		<b>31</b>
Students should consult with the Academic Advisor to determine if specific courses are necessary in order to satisfy the General Education requirements within this major.		
<b>Core Requirements</b>		
HS 201	Survey of Human Services	3
HS 335	Introduction to Counseling <sup>1</sup>	3
HS 345	Legal, Ethical, Prof Iss in HS <sup>1</sup>	3
HS 394	Professional Seminar I in HS	1
HS 395	Suprv Field Experience I HS	3
HS 481	Abuse, Neglect in Family <sup>1</sup>	3
HS 494A	Professional Seminar II in HS	1
HS 495A	Suprv Field Experience II HS	3
HTH 411	Alcohol, Tobacco, Drug Prevent <sup>1</sup>	3
REHA 201	Intro to Diversity in Counslng <sup>*1</sup>	3
REHA 216	Psycho-Soc Asp of Rehab/Addct <sup>1</sup>	3
REHA 301	Prncpls of Cnslng & Grp Theory <sup>1</sup>	3
REHA 406	Assmnt in HS and Addctn Prgrms <sup>1</sup>	3
REHA 425	Psych Rehab & Co-Occur Dsrds <sup>1</sup>	3
REHA 453	Case Mgmt & Comm Resources	3
PSYX 230	Developmental Psychology	3
3 credits of Restricted Electives selected with advisor approval		3
Subtotal		47
<b>Concentration (see below)</b>		<b>42</b>
<b>Total Minimum Credits</b>		<b>120</b>

\*

May satisfy General Education requirements.

1

Required course for Licensed Addiction Counselor (LAC) eligibility in the State of Montana.

### Human Services Concentration Areas

All students in the Human Services major will take the above Core Required classes.

Students then choose one of two concentration areas: Case Management or Addiction Studies.

#### Case Management Concentration

Code	Title	Credits
<b>Social Issues Across the Lifespan</b>		
Select six (6) courses from the following for a total of 18 credits		<b>18</b>
EDEC 310	Child in the Family	
EDEC 430	Soc/Emotional Dev in Yng Child	
NASX 205	Native Americans in Contmp Soc	
SOCI 201	Social Problems	
WGSS 274	Women, Culture & Society	
Any upper division (300- or 400-level) SOCI class		
Any upper division (300- or 400-level) NASX class		
<b>Mental Health Systems and Applied Psychology</b>		

Select any four (4) upper division (300- or 400-level) PSYX courses 12

**Restricted Electives**

Select electives in consultation with advisor from the following rubrics: NASX, PSYX, SOCI, EDEC, HTH, REHA, HS 12

**Total Minimum Credits** 42

**Addiction Studies Concentration**

<b>Code</b>	<b>Title</b>	<b>Credits</b>
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Students must take all classes with the 1 footnote below and in the Core Requirements above to be eligible for state licensure.

HS 385	Behavioral Pharmacology & HS <sup>1</sup>	3
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HS 483	Intro to Addiction Counseling <sup>1</sup>	3
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PSYX 340	Abnormal Psychology (or upper division PSYX courses) <sup>1</sup>	3
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REHA 494	Seminar/Workshop (REHA 494-800 - Gambling Assessment and Treatment) <sup>1</sup>	2
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REHA 499	Capstone Addctn Trtmnt P & D <sup>1</sup>	2
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SOCI 201	Social Problems (or upper division SOCI courses) <sup>1</sup>	3
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<b>Subtotal</b>		<b>16</b>
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**Restricted Electives <sup>2</sup>**

Select electives in consultation with advisor from the following rubrics: NASX, PSYX, SOCI, EDEC, HTH, REHA, HS 26

**Total Minimum Credits** 42

1

Required course for Licensed Addiction Counselor (LAC) eligibility in the State of Montana.

2

The purpose of these electives is to allow the student to tailor their counseling skills to their future work. This may mean taking courses relevant to a given population or a counseling specialty. Students are encouraged to speak with an advisor to determine which courses would best prepare them for their future work.

**Suggested Plan of Study**

Students should talk with their faculty advisors prior to registration for classes. It is a good practice to visit with the faculty advisor each semester. The following suggested schedule provides a general overview of courses and work that will enable the Human Services major to progress through the degree in an orderly and timely manner.

**Case Management Concentration**

<b>Code</b>	<b>Title</b>	<b>Credits</b>
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First Year

Fall		
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General Education		15
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<b>Total</b>		<b>15</b>
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Spring

General Education		16
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<b>Total</b>		<b>16</b>
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Second Year

Fall		
------	--	--

15 credits from the Core Requirements (except field experience or seminar).		15
---	--	----

Suggested courses:

HS 201	Survey of Human Services	
--------	--------------------------	--

HS 335	Introduction to Counseling	
--------	----------------------------	--

REHA 201	Intro to Diversity in Counslng	
----------	--------------------------------	--

REHA 301	Prncpls of Cnslng & Grp Theory	
----------	--------------------------------	--

REHA 425	Psych Rehab & Co-Occur Dsrds	
----------	------------------------------	--

<b>Total</b>		<b>15</b>
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Spring

15 credits from the Core Requirements (except field experience or seminar).		15
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Suggested courses:

HS 345	Legal, Ethical, Prof Iss in HS	
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EDEC 430	Soc/Emotional Dev in Yng Child	
----------	--------------------------------	--

WGSS 274	Women, Culture & Society	
----------	--------------------------	--

SOCI 201	Social Problems	
----------	-----------------	--

NASX 205	Native Americans in Contmp Soc	
----------	--------------------------------	--

<b>Total</b>		<b>15</b>
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Third Year

Fall		
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15 credits from the Core Requirements (except field experience or seminar).		15
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Suggested courses:

HS 481	Abuse, Neglect in Family	
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REHA 406	Assmnt in HS and Addctn Prgrms	
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REHA 453	Case Mgmt & Comm Resources	
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HTH 411	Alcohol, Tobacco, Drug Prevent	
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PSYX 230	Developmental Psychology	
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<b>Total</b>		<b>15</b>
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Spring

15 credits from the Core Requirements or Case Management Option (except field experience or seminar)		15
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Suggested courses:

REHA 216	Psycho-Soc Asp of Rehab/Addct	
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	Upper Division SOCI Course	
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	Upper Division NASX Course	
--	----------------------------	--

6 credits Upper Division PSYX Courses (must have 12 total) **OR** Elective Courses (must have 12 total)

<b>Total</b>		<b>15</b>
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Fourth Year

Fall		
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16 credits from Case Management Option plus Internship and Seminar		16
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EDEC 310	Child in the Family	
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9 credits Upper Division PSYX Courses (must have 12 total) <b>OR</b> Elective Courses (must have 12 total)		
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HS 394	Professional Seminar I in HS	
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HS 395	Suprv Field Experience I HS	
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<b>Total</b>		<b>16</b>
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Spring

13 credits from Case Management Option plus Internship and Seminar		13
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9 Upper Division PSYX Courses (must have 12 total) <b>OR</b> Elective Courses (must have 12 total)		
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HS 494A	Professional Seminar II in HS	
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HS 495A	Suprv Field Experience II HS	
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<b>Total</b>		<b>13</b>
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**Total Minimum Credits** 120

**Addiction Studies Concentration**

<b>Code</b>	<b>Title</b>	<b>Credits</b>
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First Year

Fall		
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General Education	15
<b>Total</b>	<b>15</b>
<b>Spring</b>	
General Education	16
<b>Total</b>	<b>16</b>
<b>Second Year</b>	
<b>Fall</b>	
15 credits from the Core Requirements (except field experience or seminar)	15
HS 201      Survey of Human Services	
HS 335      Introduction to Counseling	
REHA 201    Intro to Diversity in Counseling	
REHA 301    Prncpls of Cnslng & Grp Theory	
REHA 425    Psych Rehab & Co-Occur Dsrds	
<b>Total</b>	<b>15</b>
<b>Spring</b>	
15 credits from the Core Requirements or Addiction Studies Option (except field experience or seminar)	15
HS 345      Legal, Ethical, Prof Iss in HS	
HS 483      Intro to Addiction Counseling	
SOCI 201    Social Problems	
HS 385      Behavioral Pharmacology & HS	
PSYX 230    Developmental Psychology	
<b>Total</b>	<b>15</b>
<b>Third Year</b>	
<b>Fall</b>	
16 credits from the Core Requirements or Addiction Studies Option (except field experience or seminar)	16
HS 481      Abuse, Neglect in Family	
HTH 411     Alcohol, Tobacco, Drug Prevent	
REHA 406    Assmnt in HS and Addctn Prgrms	
REHA 453    Case Mgmt & Comm Resources	
REHA 494    Seminar/Workshop	
REHA 499    Capstone Addctn Trtmnt P & D	
<b>Total ‡</b>	<b>16</b>
<b>Spring</b>	
16 credits from the Core Requirements or Addiction Studies Option (except field experience or seminar)	16
PSYX 340    Abnormal Psychology (Or Upper Division PSYX Courses)	
REHA 216    Psycho-Soc Asp of Rehab/Addct	
10 credits from Addiction Studies Option	
6 credits from Addiction Studies Option Electives	
<b>Total</b>	<b>16</b>
<b>Fourth Year</b>	
<b>Fall</b>	
11 credits from Addiction Studies Option Electives	11
HS 394      Professional Seminar I in HS	1
HS 395      Suprv Field Experience I HS	3
<b>Total</b>	<b>15</b>
<b>Spring</b>	
8 credits from Addiction Studies Option Electives	8
HS 494A     Professional Seminar II in HS	1
HS 495A     Suprv Field Experience II HS	3

<b>Total</b>	<b>12</b>
<b>Total Minimum Credits</b>	<b>120</b>

‡

At this point in the program, students are eligible to apply for Licensed Addiction Counselor (LAC) candidate licensure in the State of Montana. The courses include core requirements of the Human Services program and the Addiction Studies Concentration, i.e., HS 385, HTH 411, REHA 499, HS 483, HS 335, REHA 301, HS 345, REHA 406, REHA 494-800, REHA 425, HS 481, REHA 216, and REHA 201. These are the courses that fulfill the **educational requirements** for the LAC in the State of Montana. Students will not be independently licensed until the state requirements of supervised practice hours are completed.

## Psychiatric Rehabilitation Bachelor of Science Degree \*Program placed on moratorium\*

The B.S. in Psychiatric Rehabilitation is a unique degree in Montana. This degree prepares graduates for employment in the field of mental health. Additionally, in an effort to expand employment opportunities for graduates, the core content has been changed to an emphasis in Addiction Counseling. Employment opportunities with this degree include: Addiction Counselor, Case Manager, Youth Counselor, Job Service Counselor, Employment Specialist, Mental Health Group Home Manager and Job Coach. Employers in the community include CORE Enterprises, Rimrock Foundation, Mental Health Center, HRDC and Women's Prison, Yellowstone Boys and Girls Ranch and Passages.

The rehabilitation curriculum is also focused on preparing professionals for employment in rehabilitation settings. Graduates have found employment in state and private rehabilitation offices, supported employment programs, Veterans Administration, and community-based vocational programs.

This program includes an emphasis in addiction counseling. Those seeking to meet the academic requirements to become a Licensed Addiction Counselor (LAC) can do so through this program. Students should be aware that licensure is controlled by the Montana Department of Labor and Industry, not the College of Health Professions and Science. Students who wish to pursue licensure should use the coursework listed below and consult with the academic requirements established by the Montana Department of Labor and Industry.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Assess and evaluate community resources related to human service delivery
- Apply ethical principles into the professional settings
- Integrate general counseling theory and techniques into practice

## Admission Requirements

All students desiring admission to the Human Services or Rehabilitation Programs are required to file an application for admission. The application must be completed during the semester following the completion of 40 semester hours of credit, or, in the case of a transfer student, during the first semester of residence after the student has attained sophomore level.

1. A minimum of 40 semester credits is to be completed prior to admission to the Human Services Program.
2. A minimum cumulative grade point average of 2.00 is required in all courses completed.
3. All applicants must complete the General Education category requirements at Montana State University Billings, or at another regionally accredited (p. 43)

institution of higher education, earning a minimum grade point average of 2.00. Courses taken on a pass/no pass or credit/noncredit basis will not be accepted to fulfill the requirements. Students should consult with their academic advisor.

4. A minimum grade of B in HS 345
5. The application should be accompanied by a background check and a working copy of the student's transcript. The application should be submitted to the faculty advisor for review and approval and signed by the advisor.
6. No internship can be completed without prior acceptance to the HS or REHA programs.

Students not accepted are encouraged to apply for admission during the next application period. It is the responsibility of each student to ensure that a completed application is submitted by the deadline. It is suggested that applications be submitted at least three (3) weeks prior to the end of the semester during which application is made. If admission to the Human Services or Rehabilitation Programs is denied, the applicant may appeal the decision to the Rehabilitation & Human Services Committee of the Department. The Department Chair serves as chair of the appeals committee.

## Required Courses

Code	Title	Credits
General Education Requirements (p. 56)		<b>31</b>
Students should consult with their advisors to determine if specific courses are necessary in order to satisfy the General Education requirements within this major.		

### Core Requirements

HS 345	Legal, Ethical, Prof Iss in HS	3
REHA 201	Intro to Diversity in Counslng *	3
REHA 301	Prncpls of Cnslng & Grp Theory	3
REHA 406	Assmnt in HS and Addctn Prgrms	3
REHA 498	Internship/Cooperative Educ	5
REHA 494	Seminar/Workshop	1
<b>Subtotal</b>		<b>18</b>

### Rehabilitation-Addiction Counseling Emphasis

HS 335	Introduction to Counseling	3
HS 385	Behavioral Pharmacology & HS	3
HS 483	Intro to Addiction Counseling	3
HTH 411	Alcohol, Tobacco, Drug Prevent	3
REHA 425	Psych Rehab & Co-Occur Dsrds	3
REHA 499	Capstone Addctn Trtmt P & D	2
<b>Subtotal</b>		<b>17</b>

### Restricted Electives

Select a minimum of 12 credits from the following. At least one course from each of the areas must be selected in consultation with an advisor.

#### Rehabilitation

REHA 216	Psycho-Soc Asp of Rehab/Addct	
REHA 418	Coun for Loss & Bereavement	
REHA 453	Case Mgmt & Comm Resources	
REHA 498	Internship/Cooperative Educ	

#### Psychology

PSYX 333	Psychology of Aging	
PSYX 340	Abnormal Psychology	
PSYX 370 & PSYX 371	Psychology of Learning and Psychology of Learning Lab	

#### Sociology

SOCI 344	Soc of Race and Ethnicity	
SOCI 380	Soc of Health and Medicine	
SOCI 382/PSYX 360	Soc Psych and Social Structure	
WGSS 274	Women, Culture & Society *	
<b>Minor <sup>1</sup></b>		<b>32-42</b>
<b>Restricted electives selected with advisor approval</b>		<b>6</b>
<b>Unrestricted electives</b>		<b>6-16</b>
<b>Total Minimum Credits</b>		<b>120</b>

\* May satisfy General Education requirements.

1

The minor is to be selected from the following areas in consultation with the faculty advisor:

- Business Administration
- Communication and Theatre
- Health and Physical Education
- Native American Studies
- Outdoor Adventure Leadership
- Psychology
- Sociology
- Spanish

*Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.*

## Suggested Plan of Study

This sample schedule is a suggested plan for students completing the four-year Bachelor of Science in Psychiatric Rehabilitation degree program. Due to course schedule changes and staffing assignments, students may not be able to follow the plan exactly. Students should consult with their advisors to plan classes before registering each semester.

Code	Title	Credits
<b>First Year</b>		
<b>Fall</b>		
WRIT 101	College Writing I	3
General Education Math		3
General Education		6
Restricted Electives		3
<b>Total</b>		<b>15</b>
<b>Spring</b>		
General Education		9
Restricted Electives		3
Minor		3
<b>Total</b>		<b>15</b>
<b>Second Year</b>		
<b>Fall</b>		
REHA 201	Intro to Diversity in Counslng	3
General Education		6
Minor/Restricted Electives		6
<b>Total</b>		<b>15</b>
<b>Spring</b>		
WRIT 201	College Writing II	3

REHA 301	Prncpls of Cnslng & Grp Theory	3
General Education		3
General Education w/Lab		4
Minor/Restricted Electives		3
Total		16
Third Year		
Fall		
REHA 406	Assmnt in HS and Addctn Prgrms	3
Minor/Restricted Electives		6
Electives		6
Total		15
Spring		
HS 345	Legal, Ethical, Prof Iss in HS	3
HS 483	Intro to Addiction Counseling	3
REHA 498	Internship/Cooperative Educ (Community)	5
REHA 494	Seminar/Workshop	1
Minor/Restricted Electives		3
Total		15
Fourth Year		
Fall		
REHA 499	Capstone Addctn Trtmnt P & D	2
HS 385	Behavioral Pharmacology & HS	3
REHA 425	Psych Rehab & Co-Occur Dsrds	3
Minor/Restricted Electives		6
Total		14
Spring		
Minor/Restricted Electives		3
Electives		6
HTH 411	Alcohol, Tobacco, Drug Prevent	3
HS 335	Introduction to Counseling	3
Total		15

## Rehabilitation and Related Services Associate of Arts Degree \*Program placed on moratorium\*

This is a paraprofessional training program leading to an Associate of Arts Degree and preparing graduates for entry-level employment in rehabilitation and related settings. The focus of this paraprofessional degree is on chemical dependency education. However, it does not meet all of the educational requirements to become a licensed addiction counselor (LAC).

### Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Assess and evaluate the application of addictions treatment services
- Integrate general addiction counseling theory and techniques into practice
- Demonstrate continuing professional development. Coursework may be used in preparation for becoming a Licensed Addictions Counselor (LAC).

This program includes an emphasis in Addiction Counseling.

## Required Courses

Code	Title	Credits
General Education Requirements (p. 56)		31
Students should consult with their advisors to determine if specific courses are necessary in order to satisfy the General Education requirements within this major.		
HS 345	Legal, Ethical, Prof Iss in HS	3
HS 385	Behavioral Pharmacology & HS	3
HTH 411	Alcohol, Tobacco, Drug Prevent	3
REHA 201	Intro to Diversity in Counslng *	3
REHA 301	Prncpls of Cnslng & Grp Theory	3
REHA 406	Assmnt in HS and Addctn Prgrms	3
REHA 453	Case Mgmt & Comm Resources	3
REHA 499	Capstone Addctn Trtmnt P & D	2
Subtotal		23
<b>Restricted electives selected with advisor approval</b>		<b>6</b>
<b>Total Minimum Credits</b>		<b>60</b>

\*

May satisfy General Education requirements.

# The College of Liberal Arts and Social Sciences

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The liberal arts and social sciences are the core of a complete college education, stimulating our spirit, deepening our understanding, and broadening our horizons.

They cultivate clear and imaginative thinking, effective communication, critical evaluation of ideas, and effective adaptation of knowledge. Students experienced in liberal arts and social sciences become informed, inquiring, critical, and concerned, while building strong foundations for future career opportunities.

In all of its programs, Montana State University Billings places great emphasis upon the liberal arts and social sciences as the foundation of each student's General Education. Upper-division courses in those areas also fill an important role in the education of students across campus.

## Academic Advising

All new, transfer, and re-admitted students are encouraged to visit the Advising Center on McMullen Hall first floor west to meet with an academic advisor. New students will receive information regarding General Education requirements and plan of study worksheets related to their major and minor programs. Transfer and readmitted students will work with an advisor to complete a transcript evaluation and to develop a plan of study. After the initial contact with the Advising Center, students who have declared a specific major will be assigned a faculty advisor in their major department.

General Studies majors will work with the Advising Center until a specific academic program has been selected and a plan of study has been developed.

## Mission Statement

The mission of the College of Liberal Arts and Social Sciences is to serve the educational needs of the people of Montana through:

- a General Education program providing a foundation of liberal education to all students;
- selected undergraduate degree programs in the arts, humanities, sciences, and social sciences;
- selected pre-professional programs; and
- various graduate, continuing education, and non-conventional learning opportunities consistent with the mission of the University.

The College seeks to provide knowledge and cultivate skills to help students select realistic future directions for study and/or employment. With its inherent diversity, the College serves as an intellectual and cultural resource for University students, faculty, and staff; for community members; and for the region.

## Career Areas

The liberal arts and social sciences provide the basic background which is essential for careers in many areas. Some examples are listed below:

- Business Manager
- Creative Director
- Data Analyst
- Communication Specialist
- Environmental Assessment Specialist
- Forestry Worker

- Gallery or Museum Director
- GIS Analyst
- Government Professional
- Historian
- Landscape Architect
- Lawyer
- Librarian
- Licensed Counselor
- Media Manager
- Nonprofit Professional
- Park Ranger
- Photographer
- Production Engineer
- Psychologist
- Range Land Manager
- Recording and Live Sound Engineer
- Social Media Analyst
- Social Worker
- Teacher
- Videographer
- Writer or Editor

The baccalaureate degree is sufficient preparation to begin a career in many such areas. For others, graduate or professional training after the baccalaureate degree is necessary. Montana State University Billings does not offer baccalaureate degrees in all of these areas, but information concerning career opportunities in specific areas and the kinds of college degrees and specializations that employers look for in a student's preparation for a career is available through academic departments and the Office of Career Services.

## Facilities and Highlights

### Northcutt Steele Gallery

The Northcutt-Steele Gallery, Student Gallery, and Outer Gallery are located on the first floor of the Liberal Arts Building. The Department of Art sponsors solo and group exhibitions featuring international, national and regional artists. In addition, student art is exhibited throughout the year in graduating senior exhibitions, end-of-semester shows, and ad hoc shows organized by various student groups.

Presenting both established and emerging artists in a mix of traditional and experimental form, media and subject matter, these exhibits are offered for the benefit of both on and off-campus audiences. In effect, the exhibits provide everyday access to art—a bridge linking students, the community, and the professional art world.

Exhibits are often accompanied by related events including gallery talks, slide lectures, workshops and receptions. All the exhibits and the majority of related events are free and open to the public.

### Music

Each year, the Department of Music hosts regular concerts featuring student and faculty performing in all genres and original compositions and arrangements. Both seasonal concerts and student recitals take place in Cisel Recital Hall, a 219-seat recital hall with excellent acoustics and the technology to enable recordings to be made of performances.

Each February, the Department hosts the MSUB Jazz Festival, where students and professionals perform for a full house in Petro Theater. This event features nationally-



known guest artists and regional musicians. Student performing groups from across Montana and Wyoming travel to Billings for this event.

## A

- Applied Psychology Program of Study Associate of Arts Degree \*Program placed on moratorium\* (p. 192)
- Art Bachelor of Arts Degree (p. 143)
- Art Bachelor of Fine Arts Degree (p. 144)
- Art Education Bachelor of Arts Degree (K-12) (p. 145)
- Art Minor (p. 147)
- Art Teaching Minor (K-12) \*Program placed on moratorium\* (p. 147)

## C

- Commercial Music Option Bachelor of Arts Degree (p. 181)
- Communication Arts Media Studies Option Bachelor of Arts Degree (p. 150)
- Communication Arts Minor (p. 151)
- Communication Arts Organizational Communication Option Bachelor of Arts Degree (p. 151)
- Communication Arts Organizational Communication Option Minor \*Program placed on moratorium\* (p. 153)
- Computer Science Minor \*Program placed on moratorium\* (p. 174)
- Criminal Justice Bachelor of Science Degree (p. 198)
- Criminal Justice Minor (p. 199)

## E

- English Bachelor of Arts Degree (p. 157)
- English Minor (p. 158)
- English Teaching Licensure Option Bachelor of Arts Degree (p. 158)
- Environmental Studies Bachelor of Arts Degree (p. 200)
- Environmental Studies Minor \*Program placed on moratorium\* (p. 202)

## G

- Geography Minor \*Program placed on moratorium\* (p. 202)

## H

- History Bachelor of Arts Degree (p. 168)
- History Minor (p. 169)
- History Teaching Licensure Option Bachelor of Arts Degree (p. 169)
- History Teaching Minor (p. 171)

## I

- International Studies Minor \*Program placed on moratorium\* (p. 161)

## M

- Mathematics Bachelor of Science Degree \*Program placed on moratorium\* (p. 174)
- Mathematics Minor \*Program placed on moratorium\* (p. 175)
- Mathematics Teaching Licensure Option Single Subject Endorsement Bachelor of Science Degree (p. 175)
- Mathematics Teaching Minor (p. 177)
- Music Bachelor of Arts Degree \*Program placed on moratorium\* (p. 183)
- Music Minor \*Program placed on moratorium\* (p. 184)

- Music Performance Option Bachelor of Arts Degree (p. 185)
- Music Teaching Licensure Option Bachelor of Arts Degree (p. 187)

## N

- Native American Studies Minor (p. 202)

## P

- Philosophy Minor \*Program placed on moratorium\* (p. 161)
- Philosophy Religious Studies Option Minor \*Program placed on moratorium\* (p. 162)
- Political Science Bachelor of Science Degree (p. 203)
- Political Science Minor (p. 204)
- Political Science Teaching Minor (p. 204)
- Psychology Bachelor of Arts Degree (p. 192)
- Psychology Bachelor of Science Degree (p. 193)
- Psychology Minor (p. 195)
- Psychology Teaching Minor \*Program placed on moratorium\* (p. 195)
- Public Relations Bachelor of Science Degree (p. 153)

## S

- Social Science (Broadfield) Endorsement Licensure (p. 205)
- Sociology Bachelor of Arts Degree \*Program placed on moratorium\* (p. 205)
- Sociology Bachelor of Science Degree (p. 206)
- Sociology Minor (p. 208)
- Sociology Teaching Minor \*Program placed on moratorium\* (p. 209)
- Spanish (K-12) Teaching Minor \*Program placed on moratorium\* (p. 162)
- Spanish Bachelor of Arts Degree \*Program placed on moratorium\* (p. 163)
- Spanish Minor (p. 164)
- Spanish Teaching Licensure Option Bachelor of Arts Degree \*Program placed on moratorium\* (p. 164)
- Statistics Minor \*Program placed on moratorium\* (p. 178)

## W

- Women's Studies Minor (p. 172)

## Requirements for Bachelor of Arts and Bachelor of Science Degrees

Candidates for the Bachelor of Arts and the Bachelor of Science degree are subject to all of the general academic regulations set forth in this General Bulletin. The following is a summary of degree requirements:

### 1. General Education – 31 credits

A complete listing of General Education requirements is included in the Academic Affairs section (p. 56). Note: Students seeking a Bachelor's degree at Montana State University Billings must take WRIT 101 and an advanced writing class. Advanced writing classes for the College of Liberal Arts and Social Sciences vary. Students should consult with their advisors.

### 2. Degree Requirements in Language

#### Definition of "Language"

Any spoken or written language (excluding sign and computer languages) for which a measuring instrument is available or for which a valid measuring technique can be devised may be used to meet the proficiency requirement.

Proficiency, advanced placement, and equivalency credit are determined by the Department of English, Philosophy and Modern Languages. (In the case of American Indian Languages, the evaluation is done in conjunction with the

appropriate faculty in the Department of Social Sciences and Cultural Studies.) Language credits used for fulfillment of the degree requirement may also apply toward an appropriate language major or minor offered by the University.

**a. B.A. Degree Language Requirement**

In Bachelor of Arts degrees requiring foreign language, the language requirement is satisfied by demonstrating proficiency in a language other than English equivalent to satisfactory completion of second-year college-level work in that language or languages courses number 101-102 and 201-202 in the same language (maximum of 14 credits). Language requirements may be different for some B.A. degrees and are described in the section with the degree. Language requirements are different for different degrees and are described in the section with the degree.

**b. B.S. Degree Language Requirement**

The language requirement for the Bachelor of Science degree is satisfied by demonstrating proficiency in a language other than English equivalent to satisfactory completion of first-year college-level work in that language or language courses numbered 101-102 in the same language (maximum of 8 credits).

**3. Degree Requirements in Mathematics**

The mathematics requirement for the Bachelor of Science degree is satisfied in one of two ways:

- a. Taking two (2) approved mathematical sciences courses (Mathematics, Statistics, or Computer Science) in addition to the course taken to satisfy the General Education requirement in Mathematics.
- b. Taking M 171\* to satisfy the General Education requirement in Mathematics, and completing one (1) additional approved mathematical sciences course (M 172 is recommended).  
Students should consult their major department to determine the mathematical sciences courses recommended for their major.

**4. Majors and Minors**

- a. An academic major is required for graduation. Majors as listed in the disciplines consist of 30 or more credits.
- b. An academic minor is required in many departments. Minors as listed in the disciplines consist of 20 or more credits.
- c. In lieu of the major-minor combination, some disciplines offer extended majors. Extended majors consist of 40 or more credits, and with this type of major a minor is not required.

**5. Electives**

In addition to the above requirements, elective courses are necessary to make a total minimum of 120 semester credits for the degree or, in the case of the major with a teaching licensure option 128 credits. At least 36 semester credits must be in upper division courses (numbered 300 or above), and at least 12 semester credits of these upper division credits must be in the subject major program.

\*

May satisfy General Education requirements.

# The Department of Art

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## Mission of the Department

The mission of the Department of Art at Montana State University Billings is to educate students in the understanding, production, and analysis of visual art and culture. This educational process includes the development of technical, conceptual and art historical awareness; the development or furtherance of visual and tactile insight; the development of appropriate verbal and written skills; and the fostering of professional attitudes and goals. The curriculum is designed to prepare students to face the challenges and diverse career opportunities that exist within the discipline and to give students the knowledge, practical skills, and maturity of critical thinking that is necessary to embark on study at higher levels.

This mission is accomplished through classes in various studio media, in art history, theory, and criticism, and in professional practices; through individual advisement and assistance from a concerned faculty; through exhibitions in the Northcutt Steele Gallery, the Yellowstone Art Museum, and other museums and galleries in the area; through the activities of the Art Students League, Northcutt Steele Gallery Student Association, Et Vasa Ordinem (Potters' Guild), and the National Art Education Association Student Chapter; through visiting artist programs; through internships; and through career advisement.

Coursework in art history, ceramics, drawing, new media, painting, photography, printmaking, and sculpture lead to a Bachelor of Arts (BA) degree in Art or a Bachelor of Fine Arts (BFA) degree in Art.

The BA in Art is a liberal arts degree that focuses on art in the context of a broad program of general studies. Students may choose a track in studio art or art history with the option to complete a minor in another academic discipline.

The BA in Art Education is designed for the student seeking licensure (K-12) in the extended major teaching field of art.

The BFA in Art is considered the professional undergraduate degree in studio art and is designed to provide students with a thorough grounding in fundamental principles and techniques with opportunities for emphasis in one or more specific studio art areas. Students may also obtain teaching licensure with a BFA, but the coursework extends beyond the minimum credits required for the BA in Art Education.

Students planning to pursue a graduate degree in Art Therapy are advised to complete the BA in Art degree with a track in studio art and a minor in Psychology.

## Learning Outcomes

Students in all art major and minor programs will:

- Demonstrate knowledge of formal elements and principles, artistic genres, stylistic categories, materials and techniques and contextual factors.
- Exhibit proficiency with a range of media in creating two- and three-dimensional artworks.
- Demonstrate research, analysis, and organizational abilities in relation to artworks.
- Articulate art concepts in appropriate oral and written professional presentations.

## Career Opportunities

Many careers require the expressive, communicative, and imaginative skills of individuals educated in the visual arts. According to various reports, career

possibilities in the visual arts are more diversified now than ever before. Whether designing one's own art career or following an already existing path, exciting opportunities exist for artists and art educators. Basic preparation for professional studio artist and art teacher careers can be supplemented with consideration of the following: positions in a museum, gallery or center as director, manager, curator, conservator; art historian; art librarian; illustrator; designer; architect; therapist; personnel connected to public and private art granting and government agencies, among many others.

## Accreditation

The Department of Art is accredited by NASAD (National Association of Schools of Art and Design).

## Auditing Courses

Studio classes, including Practicum and Workshop classes as designated in the General Bulletin, **may not** be audited. Art History and Seminar classes may be audited with instructor permission and following University policies.

## Advising Information

Students are required to meet with their advisor each semester to confirm that their plan of study is accurate and complete. If necessary, changes and updates should be made in order to ensure that program requirements can be completed in a timely manner. Faculty advisors work with students to explore appropriate internships, cooperative education placements and/or experiential learning opportunities which will enhance the student's academic program. In addition, advisors provide assistance in selecting elective courses which support the student's interests, career plans and plan of study.

Academic advising services for all freshmen Liberal Arts and Social Sciences majors are provided through the Advising Center on McMullen Hall first floor west. Upon declaring a specific major, Liberal Arts and Social Science majors will be assigned to a faculty advisor in their department for upper division advising. Advising files for all upper-division students are maintained in the departmental office of the program in which the student is majoring. Although advisors are available to assist students in designing their Plans of Study, students are ultimately responsible for meeting degree requirements.

**A grade of "C" or higher is mandatory in all Art classes satisfying major and minor requirements.**

## Location of the Art Facilities

The Department of Art is housed in various campus locations. The Liberal Arts Building houses the main Art office, Visual Resource Center, the Northcutt Steele Gallery, and the Project Galleries. Studios for drawing, design, digital photography, darkroom photography, new media, painting and printmaking are in the same location. Art history courses meet in various buildings with multimedia classrooms. Studio spaces for ceramics and sculpture are in the Art Annex. Art Education classes meet in the College of Education building.

## Gallery Complex

The Department of Art coordinates everyday access to the Northcutt Steele Gallery located in the Liberal Arts Building. The gallery features a variety of exhibitions including the annual art faculty exhibition, juried student exhibition, and individual artist exhibitions of national, regional, and area significance. The Project Galleries are primarily dedicated to exhibitions of student work. Four other art collections are maintained and shown at various times: Permanent Art Collection, Opal Leonard Collection of Chinese and Japanese Art, Andy Warhol Photographic Collection, and the Helen and Paul Covert Collection of Fine Art.

## Explanation of Credits in Art

The Department of Art offers two types of classes:

1. classes which meet one hour per week for each earned credit hour referred to as "Lecture" (Lec), and
2. classes which are a combination of studio, recitation and discussion referred to as "Studio" (Stu).

"Studio" classes meet one hour per week for each credit hour designated as recitation/discussion (Rct) and two hours per week for each credit hour designated as Studio (Stu). Students should plan to study on their own for an additional two hours for each credit earned. The designation of a course as lecture (Lec), recitation/discussion (Rct) or studio (Stu) can be found in Course Terms and Definitions.

## Studio Use

Unscheduled studio classrooms are available for art student use during the day. Students should avail themselves of the open studios at these times. In addition, an adopted "After Hours Studio Use Policy" is posted in each classroom for other hours.

- Art Bachelor of Arts Degree (p. 143)
- Art Bachelor of Fine Arts Degree (p. 144)
- Art Education Bachelor of Arts Degree (K-12) (p. 145)
  
- Art Minor (p. 147)
- Art Teaching Minor (K-12) \*Program placed on moratorium\* (p. 147)

# Art Bachelor of Arts Degree

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Demonstrate knowledge of formal elements and principles, artistic genres, stylistic categories, materials and techniques and contextual factors.
- Exhibit proficiency with a range of media in creating two- and three-dimensional artworks.
- Demonstrate research, analysis, and organizational abilities in relation to artworks.
- Articulate art concepts in appropriate oral and written professional presentations.

## Required Courses

Code	Title	Credits
General Education Requirements (p. 56)		31
Students should consult with their advisors to determine if specific courses in General Education also satisfy requirements in this major.		
<b>NOTE:</b> A grade of "C" or higher is mandatory in all Art courses satisfying major and minor requirements.		
<b>Writing Requirement</b>		
ARTH 252	Visual Theory & Criticism	3
Subtotal		3
<b>Required Art Courses</b>		
ARTH 150	Introduction to Art History *	3
ARTZ 104	Studio Safety	1
ARTZ 105	Visual Language-Drawing *	3
ARTZ 106	Visual Language-2-D Fndtns *	3
ARTZ 108	Visual Language-3-D Fndtns *	3
ARTZ 409	Advncd Professional Practices	1
ARTZ 499	Senior Project/Capstone	1
Subtotal		15
<b>Studio Art Requirements</b>		
Select one course from each of the following three areas:		12
<i>Area One</i>		
ARTZ 258	New Media I	
ARTZ 271	Printmaking I	
ARTZ 284	Photo I-Techniques & Processes	
<i>Area Two</i>		
ARTZ 211	Drawing I	
ARTZ 221	Painting I	
<i>Area Three</i>		
ARTZ 231	Ceramics I	
ARTZ 251	Sculpture I	
Subtotal		12
<b>Art History Requirement</b>		
Select one course from each of the following two areas:		6
<i>Area One</i>		
ARTH 321	Renaissance & Baroque Art	
ARTH 342	Modern Art	
<i>Area Two</i>		
ARTH 436	The History of Women in Art	

ARTH 439	American Indian Art	
ARTH 451	Contemporary Art	
ARTH 452	History of Time-Based Arts	
ARTH 455	Art & the Environment	
ARTH 494	Seminar/Workshop	
Subtotal		6

### Restricted Electives

300- and 400-level courses in Studio Art, Art History, or a combination of Studio Art and Art History

### Optional Minor

This degree qualifies as an extended major because it requires at least 40 credits in art. Therefore, a minor in another discipline is optional.

### Electives

The total number of elective credits will be determined by the number of course a student elects to take which fulfill both the General Education requirements and the major requirements. Electives should be chosen in consultation with an academic advisor. Students interested in pursuing Studio Art careers strongly encouraged to take at least 8 cr. of foreign language. Students wishing to pursue careers in Art History strongly encouraged to take 14 cr. of foreign language.

**Total Minimum Credits** 120

\*

May satisfy General Education requirements.

**NOTE:** There is a lab fee for most studio classes, payable at registration.

*Certain courses in this program have prerequisites; others are offered only in alternate years. Students should check course descriptions for required prerequisites.*

## Suggested Plan of Study

This sample schedule is a suggested plan for students to follow in completing the Bachelor of Arts Major in Art. Students may not be able to follow the plan exactly. Students must consult with their advisors to plan classes before registering each term.

Code	Title	Credits
<b>First Year</b>		
<b>Fall</b>		
ARTZ 106	Visual Language-2-D Fndtns	3
ARTH 150	Introduction to Art History	3
WRIT 101	College Writing I	3
General Education		6
Total		15
<b>Spring</b>		
ARTZ 108	Visual Language-3-D Fndtns	3
ARTZ 104	Studio Safety	1
ARTZ 105	Visual Language-Drawing	3
General Education		9
Total		16
<b>Second Year</b>		
<b>Fall</b>		
200-level Studio Art		8
ARTH 252	Visual Theory & Criticism	3
General Education		3
Electives/Minor		3-4
Recommend Foreign Language		

Total	17-18
Spring	
200-level Studio Art	4
Electives/Minor	3-4
Recommend Foreign Language	
General Education	7
Total	14-15
Third Year	
Fall	
Restricted Electives (300- or 400-level Studio Art or Art History)	4
Recommend 300-level Art History	
Electives/Minor	6
Recommend Foreign Language for Art History track	
Total	10
Spring	
Restricted Electives (300- or 400-level Studio Art or Art History)	6-8
Recommend 300-level Art History	
Minor/Electives	8-9
Recommend Foreign Language for Art History track	
Total	14-17
Fourth Year	
Fall	
ARTZ 409 Advncd Professional Practices	1
Restricted Electives (300- or 400-level Studio Art or Art History)	3-4
Minor/Electives	9
Total	13-14
Spring	
ARTZ 499 Senior Project/Capstone	1
400-level Art History	3
Minor/Electives	9
Total	13

## Art Bachelor of Fine Arts Degree Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Demonstrate knowledge of formal elements and principles, artistic genres, stylistic categories, materials and techniques and contextual factors.
- Exhibit proficiency with a range of media in creating two- and three-dimensional artworks.
- Demonstrate research, analysis, and organizational abilities in relation to artworks.
- Articulate art concepts in appropriate oral and written professional presentations.

## Required Courses

Code	Title	Credits
	General Education Requirements (p. 56)	31

Students should consult with their advisors to determine if specific courses in General Education also satisfy requirements in this major.

**NOTE:** A grade of "C" or higher is mandatory in all Art courses satisfying major and minor requirements

### Admittance to Degree Candidacy

All students initially enter as Bachelor of Arts (B.A.) candidates. Students interested in earning the Bachelor of Fine Arts Degree (B.F.A.) must apply for candidacy and undergo a portfolio and transcript review no later than the end of the first half of the degree program. Students not admitted to the B.F.A. program in their first application may continue as B.A. candidates or may reapply to the B.F.A. program the following semester

Required Art Courses		
ARTH 150	Introduction to Art History *	3
ARTH 252	Visual Theory & Criticism	3
ARTH 321	Renaissance & Baroque Art	3
ARTH 342	Modern Art	3
ARTH 451	Contemporary Art	3
ARTZ 104	Studio Safety	1
ARTZ 105	Visual Language-Drawing *	3
ARTZ 106	Visual Language-2-D Fndtns *	3
ARTZ 108	Visual Language-3-D Fndtns *	3
ARTZ 211	Drawing I	4
ARTZ 221	Painting I	4
ARTZ 231	Ceramics I	4
ARTZ 251	Sculpture I	4
ARTZ 258	New Media I	4
ARTZ 271	Printmaking I	4
ARTZ 284	Photo I-Techniques & Processes	4
ARTZ 406	Gallery Professional Practices	3
ARTZ 409	Advncd Professional Practices	1
ARTZ 499	Senior Project/Capstone	1
Subtotal		58

Restricted Art Electives		
Select one of the following:		3
ARTH 436	The History of Women in Art	
ARTH 439	American Indian Art	
ARTH 452	History of Time-Based Arts	
ARTH 455	Art & the Environment	
ARTH 494	Seminar/Workshop	

Upper Division Studio Art		
Select 24 hours of upper division studio art credits (Ceramics, Drawing and Painting, New Media and Photography, or Sculpture) in consultation with an advisor.		24
<b>Electives</b>		<b>4</b>
<b>Total Minimum Credits</b>		<b>120</b>

\*

May satisfy General Education requirements.

**NOTE:** ARTH 150, ARTZ 105, ARTZ 106, and ARTZ 108 double count in General Education and the major, so the elective credits may vary to total 120.

There is a lab fee for most studio classes, payable at registration.

*Certain courses in this program have prerequisites; others are offered only in alternate years. Students should check course descriptions for required prerequisites.*

## Suggested Plan of Study

This sample schedule is a suggested plan for students to follow in completing the Bachelor of Arts Major in Art. Students may not be able to follow the plan exactly.



Students must consult with their advisors to plan classes before registering each term.

Code	Title	Credits
<b>First Year</b>		
<b>Fall</b>		
ARTZ 106	Visual Language-2-D Fndtns	3
ARTZ 105	Visual Language-Drawing	3
WRIT 101	College Writing I	3
General Education		6
<b>Total</b>		<b>15</b>
<b>Spring</b>		
ARTZ 104	Studio Safety	1
ARTZ 108	Visual Language-3-D Fndtns	3
ARTH 150	Introduction to Art History	3
General Education		6
<b>Total</b>		<b>13</b>
<b>Second Year</b>		
<b>Fall</b>		
ARTZ 211	Drawing I	4
ARTZ 231	Ceramics I	4
ARTZ 284	Photo I-Techniques & Processes	4
ARTH 321	Renaissance & Baroque Art	3
<b>Total</b>		<b>15</b>
<b>Spring</b>		
ARTZ 221	Painting I	4
ARTZ 251	Sculpture I	4
ARTZ 258	New Media I	4
ARTZ 271	Printmaking I	4
<b>Total</b>		<b>16</b>
<b>Third Year</b>		
<b>Fall</b>		
ARTH 252	Visual Theory & Criticism	3
Art Studio Upper Division		8
General Education		4
<b>Total</b>		<b>15</b>
<b>Spring</b>		
ARTH 342	Modern Art	3
Art Studio Upper Division		4
General Education		6
ARTZ 406	Gallery Professional Practices	3
<b>Total</b>		<b>16</b>
<b>Fourth Year</b>		
<b>Fall</b>		
ARTZ 409	Advncd Professional Practices	1
Art Studio Upper Division		4
ART 400-level History		3
Electives		3
<b>Total</b>		<b>11</b>
<b>Spring</b>		
ARTZ 499	Senior Project/Capstone	1
Art Studio Upper Division		8
ARTH 451	Contemporary Art	3

Electives	3
<b>Total</b>	<b>15</b>

## Art Education Bachelor of Arts Degree (K-12)

### Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Demonstrate knowledge of formal elements and principles, artistic genres, stylistic categories, materials and techniques and contextual factors.
- Exhibit proficiency with a range of media in creating two- and three-dimensional artworks.
- Demonstrate research, analysis, and organizational abilities in relation to artworks.
- Articulate art concepts in appropriate oral and written professional presentations.

All students desiring licensure to teach are required to file an Application for Admission to the Educator Preparation Program (p. 74).

### Required Courses

Code	Title	Credits
General Education Requirements (p. 56) <sup>1</sup>		<b>31</b>
Students should consult with their faculty advisors to ensure proper selection of General Education courses.		
<b>Note:</b> A grade of "C" or higher is mandatory in all Art courses satisfying major and minor requirements.		
Teaching Licensure Option Professional Core (see below) <sup>2</sup>		<b>39</b>
<b>Required Art Courses</b>		
ARTH 150	Introduction to Art History *	3
ARTH 252	Visual Theory & Criticism	3
ARTH 321	Renaissance & Baroque Art	3
ARTH 342	Modern Art	3
ARTZ 104	Studio Safety	1
ARTZ 105	Visual Language-Drawing *	3
ARTZ 106	Visual Language-2-D Fndtns *	3
ARTZ 108	Visual Language-3-D Fndtns *	3
ARTZ 211	Drawing I	4
ARTZ 221	Painting I	4
ARTZ 231	Ceramics I	4
ARTZ 251	Sculpture I	4
ARTZ 258	New Media I	4
ARTZ 271	Printmaking I	4
ARTZ 284	Photo I-Techniques & Processes	4
ARTZ 409	Advncd Professional Practices	1
ARTZ 499	Senior Project/Capstone	1
300- or 400-level Studio Art course		4
300- or 400-level Art History course		3
<b>Subtotal</b>		<b>59</b>
<b>Electives</b>		<b>V</b>
<b>Total Minimum Credits</b>		<b>123</b>

There is a lab fee for most studio classes, payable at registration.

\*

May satisfy General Education requirements.

1

ARTH 150 is designated as a General Education course and is required for the major. EDU 105 is designated as a General Education course and is required in the Professional Core.

2

Includes ARTZ 402 & ARTZ 403; ARTZ 403 replaces EDU 343 for Art Education (K12) majors.

## Professional Core Requirements

The Professional Core at Montana State University Billings combines the intellectual foundations of education and the professional knowledge and skills required of all teachers into a coherent sequence of courses. The core provides the basis for understanding the philosophical, historical, cultural, and sociopolitical means by which society attempts cultural transmission and it provides the opportunity to acquire the knowledge and skills that are essential for effective instruction. It includes the range of human development and learning as they affect instructional planning, evaluation, curriculum design and implementation, performance skills, management of classrooms, direction of students, professional responsibilities, and ethical issues affecting teacher effectiveness.

At different points in its sequence of courses, the Professional Core engages students in supervised practice applying their developing knowledge and skills. By having faculty who hold diverse disciplinary perspectives teach throughout its sequence, the Professional Core encourages students to develop a professionally responsible understanding of the diversity that defines learners and teachers. The student teaching experience completes the sequence and includes both a final look at classroom skills and a capstone seminar.

The Professional Core presents a balanced approach to epistemology from philosophical, psychological, and sociological perspectives. The core is predicated on the evidential nature of knowledge required for the professional practice of education. While the professional practice of education is also informed by belief and intuition, it is ultimately defensible only to the extent that it has evidential support. The Professional Core engages students in both the processes and products of human knowing as such knowing is central to all aspects of education. The Professional Core involves the

1. creation,
2. facilitation of change,
3. transmission, and
4. application of human knowledge across the diversity of ways in which individuals understand human knowledge.

### Secondary and K-12

Code	Title	Credits
EDSP 204	Intro to Tchng Exceptnl Lnrs	3
EDU 105	Education and Democracy *	3
EDU 220	Human Growth & Development	3
EDU 221	Educ Psyc & Measurement	3
EDU 333	Rd & Wrtng Across Curriculum	3
EDU 343	Strat for Mnging Div Learners	2
EDU 354	Secondary Junior Field	2
EDU 381	Curriculum Theory & Design	3
EDU 406	Phil, Legal & Ethical Issues	3
EDU 495A	Student Teaching: K-12	9

or EDU 495C	Student Teaching: 5-12	
HTH 412	Drugs and Alcohol	1
Content Area Methods Course		2-3
<b>Total Minimum Credits</b>		<b>37-38</b>

\*

May satisfy General Education requirements.

## Suggested Plan of Study

The following suggested schedule provides a general overview of courses and work that will enable the Art Education student to progress through the degree in an orderly and timely manner. Students **must** consult with their advisors to plan classes before registering each term.

*Certain courses in this program have prerequisites; others are offered only in alternate years. Students should check course descriptions for required prerequisites.*

Code	Title	Credits
First Year		
Fall		
ARTZ 105	Visual Language-Drawing	3
ARTZ 106	Visual Language-2-D Fndtns	3
EDU 105	Education and Democracy	3
WRIT 101	College Writing I	3
COMX 111	Intro to Public Speaking	3
or COMX 115	Intro to Interpersonal Comm	
Total		15
Spring		
ARTZ 104	Studio Safety	1
ARTZ 108	Visual Language-3-D Fndtns	3
ARTH 150	Introduction to Art History	3
EDU 220 & 220L	Human Growth & Development and Human Growth & Development Lab	3
Gen Ed Math		3
HSTA 101	American History I	3
or HSTA 102	American History II	
Total		16
Second Year		
Fall		
ARTZ 211	Drawing I	4
ARTH 252	Visual Theory & Criticism	3
EDSP 204	Intro to Tchng Exceptnl Lnrs	3
NASX 105	Intro Native American Studies	3
or NASX 205	Native Americans in Contmp Soc	
Gen Ed Approved Science with Lab		4
Total		17
Spring		
ARTZ 221	Painting I	4
ARTZ 231	Ceramics I	4
EDU 221	Educ Psyc & Measurement	3
HTH 412	Drugs and Alcohol	1
Gen Ed Approved Science (no lab)		3
Gen Ed Music or Theater		3
Total		18

## Apply for Admission to Educator Preparation Program

Third Year		
Fall		
ARTZ 409	Advncd Professional Practices	1
ARTH 321	Renaissance & Baroque Art	3
EDU 381	Curriculum Theory & Design	3
EDU 406	Phil, Legal & Ethical Issues	3
ARTZ 284	Photo I-Techniques & Processes	4
ARTZ 251	Sculpture I	4
<b>Total</b>		<b>18</b>

Spring		
ARTZ 258	New Media I	4
ARTZ 271	Printmaking I	4
ARTH 342	Modern Art	3
ARTZ 402	Teaching Art I--K-12	3
300- or 400-level Art History		3
<b>Total</b>		<b>17</b>

Fourth Year		
Fall		
ARTZ 403	Teaching Art II--K-12	3
ARTZ 499	Senior Project/Capstone	1
300- or 400-level Studio Art		4
EDU 333	Rd & Wrtnng Across Curriculum	3
EDU 354	Secondary Junior Field	2
<b>Total</b>		<b>13</b>
Spring		
EDU 495C	Student Teaching: 5-12	9
<b>Total</b>		<b>9</b>

Apply for licensure Spring Semester

## Art Minor

### Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Demonstrate knowledge of formal elements and principles, artistic genres, stylistic categories, materials and techniques and contextual factors.
- Exhibit proficiency with a range of media in creating two- and three-dimensional artworks.
- Demonstrate research, analysis, and organizational abilities in relation to artworks.
- Articulate art concepts in appropriate oral and written professional presentations.

### Required Courses

Code	Title	Credits
ARTH 150	Introduction to Art History *	3
ARTH 252	Visual Theory & Criticism	3
ARTZ 105	Visual Language-Drawing *	3
Select one Group of courses from the following: <sup>1</sup>		15

#### Group 1: Studio Art

ARTZ 104	Studio Safety	
ARTZ 106	Visual Language-2-D Fndtns *	

ARTZ 108	Visual Language-3-D Fndtns *	
Studio Art Electives (8 cr.)		
<i>Group 2: Art History</i>		
ARTH 321	Renaissance & Baroque Art	
ARTH 342	Modern Art	
Art History Electives (9 cr.)		
<b>Total Minimum Credits</b>		<b>24</b>

\*

May satisfy General Education requirements.

1

Students who desire an art teaching licensure endorsement must complete Group 1, then ARTZ 402 & ARTZ 403.

## Art Teaching Minor (K-12) \*Program placed on moratorium\*

### Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Demonstrate knowledge of formal elements and principles, artistic genres, stylistic categories, materials and techniques and contextual factors.
- Exhibit proficiency with a range of media in creating two- and three-dimensional artworks.
- Demonstrate research, analysis, and organizational abilities in relation to artworks.
- Articulate art concepts in appropriate oral and written professional presentations.

For students gaining teaching licensure in a content major, the following minor leads to endorsement. All students desiring licensure to teach are required to file an Application for Admission to the Educator Preparation Program (p. 74).

### Required Courses

Code	Title	Credits
ARTH 150	Introduction to Art History *	3
ARTH 252	Visual Theory & Criticism	3
ARTZ 105	Visual Language-Drawing *	3
ARTZ 106	Visual Language-2-D Fndtns *	3
ARTZ 108	Visual Language-3-D Fndtns *	3
ARTZ 258	New Media I	4
ARTZ 402	Teaching Art I--K-12 <sup>1</sup>	3
Select one course from the following:		4
ARTZ 211	Drawing I	
ARTZ 221	Painting I	
ARTZ 271	Printmaking I	
ARTZ 284	Photo I-Techniques & Processes	
Select one course from the following:		4
ARTZ 231	Ceramics I	
ARTZ 251	Sculpture I	
<b>Total Minimum Credits</b>		<b>30</b>

\*

May satisfy General Education requirements.

148 Art Teaching Minor (K-12) \*Program placed on moratorium\*

1

ARTZ 402 is required in the Professional Core.

*Certain courses in this program have prerequisites; others are offered only in alternate years. Students should check course descriptions for required prerequisites.*

# The Department of Communication

**Dr. Samuel Boerboom, Chairperson**





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## Advising Information

Students are strongly encouraged to meet with their advisor early each semester or prior to the semester they are planning to attend to confirm that their Advising Worksheet is accurate and complete. If necessary, changes and updates should be made in order to ensure that program requirements can be completed in a timely manner. Faculty advisors work with students to explore appropriate internships, cooperative education placements, and/or experiential learning opportunities that will enhance the student's academic program. In addition, advisors provide assistance in selecting elective courses that support the student's interests, career plans, and Advising Worksheets.

Academic advising services for all freshman Liberal Arts and Social Sciences majors are provided the Advising Center on McMullen Hall first floor west. Upon declaring a specific major, Liberal Arts and Social Sciences majors will be assigned to a faculty advisor in their department for upper-division advising. Advising files for all upper-division students are maintained in the departmental office of the program in which the student is majoring. Although advisors are available to assist students in designing their Advising Worksheets, students are ultimately responsible for meeting degree requirements.

- Communication Arts Bachelor of Arts Degree
  - Media Studies Option (p. 150)  Offered Online
  - Organizational Communication Option (p. 151)  Offered Online
- Public Relations Bachelor of Science Degree (p. 153)  Offered Online
  
- Communication Arts Minor (p. 151)  Offered Online
  
- Communication Arts Organizational Communication Option Minor "Program placed on moratorium\*" (p. 153)

# Communication Arts Media Studies Option Bachelor of Arts Degree

## Offered Online

The **Media Studies Option** is designed to examine the nature of the mass media through theoretical grounding and applied knowledge with a concentration in

1. the construction and delivery of media messages and
2. the effects of mediated messages and the structures and practices of the media industries on culture, society, politics, the economy, and individual attitudes and behavior.

This approach prepares students for careers as trained media professionals as well as to be critical consumers of media messages. The study of message construction and analysis is offered in a variety of contexts including news gathering and reporting, public relations, video production, and advertising. In each context theoretical perspectives are combined with skills training related to print and electronic media. Career options in the field of Media Studies include public relations, marketing, broadcast news, corporate communications, and advertising.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- writing skills
- speaking skills
- critical thinking skills
- and theoretical approaches to the practice of communication arts.

## Required Courses

Code	Title	Credits
General Education Requirements (p. 56)		<b>31</b>
Students should consult with their advisors to determine if specific courses are necessary in order to satisfy the General Education requirements within this major.		
<b>Media Studies Core Requirements</b>		
COMX 211	Advanced Public Speaking	3
COMX 300	Exploring Comm Studies	3
COMX 320	Prin of Organizational Comm	3
COMX 330	Principles of Media Studies	3
COMX 340	Visual Rhetoric	3
COMX 341	Public Advocacy	3
COMX 351	Principles of Public Relations	3
COMX 400	Communication Theory	3
COMX 401	Communication Law and Ethics	3
COMX 431	New Media Skills	3
COMX 434	Political Communication	3
COMX 435	Media Criticism	3
COMX 482	Gender, Media, and Society	3
COMX 499	Capstone	3
JRNL 270	Reporting the News	3
Subtotal		45
<b>Language Requirement (See Below)</b>		<b>14-15</b>
<b>Electives</b>		<b>29-30</b>
<b>Total Minimum Credits</b>		<b>120</b>

Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.

Note: Substitutions between options can be made with advisor or consent. Students must earn a grade of "C" or above in courses used to satisfy major or minor requirements in Communication. The Department of Communication offers a BA in Communication Arts online. Check the university website for details at <https://www.msubillings.edu>

## Communication Degree Language Requirement

Bachelor of Arts Majors in Communication & Theatre are encouraged to consider taking two years of a foreign language.

The Department of Communication and Theatre offers the following four options for the foreign language requirement:

1. Complete the standard language requirement for a Bachelor of Arts for a total of 14 credits.
2. Complete the 101-102 active skills sequence in one foreign language plus six credits of cultural studies courses selected from List One (below) for a total of 14 credits.
3. Complete 101-102 active skills sequence in one foreign language and six credits in statistical and research method selected from List Two (below) for a total of 14 credits.
4. Complete six credits in statistical and research methods selected from List Two (below) along with nine credits selected from List One for a total of 15 credits.

### List One

Code	Title	Credits
SPNS 150	The Hispanic Tradition *	3
ANTY 220	Culture & Society *	3
PHL 271	Indian Philsphies & Religions	3
PHL 272	Chinese Philsphies & Religions	3
RLST 303	Greek & Roman Mythology	3
HSTR 330	History of Mexico	3
NASX	Select from offerings	
Other Cultural Studies in consultation with Advisor		

### List Two

Code	Title	Credits
STAT 141	Intro to Statistical Concepts *	3
STAT 216	Introduction to Statistics *	4
STAT 341	Intro Probability & Statistics	4
Other statistical and methods courses in consultation with Advisor		

\*

May satisfy General Education requirements.

## Suggested Plan of Study

This sample schedule is a suggested plan for students to follow in completing the Bachelor of Arts programs in Communication. Due to course schedule changes and staff assignments, students may not be able to follow the plan exactly. This suggested plan is not a substitute for careful advising by Departmental faculty. Students should consult with their advisors to plan classes before registering each term.



Code	Title	Credits
<b>First Year</b>		
<b>Fall</b>		
WRIT 101	College Writing I	3
COMX 115	Intro to Interpersonal Comm	3
Foreign Language		4
General Education		6
<b>Total</b>		<b>16</b>
<b>Spring</b>		
COMX 111	Intro to Public Speaking	3
COMX course		3
Foreign Language		4
General Education		3
<b>Total</b>		<b>13</b>
<b>Second Year</b>		
<b>Fall</b>		
COMX 300	Exploring Comm Studies	3
COMX 330	Principles of Media Studies	3
Foreign Language		3
General Education w/Lab		4
General Education		3
<b>Total</b>		<b>16</b>
<b>Spring</b>		
COMX 211	Advanced Public Speaking	3
Foreign Language		3
General Education		6
<b>Total</b>		<b>12</b>
<b>Third Year</b>		
<b>Fall</b>		
COMX 340	Visual Rhetoric	3
COMX 351	Principles of Public Relations	3
COMX courses		3
General Education		3
<b>Total</b>		<b>12</b>
<b>Spring</b>		
COMX 341	Public Advocacy	3
COMX courses		6
General Education		3
<b>Total</b>		<b>12</b>
<b>Fourth Year</b>		
<b>Fall</b>		
COMX Courses		9
Electives		6
<b>Total</b>		<b>15</b>
<b>Spring</b>		
COMX Courses		6
Electives		6
<b>Total</b>		<b>12</b>

## Communication Arts Minor

 Offered Online

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Upon successful completion of the program, students will be able to demonstrate writing skills.
- Upon successful completion of the program, students will be able to demonstrate speaking skills.
- Upon successful completion of the program, students will be able to demonstrate critical thinking skills.
- Upon successful completion of the program, students will be able to demonstrate theoretical approaches to the practice of communication arts.

## Required Courses

Code	Title	Credits
<b>Required courses</b>		
COMX 300	Exploring Comm Studies	3
COMX 320	Prin of Organizational Comm	3
COMX 330	Principles of Media Studies	3
COMX 340	Visual Rhetoric	3
COMX 341	Public Advocacy	3
COMX 351	Principles of Public Relations	3
COMX 400	Communication Theory	3
JRNL 270	Reporting the News	3
<b>Total Minimum Credits</b>		<b>24</b>

## Note

Substitutions between options can be made with advisor or consent. Students must earn a grade of "C" or above in courses used to satisfy major or minor requirements in the Communication Department. The Department of Communication offers its communication minor online. Check the university website for details at [www.msbillings.edu](http://www.msbillings.edu) (<http://www.msbillings.edu>)

Code	Title	Credits
<b>First Year</b>		
<b>Fall</b>		
COMX 300	Exploring Comm Studies	3
JRNL 270	Reporting the News	3
<b>Spring</b>		
COMX 330	Principles of Media Studies	3
COMX 340	Visual Rhetoric	3
<b>Second Year</b>		
<b>Fall</b>		
COMX 320	Prin of Organizational Comm	3
COMX 341	Public Advocacy	3
<b>Spring</b>		
COMX 351	Principles of Public Relations	3
COMX 400	Communication Theory	3

## Communication Arts Organizational Communication Option Bachelor of Arts Degree

 Offered Online

The **Organizational Communication Option** is designed to educate students entering the fields of business and social service as managers, trainers, human resource officers, and corporate communication staff. This option also provides excellent preparation for graduate study in communication as well as law.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- writing skills
- speaking skills
- critical thinking skills
- and theoretical approaches to the practice of communication arts.
- acquire a mature understanding of communication issues in organizational situations;
- improve the ability to contribute to productive organizational performance;
- increase personal effectiveness related to technical communication concerns; and
- apply learning to real-life organizational settings.

## Required Courses

Code	Title	Credits
General Education Requirements (p. 56)		31
Students should consult with their advisors to determine if specific courses are necessary in order to satisfy the General Education requirements within this major.		
<b>Organizational Communication Core Requirements</b>		
COMX 210	Communication in Small Groups *	3
COMX 211	Advanced Public Speaking	3
COMX 300	Exploring Comm Studies	3
COMX 320	Prin of Organizational Comm	3
COMX 330	Principles of Media Studies	3
COMX 340	Visual Rhetoric	3
COMX 341	Public Advocacy	3
COMX 351	Principles of Public Relations	3
COMX 400	Communication Theory	3
COMX 420	Issues in Organizational Comm	3
COMX 424	Risk Crisis & Comm	3
COMX 426	Leadership and Communication	3
COMX 431	New Media Skills	3
COMX 482	Gender, Media, and Society	3
COMX 499	Capstone	3
Subtotal		45
<b>Language Requirement (See Below)</b>		<b>14-15</b>
<b>Electives</b>		<b>29-30</b>
<b>Total Minimum Credits</b>		<b>120</b>

\*

May satisfy General Education requirements.

Note: Substitutions between options can be made with advisor or consent. Students must earn a grade of "C" or above in courses used to satisfy major or minor requirements in the Communication Department. The Department of Communication offers a BA in Communication Arts online. Check the university website for details at [www.msubillings.edu](http://www.msubillings.edu) (<http://www.msubillings.edu>)

*Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.*

## Communication Degree Language Requirement

Bachelor of Arts Majors in Communication & Theatre are encouraged to consider taking two years of a foreign language.

The Department of Communication and Theatre offers the following four options for the foreign language requirement:

1. Complete the standard language requirement for a Bachelor of Arts for a total of 14 credits.
2. Complete the 101-102 active skills sequence in one foreign language plus six credits of cultural studies courses selected from List One (below) for a total of 14 credits.
3. Complete 101-102 active skills sequence in one foreign language and six credits in statistical and research method selected from List Two (below) for a total of 14 credits.
4. Complete six credits in statistical and research methods selected from List Two (below) along with nine credits selected from List One for a total of 15 credits.

### List One

Code	Title	Credits
SPNS 150	The Hispanic Tradition *	3
ANTY 220	Culture & Society *	3
PHL 271	Indian Philsphies & Religions	3
PHL 272	Chinese Philsphies & Religions	3
RLST 303	Greek & Roman Mythology	3
HSTR 330	History of Mexico	3
NASX	Select from offerings	
Other Cultural Studies in consultation with Advisor		

### List Two

Code	Title	Credits
STAT 141	Intro to Statistical Concepts *	3
STAT 216	Introduction to Statistics *	4
STAT 341	Intro Probability & Statistics	4
Other statistical and methods courses in consultation with Advisor		

\*

May satisfy General Education requirements.

## Suggested Plan of Study

This sample schedule is a suggested plan for students to follow in completing the Bachelor of Arts programs in Communication. Due to course schedule changes and staff assignments, students may not be able to follow the plan exactly. This suggested plan is not a substitute for careful advising by Departmental faculty. Students should consult with their advisors to plan classes before registering each term.

Code	Title	Credits
First Year		
Fall		
WRIT 101	College Writing I	3
COMX 111	Intro to Public Speaking	3
Foreign Language		4

General Education	6
Total	16
Spring	
COMX 115 Intro to Interpersonal Comm	3
Foreign Language	4
General Education	6
Total	13
Second Year	
Fall	
COMX 300 Exploring Comm Studies	3
COMX 210 Communication in Small Groups	3
Foreign Language	3
General Education w/Lab	4
General Education	3
Total	16
Spring	
COMX 211 Advanced Public Speaking	3
Foreign Language	3
General Education	9
Total	15
Third Year	
Fall	
COMX 341 Public Advocacy	3
COMX courses	3
General Education	3
Electives	6
Total	15
Spring	
COMX 320 Prin of Organizational Comm	3
COMX 330 Principles of Media Studies	3
COMX courses	6
Electives	3
Total	15
Fourth Year	
Fall	
COMX Courses	9
Electives	6
Total	15
Spring	
COMX Courses	9
Electives	6
Total	15

## Communication Arts Organizational Communication Option Minor

**\*Program placed on moratorium\***

### Required Courses

Code	Title	Credits
COMX 111	Intro to Public Speaking *	3
COMX 200	Exploring Comm Studies	3

COMX 210	Communication in Small Groups *	3
COMX 320	Prin of Organizational Comm	3
COMX 341	Public Advocacy	3
COMX 400	Communication Theory	3
COMX 420	Issues in Organizational Comm	3
COMX 426	Leadership and Communication	3

**Total Minimum Credits** **24**

\*

May satisfy General Education requirements.

### Note

Substitutions between options can be made with advisor or consent. Students must earn a grade of "C" or above in courses used to satisfy major or minor requirements in the Communication and Theatre Department. The Department of Communication and Theatre offers communication minors online. Check the university website for details at [www.msbillings.edu](http://www.msbillings.edu) (<http://www.msbillings.edu>)

## Public Relations Bachelor of Science Degree

 Offered Online

The Public Relations degree is designed to prepare students to serve as public communicators in a variety of settings including (but not limited to) corporate, non-profit, government, healthcare, and education. The program curriculum is devised to provide students with significant communication training and internship opportunities. Students will learn essential writing, speaking, and critical thinking skills. Additionally, students will be exposed to a variety of theoretical approaches to the practice of public relations. The curriculum is modeled on the Public Relations Society of America's Undergraduate Education recommendations.

Certain courses in these programs have prerequisites; students should check the course descriptions for required prerequisites.

### Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- writing skills
- speaking skills
- critical thinking skills
- and theoretical approaches to the practice of public relations.

### Required Courses

Code	Title	Credits
General Education Requirements (p. 56)		<b>31</b>

Students should consult with their advisors to determine if specific courses are necessary in order to satisfy the General Education requirements within this major.

#### Public Relations Core Requirements

COMX 210	Communication in Small Groups *	3
COMX 300	Exploring Comm Studies	3
COMX 320	Prin of Organizational Comm	3
COMX 330	Principles of Media Studies	3
COMX 341	Public Advocacy	3
COMX 351	Principles of Public Relations	3
COMX 400	Communication Theory	3

COMX 401	Communication Law and Ethics	3
COMX 431	New Media Skills	3
COMX 452	Issues in Public Relations	3
COMX 456	Case Studies in Public Rltns	3
COMX 460	Research Methods	3
COMX 481	Campaign Planning	3
COMX 499	Capstone	3
JRNL 270	Reporting the News	3
Subtotal		45
<b>Electives</b>		<b>44</b>
<b>Total Minimum Credits</b>		<b>120</b>

\*

May satisfy General Education requirements.

Note: Substitutions between options can be made with advisor or consent. Students must earn a grade of "C" or above in courses used to satisfy major or minor requirements in the Communication Department. The Department of Communication offers a BA in Communication Arts online. Check the university website for details at <https://www.msbillings.edu>

*Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.*

## Suggested Plan of Study

This sample schedule is a suggested plan for students to follow in completing the Bachelor of Science Degree Major in Public Relations. Due to course schedule changes and staff assignments, students may not be able to follow the plan exactly.

This suggested plan is not a substitute for careful advising by Departmental faculty. Students should consult with their advisors to plan classes before registering each term.

Code	Title	Credits
First Year		
Fall		
WRIT 101	College Writing I	3
General Education		9
COMX 115	Intro to Interpersonal Comm	3
Total		15
Spring		
STAT 141	Intro to Statistical Concepts	3
COMX 111	Intro to Public Speaking	3
General Education		9
Total		15
Second Year		
Fall		
COMX 300	Exploring Comm Studies	3
JRNL 270	Reporting the News	3
General Education w/Lab		7
COMX 320	Prin of Organizational Comm	3
Total		16
Spring		
General Education		12
COMX 330	Principles of Media Studies	3
Total		15
Third Year		

Fall		
COMX 351	Principles of Public Relations	3
COMX 400	Communication Theory	3
General Education		3
PR Emphasis		3
Elective		3
Total		15
Spring		
COMX 460	Research Methods	3
COMX 431	New Media Skills	3
COMX 481	Campaign Planning	3
PR Emphasis		3
Elective		3
Total		15
Fourth Year		
Fall		
COMX 401	Communication Law and Ethics	3
COMX 456	Case Studies in Public Rltns	3
COMX 435	Media Criticism	3
Electives		6
Total		15
Spring		
COMX 499	Capstone	3
Electives		11
Total		14

# The Department of English, Philosophy and Modern Languages

**Dr. Rachel Schaffer, Chairperson**

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rschaffer@msubillings.edu

## Department Mission Statement

In English, the Department's mission is to provide students with an understanding and appreciation of the development and aesthetic achievement of literature primarily reflecting English and American cultural, linguistic, and historical influences, as well as world literatures. Creative writing and linguistics are additional areas of emphasis for students. The Department's mission includes providing students with the tools necessary to become practiced writers.

In Modern Languages, the Department's mission is to provide students with critical skills in the use of the Spanish language and familiarity with the cultures and literatures of that language, both Peninsular and Latin American. The Department also offers French and other languages as circumstances permit.

In Philosophy, the Department provides students with diverse ethical, philosophical, religious and cultural perspectives.

In all areas the Department seeks to provide excellent instruction and challenging content.

## Advising Information

Students are encouraged to meet with their advisor each semester to confirm that their plan of study is accurate and complete. If necessary, changes and updates should be made in order to ensure that program requirements can be completed in a timely manner. Faculty advisors work with students to explore appropriate internships, cooperative education placements and/or experiential learning opportunities which will enhance the student's academic program. In addition, advisors provide assistance in selecting elective courses which support the student's interests, career plans and plan of study.

Academic advising services for all freshmen Liberal Arts and Social Sciences majors are provided through the Advising Center on McMullen Hall first floor west. Upon declaring a specific major, Liberal Arts and Social Science majors will be assigned to a faculty advisor in their department for upper-division advising. Advising files for all upper-division students are maintained in the departmental office of the program in which the student is majoring. Although advisors are available to assist students in designing their Plans of Study, students are ultimately responsible for meeting degree requirements.

## English

Satisfactory achievement of the student's professional goals depends, in large part, on careful planning. In order to help students majoring in English to develop programs of studies that best reflect their professional goals, the faculty in the Department of English, Philosophy and Modern Languages requires students to participate in a strong program of academic advisement. The close personal and professional relationships of such a program can strengthen both students and faculty. Certain courses in the Bachelor of Arts and Bachelor of Arts with Teaching Licensure programs have prerequisites, and students should check with their advisors for courses in the catalog with required prerequisites.

By the end of the second year of study, Bachelor's degree candidates should have developed, in consultation with their advisors, a program of studies designed to meet individual goals. In addition, students should supplement requirements in the major

with coursework in related academic disciplines. The student's faculty advisor will help select related courses that best supplement a program of studies.

Some students who major in English continue their professional education beyond the baccalaureate degree. Law school is an example of a professional school which recommends English as an undergraduate major for applicants. Areas of employment open to English graduates with Bachelor of Arts degrees include journalism, public relations, technical writing and editing positions, and other career fields which require the ability to use language effectively. Graduates in Education with majors in English most often enter the teaching profession at the secondary level.

## Philosophy

Philosophy and Religious Studies courses are fundamentally inquisitive, interactive, and critical in nature, inviting students to ponder the meaning of life and their place in the larger world using a rich heritage of religious and philosophical thoughts from around the world and through time. Philosophy and Religion courses tend to develop important skills, such as critical thinking, self-expression, inquisitiveness, self-examination, and breadth of perspective. Key topics tend to be both personal and universal.

Philosophy and Religious Studies courses are particularly helpful for those seeking careers in law, business, education, ministry, medicine, social work, and/or those who simply want a richer life experience.

Students seeking positions immediately after college often find that philosophy, combined with another area of expertise, equips them with attitudes and critical skills essential to their careers.

## Modern Languages

Foreign languages, as currently taught in colleges and universities, take as their province the oral and written tradition and the culture, both old and new, of particular national groups. Culture is an integral part of every foreign language course, from elementary to advanced courses in literature, civilization, and business.

Recorded and computerized material and tutorial programs provide the "on location" experience of cultural authenticity via computer access to the world's major newspapers, universities, museums and archives.

The ability to communicate in a language other than one's mother tongue has historically been the mark of an educated and successful person. Rapid communication has made neighbors of distant peoples, and the need for language study is greater than ever before if we intend to participate in the political, economic, scientific and cultural leadership of the planet.

A minor in Spanish is available for those interested in careers in government, companies with overseas branches, and international agencies.

## Credit Examinations

Those students who have had previous training in a foreign language or who are native speakers of a language other than English may receive credit for their level of proficiency through a credit examination. Depending on proficiency, students may receive from one semester to three years credit in a language. High school study of a foreign language may provide immediate college credit to students who have applied themselves in high school.

Upon request, the department will grant credit in a language other than those taught at MSU Billings. Students must provide a qualified interpreter. They must show oral proficiency for first year credit, and generally both oral and reading proficiency for second year credit. This credit is awarded under the LANG prefix. Credit for Native American languages is handled through the Native American Outreach Office.

Prior to graduation, students must enroll in the course for which the credits will be awarded. Students may elect to enroll in the course in the semester after the challenge exam is taken, or they may enroll for the course in any semester after the successful completion of the challenge exam.

## Sequence Course Procedures



Courses in first and second year Spanish and French must be taken in sequence, that sequence being 101, 102, 201, 202.

## Study Abroad

The University offers Spanish students the opportunity to live and learn in Spain, Costa Rica and other countries. Other fully accredited summer session, semester, and academic-year abroad programs may be arranged in cooperation with other American colleges and universities. Students should inquire at the departmental office or at the Office of International Studies (LA 700, 406-657-1705).

## Internships

Internships (some paid) are available for students of Spanish, and students minoring in Spanish are encouraged to participate in one of these programs.

- English Bachelor of Arts Degree (p. 157)  Offered Online
- English Teaching Licensure Option Bachelor of Arts Degree (p. 158)
- Spanish Bachelor of Arts Degree \*Program placed on moratorium\* (p. 163)
- Spanish Teaching Licensure Option Bachelor of Arts Degree \*Program placed on moratorium\* (p. 164)
  
- English Minor (p. 158)  Offered Online
- International Studies Minor \*Program placed on moratorium\* (p. 161)
- Philosophy Minor \*Program placed on moratorium\* (p. 161)
- Philosophy Religious Studies Option Minor \*Program placed on moratorium\* (p. 162)
- Spanish (K-12) Teaching Minor \*Program placed on moratorium\* (p. 162)
- Spanish Minor (p. 164)



# English Bachelor of Arts Degree

☐ Offered Online

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Students in the English BA program will demonstrate skills in writing expressive/creative, literary, referential, and persuasive discourse.
- Students in the English Teaching BA program will demonstrate knowledge of the grammar, structure, development, and functions of the English language to inform analyses and production of language, writing, and literature.
- Students in the English Teaching BA program will apply a variety of the critical approaches to analyses of American, British, and World literature and their development.

## Required Courses

Code	Title	Credits
General Education Requirements (p. 56)		31
The Department of English, Philosophy and Modern Languages imposes specific requirements within the broad General Education requirement. <sup>1</sup>		
<b>Required Foundation Courses</b>		
LIT 201	Intro to Literary Studies	3
LING 312	English Grammar	3
Subtotal		6
<b>Required Major Core Courses</b>		
LIT 305	Lit by & About Native Amer	3
LIT 317	Transatlantic Literature I	3
LIT 318	Transatlantic Literature II	3
LIT 327	Shakespeare	3
Select one survey from:		3
LIT 110	Intro to Literature <sup>*</sup>	
LIT 213	Montana Literature <sup>*</sup>	
LIT 230	World Lit Survey <sup>*</sup>	
LIT 270	Film & Lit <sup>*</sup>	
CRWR 240	Intro Creative Writing Wrkshp <sup>*</sup>	
Subtotal		15
<b>Required Upper-Division Courses</b>		
ENST 335	The Environmental Vision	3
LIT 437	Studies in Genres	3
WRIT 429	Professional Writing	3
Subtotal		9
<b>Elective Courses</b>		
Select 12 credits from:		12
<b>Literature</b>		
LIT 300	Literary Criticism <sup>†</sup>	
LIT 307/ SPNS 314	Latino Lit <sup>†</sup>	
LIT 335	Women & Lit <sup>†</sup>	
LIT 370	Science Fiction <sup>†</sup>	
LIT 432	Major Writers <sup>†</sup>	
LIT 463	Studies in Contemporary Lit <sup>†</sup>	
LIT 491	Special Topics <sup>†</sup>	
PHL 494	Seminar/Workshop <sup>†</sup>	

### Creative Writing

CRWR 310	Intermediate Fiction Workshop
CRWR 311	Intermediate Poetry Workshop
CRWR 312	Intern Nonfiction Workshop
CRWR 410	Advanced Fiction Workshop <sup>†</sup>
CRWR 411	Advanced Poetry Workshop <sup>†</sup>
CRWR 412	Advanced Nonfiction Workshop <sup>†</sup>
CRWR 491	Special Topics <sup>†</sup>
FILM 324	Writing for Stage and Screen <sup>†</sup>

### Professional Writing

CRWR 360	Magazine Article Writing <sup>†</sup>
WRIT 220	Business & Prof Writing
WRIT 221	Intermediate Tech Writing
WRIT 494	Seminar/Workshop <sup>†</sup>

Subtotal 12

### Required Junior/Senior Courses

WRIT 498	Internship/Cooperative Educ	2
WRIT 499	Thesis/Capstone: Portfolio	3

Subtotal 5

Language Requirement (p. 139) 14

Minor<sup>2</sup> 21

Electives V

**Total Minimum Credits 120**

\*

May satisfy General Education requirements.

†

Course may be repeated for credit with approval of the chair.

1

**NOTE:** WRIT 101 cannot be counted toward an English major or minor. English majors must consult with their advisors to determine which courses are necessary to satisfy the General Education requirements within this major. Bachelor of Arts majors in English are encouraged to take LIT 213, LIT 230, and CRWR 240 to satisfy specific General Education requirements. Substitutions must be approved in writing by the chairperson.

2

**NOTE:** Extended major: Instead of a minor, students majoring in English may select an extended major. The extended major requires completion of 15 credits in English beyond the credits required in the existing major. Students must select the 15 credits in consultation with their department advisor.

*Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.*

## Suggested Plan of Study

This sample schedule is a suggested plan for students to follow in completing the Bachelor of Arts Major in English. Due to course schedule changes and staff assignments, students may not be able to follow the plan exactly. Students should consult with their advisors to plan classes before registering each term.

Code	Title	Credits
First Year		
Fall		
WRIT 101	College Writing I	3
M 121	College Algebra	3

LIT 230	World Lit Survey	3
General Education II.A. Life Science		3
Total		12
Spring		
LIT 201	Intro to Literary Studies	3
General Education II.B. Physical Science with Lab		4
HSTA 101	American History I	3
or HSTA 102	American History II	
LSCI 125	Research in the Info Age	3
Total		13
Second Year		
Fall		
LIT 317	Transatlantic Literature I	3
CRWR 240	Intro Creative Writing Wrkshp	3
LING 312	English Grammar	3
Foreign Language 101		4
Total		13
Spring		
LIT 318	Transatlantic Literature II	3
LIT 213	Montana Literature	3
Foreign Language 102		4
General Education III.A. Social Science		3
Minor 1		3
Total		16
Third Year		
Fall		
ENST 335	The Environmental Vision	3
LIT 305	Lit by & About Native Amer	3
WRIT 429	Professional Writing	3
Foreign Language 201		3
Minor 2		3
Total		15
Spring		
LIT 327	Shakespeare	3
Foreign Language 202		3
English Elective		3
Minor 3		3
Minor 4		3
Free Elective		3
Total		18
Fourth Year		
Fall		
LIT 437	Studies in Genres	3
WRIT 499	Thesis/Capstone: Portfolio	3
Minor 5		3
English Elective		3
English Elective		3
Apply for WRIT 498 and Graduation in Fall		
Total		15
Spring		
WRIT 498	Internship/Cooperative Educ	2+
English Elective		3

Minor 6	3
Minor 7	3
Free Elective	3
Total	14

## English Minor

 Offered Online

### Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Students in the English Minor program will demonstrate skills in writing expressive/creative, literary, referential, and persuasive discourse.
- Students in the English Minor program will demonstrate knowledge of the grammar, structure, development, and functions of the English language to inform analyses and production of language, writing, and literature.
- Students in the English Minor program will apply a variety of the critical approaches to analyses of American, British, and World literature and their development.

Substitutions must be approved in writing by the chairperson of the Department of English, Philosophy and Modern Languages. WRIT 101 cannot be counted toward an English minor.

### Required Courses

Code	Title	Credits
LIT 201	Intro to Literary Studies	3
WRIT 499	Thesis/Capstone: Portfolio	3
<b>Elective Courses</b> <sup>1</sup>		<b>15</b>
<b>Total Minimum Credits</b>		<b>21</b>

<sup>1</sup>

**NOTE:** English minors may choose from any LIT, CRWR, or LING courses to count toward their elective category (note that there may be prerequisites for some courses), including courses that count toward general education requirements (e.g., LIT 110, LIT 230, or CRWR 240). All WRIT courses at the 200-level or above also count toward the English minor.

In addition, certain courses in other departments or with alternative rubrics (e.g., ENST 335, NASX 340, PHL 494, and FILM 324) may count with the approval of the chair. Certain courses (e.g., CRWR 410 or LIT 437) may be repeated for credit and counted toward the minor requirements with approval of the chair.

*Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.*

## English Teaching Licensure Option Bachelor of Arts Degree

### Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Students in the English Teaching BA program will demonstrate skills in writing expressive/creative, literary, referential, and persuasive discourse.
- Students in the English Teaching BA program will demonstrate knowledge of the grammar, structure, development, and functions of the English language to inform analyses and production of language, writing, and literature.

- Students in the English Teaching BA program will apply a variety of critical approaches to analyses of American, British, and World literature and their development.
- Students in the English Teaching BA program will clearly and accurately explain the knowledge, processes, and approaches necessary for the successful completion of a variety of writing tasks and literary analysis.

All students desiring licensure to teach are required to file an Application for Admission to the Educator Preparation Program (p. 74).

## Required Courses

Code	Title	Credits
General Education Requirements (p. 56) <sup>1</sup>		31
<b>Secondary &amp; K-12 majors.</b> Students should consult with their English advisor to determine other specific courses necessary in order to satisfy the General Education requirements within this major.		
Professional Core (see below) <sup>2</sup>		37
<b>Required Foundation Courses</b>		
LIT 201	Intro to Literary Studies	3
LING 312	English Grammar	3
Subtotal		6
<b>Required Major Core Courses</b>		
LIT 305	Lit by & About Native Amer	3
LIT 317	Transatlantic Literature I	3
LIT 318	Transatlantic Literature II	3
LIT 327	Shakespeare	3
Select one course from:		3
CRWR 240	Intro Creative Writing Wrkshp *	
LIT 110	Intro to Literature *	
LIT 213	Montana Literature *	
LIT 230	World Lit Survey *	
LIT 270	Film & Lit *	
Subtotal		15
<b>Required Upper-Division Courses</b>		
ENST 335	The Environmental Vision	3
LIT 437	Studies in Genres	3
WRIT 339	Teaching Writing and Literatur <sup>3</sup>	3
WRIT 429	Professional Writing	3
Subtotal		12
<b>Elective Courses</b>		
Select 6 credits from:		6
<i>Literature</i>		
LIT 300	Literary Criticism <sup>†</sup>	
LIT 307	Latino Lit <sup>†</sup>	
LIT 335	Women & Lit <sup>†</sup>	
LIT 370	Science Fiction <sup>†</sup>	
LIT 432	Major Writers <sup>†</sup>	
LIT 463	Studies in Contemporary Lit <sup>†</sup>	
LIT 491	Special Topics <sup>†</sup>	
PHL 494	Seminar/Workshop <sup>†</sup>	
<i>Creative Writing</i>		
CRWR 310	Intermediate Fiction Workshop	
CRWR 311	Intermediate Poetry Workshop	
CRWR 312	Interm Nonfiction Workshop	

CRWR 410	Advanced Fiction Workshop <sup>†</sup>	
CRWR 411	Advanced Poetry Workshop <sup>†</sup>	
CRWR 412	Advanced Nonfiction Workshop <sup>†</sup>	
CRWR 491	Special Topics <sup>†</sup>	
FILM 324	Writing for Stage and Screen <sup>†</sup>	
<i>Professional Writing</i>		
CRWR 360	Magazine Article Writing <sup>†</sup>	
CRWR 494	Seminar/Workshop <sup>†</sup>	
WRIT 220	Business & Prof Writing	
WRIT 221	Intermediate Tech Writing	
WRIT 321	Advanced Technical Writing	
Subtotal		6
<b>Required Junior/Senior Courses</b>		
WRIT 498	Internship/Cooperative Educ	3
WRIT 499	Thesis/Capstone: Portfolio	3
Subtotal		6
<b>Teaching Minor</b>		23
All English Teaching Majors are advised to take the Reading Minor course of study unless they specifically plan to work in Special Education. Some courses for the Reading Minor "double count" toward the English Teaching Major.		
<b>Total Minimum Credits</b>		<b>128</b>

*Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.*

\*

May satisfy General Education requirements.

†

Course may be repeated for credit (and for different requirements) with approval of the chair. However, a single course in a given semester cannot "double-count" across required and elective categories.

1

Students may "double count" General Education credits to satisfy requirements in both the major and minor. For example, LIT 230 meets a General Education requirement and a requirement for BA English Teaching majors, as does EDU 105 in the Professional Education Core (see Plan of Study).

2

The Professional Core for English Teaching Majors includes EDU 381 and EDU 497D for a total of 36 credits.

3

WRIT 339 offered every two years. Requirement may also be satisfied with EDU 413. Students should consult their advisors.

## Professional Core Requirements

The Professional Core at Montana State University Billings combines the intellectual foundations of education and the professional knowledge and skills required of all teachers into a coherent sequence of courses. The core provides the basis for understanding the philosophical, historical, cultural, and sociopolitical means by which society attempts cultural transmission and it provides the opportunity to acquire the knowledge and skills that are essential for effective instruction. It includes the range of human development and learning as they affect instructional planning, evaluation, curriculum design and implementation, performance skills, management of classrooms, direction of students, professional responsibilities, and ethical issues affecting teacher effectiveness.

At different points in its sequence of courses, the Professional Core engages students in supervised practice applying their developing knowledge and skills. By having faculty who hold diverse disciplinary perspectives teach throughout its sequence, the Professional Core encourages students to develop a professionally responsible understanding of the diversity that defines learners and teachers. The student teaching experience completes the sequence and includes both a final look at classroom skills and a capstone seminar.

The Professional Core presents a balanced approach to epistemology from philosophical, psychological, and sociological perspectives. The core is predicated on the evidential nature of knowledge required for the professional practice of education. While the professional practice of education is also informed by belief and intuition, it is ultimately defensible only to the extent that it has evidential support. The Professional Core engages students in both the processes and products of human knowing as such knowing is central to all aspects of education. The Professional Core involves the

1. creation,
2. facilitation of change,
3. transmission, and
4. application of human knowledge across the diversity of ways in which individuals understand human knowledge.

#### Secondary and K-12

Code	Title	Credits
EDSP 204	Intro to Tchng Exceptnl Lnrs	3
EDU 105	Education and Democracy *	3
EDU 220	Human Growth & Development	3
EDU 221	Educ Psyc & Measurement	3
EDU 333	Rd & Wrtng Across Curriculum	3
EDU 343	Strat for Mnging Div Learners	2
EDU 354	Secondary Junior Field	2
EDU 381	Curriculum Theory & Design	3
EDU 406	Phil, Legal & Ethical Issues	3
EDU 495A or EDU 495C	Student Teaching: K-12 Student Teaching: 5-12	9
HTH 412	Drugs and Alcohol	1
Content Area Methods Course		2-3
<b>Total Minimum Credits</b>		<b>37-38</b>

\*  
May satisfy General Education requirements.

\*  
May satisfy General Education requirements.

1  
includes EDU 497D Methods: 5-12 English, 2cr. EDU 105 also satisfies General Education Requirements.

2  
**NOTE – Extended major:** Instead of a minor, students majoring in English may select an extended major. The extended major requires completion of 15 credits in English beyond the credits required in the existing major. Students must select the 15 credits in consultation with their department advisor.

3

Double counting credits. Students may double count at least six General Education credits to satisfy requirements in both the major and minor. LIT 230 meets a General Education requirement for BA majors in English, as does EDU 105 in the Professional Education Core

## Suggested Plan of Study

Students should talk with their faculty advisors prior to registration for classes. It is a good practice to visit with the faculty advisor each semester. The following suggested schedule provides a general overview of courses and work that will enable the Teaching Major in English student to progress through the degree in an orderly and timely manner.

Code	Title	Credits
First Year		
Fall		
WRIT 101	College Writing I	3
M 121	College Algebra	3
BIOB 101	Discover Biology	3
EDU 105	Education and Democracy	3
LIT 230	World Lit Survey	3
Total		15
Spring		
COMX 111	Intro to Public Speaking	3
LIT 201	Intro to Literary Studies	3
EDU 220	Human Growth & Development	3
HSTA 101 or HSTA 102	American History I American History II	3
CRWR 240	Intro Creative Writing Wrkshp	3
Total		15
Second Year		
Fall		
LIT 317	Transatlantic Literature I	3
LIT 305	Lit by & About Native Amer	3
LING 312	English Grammar	3
EDSP 204	Intro to Tchng Exceptnl Lnrs	3
HTH 412	Drugs and Alcohol	1
EDU 430	Teaching Reading K-3 (Reading Minor)	3
Total		16
Spring		
LIT 318	Transatlantic Literature II	3
EDU 221	Educ Psyc & Measurement	3
EDU 333	Rd & Wrtng Across Curriculum	3
LIT 213	Montana Literature	3
General Education II.B. Physical Science with Lab		4
Total		16
Apply for Admission to Educator Preparation Program in Spring Semester.		
Third Year		
Fall		
WRIT 339 or EDU 413	Teaching Writing and Literatur <sup>1</sup> Developing Student Writing	3
EDU 381	Curriculum Theory & Design	3
ENST 335	The Environmental Vision	3

WRIT 429	Professional Writing	3
EDU 355	Reading Junior Field (Reading Minor)	2
EDU 435	Theories in Reading (Reading Minor)	3
Total		17

Spring		
LIT 327	Shakespeare	3
WRIT 498	Internship/Cooperative Educ	3
EDU 418	Dev of Lit in Multicultural (Reading Minor)	3
EDU 432	Lit & Literacy for Young Adlts (Reading Minor)	3
EDU 438	Literacy Assessmnt, Diag, Inst (Reading Minor)	3
English elective		3
Total		18

Fourth Year		
Fall		
LIT 437	Studies in Genres	3
WRIT 499	Thesis/Capstone: Portfolio	3
EDU 354	Secondary Junior Field	2
EDU 497D	Methods: 5-12 English <sup>2</sup>	2
EDU 343	Strat for Mnging Div Learners	2
English elective		3
Total		15

Apply to Student Teach and Apply for Graduation in Fall Semester.

Spring		
EDU 406	Phil, Legal & Ethical Issues	3
EDU 495C	Student Teaching: 5-12	9
Total		12

Apply for Teaching Licensure in Spring Semester.

1

WRIT 339 and EDU 413 offered every other year on a rotating basis. Either course fulfills requirement in BA Teaching Major and Reading Minor.

2

EDU 354 and EDU 497D should be taken within one semester of EDU 495C.

## International Studies Minor \*Program placed on moratorium\*

### Required Core

Code	Title	Credits
HSTR 102	Western Civilization II	
PSCI 230	Intro to International Rel <sup>*</sup>	3
A course in modern language (see Language Requirement below)		
LANG 499	Intrnltnl Studies Capstone	1

### Language Requirement

Students are required to present a course in modern language as part of the core. If the student has had one year or less of high school foreign language, the language requirement is satisfied by successful completion of the second half of the elementary language sequence (FRCH/SPNS/etc. 102). If the student has had more than one year of high school foreign language, that student must successfully complete the second half of the intermediate language sequence (FRCH/SPNS/etc. 202). Only one language course will be counted toward the minor.

## Option A: Study Abroad

After satisfying the core courses, the student is encouraged to choose an area for overseas study through consultation with the Director of the Office of International Studies. Credits earned while studying abroad will constitute the remaining courses for the fulfillment of the minor. Upon returning to campus or upon completion of the minor, the student will register for the capstone course LANG 499.

## Option B: On Campus

In Option B, the student must first satisfy the core courses. Remaining courses will be selected so that they constitute a focus of interest such as Latin America, Asia, the Arts, or General Comparative. The student must then write a short essay which states the rationale for the choice of courses for the focus area. Upon completion of the focus area courses, the student will register for the capstone course LANG 499.

### Suggested On Campus Focus Areas and Course Options:

Code	Title	Credits
<b>Latin America focus</b>		
HSTR 336	Modern Latin America	3
HSTR 330	History of Mexico	3
LIT 307	Latino Lit	3
or SPNS 314	Latino Literature	
<b>Asia focus</b>		
HSTR 466	Islamic Civilization	3
PHL 271	Indian Philsphies & Religions	3
PHL 272	Chinese Philsphies & Religions	3
<b>General Comparative focus</b>		
RLST 304	Mythology Around the World	3
<b>Comparative Arts focus</b>		
ARTH 160	Global Visual Culture <sup>*</sup>	3
FILM 160	Introduction to World Cinema <sup>*</sup>	3
LIT 230	World Lit Survey <sup>*</sup>	3
MUSI 207	World Music <sup>*</sup>	3

## Total Minimum Credits for Minor: 22-23

\*

May satisfy General Education requirements.

*Certain courses in the program have prerequisites; students should check the course descriptions for required prerequisites.*

## Philosophy Minor \*Program placed on moratorium\*

### Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Students in philosophy will demonstrate an understanding of basic philosophical and ethical approaches to life across cultures.

### Required Courses

Code	Title	Credits
<b>Core Requirements</b>		
PHL 110	Introduction to Ethics <sup>*</sup>	3
PHL 111	Philosophies of Life <sup>*</sup>	3

Subtotal 6

**Lower Division Electives**

Select three credits from Group A and three credits from Group B. 6

*Group A*

PHL 234	Intro to Logic: Applied Logic
PHL 271	Indian Philsphies & Religions
PHL 272	Chinese Philsphies & Religions

*Group B*

PHL 254	People and Politics *
PHL 265	Stdies in Hstry of Philosophy
PHL 294	Seminar/Workshop

Subtotal 6

**Upper Division Electives**

Select nine credits from the following in consultation with your advisor from any upper division Philosophy <sup>1</sup> 9

PHL 320	Philosophy & Business Ethics
PHL 324	Nature, Culture, Ethics
PHL 326	Death, Dying & Medical Ethics
PHL 364	Great Figures and Ideas
PHL 375	Women, Philosophy and Religion
PHL 494	Seminar/Workshop
RLST 303	Greek & Roman Mythology
RLST 304	Mythology Around the World

Subtotal 9

**Total Minimum Credits 21**

\* May satisfy General Education requirements.

<sup>1</sup> Do not count both RLST 303 and RLST 304

*Certain courses in this program have prerequisites; student should check the course descriptions for required prerequisites.*

# Philosophy Religious Studies Option Minor \*Program placed on moratorium\*

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Students in philosophy will demonstrate an understanding of basic philosophical and ethical approaches to life across cultures.

## Required Courses

Code	Title	Credits
<b>Core Requirement</b>		
RLST 170	The Religious Quest *	3
<b>Lower Division Electives</b>		
Select nine credits from the following list. 9		
LIT 240	The Bible as Literature	
PHL 110	Introduction to Ethics *	
PHL 271	Indian Philsphies & Religions	

PHL 272	Chinese Philsphies & Religions
RLST 245	Global Christianity

**Upper Division Electives**

Select nine credits from the following in consultation with an advisor from any upper division Philosophy courses: 9

PHL 324	Nature, Culture, Ethics
PHL 364	Great Figures and Ideas
PHL 494	Seminar/Workshop
RLST 303	Greek & Roman Mythology
RLST 304	Mythology Around the World

**Total Minimum Credits 21**

\* May satisfy General Education requirements.

*Certain courses in this program have prerequisites; student should check the course descriptions for required prerequisites.*

# Spanish (K-12) Teaching Minor \*Program placed on moratorium\*

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- a general understanding (historical and contemporary) of the culture(s) of that language;
- an acquaintance with the literature of that language;
- a general understanding of the grammar of that language;
- (for teaching majors and minors) an acquaintance with traditional and current methodology for teaching modern languages and familiarity with on-going issues in modern languages

For students who are gaining teaching licensure in a content major, the following minor leads to endorsement. All students desiring licensure to teach are required to file an Application for Admission to the Educator Preparation Program (p. 74).

## Required Courses

Code	Title	Credits
EDU 497C	Methods: K-12 Modern Language	2
SPNS 201	Intermediate Spanish I <sup>1</sup>	3
SPNS 202	Intermediate Spanish II <sup>1</sup>	3
SPNS 321	Adv Spanish Conversations I <sup>1</sup>	3
SPNS 322	Adv Spanish Conversations II <sup>1</sup>	3
Subtotal		14

**Restricted Electives**

SPNS 311	Hispanic Culture & Civ I	3
or SPNS 312	Hispanic Culture & Civ II	

Select two upper division courses in Spanish in consultation with advisor from the following: 6

SPNS 314/ LIT 307	Latino Literature
SPNS 405	Spanish Comp & Grammar I
SPNS 406	Spanish Comp & Grammar II
SPNS 455	Topics in Spanish American Lit
SPNS 456	Topics in Spanish Literature



Subtotal	9
<b>Total Minimum Credits</b>	<b>23</b>

1

Students with fluency may receive credit for these courses through the challenge mechanism. In addition to language courses, it is recommended that students, in consultation with their advisors, select appropriate courses in other disciplines which will enhance their preparation to teach Spanish

*Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.*

## Spanish Bachelor of Arts Degree \*Program placed on moratorium\*

### Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- a general understanding (historical and contemporary) of the culture(s) of that language;
- an acquaintance with the literature of that language;
- a general understanding of the grammar of that language;
- (for teaching majors and minors) an acquaintance with traditional and current methodology for teaching modern languages and familiarity with on-going issues in modern languages

### Required Courses

Code	Title	Credits
General Education Requirements (p. 56)		31
Students should consult with their advisors to determine if specific courses are necessary in order to satisfy the General Education requirements within this major.		
<b>Spanish Required Courses</b>		
SPNS 201	Intermediate Spanish I <sup>1</sup>	3
SPNS 202	Intermediate Spanish II <sup>1</sup>	3
SPNS 311	Hispanic Culture & Civ I	3
SPNS 312	Hispanic Culture & Civ II	3
SPNS 321	Adv Spanish Conversations I <sup>1</sup>	3
SPNS 322	Adv Spanish Conversations II <sup>1</sup>	3
SPNS 499	Senior Thesis/Capstone	1
Subtotal		19
<b>Restricted Electives</b>		
SPNS 405	Spanish Comp & Grammar I	3
or SPNS 406	Spanish Comp & Grammar II	
SPNS 455	Topics in Spanish American Lit	3
or SPNS 456	Topics in Spanish Literature	
Select 4 additional upper division courses in Spanish in consultation with an advisor.		12
Select one of the following:		3
HSTR 330	History of Mexico	
HSTR 332	Pre-Columbian & Col Lat Am	
HSTR 336	Modern Latin America	
Subtotal		21
<b>Minor</b>		<b>21-24</b>

<b>Electives selected in consultation with advisor.</b>	<b>25</b>
<b>Total Minimum Credits</b>	<b>120</b>

1

Students with fluency may receive credit for these courses through the challenge mechanism.

*Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.*

### Suggested Plan of Study

This sample schedule is a suggested plan for students to follow in completing the Bachelor of Arts Major in Spanish. Due to course schedule changes and staff assignments, students may not be able to follow the plan exactly. Students should consult with their advisors to plan classes before registering each term.

Code	Title	Credits
<b>First Year</b>		
Fall		
WRIT 101	College Writing I	3
SPNS 201	Intermediate Spanish I	3
General Education		9
General Education w/Lab		4
Total		19
Spring		
SPNS 202	Intermediate Spanish II	3
General Education		3
Minor		3
Elective		3
Total		12
<b>Second Year</b>		
Fall		
SPNS 321	Adv Spanish Conversations I	3
SPNS 311	Hispanic Culture & Civ I	3
General Education		3
Minor		6
Total		15
Spring		
SPNS 322	Adv Spanish Conversations II	3
SPNS 312	Hispanic Culture & Civ II	3
General Education		9
Total		15
<b>Third Year</b>		
Fall		
SPNS 405	Spanish Comp & Grammar I	3
or SPNS 406	Spanish Comp & Grammar II	
Spanish Electives		3
General Education		3
Minor		3
Total		12
Spring		
Spanish Electives		6
Minor		6
Electives		3
Total		15

Fourth Year	
Fall	
Spanish Electives	3
Minor	3
Electives	9
Total	15
Spring	
SPNS 499 Senior Thesis/Capstone	1
Spanish Electives	3
Minor	3
Electives	7
Total	14

## Spanish Minor

### Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- a general understanding (historical and contemporary) of the culture(s) of that language;
- an acquaintance with the literature of that language;
- a general understanding of the grammar of that language;
- (for teaching majors and minors) an acquaintance with traditional and current methodology for teaching modern languages and familiarity with on-going issues in modern languages

### Required Courses

Code	Title	Credits
SPNS 201	Intermediate Spanish I <sup>1</sup>	3
SPNS 202	Intermediate Spanish II <sup>1</sup>	3
SPNS 321	Adv Spanish Conversations I <sup>1</sup>	3
SPNS 322	Adv Spanish Conversations II <sup>1</sup>	3
SPNS 311	Hispanic Culture & Civ I	3
or SPNS 312	Hispanic Culture & Civ II	
Subtotal		15
<b>Restricted Electives chosen in consultation with advisor.</b>		<b>6</b>
<b>Total Minimum Credits</b>		<b>21</b>

1

Students with fluency may receive credit for these courses through the challenge mechanism.

*Certain courses in the program have prerequisites; students should check the course descriptions for required prerequisites.*

## Spanish Teaching Licensure Option Bachelor of Arts Degree \*Program placed on moratorium\*

### Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- a general understanding (historical and contemporary) of the culture(s) of that language;
- an acquaintance with the literature of that language;

- a general understanding of the grammar of that language;
- (for teaching majors and minors) an acquaintance with traditional and current methodology for teaching modern languages and familiarity with on-going issues in modern languages

All students desiring licensure to teach are required to file an Application for Admission to the Educator Preparation Program (p. 74).

### Required Courses

Code	Title	Credits
General Education Requirements (p. 56)		<b>31</b>
<b>Professional Core (see below) <sup>1</sup></b>		<b>34-36</b>
<b>Required Courses</b>		
SPNS 201	Intermediate Spanish I <sup>2</sup>	3
SPNS 202	Intermediate Spanish II <sup>2</sup>	3
SPNS 305	Spanish Phonetics	3
SPNS 311	Hispanic Culture & Civ I	3
SPNS 312	Hispanic Culture & Civ II	3
SPNS 321	Adv Spanish Conversations I <sup>2</sup>	3
SPNS 322	Adv Spanish Conversations II <sup>2</sup>	3
SPNS 405	Spanish Comp & Grammar I	3
SPNS 406	Spanish Comp & Grammar II	3
Subtotal		27
<b>Restricted Electives</b>		
SPNS 455	Topics in Spanish American Lit	3
or SPNS 456	Topics in Spanish Literature	
LANG 495	Study Abroad	1-3
or SPNS 498	Internship/Cooperative Educ	
Select 1 upper division course in consultation with an advisor.		3
Select one of the following:		3
HSTR 330	History of Mexico	
HSTR 332	Pre-Columbian & Col Lat Am	
HSTR 336	Modern Latin America	
Subtotal		10-12
<b>Teaching minor</b>		<b>22</b>
<b>Total Minimum Credits</b>		<b>128</b>

\*

May satisfy General Education requirements.

1

Includes EDU 497C

2

Students with fluency may receive credit for these courses through the challenge mechanism. In addition to language courses, it is recommended that students, in consultation with their advisors, select appropriate courses in other disciplines which will enhance their preparation to teach Spanish.

### Professional Core Requirements

The Professional Core at Montana State University Billings combines the intellectual foundations of education and the professional knowledge and skills required of all teachers into a coherent sequence of courses. The core provides the basis for understanding the philosophical, historical, cultural, and sociopolitical means by which society attempts cultural transmission and it provides the opportunity to acquire the knowledge and skills that are essential for effective instruction. It includes the range of human development and learning as they affect instructional

planning, evaluation, curriculum design and implementation, performance skills, management of classrooms, direction of students, professional responsibilities, and ethical issues affecting teacher effectiveness.

At different points in its sequence of courses, the Professional Core engages students in supervised practice applying their developing knowledge and skills. By having faculty who hold diverse disciplinary perspectives teach throughout its sequence, the Professional Core encourages students to develop a professionally responsible understanding of the diversity that defines learners and teachers. The student teaching experience completes the sequence and includes both a final look at classroom skills and a capstone seminar.

The Professional Core presents a balanced approach to epistemology from philosophical, psychological, and sociological perspectives. The core is predicated on the evidential nature of knowledge required for the professional practice of education. While the professional practice of education is also informed by belief and intuition, it is ultimately defensible only to the extent that it has evidential support. The Professional Core engages students in both the processes and products of human knowing as such knowing is central to all aspects of education. The Professional Core involves the

1. creation,
2. facilitation of change,
3. transmission, and
4. application of human knowledge across the diversity of ways in which individuals understand human knowledge.

#### Secondary and K-12

Code	Title	Credits
EDSP 204	Intro to Tchng Exceptnl Lnrs	3
EDU 105	Education and Democracy *	3
EDU 220	Human Growth & Development	3
EDU 221	Educ Psyc & Measurement	3
EDU 333	Rd & Wrtng Across Curriculum	3
EDU 343	Strat for Mnging Div Learners	2
EDU 354	Secondary Junior Field	2
EDU 381	Curriculum Theory & Design	3
EDU 406	Phil, Legal & Ethical Issues	3
EDU 495A	Student Teaching: K-12	9
or EDU 495C	Student Teaching: 5-12	
HTH 412	Drugs and Alcohol	1
Content Area Methods Course		2-3
<b>Total Minimum Credits</b>		<b>37-38</b>

\*

May satisfy General Education requirements.

*Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.*

## Suggested Plan of Study

Students should talk with their faculty advisors prior to registration for classes. It is a good practice to visit with the faculty advisor each semester. The following suggested schedule provides a general overview of courses and work that will enable the Teaching Major in Spanish student to progress through the degree in an orderly and timely manner.

Code	Title	Credits
<b>First Year</b>		
<b>Fall</b>		
SPNS 201	Intermediate Spanish I	3
EDU 105	Education and Democracy	3
COMX 115	Intro to Interpersonal Comm	3
or COMX 111	Intro to Public Speaking	
General Education		3
Total		12
<b>Spring</b>		
SPNS 202	Intermediate Spanish II	3
EDU 220	Human Growth & Development	3
BIOB 101	Discover Biology	3
WRIT 101	College Writing I	3
General Education		6
Total		18
<b>Second Year</b>		
<b>Fall</b>		
SPNS 321	Adv Spanish Conversations I	3
SPNS 311	Hispanic Culture & Civ I	3
HSTA 101	American History I	3
or HSTA 102	American History II	
EDSP 204	Intro to Tchng Exceptnl Lnrs	3
General Education		6
Total		18
<b>Spring</b>		
SPNS 322	Adv Spanish Conversations II	3
SPNS 312	Hispanic Culture & Civ II	3
WRIT 201	College Writing II	3
EDU 221	Educ Psyc & Measurement	3
NASX 105	Intro Native American Studies	3
or NASX 205	Native Americans in Contmp Soc	
Minor		3
Total		18
Apply for Admission to Educator Preparation Program Spring Semester.		
<b>Third Year</b>		
<b>Fall</b>		
Spanish Elective		6
General Education with Lab		4
Minor		6
Total		16
<b>Spring</b>		
Spanish Elective		6
EDU 333	Rd & Wrtng Across Curriculum	3
Minor		6
Total		15
<b>Fourth Year</b>		
<b>Fall</b>		
Spanish Electives		3
EDU 380	Intro Curriculum Plan/Practice	2
EDU 497C	Methods: K-12 Modern Language	2
Minor Methods		3

Minor		6
Total		16
Spring		
EDU 406	Phil, Legal & Ethical Issues	3
EDU 495A	Student Teaching: K-12	9
Total		12

Apply to Student Teach Fall Semester.

Apply to Graduate Fall Semester.

Apply for Licensure Spring Semester.

# The Department of History

**Dr. Keith Edgerton, Chairperson**

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## Advising Information

Students are encouraged to meet with their advisor each semester to confirm that their plan of study is accurate and complete. If necessary, changes and updates should be made in order to ensure that program requirements can be completed in a timely manner. Faculty advisors work with students to explore appropriate internships, cooperative education placements and/or experiential learning opportunities that will enhance the student's academic program. In addition, advisors provide assistance in selecting elective courses that support the student's interests, career plans and plan of study.

Academic advising services for all freshmen Liberal Arts and Social Sciences majors are provided through the Advising Center on McMullen Hall first floor west. Upon declaring a specific major, Liberal Arts and Social Science majors will be assigned to a faculty advisor in their department for upper-division advising. Advising files for all upper-division students are maintained in the departmental office of the program in which the student is majoring.

Although advisors are available to assist students in designing their Plans of Study, students are ultimately responsible for meeting degree requirements.

The Department of History has a four-year program in History that leads to a Bachelor of Arts degree.

## Extended Major

In lieu of obtaining a minor in another discipline, history majors may choose the "extended major" option in history. To fulfill the extended major option students are required to complete an additional twelve upper-division (300-400 level) credits in history courses. These courses can be in any combination chosen from among the restricted electives offered by the history program. These credits are in addition to the other general education, language requirements, history major requirements, and minimum credits required for a degree. Students who seek this option do not have to obtain a minor in another discipline.

## History


The history program provides a broad general education, an intensive study of history, proficiency in a foreign language, and courses in a selected minor field of study or further study in advanced history courses if a student chooses the extended major option.

Students focus their study in the following three areas: United States history, European history, and global history. History helps one to learn to read critically, to write carefully, and to think problems through to a logical conclusion. History courses offer a basic background of knowledge essential to many professions.

Pre-law students can put their study of the past to good use, since the study of history requires a systematic examination of past events and the reasons how and why they happened, in addition to requiring students to refine their critical thinking, writing, and research skills. A range of national and international businesses and government agencies, particularly during this age of emerging globalization, are interested in hiring individuals who have an interest and knowledge in international affairs and cultures. In addition to preparing students who wish to pursue an advanced graduate degree in history or in a related discipline, a degree in history can serve as preparation and background for management, sales, public relations, and those occupations that rely on individuals who have the ability to communicate, orally and in writing, and to think critically.

In the area of journalism—both web-based and print—newspapers, journals, and magazines have a number of research-oriented jobs. History provides a perspective and the advanced communication and writing skills necessary in today's world of communication and social media, television, radio, films and the theater. History also provides artists with the understanding of forces and conflicts that molded and influenced the arts.

Federal, state, and local government agencies remain among the largest employers of history majors. Whatever students choose as occupations, an interest in the world around them, past and present, is essential.

- History Bachelor of Arts Degree (p. 168)
- History Teaching Licensure Option Bachelor of Arts Degree (p. 169)
- History Minor (p. 169)  Offered Online
- History Teaching Minor (p. 171)
- Women's Studies Minor (p. 172)

# History Bachelor of Arts Degree

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Identify primary sources and secondary sources and assess their validity and applicability to a project.
- Use primary and secondary sources to construct historical knowledge through analysis and interpretation.
- Compose a persuasive and clearly written essay that maintains and supports a historical thesis.
- Prepare a paper that meets the format and citation expectations of the discipline.

## Required Courses

Code	Title	Credits
General Education Requirements (p. 56)		31
Students should consult with their advisors to determine if specific courses are necessary in order to satisfy the General Education requirements within this major.		
A grade of "C" or higher is mandatory in all History Courses satisfying major requirements.		
<b>Required Courses</b>		
HSTA 101	American History I *	3
HSTA 102	American History II *	3
HSTR 159	World History to 1500 CE	3
HSTR 160	Modern World History	3
HSTA 200	Historian as Detective	3
HSTA/HSTR 499	Senior Capstone	3
Subtotal		18
<b>Restricted Electives</b>		
Select a minimum of 27 credits of upper division courses distributed as follows: at least 3 credits from each of the following categories: Area 1a, Area 1b, Area 1c, Area 2a, Area 2b, Area 2c, and 6 credits from Area 3, and 3 credits from any Area. Please note that students may, upon consultation with and the permission of their academic advisor, count up to 6 credits of historically-oriented Honors Seminars as restricted electives in their History major.		
<b>Area 1a: Early United States</b>		3
HSTA 313	Am Col & Rev History to 1789	
HSTA 315	Early Am Republic, 1787-1848	
HSTA 316	American Civil War Era	
<b>Area 1b: Modern United States</b>		3
HSTA 320	Birth of Modern US	
HSTA 321	America in Crisis	
HSTA 325	US Since 1960	
<b>Area 1c: Thematic America</b>		3
HSTA 408	Gender in America	
HSTA 428	Hist Arch in the Americas	
HSTA 460	Montana and the West	
HSTA 470	American Environmental History	
HSTA 494	Seminar/Workshop	
<b>Area 2a: Ancient and Medieval</b>		3
HSTR 302	Ancient Greece	
HSTR 304	Ancient Rome	

HSTR 305	Middle Ages	
HSTR 317	Renaissance & Reformation	
<b>Area 2b: Modern Europe</b>		3
HSTR 318	Enlight & Revol, 1648-1815	
HSTR 322	19th Century Europe	
HSTR 324	20th Century Europe	
<b>Area 2c: Thematic European</b>		3
HSTR 417	Early Mod Sci: Scientific Revl	
HSTR 450	Women in Euro Hist Since 1700	
HSTR 462	Holocaust in Nazi Occupied Eur	
HSTR 473	Gndr, War & Film:Eur 1648-1945	
HSTR 487	Monsters in Modern Euro Hist	
HSTR 494	Seminar/Workshop	
<b>Area 3: Global Studies</b>		6
HSTA 309	The Atlantic World 1492-1763	
HSTR 332	Pre-Columbian & Col Lat Am	
HSTR 336	Modern Latin America	
HSTR 440	Topics in Asian History	
HSTR 447	Modern Asia	
HSTR 494	Seminar/Workshop	
Select an additional 3 upper-division credits from any Area of History		3
Students may, upon consultation with and the permission of their academic advisor, take any of the following courses to fit any of the above areas.		
HSTA 492	Independent Study	
HSTR 492	Independent Study	
HSTA 498	Internship/Cooperative Educ	
HSTR 498	Internship/Cooperative Educ	
Subtotal		27
<b>Language Requirements (See Below)</b>		8
<b>Electives (may vary)</b>		15
<b>Minor</b>		21
<b>Total Minimum Credits</b>		120

\*

May satisfy General Education requirements.

*Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.*

## Language Requirement for the B.A. Degree in History

Requires proficiency in a language other than English, equivalent to satisfactory completion of second-year college-level work or the 101-102 active skills sequence in one foreign language.

## Suggested Plan of Study

This sample schedule is a suggested plan for students to follow in completing the Bachelor of Arts Major in History. Due to course schedule changes and staff assignments, students may not be able to follow the plan exactly. Students should consult with their advisors to plan classes before registering each term.

Code	Title	Credits
First Year		
Fall		
HSTA 101	American History I	3



HSTR 159	World History to 1500 CE	3
General Education		9
Total		15
Spring		
HSTA 102	American History II	3
HSTR 160	Modern World History	3
General Education		9
Total		15
Second Year		
Fall		
HSTA 200	Historian as Detective	3
Foreign Language		4
General Education		7
Total		14
Spring		
Foreign Language		4
General Education		3
Restricted Elective		3
Elective/Minor/Ext. Major		6
Total		16
Third Year		
Fall		
Restricted Elective		6
Foreign Language		3
Elective/Minor/Ext. Major		6
Total		15
Spring		
Restricted Elective		6
Foreign Language		3
Elective/Minor/Ext. Major		6
Total		15
Fourth Year		
Fall		
Restricted Elective		6
Elective/Minor/Ext. Major		9
Total		15
Spring		
Restricted Elective		3
Elective/Minor/Ext. Major		9
HSTA/HSTR 499	Senior Capstone	3
Total		15

## History Minor

 Offered Online

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Identify primary sources and secondary sources and assess their validity and applicability to a project.
- Use primary and secondary sources to construct historical knowledge through analysis and interpretation.

- Compose a persuasive and clearly written essay that maintains and supports a historical thesis.
- Prepare a paper that meets the format and citation expectations of the discipline.

## Required Courses

Code	Title	Credits
HSTA 101	American History I *	3
HSTA 102	American History II *	3
HSTR 159	World History to 1500 CE	3
HSTR 160	Modern World History	3
Subtotal		12
<b>Electives</b>		<b>9</b>
Nine upper-division credits in History courses selected in consultation with advisor.		
<b>Total Minimum Credits</b>		<b>21</b>

\*

May satisfy General Education requirements.

## History Teaching Licensure Option Bachelor of Arts Degree

### Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Identify primary sources and secondary sources and assess their validity and applicability to a project.
- Use primary and secondary sources to construct historical knowledge through analysis and interpretation.
- Compose a persuasive and clearly written essay that maintains and supports a historical thesis.
- Prepare a paper that meets the format and citation expectations of the discipline.

All students desiring licensure to teach are required to file an Application for Admission to the Educator Preparation Program (p. 74).

## Required Courses

Code	Title	Credits
General Education Requirements (p. 56)		<b>31</b>
Students should consult with their advisors to determine if specific courses are necessary in order to satisfy the General Education requirements within this major.		
<b>Professional Core (see below) <sup>1</sup></b>		<b>34</b>
<b>Required Courses</b>		
HSTA 101	American History I *	3
HSTA 102	American History II *	3
HSTA 200	Historian as Detective	3
HSTA 460	Montana and the West	3
HSTR 159	World History to 1500 CE	3
HSTR 160	Modern World History	3
HSTA 499	Senior Capstone	3
or HSTR 499	Senior Thesis/Capstone	
Subtotal		21

**Restricted Electives**

A minimum of 18 credits of upper division History courses selected in consultation with the departmental advisor, distributed as follows: at least 3 credits from each of the following categories: Area 1a, Area 1b, Area 2a, Area 2b, and Area 3 (teaching majors must take these categories), and 3 credits from any Area. **18**

*Area 1a: Early United States*

HSTA 313	Am Col & Rev History to 1789
HSTA 315	Early Am Republic, 1787-1848
HSTA 316	American Civil War Era

*Area 1b: Modern United States*

HSTA 320	Birth of Modern US
HSTA 321	America in Crisis
HSTA 325	US Since 1960

*Area 1c: Thematic America*

HSTA 408	Gender in America
HSTA 428	Hist Arch in the Americas
HSTA 470	American Environmental History
HSTA 498	Internship/Cooperative Educ

*Area 2a: Ancient and Medieval*

HSTR 302	Ancient Greece
HSTR 304	Ancient Rome
HSTR 305	Middle Ages
HSTR 317	Renaissance & Reformation

*Area 2b: Modern Europe*

HSTR 318	Enlight & Revol, 1648-1815
HSTR 322	19th Century Europe
HSTR 324	20th Century Europe

*Area 2c Thematic European*

HSTR 417	Early Mod Sci: Scientific Revl
HSTR 450	Women in Euro Hist Since 1700
HSTR 462	Holocaust in Nazi Occupied Eur
HSTR 473	Gndr, War & Film: Eur 1648-1945
HSTR 487	Monsters in Modern Euro Hist

*Area 3: Global Studies*

HSTA 309	The Atlantic World 1492-1763
HSTR 332	Pre-Columbian & Col Lat Am
HSTR 336	Modern Latin America
HSTR 440	Topics in Asian History
HSTR 447	Modern Asia

Students may, upon consultation with and the permission of their academic advisor, take any of the following courses to fit any of the above areas.

HSTA 492	Independent Study
HSTA 494	Seminar/Workshop
HSTR 492	Independent Study
HSTR 494	Seminar/Workshop

Subtotal **18**

Teaching minor **21**

Restricted electives selected with advisor approval. **3**

**Total Minimum Credits 128**

*Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.*

\* May satisfy General Education requirements.

<sup>1</sup> Includes EDU 497A. EDU 105 can be counted in General Education, 37 credits for the Professional Core if not.

## Professional Core Requirements

The Professional Core at Montana State University Billings combines the intellectual foundations of education and the professional knowledge and skills required of all teachers into a coherent sequence of courses. The core provides the basis for understanding the philosophical, historical, cultural, and sociopolitical means by which society attempts cultural transmission and it provides the opportunity to acquire the knowledge and skills that are essential for effective instruction. It includes the range of human development and learning as they affect instructional planning, evaluation, curriculum design and implementation, performance skills, management of classrooms, direction of students, professional responsibilities, and ethical issues affecting teacher effectiveness.

At different points in its sequence of courses, the Professional Core engages students in supervised practice applying their developing knowledge and skills. By having faculty who hold diverse disciplinary perspectives teach throughout its sequence, the Professional Core encourages students to develop a professionally responsible understanding of the diversity that defines learners and teachers. The student teaching experience completes the sequence and includes both a final look at classroom skills and a capstone seminar.

The Professional Core presents a balanced approach to epistemology from philosophical, psychological, and sociological perspectives. The core is predicated on the evidential nature of knowledge required for the professional practice of education. While the professional practice of education is also informed by belief and intuition, it is ultimately defensible only to the extent that it has evidential support. The Professional Core engages students in both the processes and products of human knowing as such knowing is central to all aspects of education. The Professional Core involves the

1. creation,
2. facilitation of change,
3. transmission, and
4. application of human knowledge across the diversity of ways in which individuals understand human knowledge.

### Secondary and K-12

Code	Title	Credits
EDSP 204	Intro to Tchng Exceptnl Lnrs	3
EDU 105	Education and Democracy *	3
EDU 220	Human Growth & Development	3
EDU 221	Educ Psyc & Measurement	3
EDU 333	Rd & Wrtng Across Curriculum	3
EDU 343	Strat for Mnging Div Learners	2
EDU 354	Secondary Junior Field	2
EDU 381	Curriculum Theory & Design	3
EDU 406	Phil, Legal & Ethical Issues	3
EDU 495A	Student Teaching: K-12	9
or EDU 495C	Student Teaching: 5-12	
HTH 412	Drugs and Alcohol	1

Content Area Methods Course	2-3
<b>Total Minimum Credits</b>	<b>37-38</b>

\*

May satisfy General Education requirements.

## Suggested Plan of Study

This sample schedule is a suggested plan for students to follow in completing the Bachelor of Arts Major in History Teaching Licensure Option. Due to course schedule changes and staff assignments, students may not be able to follow the plan exactly. Students should consult with their advisors to plan classes before registering each term.

Code	Title	Credits
<b>First Year</b>		
<b>Fall</b>		
HSTR 159	World History to 1500 CE	3
HSTA 101	American History I	3
General Education		6
EDU 105	Education and Democracy	3
<b>Total</b>		<b>15</b>
<b>Spring</b>		
General Education		9
HSTR 160	Modern World History	3
HSTA 102	American History II	3
EDU 220 & 220L	Human Growth & Development and Human Growth & Development Lab	3
<b>Total</b>		<b>18</b>
<b>Second Year</b>		
<b>Fall</b>		
HSTA 200	Historian as Detective	3
EDU 221	Educ Psych & Measurement	3
HTH 412	Drugs and Alcohol	1
General Education		10
<b>Total</b>		<b>17</b>
<b>Spring</b>		
EDSP 204	Intro to Tchng Exceptnl Lnrs	3
EDU 381	Curriculum Theory & Design	3
Restricted Electives		9
General Education		3
<b>Total</b>		<b>18</b>
<b>Third Year</b>		
<b>Fall</b>		
HSTA 460	Montana and the West	3
EDU 333	Rd & Wrtng Across Curriculum	3
EDU 497A	Methods: 5-12 Social Studies	2
Restricted Electives		6
Minor/Electives		3
<b>Total</b>		<b>17</b>
<b>Spring</b>		
EDU 343	Strat for Mnging Div Learners	2
EDU 354	Secondary Junior Field	2
Restricted Electives		6
Minor/Electives		6

<b>Total</b>		<b>16</b>
<b>Fourth Year</b>		
<b>Fall</b>		
HSTA 499	Senior Capstone	3
or HSTR 499	Senior Thesis/Capstone	
EDU 406	Phil, Legal & Ethical Issues	3
Minor/Electives		12
<b>Total</b>		<b>18</b>
<b>Spring</b>		
Student Teaching		9
<b>Total</b>		<b>9</b>

## History Teaching Minor

### Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Identify primary sources and secondary sources and assess their validity and applicability to a project.
- Use primary and secondary sources to construct historical knowledge through analysis and interpretation.
- Compose a persuasive and clearly written essay that maintains and supports a historical thesis.
- Prepare a paper that meets the format and citation expectations of the discipline.

Students who intend to graduate on the 128 credit degree program should consult with the Advising Center and their faculty advisor before selecting a teaching minor. Some requirements for certain teaching minors can be met in General Education, but some others cannot. Students choosing to take teaching minors with requirements beyond 21 credits may take credits in excess of 128 to complete their teaching major and preferred teaching minor. For students who are gaining teaching licensure in a content major, the following minor leads to endorsement.

All students desiring licensure to teach are required to file an Application for Admission to the Educator Preparation Program (p. 74).

## Required Courses

Code	Title	Credits
EDU 497A	Methods: 5-12 Social Studies	2
HSTA 101	American History I *	3
HSTA 102	American History II *	3
HSTA 460	Montana and the West	3
HSTR 159	World History to 1500 CE	3
HSTR 160	Modern World History	3
HSTA 499	Senior Capstone	3
or HSTR 499	Senior Thesis/Capstone	
<b>Subtotal</b>		<b>20</b>
<b>Restricted Electives</b>		
Select one of the following courses in non-western history:		3
HSTA 309	The Atlantic World 1492-1763	
HSTR 332	Pre-Columbian & Col Lat Am	
HSTR 336	Modern Latin America	
HSTR 440	Topics in Asian History	
HSTR 447	Modern Asia	

Subtotal	3
<b>Total Minimum Credits</b>	<b>23</b>

\*

May satisfy General Education requirements.

*Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.*

## Women's Studies Minor

The Women's Studies Minor at MSUB is a dynamic, interdisciplinary program that allows students to develop expertise in a wide range of subjects. Students take a required introductory course (WGSS 274) and a required Senior Thesis Capstone (WGSS 499). The remaining credits are made up of electives from across the College of Liberal Arts and Social Sciences.

The field of Women's Studies is interdisciplinary, sourcing from anthropology, art, education, history, literature, psychology, and sociology, among others. The curriculum reflects this orientation. This program equips students with critical thinking skills and an understanding of historical perspectives. Students learn about gender inequality, the formation and enforcement of gender roles, the LGBTQ+ community, feminism, and the intersection of gender, race, class and other identities.

The minor in Women's Studies will prepare students for occupational and societal success across a range of fields including, but not limited to: Art and Literature, Communications, Philosophy, History, Education, Psychology, Sociology and Criminal Justice, Native American Studies, Social Work and Counseling, Advocacy, Community Organization, Public Relations, Public Administration, Languages, Economics, Math, and Biological and Physical Sciences. Women's and Gender studies signifies to employers an understanding of diverse social issues, intersectionality, and social inequalities. As a result, career opportunities are diverse. Graduates are currently working in the fields of law, education, social work, business, healthcare, and more.

For more information about the Women's Studies program, please contact the Department of History or Jennifer Lynn, Associate Professor of History and Director of the Women's and Gender Studies Center (406-657-2922, jennifer.lynn1@msubillings.edu).

## Required Courses

Code	Title	Credits
WGSS 274	Women, Culture & Society *	3
WGSS 499	Senior Thesis/Capstone <sup>1</sup>	3
Subtotal		6

### Restricted Electives

Select five courses from the following: 15

ARTH 436	The History of Women in Art
CJUS 228	Diversity in Criminal Justice
CJUS 440	Gender, Crime and Justice
COMX 482	Gender, Media, and Society
HSTR 473	Gndr, War & Film: Eur 1648-1945
HSTR 494	Seminar/Workshop
LIT 335	Women & Lit
PHL 375	Women, Philosophy and Religion
PSYX 335	Psychology of Gender
SOCi 431	Sociology of Gender Roles

*Other courses which may be used to satisfy Restricted Elective requirements:*

WGSS 492	Independent Study
WGSS 294/494	Seminar/Workshop

WGSS 498	Internship/Cooperative Educ	
Subtotal		15
<b>Total Minimum Credits</b>		<b>21</b>

\*

May satisfy General Education requirements.

1

### Service Learning in Women's Studies

A central component to the Capstone Seminar (WGSS 499) will be a service learning project. The goal of the project is to provide students with both a robust academic curriculum and the opportunity to provide valuable services of benefit to local and regional organizations and the wider communities they serve. Each Capstone class will partner with a community organization to work on a semester-long project designed to meet both the academic goals of the course and program and the needs of the community partner.

*Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.*

# The Department of Mathematics

Dr. Mark Jacobson, Chair

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mjacobson@msubillings.edu (mjacobson@msubillings.edu)

The mathematics major is designed to include students with a wide variety of goals and backgrounds. Mathematics is an excellent preparation for fields from technical to legal, from scientific to managerial, and from computational to philosophic. It is also a source of pleasure and satisfaction for people in every line of endeavor. Therefore, MSU Billings' programs are constructed to welcome interested students of all sorts. Our programs reflect the diversity of interests of our students and the increasingly diverse nature of the mathematical sciences.

## Advising Information

Students are encouraged to meet with their advisor each semester to confirm that their plan of study is accurate and complete. If necessary, changes and updates should be made in order to ensure that program requirements can be completed in a timely manner. Faculty advisors work with students to explore appropriate internships, cooperative education placements and/or experiential learning opportunities which will enhance the student's academic program. In addition, advisors provide assistance in selecting elective courses which support the student's interests, career plans and plan of study.


Academic advising services for all freshmen Liberal Arts and Social Sciences majors are provided through the Advising Center on McMullen Hall first floor west. Upon declaring a specific major, Liberal Arts and Social Science majors will be assigned to a faculty advisor in their department for upper-division advising. Advising files for all upper-division students are maintained in the departmental office of the program in which the student is majoring. Although advisors are available to assist students in designing their Plans of Study, students are ultimately responsible for meeting degree requirements.

## Learning Outcomes for Math Department

1. Demonstrate proficiency in geometry, algebra, calculus, mathematical analysis, probability and statistics, and discrete mathematics.
2. Read, comprehend, critique, and construct rigorous mathematical arguments and proofs.
3. Effectively use technology such as (but not limited to) computer algebra systems, statistical software, and calculators to solve, analyze, or explore mathematics problems.
4. Demonstrate effective communication of mathematics through collaborative projects and presentations.

Code	Title	Credits
<b>1.</b>		
<i>Geometry</i>		
M 329	Modern Geometry	3
<i>Algebra</i>		
M 333	Linear Algebra	4
M 431	Abstract Algebra I	3
<i>Calculus</i>		
M 171	Calculus I	4
M 172	Calculus II	4
M 273	Multivariable Calculus	4
<i>Mathematical analysis</i>		
M 242	Methods of Proof	3
M 471	Mathematical Analysis	3

<i>Probability and statistics</i>		
STAT 216	Introduction to Statistics	4
STAT 341	Intro Probability & Statistics	4
<i>Discrete mathematics</i>		
M 305	Discrete Structures I	4
<b>2.</b>		
M 329	Modern Geometry	3
M 431	Abstract Algebra I	3
M 471	Mathematical Analysis	3
<b>3.</b>		
M 333	Linear Algebra	4
STAT 216	Introduction to Statistics	4
STAT 341	Intro Probability & Statistics	4
<b>4.</b>		
M 329	Modern Geometry	3
STAT 341	Intro Probability & Statistics	4

- Mathematics Bachelor of Science Degree \*Program placed on moratorium\* (p. 174)
- Mathematics Teaching Licensure Option Single Subject Endorsement Bachelor of Science Degree (p. 175)
- Computer Science Minor \*Program placed on moratorium\* (p. 174)
- Mathematics Minor \*Program placed on moratorium\* (p. 175)
- Mathematics Teaching Minor (p. 177)  Offered Online
- Statistics Minor \*Program placed on moratorium\* (p. 178)

## Computer Science Minor \*Program placed on moratorium\*

### Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Demonstrate proficiency in geometry, algebra, calculus, mathematical analysis, probability and statistics, and discrete mathematics.
- Read, comprehend, critique, and construct rigorous mathematical arguments and proofs.
- Effectively use technology such as (but not limited to) computer algebra systems, statistical software, and calculators to solve, analyze, or explore mathematics problems.
- Demonstrate effective communication of mathematics through collaborative projects and presentations.

#### Required Courses

Code	Title	Credits
CSCI 111A	Programming with Java I	4
CSCI 132	Bsc Data Structures/Algorithms	4
M 305	Discrete Structures I	4
M 306	Discrete Structures II	4
Electives in Computer Science		5
<b>Total Minimum Credits</b>		<b>21</b>

*Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.*

## Mathematics Bachelor of Science Degree \*Program placed on moratorium\*

### Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Demonstrate proficiency in geometry, algebra, calculus, mathematical analysis, probability and statistics, and discrete mathematics.
- Read, comprehend, critique, and construct rigorous mathematical arguments and proofs.
- Effectively use technology such as (but not limited to) computer algebra systems, statistical software, and calculators to solve, analyze, or explore mathematics problems.
- Demonstrate effective communication of mathematics through collaborative projects and presentations.

#### Required Courses

Code	Title	Credits
General Education Requirements (p. 56)		<b>31</b>
Students should consult with their advisors to determine if specific courses are necessary in order to satisfy the General Education requirements within this major.		
Language Requirement (p. 139)		<b>8</b>
<b>Required Core Courses</b>		
M 171	Calculus I *	4

M 172	Calculus II	4
M 242	Methods of Proof	3
M 273	Multivariable Calculus	4
M 333	Linear Algebra	4
M 431	Abstract Algebra I	3
M 471	Mathematical Analysis	3
M 499	Capstone	3
Subtotal		<b>28</b>

#### Concentration Electives

Select 22 credits, 14 of which must be upper division, from below. Other courses may be chosen in consultation with an advisor. <sup>1</sup>

CSCI 111A	Programming with Java I	
CSCI 111B	Programming with Java I	
M 274	Intro Differential Equations	
M 305	Discrete Structures I	
M 329	Modern Geometry	
M 371	Numerical Computing	
M 472	Intro to Complex Analysis	
M 494	Seminar/Workshop	
STAT 341	Intro Probability & Statistics	
Subtotal		<b>22</b>

**Minor (Optional) 21**

**Electives 10**

**Total Minimum Credits 120**

\*

May satisfy General Education requirements

<sup>1</sup>

Students should contact the Math Department to confirm the eligibility of any course with an adequate computer science, math, or statistics component to count as an elective in this group.

*Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.*

### Suggested Plan of Study

The following sample schedule is a suggested plan for students to follow in completing the Bachelor of Science Major in Mathematics. Due to course schedule changes and staff assignments, students may not be able to follow the plan exactly. Students should consult with their advisors to plan classes before registering each semester.

Code	Title	Credits
First Year		
Fall		
WRIT 101	College Writing I	3
M 171	Calculus I	4
General Education		4
Language		4
Total		<b>15</b>
Spring		
M 172	Calculus II	4
M 242	Methods of Proof	3
Language		4
General Education		4



Total		15
<b>Second Year</b>		
Fall		
M 273	Multivariable Calculus	4
Concentration Electives		4
General Education		7
Total		15
Spring		
M 333	Linear Algebra	4
Concentration Electives		4
Elective		3
General Education		4
Total		15
<b>Third Year</b>		
Fall		
Concentration Electives		7
General Education		3
Minor		6
Total		16
Spring		
M 431	Abstract Algebra I	3
Concentration Electives		3
General Education		3
Minor		6
Total		15
<b>Fourth Year</b>		
Fall		
M 471	Mathematical Analysis	3
M 499	Capstone	3
Minor		6
Electives		3
Total		15
Spring		
Concentration Electives		4
Minor		3
Electives		4
General Education		3
Total		14

## Mathematics Minor \*Program placed on moratorium\*

### Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Demonstrate proficiency in geometry, algebra, calculus, mathematical analysis, probability and statistics, and discrete mathematics.
- Read, comprehend, critique, and construct rigorous mathematical arguments and proofs.
- Effectively use technology such as (but not limited to) computer algebra systems, statistical software, and calculators to solve, analyze, or explore mathematics problems.

- Demonstrate effective communication of mathematics through collaborative projects and presentations.

## Required Courses

Code	Title	Credits
CSCI 111A	Programming with Java I	4
M 110	Mathematical Computing	1
M 171	Calculus I *	4
M 172	Calculus II	4
M 273	Multivariable Calculus	4
M 333	Linear Algebra	4
<b>Total Minimum Credits</b>		<b>21</b>

\*

May satisfy General Education requirements.

*Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.*

## Mathematics Teaching Licensure Option Single Subject Endorsement Bachelor of Science Degree

### Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Demonstrate proficiency in geometry, algebra, calculus, mathematical analysis, probability and statistics, and discrete mathematics.
- Read, comprehend, critique, and construct rigorous mathematical arguments and proofs.
- Effectively use technology such as (but not limited to) computer algebra systems, statistical software, and calculators to solve, analyze, or explore mathematics problems.
- Demonstrate effective communication of mathematics through collaborative projects and presentations.
- Demonstrate how students learn mathematics and the pedagogical knowledge specific to mathematics teaching and learning by demonstrating how learners develop mathematical proficiency through the interdependent processes of integrating conceptual understanding, procedural fluency, strategic competence, adaptive reasoning, and productive disposition.
- Demonstrate how students learn mathematics and the pedagogical knowledge specific to mathematics teaching and learning by demonstrating an understanding of individual differences and diverse cultures and communities to ensure inclusive learning environments in mathematics and ensure high standards of mathematical work for all students.
- Demonstrate how students learn mathematics and the pedagogical knowledge specific to mathematics teaching and learning by demonstrating an understanding of learning environments that promote mathematical learning, including individual and collaborative learning, positive social interaction about mathematics, active engagement in mathematics learning, and promote self-motivation among mathematical learners.
- Demonstrate how students learn mathematics and the pedagogical knowledge specific to mathematics teaching and learning by demonstrating an understanding of multiple methods of assessment of mathematical learner growth, progress, and decision making.
- Demonstrate how students learn mathematics and the pedagogical knowledge specific to mathematics teaching and learning by demonstrating an

understanding of a variety of instructional strategies that encourage learners to develop deep understanding of mathematics.

- Demonstrate how students learn mathematics and the pedagogical knowledge specific to mathematics teaching and learning by demonstrating an understanding of grades 5-12 mathematics curriculum as specified by the State of Montana Content Standards and of the assessment process as specified by the Montana statewide assessment.

All students desiring licensure to teach are required to file an Application for Admission to the Educator Preparation Program (p. 74).

## Required Courses

Code	Title	Credits
General Education Requirements (p. 56) <sup>1</sup>		31
Students should consult with their advisor to determine other specific courses necessary in order to satisfy the General Education requirements within this major.		
<b>Professional Core (see below)</b>		<b>48</b>
<b>Included in this core, students must take:</b>		
EDSP 410	Sprrtng Div Lrnrs thru Collab	
EDU 383	Assessment in Education	
EDU 494	Seminar/Workshop	
EDU 497B	Methods: 9-12 Mathematics	
EDU 497R	Methods: 5-8 Mathematics	
<b>Required Courses</b>		
M 171	Calculus I *	4
M 172	Calculus II	4
M 242	Methods of Proof	3
M 273	Multivariable Calculus	4
M 305	Discrete Structures I	4
M 329	Modern Geometry	3
M 333	Linear Algebra	4
M 431	Abstract Algebra I	3
M 471	Mathematical Analysis	3
STAT 216	Introduction to Statistics *	4
STAT 341	Intro Probability & Statistics	4
Subtotal		40
<b>Concentration Electives</b>		
Select 6-8 credits from below. Other courses may be chosen in consultation with 6-8 an advisor. <sup>2</sup>		
CSCI 100	Intro to Programming	
CSCI 116	Python Programming	
M 130	Math for Elementary Teachers I *	
M 131	Math for Elementary Teacher II	
PHSX 220	Physics I	
PHSX 221	Physics I Lab	
PHSX 232	Physics II & Thermo	
PHSX 233	Physics II & Thermo Lab	
Subtotal		6-8
<b>Electives</b>		<b>1-3</b>
<b>Total Minimum Credits</b>		<b>120</b>

\* May satisfy General Education requirements.

1

M 171 or STAT 216 count in both General Education and program requirements. EDU 105 counts in both General Education and the Professional Core.

2

Students should contact the Math Department to confirm the eligibility of any course with an adequate computer science, math, or statistics component to count in this group.

*Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.*

## Professional Core Requirements

The Professional Core at Montana State University Billings combines the intellectual foundations of education and the professional knowledge and skills required of all teachers into a coherent sequence of courses. The core provides the basis for understanding the philosophical, historical, cultural, and sociopolitical means by which society attempts cultural transmission and it provides the opportunity to acquire the knowledge and skills that are essential for effective instruction. It includes the range of human development and learning as they affect instructional planning, evaluation, curriculum design and implementation, performance skills, management of classrooms, direction of students, professional responsibilities, and ethical issues affecting teacher effectiveness.

At different points in its sequence of courses, the Professional Core engages students in supervised practice applying their developing knowledge and skills. By having faculty who hold diverse disciplinary perspectives teach throughout its sequence, the Professional Core encourages students to develop a professionally responsible understanding of the diversity that defines learners and teachers. The student teaching experience completes the sequence and includes both a final look at classroom skills and a capstone seminar.

The Professional Core presents a balanced approach to epistemology from philosophical, psychological, and sociological perspectives. The core is predicated on the evidential nature of knowledge required for the professional practice of education. While the professional practice of education is also informed by belief and intuition, it is ultimately defensible only to the extent that it has evidential support. The Professional Core engages students in both the processes and products of human knowing as such knowing is central to all aspects of education. The Professional Core involves the

1. creation,
2. facilitation of change,
3. transmission, and
4. application of human knowledge across the diversity of ways in which individuals understand human knowledge.

### Secondary and K-12

Code	Title	Credits
EDSP 204	Intro to Tchng Exceptnl Lrnrs	3
EDU 105	Education and Democracy *	3
EDU 220	Human Growth & Development	3
EDU 221	Educ Psyc & Measurement	3
EDU 333	Rd & Wrtng Across Curriculum	3
EDU 343	Strat for Mnging Div Learners	2
EDU 354	Secondary Junior Field	2
EDU 381	Curriculum Theory & Design	3
EDU 406	Phil, Legal & Ethical Issues	3
EDU 495A	Student Teaching: K-12	9

or EDU 495C	Student Teaching: 5-12	
HTH 412	Drugs and Alcohol	1
Content Area Methods Course		2-3
<b>Total Minimum Credits</b>		<b>37-38</b>

\*

May satisfy General Education requirements.

## Suggested Plan of Study

Students should talk with their faculty advisors prior to registration for classes. It is a good practice to visit with the faculty advisor each semester. The following suggested schedule provides a general overview of courses and work that will enable the student to progress through the degree in an orderly and timely manner.

Code	Title	Credits
First Year		
Fall		
M 171	Calculus I	4
STAT 216	Introduction to Statistics	4
EDU 105	Education and Democracy	3
NASX 105	Intro Native American Studies	3
or NASX 205	Native Americans in Contmp Soc	
WRIT 101	College Writing I	3
Total		17
Spring		
M 172	Calculus II	4
M 242	Methods of Proof	3
COMX 115	Intro to Interpersonal Comm	3
or COMX 111	Intro to Public Speaking	
EDU 220	Human Growth & Development	3
& 220L	and Human Growth & Development Lab	
General Education		5
Total		18
Second Year		
Fall		
M 273	Multivariable Calculus	4
M 305	Discrete Structures I	4
EDSP 204	Intro to Tchng Exceptnl Lnrs	3
HTH 412	Drugs and Alcohol	1
HSTA 101	American History I	3
or HSTA 102	American History II	
General Education		3
Total		18
Spring		
M 333	Linear Algebra	4
STAT 341	Intro Probability & Statistics	4
EDU 221	Educ Psyc & Measurement	3
General Education		6
Total		17
Apply for Admission to Educator Preparation Program Spring Semester		
Third Year		
Fall		
M 329	Modern Geometry	3
Concentration Electives		4

EDU 381	Curriculum Theory & Design	3
EDU 383	Assessment in Education	3
General Education		5
Total		18
Spring		
M 471	Mathematical Analysis	3
Concentration Electives		3
EDU 333	Rd & Wrtng Across Curriculum	3
EDU 497R	Methods: 5-8 Mathematics	3
Elective		2
Total		14
Fourth Year		
Fall		
M 431	Abstract Algebra I	3
EDSP 410	Sprrtng Div Lnrs thru Collab	3
EDU 343	Strat for Mnging Div Learners	2
EDU 354	Secondary Junior Field	2
EDU 494	Seminar/Workshop	1
EDU 497B	Methods: 9-12 Mathematics	3
Total		14
Spring		
EDU 406	Phil, Legal & Ethical Issues	3
EDU 495C	Student Teaching: 5-12	9
Total		12
Apply to Student Teach Fall Semester		
Apply to Graduate Fall Semester		
Apply for Licensure Spring Semester		

## Mathematics Teaching Minor

 Offered Online

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Demonstrate proficiency in geometry, algebra, differential calculus, mathematical analysis, probability and statistics, and discrete mathematics.
- Effectively use technology such as (but not limited to) computer algebra systems, statistical software, and calculators to solve, analyze, or explore mathematics problems.
- Demonstrate how students learn mathematics and the pedagogical knowledge specific to mathematics teaching and learning by demonstrating how learners develop mathematical proficiency through the interdependent processes of integrating conceptual understanding, procedural fluency, strategic competence, adaptive reasoning, and productive disposition.
- Demonstrate how students learn mathematics and the pedagogical knowledge specific to mathematics teaching and learning by demonstrating an understanding of individual differences and diverse cultures and communities to ensure inclusive learning environments in mathematics and ensure high standards of mathematical work for all students.
- Demonstrate how students learn mathematics and the pedagogical knowledge specific to mathematics teaching and learning by demonstrating an understanding of learning environments that promote mathematical learning, including individual and collaborative learning, positive social interaction about mathematics, active engagement in mathematics learning, and promote self-motivation among mathematical learners.

- Demonstrate how students learn mathematics and the pedagogical knowledge specific to mathematics teaching and learning by demonstrating an understanding of multiple methods of assessment of mathematical learner growth, progress, and decision making.
- Demonstrate how students learn mathematics and the pedagogical knowledge specific to mathematics teaching and learning by demonstrating an understanding of a variety of instructional strategies that encourage learners to develop deep understanding of mathematics.
- Demonstrate how students learn mathematics and the pedagogical knowledge specific to mathematics teaching and learning by demonstrating an understanding of grades 5-12 mathematics curriculum as specified by the State of Montana Content Standards and of the assessment process as specified by the Montana statewide assessment.

For students who are gaining teaching licensure in a content major, the following minor leads to endorsement. All students desiring licensure to teach are required to file an Application for Admission to the Educator Preparation Program (p. 74).

## Required Courses

Code	Title	Credits
EDU 494	Seminar/Workshop	1
EDU 497B	Methods: 9-12 Mathematics	3
EDU 497R	Methods: 5-8 Mathematics	3
M 121	College Algebra *	3
M 122	College Trigonometry *	3
M 171	Calculus I *	4
M 305	Discrete Structures I	4
M 329	Modern Geometry	3
M 333	Linear Algebra	4
STAT 216	Introduction to Statistics *	4
<b>Total Minimum Credits</b>		<b>32</b>

\*

May satisfy General Education requirements.

*Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.*

## Suggested Plan of Study

Code	Title	Credits
Summer Even Years (for example, 2022)		
M 121	College Algebra	3
M 122	College Trigonometry	3
Fall Even Years (for example, 2022)		
M 171	Calculus I	4
Spring Odd Years (for example, 2023)		
EDU 497R	Methods: 5-8 Mathematics	3
Summer Odd Years (for example, 2023)		
STAT 216	Introduction to Statistics	4
Fall Odd Years (for example, 2023)		
EDU 497B	Methods: 9-12 Mathematics	3
Spring Even Years (for example, 2024)		
M 333	Linear Algebra	4
Summer Even Years (for example, 2024)		
M 305	Discrete Structures I	4
M 329	Modern Geometry	3

Fall Even Years (for example, 2024)

EDU 494	Seminar/Workshop	1
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## Statistics Minor \*Program placed on moratorium\*

### Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Demonstrate proficiency in geometry, algebra, calculus, mathematical analysis, probability and statistics, and discrete mathematics.
- Read, comprehend, critique, and construct rigorous mathematical arguments and proofs.
- Effectively use technology such as (but not limited to) computer algebra systems, statistical software, and calculators to solve, analyze, or explore mathematics problems.
- Demonstrate effective communication of mathematics through collaborative projects and presentations.

## Required Courses

Code	Title	Credits
<b>Required Courses Group A</b>		
STAT 216	Introduction to Statistics *	4
<b>Select one or both of the following:</b>		<b>4-8</b>
STAT 217	Interm Statistical Concepts	
STAT 341	Intro Probability & Statistics	
<b>Electives</b>		
Select 0-9 credits from the list below or other courses chosen in consultation with the Math Department advisor. The elective courses are not limited to the list below. Students should contact the Math Department to confirm the eligibility of any course with an adequate statistics component to count as an elective in this group.		0-9
BGEN 315	Applied Business Decisions	
BMGT 322	Operations Management	
BMKT 342	Marketing Research	
BMKT 411	Services/Relationship Mktg	
SOCI 318	Sociological Research Methods	
SOCI 319	Statistics for Sociologists	
SOCI 499	Senior Thesis/Capstone	
STAT 141	Intro to Statistical Concepts *	
STAT 492	Independent Study	
PSYX 222	Psychological Statistics	
PSYX 225	Research Design and Analysis	
PSYX 320	Adv Psych Research Methods	
PSYX 321	Adv Psych Research Methods Lab	
PSYX 499	Senior Thesis	
<b>Subtotal</b>		<b>8-21</b>
<b>Required Courses Group B</b>		
M 171	Calculus I *	3-4
or M 161	Survey of Calculus	
<b>Electives</b>		

Choose 0-6 credits from the list below or other courses chosen in consultation with the Math Department advisor. The elective courses are not limited to the list below. Students should contact the Math Department to confirm the eligibility of any course with an adequate math or statistics component to count as an elective in this group.

CHMY 371	Phys Chem-Qntm Chm & Spctrscopy	
CHMY 373	Phys Chem-Kntcs & Thrmdynmcs	
CSCI 111A	Programming with Java I	
CSCI 246	Discrete Structures	
M 172	Calculus II	
M 371	Numerical Computing	
Any M 200-level or above		
PHSX 232	Physics II & Thermo	
PHSX 343	Modern Physics	
Subtotal		3-10
<b>Total Minimum Credits</b>		<b>20</b>

\*

May satisfy General Education requirements.

*Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.*

# The Department of Music

**Mr. John Roberts, Chairperson**

CI 119, (406) 657-2350

## Mission of the Department

The Department of Music educates musicians by combining a thorough, diverse professional training with a sound general education. It is accredited by the National Association of Schools of Music. The MSU Billings Department of Music stresses high standards of performance, a strong theoretical background, production, composition, a broad exposure to music history, opportunities in pedagogy, and a significant encounter with other academic disciplines.

## Program Choices

The varied functions of music in the world today present many interesting and challenging opportunities to students as teachers, performers, creative artists, and employees in the music industry. Because of the many opportunities available to students, the faculty of the Department of Music has established a program of training which allows first year students to determine the course of study they may wish to follow. Through an emphasis in music history and theory, as well as instruction in performance participation in various ensembles, students are prepared for graduate study, performance, studio teaching, teaching in the public schools, and employment in the field of music.

The Bachelor of Arts Major in Music Performance Option is designed to prepare students for a career in music performance.

The Bachelor of Arts Major in Music Teaching Licensure Option is designed for students wishing to pursue music teaching careers in the schools.

## Accreditation

The Department of Music is accredited by the National Association of Schools of Music (NASM).

## Advising Information

Students are encouraged to meet with their advisor each semester to confirm that their plan of study is accurate and complete. If necessary, changes and updates should be made in order to ensure that program requirements can be completed in a timely manner. In addition, advisors provide assistance in selecting elective courses which support the students' interests, career plans, and plan of study.

Academic advising services for all freshmen Liberal Arts and Social Sciences majors are provided through the Advising Center on McMullen Hall first floor west. Upon declaring a specific major, Liberal Arts and Social Science majors will be assigned to a faculty advisor in their department for upper-division advising. Advising files for all upper-division students are maintained in the departmental office of the program in which the student is majoring. Although advisors are available to assist students in designing their Plans of Study, students are ultimately responsible for meeting degree requirements, and should regularly consult the Music Major Handbook.

- Commercial Music Option Bachelor of Arts Degree (p. 181)
- Music Bachelor of Arts Degree \*Program placed on moratorium\* (p. 183)
- Music Performance Option Bachelor of Arts Degree (p. 185)
- Music Teaching Licensure Option Bachelor of Arts Degree (p. 187)
- Music Minor \*Program placed on moratorium\* (p. 184)



# Commercial Music Option Bachelor of Arts Degree

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Students should be able to create original music in multiple genres through the practices of composition, arranging, and improvisation.
- Students will be able to facilitate musical opportunities.
- Students will be able to employ technological tools including recording technology, notation software, and desktop production.
- Students will be able to integrate skills and knowledge through solo and ensemble performances in multiple genres.
- Students will be able to perform solo works, accompany others, use the keyboard as a compositional tool, and desktop music production in multiple genres.

## Required Courses

Code	Title	Credits
General Education Requirements (p. 56)		<b>31</b>
The credits may be counted only once. Students should consult with an academic advisor before registering for General Education courses in order to minimize the number of credits required for graduation.		
<b>Music Core Requirements</b>		
MUSI 105	Music Theory I	3
MUSI 106	Music Theory II	3
MUSI 135	Keyboard Skills I	1
MUSI 136	Keyboard Skills II	1
MUSI 140	Aural Perception I	1
MUSI 141	Aural Perception II	1
MUSI 205	Music Theory III	3
MUSI 206	Music Theory IV	3
MUSI 235	Keyboard Skills III	1
MUSI 236	Keyboard Skills IV	1
MUSI 240	Aural Perception III	1
MUSI 241	Aural Perception IV	1
Complete 8 semesters of:		
MUSI 190	Forum	0
Select 4 credits from the following ensembles:		4
MUSI 114	Band: MSUB Symphonic *	
MUSI 131	Jazz Ensemble I: MSUB *	
MUSI 147	Choral Ensemble: Univ Chorus *	
Select 4 credits from the following ensembles:		4
MUSI 312	Choir III: University Chorus *	
MUSI 331	Jazz Ensemble II: MSUB *	
MUSI 364	Symphonic Band *	
Select 4 credits of Applied Study from one of the following:		4
MUSI 195A	Applied Music I:Guitar	
MUSI 195B	Applied Music I:Voice	
MUSI 195C	Applied Music I:Piano	
MUSI 195D	Applied Music I:Flute	
MUSI 195E	Applied Music I:Oboe	
MUSI 195F	Applied Music I:Clarinet	
MUSI 195G	Applied Music I:Saxophone	

MUSI 195H	Applied Music I:Bassoon	
MUSI 195I	Applied Music I:Horn	
MUSI 195J	Applied Music I:Trumpet	
MUSI 195K	Applied Music I:Trombone	
MUSI 195L	Applied Music I:Euphonium	
MUSI 195M	Applied Music I:Tuba	
MUSI 195N	Applied Music I:Violin/Viola	
MUSI 195O	Applied Music I:Cello/Bass	
MUSI 195P	Applied Music I:Percussion	
Select 4 credits of Applied Study from one of the following:		4
MUSI 395A	Applied Music III:Guitar	
MUSI 395B	Applied Music III:Voice	
MUSI 395C	Applied Music III:Piano	
MUSI 395D	Applied Music III:Flute	
MUSI 395E	Applied Music III:Oboe	
MUSI 395F	Applied Music III:Clarinet	
MUSI 395G	Applied Music III:Saxophone	
MUSI 395H	Applied Music III:Bassoon	
MUSI 395I	Applied Music III:Horn	
MUSI 395J	Applied Music III:Trumpet	
MUSI 395K	Applied Music III:Trombone	
MUSI 395L	Applied Music III:Euphonium	
MUSI 395M	Applied Music III:Tuba	
MUSI 395N	Applied Music III:Violin/Viola	
MUSI 395O	Applied Music III:Cello/Bass	
MUSI 395P	Applied Music III:Percussion	
MUSI 207	World Music *	3
MUSI 301	Music History I	3
MUSI 302	Music History II	3
MUSI 399	Junior Recital	1
MUSI 440	Orchestration	3
MUSI 499	Senior Recital	1
Subtotal		50
<b>Commercial Music Courses</b>		
Select 4 credits from the following ensembles:		4
MUSI 162A	Chamber Ensembles:Singers	
MUSI 162B	Chamber Ensembles:Instrumental	
Select 4 credits from the following ensembles:		4
MUSI 368	Sm Ensemble-Instrumental	
Select 1 credit from the following courses:		1
MUSI 145	Commercial Percussion/Drum Set	
MUSI 146	Commercial Voice	
MUSE 440	Commercial Music Pedagogy	1
MUSI 315	Commercial Composition	2
MUSI 316	Commercial Arranging	2
MUSI 317	Commercial Songwriting	2
MUSI 346	Commercial Improvisation I	2
MUSI 347	Commercial Improvisation II	2
MUSI 401	Intro to the Music Business	3
MUSI 431	Commercial Keyboard Skills	1
MUSI 498	Internship/Cooperative Educ	3
MUST 275	Recording Techniques I	2

MUST 375	Recording Techniques II	2
MUST 376	Desktop Music Production	2
Electives in Music		6
Subtotal		39
<b>Total Minimum Credits</b>		<b>120</b>

\*

May satisfy General Education requirements.

It is a student's responsibility to know and meet the requirements for graduation. A minimum of 36 credits must be upper division classes (300 and above).

*Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.*

## Suggested Plan of Study

This sample schedule is a suggested plan for students to follow. Due to course schedule changes and staff assignments, students may not be able to follow the plan exactly. Students should consult with their advisors to plan classes before registering each term.

Code	Title	Credits
First Year		
Fall		
MUSI 105	Music Theory I	3
MUSI 140	Aural Perception I	1
MUSI 135	Keyboard Skills I	1
Applied Study		1
Large Performance Ensemble		1
Small Performance Ensemble		1
MUSI 190	Forum	0
General Education		6
Total		14
Spring		
MUSI 106	Music Theory II	3
MUSI 141	Aural Perception II	1
MUSI 136	Keyboard Skills II	1
Applied Study		1
Large Performance Ensemble		1
Small Performance Ensemble		1
Commercial Voice or Percussion		1
MUSI 190	Forum	0
General Education		9
Total		18
Second Year		
Fall		
MUSI 205	Music Theory III	3
MUSI 240	Aural Perception III	1
MUSI 235	Keyboard Skills III	1
Applied Study		1
Large Performance Ensemble		1
Small Performance Ensemble		1
MUSI 190	Forum	0
MUST 275	Recording Techniques I	2
General Education		6

Total		16
Spring		
MUSI 206	Music Theory IV	3
MUSI 241	Aural Perception IV	1
MUSI 236	Keyboard Skills IV	1
MUSI 346	Commercial Improvisation I	2
Applied Study		1
Large Performance Ensemble		1
Small Performance Ensemble		1
MUSI 190	Forum	0
General Education		7
Total		17
Third Year		
Fall		
MUSI 301	Music History I	3
Large Performance Ensemble		1
Small Performance Ensemble		1
Applied Study		1
MUSI 440	Orchestration	3
MUSI 190	Forum	0
MUSI 431	Commercial Keyboard Skills	1
MUSI 315	Commercial Composition	2
General Education		3
Total		15
Spring		
MUSI 207	World Music	3
MUSI 347	Commercial Improvisation II	2
Large Performance Ensemble		1
Small Performance Ensemble		1
MUSI 316	Commercial Arranging	2
MUST 375	Recording Techniques II	2
Applied Study		1
MUSI 190	Forum	0
MUSI 399	Junior Recital	1
Total		13
Fourth Year		
Fall		
MUSI 302	Music History II	3
MUSI 401	Intro to the Music Business	3
Large Performance Ensemble		1
Small Performance Ensemble		1
Applied Study		1
MUSI 498	Internship/Cooperative Educ	3
MUSI 190	Forum	0
Music Electives		3
Total		15
Spring		
Large Performance Ensemble		1
Small Performance Ensemble		1
MUSI 317	Commercial Songwriting	2
MUSE 440	Commercial Music Pedagogy	1
MUST 376	Desktop Music Production	2

Applied Study	1
MUSI 499 Senior Recital	1
MUSI 190 Forum	0
Music Electives	3
<b>Total</b>	<b>12</b>

## Music Bachelor of Arts Degree \*Program placed on moratorium\*

### Required Courses

Code	Title	Credits
General Education Requirements (p. 56)		<b>31</b>
The credits may be counted only once. Students should consult with an academic advisor before registering for General Education courses in order to minimize the number of credits required for graduation. <sup>1</sup>		
Select four credits of Applied Study from one of the following		<b>4</b>
MUSI 195A	Applied Music I:Guitar	
MUSI 195B	Applied Music I:Voice	
MUSI 195C	Applied Music I:Piano	
MUSI 195D	Applied Music I:Flute	
MUSI 195E	Applied Music I:Oboe	
MUSI 195F	Applied Music I:Clarinet	
MUSI 195G	Applied Music I:Saxophone	
MUSI 195H	Applied Music I:Bassoon	
MUSI 195I	Applied Music I:Horn	
MUSI 195J	Applied Music I:Trumpet	
MUSI 195K	Applied Music I:Trombone	
MUSI 195L	Applied Music I:Euphonium	
MUSI 195M	Applied Music I:Tuba	
MUSI 195N	Applied Music I:Violin/Viola	
MUSI 195O	Applied Music I:Cello/Bass	
MUSI 195P	Applied Music I:Percussion	
MUSI 135	Keyboard Skills I	1
MUSI 136	Keyboard Skills II	1
MUSI 105	Music Theory I	3
MUSI 140	Aural Perception I	1
MUSI 106	Music Theory II	3
MUSI 141	Aural Perception II	1
MUSI 207	World Music *	3
Select four credits from the following performance ensembles:		<b>4</b>
MUSI 114	Band: MSUB Symphonic *	
MUSI 108	Orchestra: MSUB	
MUSI 147	Choral Ensemble: Univ Chorus *	
MUSI 205	Music Theory III	3
MUSI 240	Aural Perception III	1
MUSI 206	Music Theory IV	3
MUSI 241	Aural Perception IV	1
<b>Upper Divisional Juries (see below)</b>		
Select four credits of Advanced Study from one of the following:		<b>4</b>
MUSI 395A	Applied Music III:Guitar	
MUSI 395B	Applied Music III:Voice	
MUSI 395C	Applied Music III:Piano	

MUSI 395D	Applied Music III:Flute	
MUSI 395E	Applied Music III:Oboe	
MUSI 395F	Applied Music III:Clarinet	
MUSI 395G	Applied Music III:Saxophone	
MUSI 395H	Applied Music III:Bassoon	
MUSI 395I	Applied Music III:Horn	
MUSI 395J	Applied Music III:Trumpet	
MUSI 395K	Applied Music III:Trombone	
MUSI 395L	Applied Music III:Euphonium	
MUSI 395M	Applied Music III:Tuba	
MUSI 395N	Applied Music III:Violin/Viola	
MUSI 395O	Applied Music III:Cello/Bass	
MUSI 395P	Applied Music III:Percussion	
MUSI 301	Music History I	3
MUSI 302	Music History II	3
Select four credits from the following performance ensembles:		<b>4</b>
MUSI 364	Symphonic Band	
MUSI 365	Symphony Orchestra	
MUSI 312	Choir III: University Chorus	
MUSI 443	Music Form & Style	3
MUSI 440	Orchestration	3
MUSI 499	Senior Recital	1
<b>Subtotal</b>		<b>50</b>
<b>Minor</b>		<b>V</b>
Language Requirement (p. 139)		<b>14</b>
<b>Restricted electives selected with advisor approval</b>		<b>6</b>
<b>Electives</b>		<b>V</b>
		<b>0-3</b>
The total number of elective credits required for the degree will be determined by the number of courses a student elects to take which fulfill both the General Education requirements and the major requirements. Electives should be chosen in consultation with an academic advisor.		
<b>Total Minimum Credits</b>		<b>120</b>

<sup>1</sup>

The following General Education course also satisfies requirements in the major: MUSI 207 (3 cr.).

\*

May satisfy General Education requirements.

*Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.*

### Upper Divisional Juries

Music majors must pass an upper divisional jury before registering for 300 Level Advanced Music courses. Students must apply for upper divisional with the chairperson at least two weeks prior to the proposed jury date. Following are the upper divisional requirements:

1. A closed audition before a faculty committee. This audition may be performed during the semester, or during the semester-end juries. It must consist of at least two solo works of varying styles that demonstrate appropriate technical and musical ability, as well as scales, and other performance requirements specified by the student's applied teacher.

2. A working copy of the student's transcript to verify satisfactory progress in MUSI 206 and MUSI 241.

## Suggested Plan of Study

This sample schedule is a suggested plan for students to follow in completing the Bachelor of Arts Degree Major in Music. Due to course schedule changes and staff assignments, students may not be able to follow the plan exactly. Students should consult with their advisors to plan classes before registering each term.

Code	Title	Credits
<b>First Year</b>		
<b>Fall</b>		
WRIT 101	College Writing I	3
MUSI 135	Keyboard Skills I	1
MUSI 105	Music Theory I	3
MUSI 140	Aural Perception I	1
MUSI 207	World Music	3
	Performance Ensemble	1
	Applied Study	1
	General Education	3
	<b>Total</b>	<b>16</b>
<b>Spring</b>		
MUSI 136	Keyboard Skills II	1
MUSI 106	Music Theory II	3
MUSI 141	Aural Perception II	1
	Performance Ensemble	1
	Applied Study	1
	General Education	3
	Electives	4
	<b>Total</b>	<b>14</b>
<b>Second Year</b>		
<b>Fall</b>		
MUSI 205	Music Theory III	3
MUSI 240	Aural Perception III	1
	Performance Ensemble	1
	Applied Study	1
	Foreign Language	4
	General Education w/Lab	4
	<b>Total</b>	<b>14</b>
<b>Spring</b>		
MUSI 206	Music Theory IV	3
MUSI 241	Aural Perception IV	1
	Performance Ensemble	1
	Applied Study	1
	Foreign Language	4
	General Education	6
	<b>Total</b>	<b>16</b>
<b>Third Year</b>		
<b>Fall</b>		
MUSI 301	Music History I	3
	Performance Ensemble	1
	Advanced Study	1
	Foreign Language	3

General Education	6
<b>Total</b>	<b>14</b>
<b>Spring</b>	
MUSI 302	Music History II
	3
	Performance Ensemble
	1
	Advanced Study
	1
	Foreign Language
	3
	General Education
	3
	Minor
	3
<b>Total</b>	<b>14</b>
<b>Fourth Year</b>	
<b>Fall</b>	
MUSI 443	Music Form & Style
	3
	Performance Ensemble
	1
	Advanced Study
	1
	Minor
	9
	Elective
	3
<b>Total</b>	<b>17</b>
<b>Spring</b>	
MUSI 440	Orchestration
	3
MUSI 499	Senior Recital
	1
	Performance Ensemble
	1
	Advanced Study
	1
	Minor
	8
	Elective
	1
<b>Total</b>	<b>15</b>

## Music Minor \*Program placed on moratorium\*

### Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Demonstrate a comprehensive knowledge of music theory. They will do so by analyzing selected works in which they will identify and relate fundamental musical elements such as phrase structure, organization of harmonic elements, and the construction of rhythmic and melodic materials.
- Demonstrate an understanding of the major historical musical styles by placing selected works, for which they will be provided scores and recordings, into appropriate time frames. During this process they will document and comment on elements such as harmonic style, melodic and rhythmic structure, dynamic structure, the use of ornamentation, etc., as they relate to each of the historical style periods.
- Perform an upper divisional jury at the end of their sophomore year (30 minutes for performance majors, 20 minutes for general music majors and teaching licensure majors).

### Required Courses

Code	Title	Credits
MUSI 105	Music Theory I	3
MUSI 106	Music Theory II	3
MUSI 140	Aural Perception I	1
MUSI 141	Aural Perception II	1
MUSI 205	Music Theory III	3

MUSI 207	World Music *	3
MUSI 240	Aural Perception III	1
Subtotal		15
Select two from the following:		6
MUSI 101	Enjoyment of Music *	
MUSI 301	Music History I	
MUSI 302	Music History II	
<b>Total Minimum Credits</b>		<b>21</b>

\*

May satisfy General Education requirements.

*Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.*

## Music Performance Option Bachelor of Arts Degree

### Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Demonstrate a comprehensive knowledge of music theory. They will do so by analyzing selected works in which they will identify and relate fundamental musical elements such as phrase structure, organization of harmonic elements, and the construction of rhythmic and melodic materials.
- Demonstrate an understanding of the major historical musical styles by placing selected works, for which they will be provided scores and recordings, into appropriate time frames. During this process they will document and comment on elements such as harmonic style, melodic and rhythmic structure, dynamic structure, the use of ornamentation, etc., as they relate to each of the historical style periods.
- Perform an upper divisional jury at the end of their sophomore year (30 minutes for performance majors, 20 minutes for general music majors and teaching licensure majors).
- Students in the Performance Option will display the technical and musical ability to perform significant musical literature at an advanced level.
- Students in the Performance Option will perform two one-hour adjudicated solo recitals at the end of their junior and senior years. Prior to each recital, they must qualify by successfully performing a pre-recital jury for the music faculty.

### Required Courses

Code	Title	Credits
General Education Requirements (p. 56)		31
Students should consult with an academic advisor before registering for General Education courses in order to minimize the number of credits required for graduation. <sup>1</sup>		
<b>Musicianship</b>		
MUSI 105	Music Theory I	3
MUSI 106	Music Theory II	3
MUSI 135	Keyboard Skills I	1
MUSI 136	Keyboard Skills II	1
MUSI 140	Aural Perception I	1
MUSI 141	Aural Perception II	1
MUSI 205	Music Theory III	3
MUSI 206	Music Theory IV	3
MUSI 207	World Music *	3

MUSI 235	Keyboard Skills III	1
MUSI 236	Keyboard Skills IV	1
MUSI 240	Aural Perception III	1
MUSI 241	Aural Perception IV	1
MUSI 301	Music History I	3
MUSI 302	Music History II	3
Select two credits of conducting from the following:		2
MUSI 335	Instrumental Conducting	
MUSI 336	Choral Conducting	
MUSI 399	Junior Recital	1
MUSI 401	Intro to the Music Business	3
MUSI 440	Orchestration	3
MUSI 499	Senior Recital	1
Subtotal		39

### Performance

Complete 8 semesters of:

MUSI 190	Forum	0
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Select four credits of applied study from the following: 4

MUSI 195A	Applied Music I:Guitar	
MUSI 195B	Applied Music I:Voice	
MUSI 195C	Applied Music I:Piano	
MUSI 195D	Applied Music I:Flute	
MUSI 195E	Applied Music I:Oboe	
MUSI 195F	Applied Music I:Clarinet	
MUSI 195G	Applied Music I:Saxophone	
MUSI 195H	Applied Music I:Bassoon	
MUSI 195I	Applied Music I:Horn	
MUSI 195J	Applied Music I:Trumpet	
MUSI 195K	Applied Music I:Trombone	
MUSI 195L	Applied Music I:Euphonium	
MUSI 195M	Applied Music I:Tuba	
MUSI 195N	Applied Music I:Violin/Viola	
MUSI 195O	Applied Music I:Cello/Bass	
MUSI 195P	Applied Music I:Percussion	

Select eight credits from the following performance ensembles. Students are advised to take a large and small ensemble each semester. (R-8) 8

MUSI 108	Orchestra: MSUB	
MUSI 114	Band: MSUB Symphonic *	
MUSI 131	Jazz Ensemble I: MSUB	
MUSI 147	Choral Ensemble: Univ Chorus *	
MUSI 162A	Chamber Ensembles:Singers	
MUSI 162B	Chamber Ensembles:Instrumental	

Select four credits of advanced study from the following (R-4) 4

MUSI 395A	Applied Music III:Guitar	
MUSI 395B	Applied Music III:Voice	
MUSI 395C	Applied Music III:Piano	
MUSI 395D	Applied Music III:Flute	
MUSI 395E	Applied Music III:Oboe	
MUSI 395F	Applied Music III:Clarinet	
MUSI 395G	Applied Music III:Saxophone	
MUSI 395H	Applied Music III:Bassoon	
MUSI 395I	Applied Music III:Horn	

MUSI 395J	Applied Music III:Trumpet
MUSI 395K	Applied Music III:Trombone
MUSI 395L	Applied Music III:Euphonium
MUSI 395M	Applied Music III:Tuba
MUSI 395N	Applied Music III:Violin/Viola
MUSI 395O	Applied Music III:Cello/Bass
MUSI 395P	Applied Music III:Percussion

Select eight credits from the following performance ensembles. Students are advised to take a large and small ensemble each semester. (R-8) 8

MUSI 312	Choir III: University Chorus
MUSI 331	Jazz Ensemble II: MSUB
MUSI 362	Chamber Ensembles III: MSUB
MUSI 364	Symphonic Band
MUSI 365	Symphony Orchestra
MUSI 368	Sm Ensemble-Instrumental

#### Upper Divisional Juries (see below)

##### Music Technology

MUST 275	Recording Techniques I	2
MUST 375	Recording Techniques II	2

##### Advanced Pedagogy 0-6

*Piano and voice students only*

The following courses are required of all piano students:

MUSE 330	Keyboard Pedagogy
MUSE 430	Keyboard Pedagogy II
MUSI 432	Keyboard Literature

The following courses are required of all voice students:

MUSI 281	Diction I: English & Italian
MUSI 282	Diction II: French & German
MUSI 442	Adv Vocal Studio Ped & Lit

##### Restricted Electives

Select 8 credits from the following: 8

BMKT 325	Principles of Marketing
BMKT 420	Integrated Online Marketing
MUSI 145	Commercial Percussion/Drum Set
MUSI 146	Commercial Voice
MUSI 315	Commercial Composition
MUSI 316	Commercial Arranging
MUSI 317	Commercial Songwriting
MUSI 346	Commercial Improvisation I
MUSI 347	Commercial Improvisation II
MUSI 431	Commercial Keyboard Skills
MUST 376	Desktop Music Production
MUSI 195A	Applied Music I:Guitar
MUSI 195B	Applied Music I:Voice
MUSI 195C	Applied Music I:Piano
MUSI 195D	Applied Music I:Flute
MUSI 195E	Applied Music I:Oboe
MUSI 195F	Applied Music I:Clarinet
MUSI 195G	Applied Music I:Saxophone
MUSI 195H	Applied Music I:Bassoon
MUSI 195I	Applied Music I:Horn
MUSI 195J	Applied Music I:Trumpet

MUSI 195K	Applied Music I:Trombone
MUSI 195L	Applied Music I:Euphonium
MUSI 195M	Applied Music I:Tuba
MUSI 195N	Applied Music I:Violin/Viola
MUSI 195O	Applied Music I:Cello/Bass
MUSI 195P	Applied Music I:Percussion

##### Unrestricted Electives 8-14

The total number of elective credits required for the degree will be determined by the student's advanced pedagogy requirements and the number of courses a student elects to take which fulfills both the General Education and major requirements. Electives should be chosen in consultation with an academic advisor.

##### Total Minimum Credits 120

1

The following General Education courses also satisfy requirements in the major: MUSI 114, MUSI 147, and MUSI 207. The credits may be counted only once.

\*

May satisfy General Education Requirements.

## Upper Divisional Juries

Advanced Music courses.

Students must apply for admittance to upper divisional courses with the chairperson at least two weeks prior to the proposed jury date. Following are the upper divisional requirements:

Music majors must pass an upper divisional jury before registering for 300- level Advanced Music courses.

1. A closed audition before a faculty committee. This audition may be performed during the semester, or during semester end juries. It must be at least 30 minutes in length and consist of at least two solo works of varying styles that demonstrate appropriate technical and musical ability as well as scales and other performance requirements specified by the student's applied teacher.
2. A working copy of the student's transcript to verify satisfactory progress in MUSI 105 and MUSI 106.

*Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.*

## Suggested Plan of Study

This sample schedule is a suggested plan for students to follow in completing the Bachelor of Arts in Music – Performance Option. Due to course schedule changes and staff assignments, students may not be able to follow the plan exactly. Students should consult with their advisors to plan classes before registering each term.

Code	Title	Credits
First Year		
Fall		
Applied Study		1
Performance Ensembles		2
MUSI 105	Music Theory I	3
MUSI 135	Keyboard Skills I	1
MUSI 140	Aural Perception I	1
MUSI 190	Forum	0
Electives		3
General Education		3
Total		14



Spring	
Applied Study	1
Performance Ensembles	2
MUSI 106 Music Theory II	3
MUSI 136 Keyboard Skills II	1
MUSI 141 Aural Perception II	1
MUSI 190 Forum	0
Electives	3
General Education	3
Total	14
Second Year	
Fall	
Applied Study	1
Performance Ensembles	2
MUSI 205 Music Theory III	3
MUSI 207 World Music	3
MUSI 235 Keyboard Skills III	1
MUSI 240 Aural Perception III	1
MUSI 294 Recording Techniques I	2
MUSI 190 Forum	0
General Education	3
Total	16
Spring	
Applied Study	1
Performance Ensembles	2
MUSI 206 Music Theory IV	3
MUSI 236 Keyboard Skills IV	1
MUSI 241 Aural Perception IV	1
MUSI 375 Recording Techniques II	2
MUSI 190 Forum	0
Electives	4
General Education	6
Total	20
Third Year	
Fall	
Applied Study	1
Performance Ensembles	2
MUSI 301 Music History I	3
MUSI 190 Forum	0
Advanced Pedagogy or Electives	2
Electives	4
General Education	6
Total	18
Spring	
Applied Study	1
Performance Ensembles	2
MUSI 302 Music History II	3
MUSI 399 Junior Recital	1
MUSI 401 Intro to the Music Business	3
MUSI 190 Forum	0
Electives	2
General Education	6

Total	18
Fourth Year	
Fall	
Applied Study	1
Performance Ensembles	2
MUSI 440 Orchestration	3
MUSI 190 Forum	0
Advanced Pedagogy or Electives	5
General Education	4
Total	15
Spring	
Applied Study	1
Performance Ensembles	2
MUSI 499 Senior Recital	1
MUSI 190 Forum	0
Advanced Pedagogy or Electives	3
Electives	6
Total	13

## Music Teaching Licensure Option Bachelor of Arts Degree Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Demonstrate a comprehensive knowledge of music theory. They will do so by analyzing selected works in which they will identify and relate fundamental musical elements such as phrase structure, organization of harmonic elements, and the construction of rhythmic and melodic materials.
- Demonstrate an understanding of the major historical musical styles by placing selected works, for which they will be provided scores and recordings, into appropriate time frames. During this process they will document and comment on elements such as harmonic style, melodic and rhythmic structure, dynamic structure, the use of ornamentation, etc., as they relate to each of the historical style periods.
- Perform an upper divisional jury at the end of their sophomore year (30 minutes for performance majors, 20 minutes for general music majors and teaching licensure majors).
- Students in the Teaching Licensure Option will display the technical and musical ability to perform significant musical literature at an advanced level.
- Students in the Teaching Licensure Option will perform an adjudicated 45 minute recital. Prior to this recital, they must qualify by successfully performing a pre-recital jury for the music faculty.
- Students in the Teaching Licensure Option will display an acquaintance with current and traditional methodology for teaching music.

## Required Courses

Code	Title	Credits
General Education Requirements (p. 56)		<b>31</b>
Students should consult with an academic advisor before registering for General Education courses in order to minimize the number of credits required for graduation. <sup>1</sup>		
<b>Professional Core (see below)<sup>2</sup></b>		<b>37</b>
<b>Required Music Courses</b>		
MUSE 272	Techniques:Flute & Single Reed	1

MUSE 273	Techniques: Double Reed	1	MUSI 336	Choral Conducting	2
MUSE 274	Techniques: Upper Brass	1	Select three credits of advanced study from the following:		3
MUSE 275	Techniques: Lower Brass	1	MUSI 395A	Applied Music III:Guitar	
MUSE 276	Techniques: Percussion	1	MUSI 395B	Applied Music III:Voice	
MUSE 278	Techniques: String Instrument	1	MUSI 395C	Applied Music III:Piano	
MUSE 279	Techniques: Vocal	1	MUSI 395D	Applied Music III:Flute	
MUSI 105	Music Theory I	3	MUSI 395E	Applied Music III:Oboe	
MUSI 106	Music Theory II	3	MUSI 395F	Applied Music III:Clarinet	
Select four credits of performance ensembles from the following:		4	MUSI 395G	Applied Music III:Saxophone	
MUSI 108	Orchestra: MSUB		MUSI 395H	Applied Music III:Bassoon	
MUSI 114	Band: MSUB Symphonic *		MUSI 395I	Applied Music III:Horn	
MUSI 147	Choral Ensemble: Univ Chorus *		MUSI 395J	Applied Music III:Trumpet	
MUSI 135	Keyboard Skills I	1	MUSI 395K	Applied Music III:Trombone	
MUSI 136	Keyboard Skills II	1	MUSI 395L	Applied Music III:Euphonium	
MUSI 140	Aural Perception I	1	MUSI 395M	Applied Music III:Tuba	
MUSI 141	Aural Perception II	1	MUSI 395N	Applied Music III:Violin/Viola	
Complete seven semesters of:			MUSI 395O	Applied Music III:Cello/Bass	
MUSI 190	Forum	0	MUSI 395P	Applied Music III:Percussion	
Select four credits of applied music from the following:		4	MUSI 440	Orchestration	3
MUSI 195A	Applied Music I:Guitar		MUSI 499	Senior Recital	1
MUSI 195B	Applied Music I:Voice		MUST 275	Recording Techniques I	2
MUSI 195C	Applied Music I:Piano		Subtotal		61
MUSI 195D	Applied Music I:Flute		<b>Restricted electives selected with advisor approval.</b>		<b>6</b>
MUSI 195E	Applied Music I:Oboe		<b>Total Minimum Credits</b>		<b>128</b>
MUSI 195F	Applied Music I:Clarinet		1		
MUSI 195G	Applied Music I:Saxophone		Secondary & K-12 majors: The following General Education courses also satisfy requirements in the major and the Professional Education Core: MUSI 207 and EDU 105.		
MUSI 195H	Applied Music I:Bassoon		2		
MUSI 195I	Applied Music I:Horn		Includes EDU 397I Methods: K-12 Music, 2 credits.		
MUSI 195J	Applied Music I:Trumpet		<i>Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.</i>		
MUSI 195K	Applied Music I:Trombone		<b>Upper Divisional Juries</b>		
MUSI 195L	Applied Music I:Euphonium		Music majors must pass an upper divisional jury before registering for 300 Level Advanced Music courses. Students must apply for upper divisional with the chairperson at least two weeks prior to the proposed jury date. Following are the upper divisional requirements:		
MUSI 195M	Applied Music I:Tuba		<b>A closed audition before a faculty committee.</b> This audition may be performed during the semester, or during semester end juries. It must consist of at least two solo works of varying styles that demonstrate appropriate technical and musical ability, as well as scales, and other performance requirements specified by the student's applied teacher.		
MUSI 195N	Applied Music I:Violin/Viola		<b>A working copy of the student's transcript</b> to verify satisfactory progress in MUSI 206 and MUSI 241.		
MUSI 195O	Applied Music I:Cello/Bass		<b>Professional Core Requirements</b>		
MUSI 195P	Applied Music I:Percussion		The Professional Core at Montana State University Billings combines the intellectual foundations of education and the professional knowledge and skills required of all teachers into a coherent sequence of courses. The core provides the basis for understanding the philosophical, historical, cultural, and sociopolitical means by which society attempts cultural transmission and it provides the opportunity to acquire the knowledge and skills that are essential for effective instruction. It		
MUSI 160	Beginning Guitar	1			
MUSI 205	Music Theory III	3			
MUSI 206	Music Theory IV	3			
MUSI 207	World Music *	3			
MUSI 235	Keyboard Skills III	1			
MUSI 236	Keyboard Skills IV	1			
MUSI 240	Aural Perception III	1			
MUSI 241	Aural Perception IV	1			
<b>Upper Divisional Juries (see below)</b>					
<b>Upper Division Courses</b>					
MUSI 301	Music History I	3			
MUSI 302	Music History II	3			
Select three credits of performance ensembles from the following:		3			
MUSI 312	Choir III: University Chorus				
MUSI 364	Symphonic Band				
MUSI 365	Symphony Orchestra				
MUSI 335	Instrumental Conducting	2			

includes the range of human development and learning as they affect instructional planning, evaluation, curriculum design and implementation, performance skills, management of classrooms, direction of students, professional responsibilities, and ethical issues affecting teacher effectiveness.

At different points in its sequence of courses, the Professional Core engages students in supervised practice applying their developing knowledge and skills. By having faculty who hold diverse disciplinary perspectives teach throughout its sequence, the Professional Core encourages students to develop a professionally responsible understanding of the diversity that defines learners and teachers. The student teaching experience completes the sequence and includes both a final look at classroom skills and a capstone seminar.

The Professional Core presents a balanced approach to epistemology from philosophical, psychological, and sociological perspectives. The core is predicated on the evidential nature of knowledge required for the professional practice of education. While the professional practice of education is also informed by belief and intuition, it is ultimately defensible only to the extent that it has evidential support. The Professional Core engages students in both the processes and products of human knowing as such knowing is central to all aspects of education. The Professional Core involves the

1. creation,
2. facilitation of change,
3. transmission, and
4. application of human knowledge across the diversity of ways in which individuals understand human knowledge.

#### Secondary and K-12

Code	Title	Credits
EDSP 204	Intro to Tchng Exceptnl Lrnrs	3
EDU 105	Education and Democracy *	3
EDU 220	Human Growth & Development	3
EDU 221	Educ Psyc & Measurement	3
EDU 333	Rd & Wrtng Across Curriculum	3
EDU 343	Strat for Mnging Div Learners	2
EDU 354	Secondary Junior Field	2
EDU 381	Curriculum Theory & Design	3
EDU 406	Phil, Legal & Ethical Issues	3
EDU 495A or EDU 495C	Student Teaching: K-12 Student Teaching: 5-12	9
HTH 412	Drugs and Alcohol	1
Content Area Methods Course		2-3
<b>Total Minimum Credits</b>		<b>37-38</b>

\*  
May satisfy General Education requirements.

\*  
May satisfy General Education requirements.

## Suggested Plan of Study

Students should talk with their faculty advisors prior to registration for classes. It is a good practice to visit with the faculty advisor each semester. The following suggested schedule provides a general overview of courses and work that will enable the Teaching Major in Music student to progress through the degree in an orderly and timely manner.

Code	Title	Credits
<b>First Year</b>		
<b>Fall</b>		
MUSI 135	Keyboard Skills I	1
MUSI 105	Music Theory I	3
MUSI 140	Aural Perception I	1
MUSI 190	Forum	0
Performance Ensemble		1
Applied Study		1
COMX 111	Intro to Public Speaking	3
EDU 105	Education and Democracy	3
WRIT 101	College Writing I	3
Subtotal		16
<b>Spring</b>		
MUSI 136	Keyboard Skills II	1
MUSI 106	Music Theory II	3
MUSI 141	Aural Perception II	1
MUSI 160	Beginning Guitar	1
MUSI 190	Forum	0
Performance Ensemble		1
Applied Study		1
EDU 220	Human Growth & Development	3
EDU 220L	Human Growth & Development Lab	0
HTH 412	Drugs and Alcohol	1
M 105	Contemporary Mathematics	3
Subtotal		15
<b>Second Year</b>		
<b>Fall</b>		
Performance Ensemble		1
MUSI 235	Keyboard Skills III	1
MUSI 205	Music Theory III	3
MUSI 240	Aural Perception III	1
MUSE 274	Techniques: Upper Brass	1
MUSI 190	Forum	0
Applied Study		1
WRIT 201	College Writing II	3
NASX 105/205	Intro Native American Studies	3
EDSP 204	Intro to Tchng Exceptnl Lrnrs	3
Subtotal		17
<b>Spring</b>		
Performance Ensemble		1
MUSI 236	Keyboard Skills IV	1
MUSI 206	Music Theory IV	3
MUSI 241	Aural Perception IV	1
MUSI 190	Forum	0
MUSE 276	Techniques: Percussion	1
MUSE 275	Techniques: Lower Brass	1
MUSI 335	Instrumental Conducting	2
Applied Study		1
BIOB 101 & BIOB 102	Discover Biology and Discover Biology Lab	4
EDU 221	Educ Psyc & Measurement	3

Subtotal		18
Apply for Admission to Educator Preparation Program Spring Semester.		
Third Year		
Fall		
MUSE 273	Techniques: Double Reed	1
MUSE 279	Techniques: Vocal	1
MUSI 301	Music History I	3
MUSI 336	Choral Conducting	2
MUSI 190	Forum	0
Performance Ensemble		1
MUSI 440	Orchestration	3
Advanced Study		1
EDU 381	Curriculum Theory & Design	3
HSTA 101	American History I	3
or HSTA 102	American History II	
Subtotal		18
Spring		
MUSE 278	Techniques: String Instrument	1
MUSE 272	Techniques: Flute & Single Reed	1
MUSI 302	Music History II	3
MUSI 190	Forum	0
Performance Ensemble		1
Advanced Study		1
EDU 333	Rd & Wrtnng Across Curriculum	3
EDU 3971	Methods: K-12 Music	2
Gen Ed Social Sci.		3
Subtotal		15
Fourth Year		
Fall		
MUSI 207	World Music	3
Performance Ensemble		1
Advanced Study		1
MUST 394	Recording Techniques II	2
MUSI 190	Forum	0
EDU 354	Secondary Junior Field	2
EDU 343	Strat for Mngng Div Learners	2
Gen Ed Physical Sci.		3
Gen Ed Humanities		3
Subtotal		17
Spring		
MUSI 499	Senior Recital	1
EDU 406	Phil, Legal & Ethical Issues	3
EDU 495A	Student Teaching: K-12	9
Subtotal		13
Apply to Student Teach Fall Semester.		
Apply to Graduate Fall Semester.		
Apply for Licensure Spring Semester.		

# The Department of Psychology

**Dr. Matt McMullen, Chairperson**

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## Advising Information

Students are encouraged to meet with their advisor each semester to confirm that their plan of study is accurate and complete. If necessary, changes and updates should be made in order to ensure that program requirements can be completed in a timely manner. Faculty advisors work with students to explore appropriate internships, cooperative education placements, and/or experiential learning opportunities that will enhance the student's academic program. In addition, advisors provide assistance in selecting elective courses that support the student's interests, career plans and plan of study.

Academic advising services for all freshmen Liberal Arts and Social Sciences majors are provided through the Advising Center on McMullen Hall first floor west. Upon declaring a specific major, Liberal Arts and Social Science majors will be assigned to a faculty advisor in their department for upper-division advising. Advising files for all upper-division students are maintained in the departmental office of the program in which the student is majoring. Although advisors are available to assist students in designing their Plans of Study, students are ultimately responsible for meeting degree requirements.

Students interested in applied psychology, developing knowledge in human relations, abnormal psychology, psychological testing and clinical psychology are encouraged to develop their skills in an internship in a human service agency.

A Bachelor's degree in Psychology can serve as a general Liberal Arts degree, as preparation for a career in Psychology, or as preparation for graduate school in Psychology or related fields.

As a general Liberal Arts degree, Psychology majors develop excellent interpersonal, research, writing, and analytical skills and are attractive to a wide variety of employers. Students may wish to take appropriate courses in other areas to enhance their skills and marketability. To prepare for a career in Psychology with a Bachelor's degree, students are encouraged to consult with faculty to take appropriate courses and to pursue internships in the Billings community.

Students intending to pursue graduate education should obtain a broad background in Psychology and maintain a high GPA. All Psychology majors, but particularly those considering graduate school, are encouraged to work closely with at least one faculty member in research, and to keep in mind that letters of recommendation are required for graduate school applications and most other types of employment.

- Psychology Bachelor of Arts Degree (p. 192)
- Psychology Bachelor of Science Degree (p. 193)
  
- Psychology Minor (p. 195)
- Psychology Teaching Minor \*Program placed on moratorium\* (p. 195)
  
- Applied Psychology Program of Study Associate of Arts Degree \*Program placed on moratorium\* (p. 192)

# Applied Psychology Program of Study Associate of Arts Degree

## \*Program placed on moratorium\*

### Required Courses

Code	Title	Credits
General Education Requirements (p. 56)		31
Students should consult with an academic advisor before registering for General Education courses in order to maximize the number of elective credits allowed in the degree.		
<b>Required Courses</b>		
PSYX 100	Intro to Psychology *	3
PSYX 222	Psychological Statistics	3
PSYX 225	Research Design and Analysis	3
PSYX 226	Research Design and Analysis L	1
Subtotal		10
<b>Restricted Electives</b>		
<i>Group 1</i>		
Select one course and lab from the following:		3-4
PSYX 320 & PSYX 321	Adv Psych Research Methods and Adv Psych Research Methods Lab	
PSYX 350 & PSYX 351	Physiological Psychology and Physiological Psychology Lab	
PSYX 354 & PSYX 355	Sensation & Perception and Sensation & Perception Lab	
PSYX 358 & PSYX 359	Drugs and Behavior and Drugs and Behavior Lab	
PSYX 370 & PSYX 371	Psychology of Learning and Psychology of Learning Lab	
PSYX 380 & PSYX 381	Memory & Cognition and Memory & Cognition Lab	
<i>Group 2</i>		
Select two courses from the following:		6
PSYX 330	Child Development	
PSYX 333	Psychology of Aging	
PSYX 335	Psychology of Gender	
PSYX 340	Abnormal Psychology	
PSYX 360/ SOCI 382	Social Psychology	
PSYX 378	Intro to Clinical Psyc	
PSYX 385	Psychology of Personality	
PSYX 410	Cognitive Learning Theories	
PSYX 461	Indust & Organiz Psych	
PSYX 470	Psychological Testing	
Subtotal		9-10
<b>Restricted electives selected with advisor approval.</b>		<b>6</b>
<b>Electives</b>		<b>3-4</b>
The total number of elective credits required for the degree will be determined by the number of courses a student elects to take which fulfill both the General Education requirements and the degree requirements. Electives should be chosen in consultation with an academic advisor.		
<b>Total Minimum Credits</b>		<b>60</b>

\*

May satisfy General Education requirements.

*Certain courses in this program have prerequisites; students should check the course description for required prerequisites.*

## Psychology Bachelor of Arts Degree

### Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Understand the major theories of Psychology, their historical and philosophical background, and their clinical significance.
- Understand the scientific process, especially the design of research questions, collection, analysis and interpretation of data.
- Demonstrate competency in collecting and analyzing data in a major research project.
- Work effectively in a professional psychology setting, e.g. research, mental health.
- Think critically, write and speak clearly on psychological topics.

### Required Courses

Code	Title	Credits
General Education Requirements (p. 56)		31
Students should consult with an academic advisor before registering for General Education courses in order to minimize the number of courses needed to satisfy the requirements of the major. <sup>1</sup>		
A grade of "C" or higher is mandatory in all psychology courses satisfying major requirements.		
<b>Required Courses</b>		
PSYX 100	Intro to Psychology *	3
PSYX 222	Psychological Statistics	3
PSYX 225	Research Design and Analysis	3
PSYX 226	Research Design and Analysis L	1
PSYX 400	History & System in Psychology	3
PSYX 499	Senior Thesis	3
The student is also required to complete a minimum of three semester credits in one of the following courses:		3
PSYX 395	Field Work	
PSYX 492	Independent Study	
PSYX 495	Practicum	
PSYX 298/498	Internship/Cooperative Educ	
Subtotal		19
<b>Restricted Psychology Electives</b>		<b>23</b>
Select seven (7) courses from Group 1 and Group 2. At least two courses, including a lab, must be selected from Group 1.		
<i>Group 1</i>		
PSYX 320 & PSYX 321	Adv Psych Research Methods and Adv Psych Research Methods Lab	
PSYX 350 & PSYX 351	Physiological Psychology and Physiological Psychology Lab	
PSYX 354 & PSYX 355	Sensation & Perception and Sensation & Perception Lab	
PSYX 358 & PSYX 359	Drugs and Behavior and Drugs and Behavior Lab	



PSYX 370 & PSYX 371	Psychology of Learning and Psychology of Learning Lab	
PSYX 380 & PSYX 381	Memory & Cognition and Memory & Cognition Lab	
<b>Group 2</b>		
PSYX 230	Developmental Psychology	
PSYX 330	Child Development	
PSYX 333	Psychology of Aging	
PSYX 335	Psychology of Gender	
PSYX 340	Abnormal Psychology	
PSYX 345	Child & Adolescent Psych Dis	
PSYX 360 or SOCI 382	Social Psychology Soc Psych and Social Structure	
PSYX 378	Intro to Clinical Psyc	
PSYX 382	Forensic Psychology	
PSYX 385	Psychology of Personality	
PSYX 410	Cognitive Learning Theories	
PSYX 461	Indust & Organiz Psych	
PSYX 470	Psychological Testing	
PSYX 482 or LING 318	Psycholinguistics Intro to Psycholinguistics	
Language Requirement (p. 139)		<b>14</b>
<b>Writing Requirement</b>		<b>3</b>
Course selected in consultation with advisor. WRIT 201 is recommended.		
<b>Minor</b>		<b>20</b>
<b>Electives</b>		<b>10</b>
The total number of elective credits required for the degree will be determined by the number of courses a student elects to take which fulfill both the General Education requirements and the major requirements. Electives should be chosen in consultation with an academic advisor.		
<b>Total Minimum Credits</b>		<b>120</b>

1

The following General Education course also satisfies requirements in the major: PSYX 100.

\*

May satisfy General Education requirements.

*Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.*

## Suggested Plan of Study

This sample schedule is a suggested plan for students to follow in completing the Bachelor of Arts Major in Psychology. Due to course schedule changes and staff assignments, students may not be able to follow the plan exactly. Students should consult with their advisors to plan classes before registering each term.

Code	Title	Credits
<b>First Year</b>		
<b>Fall</b>		
PSYX 100	Intro to Psychology	3
Foreign Language		4
General Education		9
<b>Total</b>		<b>16</b>
<b>Spring</b>		

PSYX 222	Psychological Statistics	3
Foreign Language		4
General Education		6
Additional Writing		3
<b>Total</b>		<b>16</b>
<b>Second Year</b>		
<b>Fall</b>		
PSYX 225	Research Design and Analysis	3
PSYX 226	Research Design and Analysis L	1
Foreign Language		3
General Education		4
Restricted Electives		4
<b>Total</b>		<b>15</b>
<b>Spring</b>		
Foreign Language		3
General Education		3
Restricted Electives		10
<b>Total</b>		<b>16</b>
<b>Third Year</b>		
<b>Fall</b>		
PSYX 400	History & System in Psychology	3
General Education		3
Restricted Electives		6
Minor/Ext Major/Electives		3
<b>Total</b>		<b>15</b>
<b>Spring</b>		
General Education		3
Restricted Electives		3
Minor/Ext Major/Electives		8
<b>Total</b>		<b>14</b>
<b>Fourth Year</b>		
<b>Fall</b>		
Field Work/Pract/Coop Ed		3
Minor/Electives		11
<b>Total</b>		<b>14</b>
<b>Spring</b>		
PSYX 499	Senior Thesis	3
Minor/Electives		11
<b>Total</b>		<b>14</b>

## Psychology Bachelor of Science Degree

### Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Understand the major theories of Psychology, their historical and philosophical background, and their clinical significance.
- Understand the scientific process, especially the design of research questions, collection, analysis and interpretation of data.
- Demonstrate competency in collecting and analyzing data in a major research project.

- Work effectively in a professional psychology setting, e.g. research, mental health.
- Think critically, write and speak clearly on psychological topics.

## Required Courses

Code	Title	Credits
General Education Requirements (p. 56) <sup>1</sup>		31

Students should consult with an academic advisor before registering for General Education courses in order to minimize the number of courses needed to satisfy the requirements of the major.

A grade of "C" or higher is mandatory in all psychology courses satisfying these major requirements.

Required Courses		
PSYX 100	Intro to Psychology *	3
PSYX 222	Psychological Statistics	3
PSYX 225	Research Design and Analysis	3
PSYX 226	Research Design and Analysis L	1
PSYX 400	History & System in Psychology	3
PSYX 499	Senior Thesis	3

The student is also required to complete a minimum of three semester credits in one of the following courses:

PSYX 395	Field Work	
PSYX 492	Independent Study	
PSYX 495	Practicum	
PSYX 298/498	Internship/Cooperative Educ	

Subtotal 19

### Restricted Psychology Electives 23

Select seven (7) courses from Group 1 and Group 2. At least two courses, including a lab, must be selected from Group 1.

#### Group 1

PSYX 320 & PSYX 321	Adv Psych Research Methods and Adv Psych Research Methods Lab	
PSYX 350 & PSYX 351	Physiological Psychology and Physiological Psychology Lab	
PSYX 354 & PSYX 355	Sensation & Perception and Sensation & Perception Lab	
PSYX 358 & PSYX 359	Drugs and Behavior and Drugs and Behavior Lab	
PSYX 370 & PSYX 371	Psychology of Learning and Psychology of Learning Lab	
PSYX 380 & PSYX 381	Memory & Cognition and Memory & Cognition Lab	

#### Group 2

PSYX 230	Developmental Psychology	
PSYX 330	Child Development	
PSYX 333	Psychology of Aging	
PSYX 335	Psychology of Gender	
PSYX 340	Abnormal Psychology	
PSYX 345	Child & Adolescent Psych Dis	
PSYX 360 or SOCI 382	Social Psychology and Soc Psych and Social Structure	
PSYX 378	Intro to Clinical Psyc	
PSYX 382	Forensic Psychology	
PSYX 385	Psychology of Personality	

PSYX 410	Cognitive Learning Theories	
PSYX 461	Indust & Organiz Psych	
PSYX 470	Psychological Testing	
PSYX 482 or LING 318	Psycholinguistics and Intro to Psycholinguistics	

Language Requirements (p. 139) 8

### Writing Requirement 3

Course selected in consultation with advisor. WRIT 201 is recommended.

### Mathematics/Computer Science Requirement V 6-8

PSYX 222 may count in this category; additional course(s) selected in consultation with advisor.

### Minor 20

### Electives V 8-10

The total number of elective credits required for the degree will be determined by the number of courses a student elects to take which fulfill both the General Education requirements and the major requirements. Electives should be chosen in consultation with an academic advisor.

### Total Minimum Credits 120

1

The following General Education course also satisfies requirements in the major: PSYX 100.

\*

May satisfy General Education requirements.

*Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.*

## Suggested Plan of Study

This sample schedule is a suggested plan for students to follow in completing the Bachelor of Science Major in Psychology. Due to course schedule changes and staff assignments, students may not be able to follow the plan exactly. Students should consult with their advisors to plan classes before registering each term.

Code	Title	Credits
First Year		
Fall		
PSYX 100	Intro to Psychology	3
Math/Comp Sci Course		3
General Education		6
Foreign Language		4
Total		16
Spring		
PSYX 222	Psychological Statistics	3
General Education		6
Foreign Language		4
Additional Writing Requirement		3
Total		16
Second Year		
Fall		
PSYX 225	Research Design and Analysis	3
PSYX 226	Research Design and Analysis L	1
Restricted Electives		4

General Education	7
Total	15
Spring	
Math/Comp Sci Course	3
Restricted Electives	7
General Education	6
Total	16
Third Year	
Fall	
PSYX 400 History & System in Psychology	3
Restricted Electives	6
General Education	3
Minor/Ext Major/Elective	3
Total	15
Spring	
Restricted Electives	3
Minor/Ext Major/Elective	12
Total	15
Fourth Year	
Fall	
Minor/Ext Major/Elective	13
Total	13
Spring	
PSYX 499 Senior Thesis	3
Field Work/Pract/Coop Ed	3
Minor/Ext Major/Elective	8
Total	14

## Psychology Minor

### Required Courses

Code	Title	Credits
PSYX 100	Intro to Psychology *	3
PSYX 222	Psychological Statistics	3
PSYX 225	Research Design and Analysis	3
PSYX 226	Research Design and Analysis L	1
Subtotal		10
<b>Restricted Elective Courses</b>		<b>13</b>

Select four (4) courses from Group 1 and Group 2. At least one course, including a lab, must be selected from Group 1.

#### Group 1

PSYX 320 & PSYX 321	Adv Psych Research Methods and Adv Psych Research Methods Lab
PSYX 350 & PSYX 351	Physiological Psychology and Physiological Psychology Lab
PSYX 354 & PSYX 355	Sensation & Perception and Sensation & Perception Lab
PSYX 358 & PSYX 359	Drugs and Behavior and Drugs and Behavior Lab
PSYX 370 & PSYX 371	Psychology of Learning and Psychology of Learning Lab
PSYX 380 & PSYX 381	Memory & Cognition and Memory & Cognition Lab

#### Group 2

PSYX 230	Developmental Psychology
PSYX 330	Child Development
PSYX 333	Psychology of Aging
PSYX 335	Psychology of Gender
PSYX 340	Abnormal Psychology
PSYX 345	Child & Adolescent Psych Dis
PSYX 360 or SOCI 382	Social Psychology Soc Psych and Social Structure
PSYX 378	Intro to Clinical Psych
PSYX 385	Psychology of Personality
PSYX 410	Cognitive Learning Theories
PSYX 461	Indust & Organiz Psych
PSYX 470	Psychological Testing
PSYX 482 or LING 318	Psycholinguistics Intro to Psycholinguistics

**Total Minimum Credits** **23**

\*

May satisfy General Education requirements.

*Certain courses in this program have prerequisites; students should check the course description for required prerequisites.*

## Psychology Teaching Minor \*Program placed on moratorium\*

For students who are gaining teaching licensure in a content major, the following minor leads to endorsement. All students desiring licensure to teach are required to file an Application for Admission to the Educator Preparation Program (p. 74).

### Required Courses

Code	Title	Credits
EDU 497A	Methods: 5-12 Social Studies	2
PSYX 100	Intro to Psychology *	3
PSYX 222	Psychological Statistics	3
PSYX 225	Research Design and Analysis	3
PSYX 226	Research Design and Analysis L	1
PSYX 330	Child Development	3
PSYX 340	Abnormal Psychology	3
PSYX 360	Social Psychology	3

**Total Minimum Credits** **21**

\*

May satisfy General Education requirements.

*Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.*

# The Department of Social Sciences and Cultural Studies

Dr. Jennifer Scroggins, Chairperson  
LA 802, (406) 657-2311  
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## Advising Information

Students are encouraged to meet with their advisor each semester to confirm that their plan of study is accurate and complete. If necessary, changes and updates should be made in order to ensure that program requirements can be completed in a timely manner. Faculty advisors work with students to explore appropriate internships, cooperative education placements and/or experiential learning opportunities which will enhance the student's academic program. In addition, advisors provide assistance in selecting elective courses which support the student's interests, career plans and plan of study.

Academic advising services for all freshmen Liberal Arts and Social Sciences majors are provided through the Advising Center on McMullen Hall first floor west. Upon declaring a specific major, Liberal Arts and Social Science majors will be assigned to a faculty advisor in their department for upper-division advising. Advising files for all upper-division students are maintained in the departmental office of the program in which the student is majoring. Although advisors are available to assist students in designing their Plans of Study, students are ultimately responsible for meeting degree requirements.

The Department of Social Sciences and Cultural Studies combines four scholarly disciplines, each with its separate faculty and academic programs. The four-year program in Sociology leads to a Bachelor of Science degree or a Bachelor of Science degree in Criminal Justice. The four year program in Environmental Studies leads to a Bachelor of Arts degree. The department offers minors in Political Science, Native American Studies, Sociology, and Women's Studies.

## Criminal Justice

The criminal justice program at MSU Billings is designed to provide students with an understanding of the principles and practices of the criminal justice system in the United States. Students will learn about the essential components of the criminal justice system, including police, courts, and corrections. The program is especially suited for people who are planning a career with a criminal justice agency as well as those who are interested in the study of crime and criminal justice. A degree in criminal justice provides the background for a student to enter a variety of occupations in the criminal justice field such as law enforcement officer at the local, state, or federal level; corrections officer; or probation officer. Students with a degree in criminal justice may also find employment with regulatory agencies, social service agencies, and in business. The major also prepares students to enter graduate programs in criminal justice, sociology, and public administration.

## Environmental Studies

### Mission Statement

Our students benefit from living in one of the most ecologically diverse, environmentally spectacular, and managerially complex regions of North America. Yellowstone National Park, the northern Rockies, and the northern Great Plains are all within a short drive of the MSU Billings campus. Located thus, the Environmental Studies program provides a well-rounded interdisciplinary approach to understanding our natural systems and the role of humans in those systems. The program is dedicated to experiential learning opportunities and community collaboration.

## Program Overview

The curriculum builds students' understanding of environmental issues as reflections of societal values and behaviors, environmental technologies and sciences, and environmental policies. As an interdisciplinary program, students have course options in beginning and advanced Geographical Information Systems (GIS), advanced ecology, environmental advocacy and applied social media campaigns, historical perspectives of the environmental movement, Native American perspectives on environmental issues, environmental sociology, artistic and literary representation of the environment, and more.

For this major students will select a "Career Track" to guide their course selections that will simultaneously move them towards graduation and particular careers:

a) Environmental Studies with skills in Geographical Information Systems; b) Environmental Advocacy; c) Environmental Management and Policy; and/or d) Environmental Studies with skills in Eco-spatial Analyses. An internship experience is required and enhances skills and job marketability. Students will work with their major advisor to select and design this opportunity, typically with local, state, and federal agencies, private firms, laboratories and/or in the field. Students may add Minor Fields of Study to broaden their career opportunities.

The faculty of the Environmental Studies program are drawn from existing academic programs across the University. Many are involved in environmental research supported by research grants. They also publish scholarly works and regularly attend national conferences. Students are encouraged to participate in faculty-mentored research opportunities, present at conferences, and earn degree credit for their scholarly work. The faculty also serve in various capacities within community organizations and agencies. Their involvements outside the classroom enhances the curriculum and the learning objectives of the program. Occasionally, courses are taught by individuals from the community of environmental professionals in the Billings area, thus bringing the "real world" directly into classroom.

The program has a proven record of preparing students to succeed in environmental occupations found in public and private sectors of the Montana and regional economy. As well, the program has successfully advanced students into numerous masters and professional degree programs, including Urban and Regional Planning, Natural Resources Management, Environmental Sciences, Environmental Management, Masters of Business Administration, and Forestry and Fire Management.

## Native American Studies

### Mission Statement

The Native American Studies program at MSU Billings is dedicated to providing outstanding courses in Native American Studies, support for all students, and working cooperatively with Tribal communities and organizations. All Native American Studies programs incorporate traditional indigenous philosophies of maintaining balance in a holistic environment.

Native American Studies began at Montana State University Billings in 1970 and has continued to develop in response to internal and external needs and provisions. The Native American Studies staff supports other Native American related programs at MSU Billings including Native American Achievement Center and the All Nations Club.

The academic offerings in Native American Studies include classes which examine past and present Native American cultures as living, vital cultures; explores issues in Native American history, education, and the behavioral sciences; and identifies factors that contribute to the unique cultural and legal status of Native American people. Special workshops and classes are held which are responsive to the contemporary needs and concerns of the Native American populations in Montana. NASX courses provide a background for any career involving work with people from different cultures and especially with Native American communities. MSU Billings actively supports, encourages, and instructs in MCA 20-1-501, commonly called

Indian Education for All. An academic minor of 21 credits is offered for the Liberal Arts and Social Science, Education, or Business student.

## Political Science

### Mission Statement

Political Science is the study of politics, government, and public affairs. It provides the student with knowledge and understanding of the theory, organization, functions, and processes of domestic and international systems and institutions of politics and government, including the role of individual and group relations.

## Sociology

### Mission Statement

The sociology program at MSU Billings is dedicated to promoting the values of social responsibility, respect for diversity, and a commitment to lifelong learning. Our sociology program takes a holistic approach to learning, an approach that directly links academic work with understanding of the structure of social institutions, changes in them, and their impacts on the lives of individuals. Our program also conveys insights into the dynamics of social processes, and the manners in which individuals both shape and are shaped by these processes. Finally, the sociology program at MSU Billings imparts knowledge about the self as it relates to various social contexts.

### Objectives

The study of sociology at MSU Billings is based on a core of theory and method courses: (1) how to understand social life as a sociologist (theory) and (2) how to observe social life and draw conclusions from what one sees (method).

Courses involving theory and method are required for every major.

In the interest of building a broad sociological foundation, each student is required to take at least two courses in the lower division core and at least one course from each of the five areas in the program:

1. General Sociology,
2. Family and Relationships,
3. Crime and Criminal Justice,
4. Social Inequalities, and
5. Health and Environments.

Based on this foundation, students are strongly encouraged to focus their academic interest on one of the four areas. To provide opportunity for students to integrate their academic knowledge in sociology and the wider social world we live in, the department requires a minimum of 135 hours of work experience with an organization.

A degree in Sociology provides a solid foundation for a student to enter into either graduate study or occupation in government, industry or business. For instance, with a concentration in program area two or three, a student can find job opportunities in human services or the criminal and/or juvenile justice related fields. A Bachelor of Science degree program puts an emphasis on familiarity with Mathematics and Computer Science to prepare a student for entering the labor market right after graduation. Regardless of one's special interest, one might wish to emphasize research methods and statistics. Because of the growth of computer use, these two skills are cited as most valuable by sociology graduates employed in nonacademic jobs.

Extended major: in lieu of a minor, students may choose the Sociology major extended option. This option requires 15 additional credits from the list of Sociology courses.

- Criminal Justice Bachelor of Science Degree (p. 198) [☐](#) Offered Online
- Environmental Studies Bachelor of Arts Degree (p. 200)
- Political Science Bachelor of Science Degree (p. 203)
- Sociology Bachelor of Arts Degree \*Program placed on moratorium\* (p. 205)
- Sociology Bachelor of Science Degree (p. 206) [☐](#) Offered Online
- 
- Criminal Justice Minor (p. 199) [☐](#) Offered Online
- Environmental Studies Minor \*Program placed on moratorium\* (p. 202)
- Geography Minor \*Program placed on moratorium\* (p. 202)
- Native American Studies Minor (p. 202)
- Political Science Minor (p. 204)
- Political Science Teaching Minor (p. 204)
- Sociology Minor (p. 208) [☐](#) Offered Online
- Sociology Teaching Minor \*Program placed on moratorium\* (p. 209)
- Social Science (Broadfield) Endorsement Licensure (p. 205)

# Criminal Justice Bachelor of Science Degree

☑ Offered Online

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Critical thinking.
- Understand the operation of police, courts, and corrections in society.
- Inductive and deductive logical modeling.
- Quantitative and qualitative research methods.

## Required Courses

Code	Title	Credits
General Education Requirements (p. 56) <sup>1</sup>		31
Students should consult with an academic advisor before registering for General Education courses in order to minimize the number of courses needed to satisfy the requirements of the major.		
Language Requirements (p. 139)		8
<b>Mathematics Course</b>		
Must be in addition to course taken in General Education.		
STAT 216	Introduction to Statistics *	4
Subtotal		4
<b>Required Courses</b>		
SOCI 101 or SOCI 201	Introduction to Sociology * Social Problems	3
SOCI 221	Criminal Justice System	3
WRIT 201	College Writing II (or another 200-level writing class selected in consultation with your advisor)	3
SOCI 400	Applied Research Methods	3
SOCI 402	Theories of Society & Soc Beh	3
CJUS 421	Criminal Justice Ethics	3
CJUS 491 or SOCI 491	Special Topics Special Topics	3
CJUS 498	Internship/Cooperative Educ	3
CJUS 499 or SOCI 499	Senior Thesis/Capstone Senior Thesis/Capstone	3
Subtotal		27
<b>Restricted Electives</b>		
Select 1 course each from areas 1-5 plus an additional 3 credits from the supporting coursework list for a total of 18 credits of restricted electives.		18
<i>Area 1: Law Enforcement</i>		
CJUS 227	Introduction to Policing	
CJUS 362	Critical Issues in Policing	
<i>Area 2: Corrections</i>		
CJUS 226	Introduction to Probation	
SOCI 423	Sociology of Corrections	
<i>Area 3: Law and Legal System</i>		
SOCI 415	Sociology of Hunting & Poaching	
SOCI 435	Law and Society	
<i>Area 4: Criminology</i>		
CJUS 427	Deviance and Social Control	

SOCI 311	Criminology	
<i>Area 5: Special Populations in Criminal Justice</i>		
CJUS 375	Inequality in Criminal Justice	
SOCI 330	Juvenile Delinquency	
<i>Supporting Coursework from Related Fields</i>		
HTH 411	Alcohol, Tobacco, Drug Prevent	
NASX 379	Federal Indian Law	
PSCI 370	Courts and Judicial Politics	
PSYX 360/ SOCI 382	Social Psychology	
PSYX 382	Forensic Psychology	
REHA 425	Psych Rehab & Co-Occur Dsrds	
SOCI 425	Victims and Society	
Subtotal		18
<b>Minor</b>		<b>V</b>
		<b>21</b>
<b>Unrestricted Electives</b>		<b>V</b>
		<b>10</b>
<b>Total Minimum Credits</b>		<b>120</b>

1

The following General Education courses also satisfy requirements in the major: SOCI 101, SOCI 201.

\*

May satisfy General Education requirements.

**Note:** A Minimum grade of "C-" is required in all Criminal Justice major coursework.

*Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.*

## Suggested Plan of Study

Code	Title	Credits
<b>First Year</b>		
<b>Fall</b>		
WRIT 101	College Writing I	3
SOCI 101 or SOCI 201	Introduction to Sociology Social Problems	3
Foreign Language		4
General Education		6
Total		16
<b>Spring</b>		
WRIT 201 or WRIT 221	College Writing II Intermediate Tech Writing	3
Foreign Language		4
General Education		9
Total		16
<b>Second Year</b>		
<b>Fall</b>		
STAT 216	Introduction to Statistics	4
SOCI 221	Criminal Justice System	3
General Education		3
General Education w/Lab		4
Total		14



Spring		
General Education		3
Restricted Electives		3
Courses for Minor or General Electives		9
Total		15
Third Year		
Fall		
SOCI 400	Applied Research Methods	3
SOCI 402	Theories of Society & Soc Beh	3
Restricted Electives (Major)		3
Courses for Minor or General Electives		6
Total		15
Spring		
Restricted Electives (Major)		9
Courses for Minor or General Electives		6
Total		15
Fourth Year		
Fall		
CJUS 421	Criminal Justice Ethics	3
CJUS 491	Special Topics	3
Restricted Electives (Major)		3
Courses for Minor or General Electives		5
Total		14
Spring		
SOCI 499	Senior Thesis/Capstone	3
SOCI 498	Internship/Cooperative Educ	3
Restricted Electives (Major)		3
Courses for Minor or General Electives		6
Total		15

## Criminal Justice Minor

### Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Critical thinking.
- Understand the operation of police, courts, and corrections in society.
- Inductive and deductive logical modeling.
- Quantitative and qualitative research methods.

### Required Courses

Code	Title	Credits
SOCI 101	Introduction to Sociology *	3
or SOCI 201	Social Problems	
SOCI 221	Criminal Justice System	3
SOCI 400	Applied Research Methods	3
SOCI 402	Theories of Society & Soc Beh	3
Subtotal		12
<b>Restricted Electives</b>		
Select at least four courses (12 credits) from the list below. At least 9 of these credits must be upper division.		12
CJUS 226	Introduction to Probation	
CJUS 227	Introduction to Policing	

CJUS 362	Critical Issues in Policing
CJUS 375	Inequality in Criminal Justice
CJUS 421	Criminal Justice Ethics
CJUS 427	Deviance and Social Control
CJUS 491	Special Topics
or SOCI 491	Special Topics
SOCI 311	Criminology
SOCI 330	Juvenile Delinquency
SOCI 415	Sociology of Hunting & Poaching
SOCI 423	Sociology of Corrections
SOCI 425	Victims and Society
SOCI 435	Law and Society
<b>Other courses which may be used to satisfy the restricted electives requirement include the following:</b>	
CJUS 294	Seminar/Workshop
or SOCI 294	Seminar/Workshop
CJUS 494	Seminar/Workshop
or SOCI 494	Seminar/Workshop

**Total Minimum Credits** **24**

\*

SOCI 101 and SOCI 201 may satisfy General Education requirements.

*Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.*

Code	Title	Credits
First Year		
Fall		
Major		6
SOCI 101	Introduction to Sociology	3
or SOCI 201	Social Problems	
Foreign Language		4
General Education		3
Total		16
Spring		
Major		3
Foreign Language		4
General Education		9
Total		16
Second Year		
Fall		
SOCI 221	Criminal Justice System	3
General Education		6
General Education with Lab		4
Electives		3
Total		16
Spring		
General Education		9
Major		3
Electives		3
Total		15
Third Year		
Fall		

SOCI 400	Applied Research Methods	3
SOCI 402	Theories of Society & Soc Beh	3
Major		6
Electives		3
Total		15
Spring		
Major		9
Restricted Electives for Minor		3
Electives		3
Total		15
Fourth Year		
Fall		
Major		6
Restricted Electives for Minor		6
Electives		3
Total		15
Spring		
Major		6
Restricted Electives for Minor		3
Electives		3
Total		12

## Environmental Studies Bachelor of Arts Degree

As an interdisciplinary area of study, many Environmental Studies Major Field of Study Requirements also fulfill General Education requirements. By carefully selecting courses, most students have enough available open elective credits to fulfill a Minor Field of Study.

### Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Identify and explain key scientific principles involved in understanding environmental issues.
- Identify and explain key human concerns involved in understanding environmental issues.
- Identify and explain key policy and regulatory concerns involved in understanding environmental issues.

### Requirements

- Environmental Studies students must earn a minimum of 120 credits, including at least 36 upper-division credits.
- Students must earn a grade of "C-" or better in all Core Requirements and Track Electives.
- Many of the required Environmental Studies Core courses also fulfill General Education requirements.
- 12 additional Environmental Studies Core credits are required beyond those used in General Education.
- Students must complete at least one specialize "Career Oriented Track" of courses.
- Most Environmental Studies students also complete a Minor field of study (recommended).

## Required Courses

Code	Title	Credits
<b>General Education/Environmental Studies Core</b>		
Students should consult with an academic advisor before registering for General Education courses. In order to maximize credit options, Environmental Studies students should complete the following.		
<i>Global Academic Skills</i>		
Mathematics:		
STAT 216	Introduction to Statistics *	4
English:		
WRIT 101	College Writing I *	3
	or WRIT 121	Intro to Technical Writing
Communication & Information Literacy:		
COMX 111	Intro to Public Speaking *	3
<i>Natural Sciences</i>		
Life Sciences - Select one course & lab:		
BIOB 101	Discover Biology	4
& BIOB 102	and Discover Biology Lab *	
BIOB 160	Principles of Living Systems	
& BIOB 161	and Principles Living Systems Lab *	
Physical Sciences:		
GPHY 262	Spatial Sciences Tech and Appl	4
& GPHY 263	and Spatial Sciences & Tech Lab *	
<i>Social Sciences and History</i>		
Social Sciences:		
ECNS 201	Principles of Microeconomics *	3
History:		
Select from list (p. 56)		3
<i>Cultural Diversity</i>		
GPHY 121	Human Geography *	3
<i>Arts and Humanities</i>		
Fine Arts:		
Select from list (p. 56)		3
Humanities:		
Select from list (p. 56)		3
Subtotal		33
<b>Additional Environmental Studies Core Requirements</b>		
BIOE 202	Intro to Environmental Ecology	3
ENST 210	Intro to Environmental Studies	3
ENST 498	Internship/Cooperative Educ	3
ENST 499	Senior Thesis/Capstone	3
Select one additional (second) writing course from the following:		
WRIT 121	Intro to Technical Writing *	
WRIT 201	College Writing II	
WRIT 221	Intermediate Tech Writing	
Subtotal		15
<b>Career Oriented Tracks</b>		
Each student completes at least one of the four Tracks below.		
<i>1. GIS Skills</i>		
GPHY 282	Mapping Techniques	3
GPHY 380	Principles of GIS	3
GPHY 484	Applied GIS/Spatial Analysis	3

GPHY 491	Special Topics	3
Select two courses from:		6
ARTH 455	Art & the Environment	
BGEN 440	Business and the Environment	
ENST 335	The Environmental Vision	
ENST 385	Envir Impact & Policy Analysis	
GPHY 494	Seminar/Workshop	
GPHY 498	Cooperative Educ/Internship	
HSTA 460	Montana and the West	
HSTA 470	American Environmental History	
NASX 350	Native Americans & Environment	
NASX 379	Federal Indian Law	
PHL 324	Nature, Culture, Ethics	
PSCI 365	Pub Policy Issues and Analysis	
SOCI 415	Sociology of Hunting & Poaching	
SOCI 470	Environmental Sociology	
Subtotal		18

#### 2. Environmental Advocacy

COMX 200	Exploring Comm Studies	3
COMX 330	Principles of Media Studies	3
COMX 341	Public Advocacy	3
HSTA 460	Montana and the West	3
or HSTA 470	American Environmental History	

Select two courses from:		6
ARTH 455	Art & the Environment	
BGEN 440	Business and the Environment	
COMX 320	Prin of Organizational Comm	
COMX 434	Political Communication	
ENST 335	The Environmental Vision	
ENST 385	Envir Impact & Policy Analysis	
GPHY 494	Seminar/Workshop	
NASX 350	Native Americans & Environment	
PHL 324	Nature, Culture, Ethics	
PSCI 365	Pub Policy Issues and Analysis	
SOCI 415	Sociology of Hunting & Poaching	
SOCI 470	Environmental Sociology	
Subtotal		18

#### 3. Environmental Management and Policy

BGEN 440	Business and the Environment	3
or BMGT 322	Operations Management	
GPHY 282	Mapping Techniques	3
HSTA 460	Montana and the West	3
or HSTA 470	American Environmental History	
NASX 379	Federal Indian Law	3
PSCI 260	Intro to State and Local Govt	3
Select one course from:		3

ENST 335	The Environmental Vision	
ENST 385	Envir Impact & Policy Analysis	
GPHY 380	Principles of GIS	
GPHY 494	Seminar/Workshop	
NASX 350	Native Americans & Environment	
PHL 324	Nature, Culture, Ethics	

PSCI 365	Pub Policy Issues and Analysis	
SOCI 415	Sociology of Hunting & Poaching	
Subtotal		18

#### 4. Eco-Spatial Analysis

BIOE 370	General Ecology	4
& BIOE 371	and General Ecology Lab	
BIOO 320	General Botany	3
BIOO 321	General Botany Lab	1
GPHY 282	Mapping Techniques	3
GPHY 380	Principles of GIS	3
GPHY 484	Applied GIS/Spatial Analysis	3
Select one course from:		3

BGEN 440	Business and the Environment	
ENST 335	The Environmental Vision	
ENST 385	Envir Impact & Policy Analysis	
GPHY 494	Seminar/Workshop	
HSTA 460	Montana and the West	
HSTA 470	American Environmental History	
NASX 350	Native Americans & Environment	
NASX 379	Federal Indian Law	
PHL 324	Nature, Culture, Ethics	
PSCI 365	Pub Policy Issues and Analysis	
SOCI 415	Sociology of Hunting & Poaching	
SOCI 470	Environmental Sociology	
Subtotal		20

#### Language Requirement 8

In Bachelor of Arts degrees requiring foreign language, the language requirement is satisfied by demonstrating proficiency in a language other than English equivalent to satisfactory completion of two semesters of college level work in that language. Many students use Foreign Language credits to complete this requirement; however, options are available for students fluent in non-English languages, including Native American languages.

#### Electives 44-46

Any other college-level credits, including credits toward upper-division minimum, Minor Field of Study (recommended), career interests, and/or necessary prerequisite courses.

#### Total Minimum Credits 120

\*

May satisfy General Education requirements.

*Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.*

## Suggested Plan of Study

Code	Title	Credits
First Year		
Fall		
WRIT 101	College Writing I	3
COMX 111	Intro to Public Speaking	3
ECNS 201	Principles of Microeconomics	3
BIOB 101	Discover Biology	4
& BIOB 102	and Discover Biology Lab	
or BIOB 160	Principles of Living Systems	
& BIOB 161	and Principles Living Systems Lab	

Gen Ed Fine Arts	3
<b>Total</b>	<b>16</b>
<b>Spring</b>	
WRIT Course (WRIT 121, WRIT 201, or WRIT 221)	3
STAT 216 Introduction to Statistics	4
GPHY 262 Spatial Sciences Technology and Applications & Lab	4
GPHY 121 Human Geography	3
Gen Ed History	3
<b>Total</b>	<b>17</b>
<b>Second Year</b>	
<b>Fall</b>	
Foreign Language	4
ENST 210 Intro to Environmental Studies	3
Career Track Course	3-4
Minor Field	3
Gen Ed Humanities	3
<b>Total</b>	<b>16-17</b>
<b>Spring</b>	
Foreign Language	4
Career Track Course	3-4
Minor Field	3
BIOE 202 Intro to Environmental Ecology	3
Open Elective	3
<b>Total</b>	<b>16-17</b>
<b>Third Year</b>	
<b>Fall</b>	
Career Track Course	3-4
Career Track Course	3
Minor Field	6
Open Elective	3
<b>Total</b>	<b>15-16</b>
<b>Spring</b>	
Career Track Course	3-4
Career Track Course	3
Minor Field	6
Upper Division Open Elective	3
<b>Total</b>	<b>15-16</b>
<b>Fourth Year</b>	
<b>Fall</b>	
ENST 498 Internship/Cooperative Educ	3
ENST 499 Senior Thesis/Capstone	3
Career Track Course	3
Upper Division Open Elective	3
<b>Total</b>	<b>12</b>
<b>Spring</b>	
Complete Career Track	3-6
Complete Minor Field	3-6
Complete Upper Division Electives	3-6
<b>Total</b>	<b>12-15</b>

## Environmental Studies Minor \*Program placed on moratorium\*

### Required Courses

Code	Title	Credits
Select one Biology course/lab combination from the following:		
BIOB 101 & BIOB 102	Discover Biology and Discover Biology Lab *	4
BIOB 160 & BIOB 161	Principles of Living Systems and Principles Living Systems Lab *	
BIOE 202	Intro to Environmental Ecology	3
ENST 210	Intro to Environmental Studies	3
ENST 385	Envir Impact & Policy Analysis	3
GPHY 121	Human Geography *	3
HSTA 470	American Environmental History	3
PHL 324	Nature, Culture, Ethics	3
<b>Total Minimum Credits</b>		<b>22</b>

\* May satisfy General Education requirements.

*Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.*

## Geography Minor \*Program placed on moratorium\*

### Required Courses

Code	Title	Credits
GPHY 111	Intro to Physical Geography	3
GPHY 112	Intro to Phys Geography Lab	1
GPHY 121	Human Geography *	3
GPHY 141	Geography of World Regions	3
GPHY 282	Mapping Techniques	3
GPHY 380	Principles of GIS	3
Subtotal		16
Select two of the following upper division courses:		
GPHY 440	Geography of Montana	
GPHY 484	Applied GIS/Spatial Analysis	
GPHY 485	Internet GIS	
GPHY 487	Remote Sensing/Raster GIS	
GPHY 494	Seminar/Workshop	
<b>Total Minimum Credits</b>		<b>22</b>

\* May satisfy General Education requirements.

## Native American Studies Minor

### Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- to offer a comprehensive academic program in Native American Studies for both Native American and non-Native students;

- to provide increased awareness of and appreciation for the rich cultural heritage, knowledge, and contributions of Native Americans in the United States;
- to contribute actively to increased multicultural awareness and appreciation at MSU Billings and throughout the region; and
- to cooperate with other MSU Billings programs in providing a supportive environment for Native American students.

- offering general training for students who plan careers in government and public affairs;
- preparing students for careers in secondary teaching;
- providing a sound background for those students who intend to enroll in law and other professional schools;
- providing a useful background for students who wish to work in management and staff positions in business and industry which have relationships with the public sector, including political journalism.

## Required Courses

Code	Title	Credits
NASX 105	Intro Native American Studies *	3
NASX 205	Native Americans in Contmp Soc *	3
NASX 332	MT Indians:Cltrs,Hist & Issues	3
Select at least 3 credits chosen from the following:		3
NASX 294/494	Seminar/Workshop	
NASX 492	Independent Study	
NASX 498	Internship/Cooperative Educ	
Subtotal		12
<b>Restricted Elective Courses</b>		
Select at least nine credits from among the following courses chosen in consultation with the Native American Studies staff/advisor:		9
ARTH 439	American Indian Art	
NASX 294/494	Seminar/Workshop	
NASX 340/ LIT 305	Native American Literature	
NASX 350	Native Americans & Environment	
NASX 379	Federal Indian Law	
NASX 406	Hist of American Indian Women	
NASX 419	Federal Indian Policy	
NASX 492	Independent Study	
NASX 498	Internship/Cooperative Educ	
Other appropriate courses in areas related to Native American Studies		
Subtotal		9
The total number of elective credits required for the minor will be determined by the number of courses a student elects to take which fulfill both the General Education requirements and the minor requirements. Electives should be chosen in consultation with an academic advisor.		
<b>Total Minimum Credits</b>		<b>21</b>

\* May satisfy General Education requirements.

Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.

## Political Science Bachelor of Science Degree

### Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- preparing the student for citizenship roles in community and national affairs and providing a coherent knowledge of political and government activities;
- assisting the student to secure a broad liberal arts and sciences education;
- providing undergraduate preparation for those students who propose to study at the graduate level;

## Required Courses

Code	Title	Credits
General Education Requirements (p. 56) <sup>1</sup>		<b>31</b>
<b>Required Courses</b>		
PSCI 210	Intro to American Government *	3
PSCI 220	Intro to Comparative Govt *	3
PSCI 230	Intro to International Rel *	3
PSCI 240	Introduction to Public Admin	3
PSCI 342	Media, Public Opinion, Polling	3
or PSCI 427	Research Methods	
WRIT 201	College Writing II	3
Subtotal		18
<b>Restricted Electives</b>		
Select a minimum of 12 credits from at least 2 of the 4 Areas of concentration below. Of the 12 credits, at least 9 must be upper division (300-400 level).		12
<i>Area 1: International Relations and Comparative Politics</i>		
PSCI 424	Democratization	
PSCI 425	International Conflict	
PSCI 426	Comparative Political Economy	
<i>Area 2: The Legal System</i>		
NASX 379	Federal Indian Law	
PSCI 446	Language and Law	
PSCI 472	Const Law: Civil Liberties	
PSCI 473	Const Law: Powers & Structures	
<i>Area 3: U.S. Government</i>		
PSCI 260	Intro to State and Local Govt	
PSCI 335	American Foreign Policy	
PSCI 341	Political Parties & Elections	
PSCI 342	Media, Public Opinion, Polling	
PSCI 346	American Presidency	
PSCI 347	U.S. Congress	
PSCI 370	Courts and Judicial Politics	
<i>Area 4: Public Administration</i>		
PSCI 407	Public Policy Analysis	
PSCI 416	Public Organizational Theory	
PSCI 469	Ethics & Public Policy	
<i>Other Courses which may be used to satisfy Restricted Electives:</i>		
PSCI 491	Special Topics	
PSCI 492	Independent Study	
PSCI 494	Seminar/Workshop	
PSCI 498	Internship/Cooperative Educ	
Subtotal		12
<b>Restricted electives selected with advisor approval</b>		<b>6</b>
<b>Minor or Extended Major</b>		

Select one of the following options:

<i>Option 1</i>	
Minor	21
Unrestricted Electives	32
<i>Option 2</i>	
In lieu of a minor, students may choose the Political Science Extended Major. This option requires 15 additional credits from the lists above, for a total of 45 major credits.	
Extended Major	15
Unrestricted Electives	38
<b>Total Minimum Credits</b>	<b>120</b>

1

The following General Education courses also satisfy requirements in the major: PSCI 220, PSCI 210, and PSCI 230. Please refer to the General Education requirements.

\*

May satisfy General Education requirements.

*Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.*

## Political Science Minor

### Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Preparing the student for citizenship roles in community and national affairs and providing a coherent knowledge of political and government activities
- Assisting the student to secure a broad liberal arts and sciences education
- Introduce students to potential career options in government and public affairs

### Required Courses

Code	Title	Credits
PSCI 210	Intro to American Government *	3
PSCI 220	Intro to Comparative Govt *	3
PSCI 230	Intro to International Rel *	3
PSCI 342 or PSCI 427	Media, Public Opinion, Polling Research Methods	3
Subtotal		12

#### Restricted Electives

Select 9 credits chosen from the following courses in consultation with a Political Science advisor. Substitutions must be approved by the Political Science advisor. 9

PSCI 240	Introduction to Public Admin
PSCI 260	Intro to State and Local Govt
PSCI 294	Seminar/Workshop
PSCI 335	American Foreign Policy
PSCI 341	Political Parties & Elections
PSCI 342	Media, Public Opinion, Polling (if not taken as a required course)
PSCI 346	American Presidency
PSCI 347	U.S. Congress
PSCI 370	Courts and Judicial Politics
PSCI 407	Public Policy Analysis

PSCI 416	Public Organizational Theory
PSCI 424	Democratization
PSCI 425	International Conflict
PSCI 426	Comparative Political Economy
PSCI 446	Language and Law
PSCI 469	Ethics & Public Policy
PSCI 472	Const Law: Civil Liberties
PSCI 473	Const Law: Powers & Structures
PSCI 491	Special Topics
PSCI 492	Independent Study
PSCI 494	Seminar/Workshop
PSCI 498	Internship/Cooperative Educ
Subtotal	9
<b>Total Minimum Credits</b>	<b>21</b>

\*

May satisfy General Education requirements.

*Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.*

## Political Science Teaching Minor

Students who intend to graduate on the 128 credit degree program should consult with the Advising Center and their faculty advisor before selecting a teaching minor. Some requirements for certain teaching minors can be met in General Education, but some others cannot. Students choosing to take teaching minors with requirements beyond 21 credits may take credits in excess of 128 to complete their teaching major and preferred teaching minor.

### Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- preparing the student for citizenship roles in community and national affairs and providing a coherent knowledge of political and government activities;
- assisting the student to secure a broad liberal arts and sciences education;
- providing undergraduate preparation for those students who propose to study at the graduate level;
- offering general training for students who plan careers in government and public affairs;
- preparing students for careers in secondary teaching;
- providing a sound background for those students who intend to enroll in law and other professional schools;
- providing a useful background for students who wish to work in management and staff positions in business and industry which have relationships with the public sector, including political journalism.

For students who are gaining teaching licensure in a content major, the following minor leads to endorsement. All students desiring licensure to teach are required to file an Application for Admission to the Educator Preparation Program. (p. 74)

### Required Courses

Code	Title	Credits
EDU 497A	Methods: 5-12 Social Studies	2
PSCI 210	Intro to American Government *	3
PSCI 220	Intro to Comparative Govt *	3
PSCI 230	Intro to International Rel *	3



PSCI 342	Media, Public Opinion, Polling	3
<b>Subtotal</b>		<b>14</b>

**Restricted Electives**

Select nine credits chosen in consultation with an advisor from the following list: 9

PSCI 240	Introduction to Public Admin	
PSCI 260	Intro to State and Local Govt	
PSCI 335	American Foreign Policy	
PSCI 341	Political Parties & Elections	
PSCI 424	Democratization	
PSCI 472	Const Law: Civil Liberties	
PSCI 473	Const Law: Powers & Structures	
PSCI 491	Special Topics	
PSCI 498	Internship/Cooperative Educ	
<b>Subtotal</b>		<b>9</b>

**Total Minimum Credits** 23

\*

May satisfy General Education requirements.

*Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.*

## Social Science (Broadfield) Endorsement Licensure

Students majoring in History (licensure option) and Political Science (teaching minor) are encouraged to expand employment opportunities by adding a Social Science (Broadfield) Endorsement.

### Students seeking this endorsement must complete one course from each area for a total of 12 credits:

Code	Title	Credits
<b>Geography</b>		
GPHY 262	Spatial Sciences Tech and Appl *	3
GPHY 121	Human Geography *	3
GPHY 282	Mapping Techniques	3
Upper division Geography course		3
<b>Economics</b>		
ECNS 201	Principles of Microeconomics *	3
ECNS 202	Principles of Macroeconomics *	3
ECNS 314	International Economics	3
Upper division Economics course		3
<b>Sociology</b>		
SOCI 101	Introduction to Sociology *	3
ANTY 220	Culture & Society *	3
SOCI 201	Social Problems *	3
Upper division Sociology course		3
<b>Psychology</b>		
PSYX 100	Intro to Psychology *	3
PSYX 225	Research Design and Analysis	3
PSYX 330	Child Development	3
Upper division Psychology course		3
<b>Total Minimum Credits</b>		<b>12</b>

\*

May satisfy General Education requirements.

## Sociology Bachelor of Arts Degree \*Program placed on moratorium\*

### Required Courses

Code	Title	Credits
General Education Requirements (p. 56) <sup>1</sup>		<b>31</b>

Students should consult with an academic advisor before registering for General Education courses in order to minimize the number of courses needed to satisfy the requirements of the major.

**Required Courses**

SOCI 101	Introduction to Sociology * <sup>2</sup>	3
SOCI 318	Sociological Research Methods	3
SOCI 319	Statistics for Sociologists	3
SOCI 455	Classical Sociological Theory	3
SOCI 482	Contemp Sociological Theory	3
SOCI 498	Internship/Cooperative Educ	3
SOCI 499	Senior Thesis/Capstone	3
WRIT 201	College Writing II <sup>3</sup>	3
<b>Subtotal</b>		<b>24</b>

**Restricted Electives**

Select at least 2 courses from the lower division core and at least 1 course from 4 of the 5 content areas. Minimum of 18 credits, including 14 upper division. 18

*Lower Division Core*

Select at least two of the following courses:

ANTY 17	Physical Anthro & Archaeology	
ANTY 220	Culture & Society *	
CJUS 228	Diversity in Criminal Justice	
SOCI 201	Social Problems *	
SOCI 221	Criminal Justice System	
WGSS 274	Women, Culture & Society *	

Select at least one course from four of the five content areas below:

*Area 1: General Sociology*

SOCI 355	Population and Society	
SOCI 356	Sociology of Violence	
SOCI 382/ PSYX 360	Soc Psych and Social Structure	
SOCI 435	Law and Society	

*Area 2: Family and Relationships*

SOCI 332	Sociology of the Family	
SOCI 351	Dating and Mate Selection	
SOCI 432	Human Sexual Behavior	

*Area 3: Crime and Criminal Justice*

CJUS 421	Criminal Justice Ethics	
SOCI 311	Criminology	
SOCI 327	Sociology of Deviance	
SOCI 330	Juvenile Delinquency	
SOCI 423	Sociology of Corrections	
SOCI 425	Victims and Society	

*Area 4: Social Inequalities*

CJUS 440	Gender, Crime and Justice	
NASX 205	Native Americans in Contmp Soc *	
SOCI 344	Soc of Race and Ethnicity	
SOCI 431	Sociology of Gender Roles	
<i>Area 5: Health and Environments</i>		
SOCI 352	Diseases & Society	
SOCI 380	Soc of Health and Medicine	
SOCI 461	Urban Society & Human Ecology	
SOCI 470	Environmental Sociology	
<i>Other courses which may be used to satisfy Restricted Elective Requirements:</i>		
SOCI 294 & SOCI 494	Seminar/Workshop and Seminar/Workshop	
SOCI 492	Independent Study	
Subtotal		18
Language Requirements (p. 139)		8
<b>Electives</b>		<b>V</b>
The total number of elective credits required for the degree will be determined by the number of courses a student elects to take which fulfill both the General Education requirements and the major requirements. Electives should be chosen in consultation with an academic advisor. Please refer to limitations on General Education requirements.		
<b>Total Minimum Credits</b>		<b>120</b>

\*  
May satisfy General Education requirements.

1  
The following General Education courses also satisfy requirements in the major:  
ANTY 220, SOCI 101, SOCI 201, WGSS 274.

2  
SOCI 101 is prerequisite for all other coursework in the required core.

3  
WRIT 201 is required for all upper division coursework in the major.

**Note:** A Minimum grade of "C-" is required in all Sociology major coursework.

*Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.*

## Suggested Plan of Study

Code	Title	Credits
First Year		
Fall		
WRIT 101	College Writing I	3
SOCI 101	Introduction to Sociology	3
Foreign Language		4
General Education		6
Total		16
Spring		
WRIT 201	College Writing II	3
Sociology Lower Division Core		3
Foreign Language		4
General Education		3
Minor/Ext. Major		3
Total		16

Second Year		
Fall		
Sociology Lower Division Core		3
Foreign Language		3
General Education		6
General Education w/Lab		4
Total		16
Spring		
Foreign Language		3
General Education		6
Minor/Ext. Major		6
Total		15
Third Year		
Fall		
SOCI 455	Classical Sociological Theory	3
SOCI 318	Sociological Research Methods	3
Restricted Electives		6
Electives		3
Total		15
Spring		
SOCI 482	Contemp Sociological Theory	3
SOCI 319	Statistics for Sociologists	3
Electives		6
Minor/Ext. Major		3
Total		15
Fourth Year		
Fall		
Restricted Electives		6
Minor/Ext. Major		3
Electives		6
Total		15
Spring		
SOCI 499	Senior Thesis/Capstone	3
SOCI 498	Internship/Cooperative Educ	3
Minor/Ext. Major		6
Total		12

## Sociology Bachelor of Science Degree

### Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Critical thinking
- Introspective awareness of self in social contexts
- Multi-cultural awareness
- Inductive and deductive logical modeling
- Quantitative and qualitative research methods

## Required Courses

Code	Title	Credits
General Education Requirements (p. 56) <sup>1</sup>		31
Students should consult with an academic advisor before registering for General Education courses in order to minimize the number of courses needed to satisfy the requirements of the major.		
<b>Required Courses</b>		
SOCI 101 or SOCI 201	Introduction to Sociology <sup>*2</sup> Social Problems	3
Select one of the following:		3
WRIT 201	College Writing II	
WRIT 220	Business & Prof Writing	
WRIT 221	Intermediate Tech Writing	
SOCI 400	Applied Research Methods	3
SOCI 402	Theories of Society & Soc Beh	3
SOCI 491 or CJUS 491	Special Topics Special Topics	3
SOCI 498	Internship/Cooperative Educ	3
SOCI 499	Senior Thesis/Capstone	3
Subtotal		21
<b>Restricted Electives</b>		
Select at least two courses from each area below plus one additional course from the supporting coursework list for a total of 21 credits, 18 of which must be upper division.		21
<i>Area 1: Social Structure and Social Inequalities</i>		
SOCI 326	Sociology of Gender	
SOCI 332	Sociology of the Family	
SOCI 430	Social Inequalities	
SOCI 434	Sociology of Human Sexuality	
<i>Area 2: Criminology</i>		
SOCI 311	Criminology	
SOCI 330	Juvenile Delinquency	
SOCI 425	Victims and Society	
<i>Area 3: Populations, Health, and Environments</i>		
SOCI 346	Rural Sociology	
SOCI 370	Sociology of Globalization	
SOCI 380	Soc of Health and Medicine	
SOCI 470	Environmental Sociology	
<i>Supporting Coursework</i>		
CJUS 375	Inequality in Criminal Justice	
NASX 205	Native Americans in Contmp Soc <sup>*</sup>	
PSYX 360	Social Psychology	
SOCI 382	Soc Psych and Social Structure	
SOCI 401	Animals and Society	
WGSS 274	Women, Culture & Society <sup>*</sup>	
<i>Other courses which may be used to satisfy Restricted Elective Requirements</i>		
SOCI 294 or CJUS 294	Seminar/Workshop Seminar/Workshop	
SOCI 492	Independent Study	
SOCI 494 or CJUS 494	Seminar/Workshop Seminar/Workshop	
Subtotal		21

Language Requirements (p. 139)		8
<b>Mathematics Course</b>		
STAT 216	Introduction to Statistics <sup>*</sup>	4
<b>Minor</b>		V21
<b>Electives</b>		
The total number of elective credits required for the degree will be determined by the number of courses a student elects to take which fulfill both the General Education requirements and the major requirements. Electives should be chosen in consultation with an academic advisor. Please refer to limitations on General Education requirements.		
<b>Total Minimum Credits</b>		<b>120</b>

<sup>\*</sup> May satisfy General Education requirements.

<sup>1</sup> The following General Education courses also satisfy requirements in the major: SOCI 101, SOCI 201, STAT 216, WGSS 274.

<sup>2</sup> SOCI 101 is prerequisite for all other coursework in the required core.

**Note:** A Minimum grade of "C-" is required in all Sociology major coursework.

*Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.*

## Suggested Plan of Study

Code	Title	Credits
First Year		
Fall		
WRIT 101	College Writing I	3
SOCI 101 or SOCI 201	Introduction to Sociology Social Problems	3
Foreign Language		4
General Education		6
Total		16
Spring		
WRIT 201	College Writing II	3
Foreign Language		4
General Education		9
Total		16
Second Year		
Fall		
Elective/Minor		6
STAT 216	Introduction to Statistics	4
General Education		6
Total		16
Spring		
Restricted Electives (Major)		6
General Education		6
General Education w/Lab		4
Total		16
Third Year		
Fall		
SOCI 400	Applied Research Methods	3

SOCI 402	Theories of Society & Soc Beh	3
Restricted Electives (Major)		3
Courses for Minor or General Electives		6
Total		15
Spring		
SOCI 491	Special Topics	3
Restricted Electives (Major)		6
Courses for Minor or General Electives		6
Total		15
Fourth Year		
Fall		
Restricted Electives (Major)		6
Courses for Minor or General Electives		8
Total		14
Spring		
SOCI 499	Senior Thesis/Capstone	3
SOCI 498	Internship/Cooperative Educ	3
Courses for Minor or General Electives		6
Total		12

## Sociology Minor

### Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Critical thinking
- Introspective awareness of self in social contexts
- Multi-cultural awareness
- Inductive and deductive logical modeling
- Quantitative and qualitative research methods

### Required Courses

Code	Title	Credits
SOCI 101 or SOCI 201	Introduction to Sociology * Social Problems	3
SOCI 400	Applied Research Methods	3
SOCI 402	Theories of Society & Soc Beh	3
Subtotal		9
<b>Restricted Electives</b>		
Select 5 courses (15 credits) from the list below. At least 12 credits must be upper division.		15
CJUS 427	Deviance and Social Control	
SOCI 311	Criminology	
SOCI 326	Sociology of Gender	
SOCI 330	Juvenile Delinquency	
SOCI 332	Sociology of the Family	
SOCI 346	Rural Sociology	
SOCI 370	Sociology of Globalization	
SOCI 380	Soc of Health and Medicine	
SOCI 382 or PSYX 360	Soc Psych and Social Structure Social Psychology	
SOCI 401	Animals and Society	
SOCI 425	Victims and Society	

SOCI 430	Social Inequalities	
SOCI 434	Sociology of Human Sexuality	
SOCI 470	Environmental Sociology	
SOCI 491	Special Topics	
WGSS 274	Women, Culture & Society	
<i>Other courses which may be used to satisfy Restricted Elective Requirements</i>		
SOCI 294	Seminar/Workshop	
SOCI 492	Independent Study	
SOCI 494	Seminar/Workshop	
Subtotal		15
<b>Total Minimum Credits</b>		<b>24</b>

\*  
May satisfy General Education requirements.

*Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.*

Code	Title	Credits
First Year		
Fall		
Major		6
General Education		3
Foreign language		4
SOCI 101 or SOCI 201	Introduction to Sociology Social Problems	3
Total		16
Spring		
Major		3
Foreign language		4
General Education		9
Total		16
Second Year		
Fall		
Electives		6
General Education w/lab		4
General Education		6
Total		16
Spring		
Electives		3
Major		3
General Education		9
Total		15
Third Year		
Fall		
SOCI 400	Applied Research Methods	3
SOCI 402	Theories of Society & Soc Beh	3
Major		9
Total		15
Spring		
Major		9
Restricted Electives for Minor		6
Total		15
Fourth Year		

Fall	
Major	3
Restricted Electives for Minor	6
Electives	4
Total	13
Spring	
Major	6
Restricted Electives for Minor	3
Electives	6
Total	15

Subtotal	6
<b>Total Minimum Credits</b>	<b>23</b>

\*

May satisfy General Education requirements.

*Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.*

## Sociology Teaching Minor \*Program placed on moratorium\*

Students who intend to graduate on the 128 credit degree program should consult with the Advising Center and their faculty advisor before selecting a teaching minor. Some requirements for certain teaching minors can be met in General Education, but some others cannot. Students choosing to take teaching minors with requirements beyond 21 credits may take credits in excess of 128 to complete their teaching major and preferred teaching minor.

For students who are gaining teaching licensure in a content major, the following minor leads to endorsement. All students desiring licensure to teach are required to file an Application for Admission to the Educator Preparation Program. (p. 74)

### Required Courses

Code	Title	Credits
ANTY 220	Culture & Society *	3
EDU 497A	Methods: 5-12 Social Studies	2
SOCI 101	Introduction to Sociology *	3
SOCI 318	Sociological Research Methods	3
SOCI 319	Statistics for Sociologists	3
Select one:		3
SOCI 455	Classical Sociological Theory	
SOCI 482	Contemp Sociological Theory	
Subtotal		17
<b>Restricted Electives</b>		
Select two additional upper division courses from the following in consultation with a Sociology advisor:		6
SOCI 311	Criminology	
SOCI 330	Juvenile Delinquency	
SOCI 332	Sociology of the Family	
SOCI 344	Soc of Race and Ethnicity	
SOCI 355	Population and Society	
SOCI 382/ PSYX 360	Soc Psych and Social Structure	
SOCI 423	Sociology of Corrections	
SOCI 431	Sociology of Gender Roles	
SOCI 432	Human Sexual Behavior	
SOCI 455	Classical Sociological Theory	
SOCI 461	Urban Society & Human Ecology	
SOCI 482	Contemp Sociological Theory	

# City College Catalog

## City College at Montana State University Billings

### 2022-2023 Catalog

3803 Central Avenue  
Billings, Montana 59102  
(406) 247-3000

[www.msubillings.edu/citycollege](http://www.msubillings.edu/citycollege) (<http://www.msubillings.edu/citycollege/>)

## Visiting City College

Individuals are encouraged to visit City College at MSU Billings to learn more about their programs of interest, the support resources/services available through City College and University campuses as well as checking out the classrooms/labs and facilities. Jacket Student Central New Student Services staff will tailor a campus visit to meet your group or individual needs.

Arrangements can be made by calling (406) 247-3007 or going online to [www.msubillings.edu/future/visit.htm](http://www.msubillings.edu/future/visit.htm) (<http://www.msubillings.edu/future/visit.htm>).

## We are here to help and serve you

We look forward to helping you make those important decisions about your future career and the programs that will provide you with the best education for that career.

Please feel free to call, stop by, or visit our website [www.msubillings.edu/citycollege](http://www.msubillings.edu/citycollege) (<http://www.msubillings.edu/citycollege/>).

## Important Notice to All Students

The City College at MSU Billings catalog is published annually by Montana State University Billings as a guide for students, faculty and others interested in the institution. Students are expected to be familiar with the University regulations and information which are set forth in this publication. Effective date of this catalog is August 2022.

The University is not responsible for cancellation of classes due to damage to campus facilities or unavailability of teaching personnel resulting from severe weather conditions, natural or man-made disasters, work stoppages, or emergency situations declared by the Governor.

Advisors assist students with selection of courses and other academically related issues, but the ultimate responsibility for meeting graduation requirements belongs to students.

City College at MSU Billings reserves the right to change the regulations and fees in this catalog at any time during the one-year period the publication is in effect. The institution, with the concurrence of the Board of Regents of Higher Education, also reserves the right to add or withdraw courses and degree programs at any time.

Effective dates of changes will be determined by the proper authorities and shall apply to prospective students and to those who are already enrolled.

For further information, write to:

Jacket Student Central  
City College at Montana State University Billings  
3803 Central Avenue  
Billings, Montana 59102

## Student Learning Outcomes

MSU Billings understands that student success and student learning take place inside and outside the classroom. The ability to assess and measure that success is imperative. To assure that the University's programs continue to meet the needs of both the students and the community, MSU Billings engages in ongoing review and revision of its assessment processes. This regular review process has resulted in the revision of the academic programs as articulated in this catalog.

## Accreditation

Montana State University Billings is accredited by the Northwest Commission on Colleges and Universities (NWCCU). City College at MSU Billings has individual programs that are accredited and approved by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), the Committee on Accreditation of Educational Programs for the EMS Professions (CoAEMSP), the National League for Nursing Commission for Nursing Education Accreditation (NLN CNEA), the Montana State Board of Nursing, and the International Fire Service Accreditation Congress (IFSAC) Degree Assembly. All programs are approved for veterans.

## City College at MSU Billings: Your Comprehensive Two-Year Community College

City College at MSU Billings is committed to providing its students with *Access and Excellence*. As a comprehensive two-year college, the City College provides students with:

1. access to career and technical programs;
2. university transfer opportunities;
3. outreach and community development programs;
4. workforce training opportunities and partnerships.

Whether it is in the classroom, a special workshop, or in the day-to-day operation of the campus, City College is committed to providing an uncommonly high level of excellence in all programs and services.

The Institution provides *Access and Excellence* to students through instruction. The emphasis at City College is on helping students acquire skills to help them find meaningful employment upon completion of their academic program or transfer to the University to pursue a four-year degree. Our faculty are experienced in their fields and utilize innovative teaching methods to serve their students' needs.

Students experience *Access and Excellence* at City College through field-based experiences such as internships, laboratory work, clinical rotations for nursing and paramedic students, and tutoring opportunities.

Additionally, *Access and Excellence* is maintained in small classes which allow students to get to know their instructors and each other as well as experience hands-on educational opportunities.

## Mission

The mission of the City College at Montana State University Billings is to be the College of first choice, dedicated to the development of workforce capacity by providing top quality learning opportunities and services to meet a variety of career choices and customer needs by being responsive, flexible, and market-driven.

## History

In 1969, the Montana State Legislature created the Billings Vocational-Technical Education Center (BVTC) to serve the postsecondary technical training needs of adults. In 1987, by order of the Legislature, governance passed from the Billings School District to the Montana University System Board of Regents, making the



BVTC one of five campuses of the Montana University System for postsecondary vocational-technical education. In 1994, the BVTC officially merged with Eastern Montana College to become the fifth College of Montana State University Billings, the College of Technology. The merger and subsequent sharing of resources brought about new and improved student services, such as cooperative education, health services, career services, fee payment options, and credit transferability. In June 2012, the Montana University System Board of Regents approved the name change to City College at Montana State University Billings.

## Advisory Boards

To achieve our vision of responsiveness, program advisory boards were created for all programs. These boards are made up of managers, business owners, technicians, supervisors of technicians, technical trainers, equipment vendors, and others concerned with the success of the respective programs they are advising. These boards help us respond to the changing needs of the workforce, maintain industry standards, and provide students with opportunities for internships in business and industry. A City College Advisory Board was created, which is integral to the long-range development of City College at MSU Billings. To achieve our vision of being market-driven, we continually upgrade existing programs and add new courses and programs to meet the needs of employers throughout the greater Billings region. We offer students an education targeted toward career preparation and access to networks for rapid employment.

## Partnerships and Collaborative Relationships

City College at MSU Billings enjoys partnerships with key organizations in the greater Billings region including: Billings Clinic, St. Vincent Healthcare, Billings Fire Department, Spectrum, Underriner Motors, The Billings Gazette, and the Montana Contractor's Association to name a few. In addition, the College offers occupationally specific and related instructional opportunities on campus as well as through distance learning to prepare or retrain individuals to meet the demands of present and future technology. The College continues to develop collaborative relationships and articulation agreements with other institutions of higher education where appropriate. Starting Spring 2021, City College has partnered with Gallatin College and Great Falls College to offer surgical technology and respiratory care associate degrees to students in a joint effort within each community/region. This collaboration is referred to as the OneMSUNetwork ([ou.montana.edu/onemsu/](http://ou.montana.edu/onemsu/) (<https://ou.montana.edu/onemsu/>)). Students in the Billings area are now able to complete all of the training locally for surgical tech and respiratory care instead of having to relocate to the Great Falls area. In the future, there is a goal to add additional programs to this list.

## Faculty

City College at MSU Billings is proud of its outstanding faculty and of their expertise in the specific areas in which they teach. Faculty are highly qualified with expertise in their specialty and current work experience in their field. A list of faculty members and their degrees and certifications are listed in the back of this catalog.

## Diversity

MSU Billings supports all members of the University community in their individual growth toward confidence, individual sense of purpose, and acceptance of civic responsibilities. MSU Billings' actions are ethical and principled to assure dignity and equity for all. MSU Billings seeks to increase staff, faculty and student awareness, understanding, and involvement in the international community. MSU Billings is committed to providing an intellectual and social environment that supports and nurtures diversity awareness and cultural consciousness.

## Location and Campus

City College at MSU Billings is located at 3803 Central Avenue, seven miles from the MSU Billings University campus in the fast-growing west-Billings "Shiloh Corridor Complex," near the intersection of Central Avenue and Shiloh Road. The campus consists of two buildings: the Tech building and Health Sciences building. The MSU Billings soccer field, used by both the women's and men's soccer teams for practice and games, is located on the City College campus.

## Academic Calendar

The academic year consists of Fall and Spring semesters. The summer term has its own calendar. Classes are also sometimes available between the fall and spring semesters in an Intersession format.

## Campus Visits

### Jacket Student Central, (406) 247-3007

Campus tours are available through Jacket Student Central. To ensure the availability of staff, please contact this office to set up a campus visit. Tours can be setup by calling (406) 247-3007; or online at [www.msubillings.edu/future/visit.htm](http://www.msubillings.edu/future/visit.htm) (<http://www.msubillings.edu/future/visit.htm>).

Physical address:

Jacket Student Central  
City College at Montana State University Billings  
3803 Central Avenue  
Billings, MT 59102

## University Policies

This catalog contains the academic regulations governing the undergraduate program. The Student Affairs Handbook contains the detailed policies and procedures governing rights and responsibilities of students in the academic community. Students are referred to that handbook for details concerning use of facilities, code of conduct, student complaint procedures, regulations for student organizations, and other useful information.

## Discrimination, Harassment, Sexual Misconduct, Dating Violence, Domestic Violence, Stalking, and Retaliation Policy and Grievance Procedures

Montana State University Billings is committed to providing an environment that emphasizes the dignity and worth of every member of its community and that is free from harassment and discrimination based upon race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran's status, sex, age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation. Such an environment is necessary to a healthy learning, working, and living atmosphere, because discrimination and harassment undermine human dignity and the positive connection among all people at our University. Acts of discrimination, harassment, sexual misconduct, dating violence, domestic violence, stalking, and retaliation will be addressed by the university under its Discrimination, Harassment, and Retaliation Policy and Discrimination Grievance Procedures Accompanying the Discrimination, Harassment, and Retaliation Policy. [www.montana.edu/equity/policies/index.html](http://www.montana.edu/equity/policies/index.html) (<http://www.montana.edu/equity/policies/>)

## Title IX of the Education Amendments of 1972

Title IX and its implementing regulation, at 34 C.F.R. § 106.31 (a), provide that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular,

research, occupational training, or other education program or activity operated by the university.

Discrimination based upon sex can include sexual harassment or sexual violence, such as sexual intercourse without consent, sexual assault, and sexual coercion. Title IX also prohibits gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

## Reporting, Filing a Complaint or Questions

Montana State University Billings affords any student, employee, applicant for employment or admissions, or person who believes he or she was discriminated against by the University, the right to file a grievance on grounds of discrimination.

Any student, faculty or staff member with questions or concerns about discrimination based on any of the protected classes listed above or who believes that he or she has been the victim of discrimination based on any of the protected classes should contact the Director & Title IX Coordinator in Human Resources Office for assistance or to file a complaint. The Director and Title IX Coordinator is available to discuss options, explain university policies and procedures, and provide education on relevant issues. Additionally, the Discrimination Grievance Procedures Accompanying the Discrimination, Harassment, and Retaliation Policy is found at: [www.montana.edu/equity/policies/grievanceprocedures.html](http://www.montana.edu/equity/policies/grievanceprocedures.html) (<http://www.montana.edu/equity/policies/grievanceprocedures.html>)

HR Director & Title IX Coordinator  
Human Resources Office  
Tel: (406) 657-2278  
Email: [discrimination@msubillings.edu](mailto:discrimination@msubillings.edu)  
Location: McMullen Hall 310

## MSU Billings Conflict of Interest Policy

This policy is adopted pursuant to Board of Regents Policy 770, Conflict of Interest, and applies to all 0.5 FTE or greater employees (hereafter, employees) at Montana State University Billings and Montana law, Standards of Conduct Code of Ethics, Title 2, Chapter 2, Part 1, MCA. Procedures for Conflict of Interest can be found at [www.msubillings.edu/humres](http://www.msubillings.edu/humres) (<http://www.msubillings.edu/humres/>)

A consensual romantic relationship in which one party is in a position to evaluate the work of the other is a potential conflict of interest. When such a potential conflict of interest results between employees or an employee and a student, the employee shall promptly disclose the potential conflict of interest to his or her supervisor. The supervisor and the employee shall take steps to ensure that there is no conflict of interest.

The employee's failure to promptly disclose such a potential conflict of interest may require appropriate resolution, including disciplinary action.

## Consensual Relationship

A consensual romantic relationship in which one party is in a position to evaluate the work of the other is a potential conflict of interest. When such a potential conflict of interest results between employees or an employee and a student, the employee shall promptly disclose the potential conflict of interest to his or her supervisor. The supervisor and the employee shall take steps to ensure that there is no conflict of interest.

The employee's failure to promptly disclose such a potential conflict of interest may require appropriate resolution, including disciplinary action.

## University Police Department

The University Police Department serves as the primary law enforcement agency for Montana State University Billings. The University Police Department consists of a dedicated team of eight sworn police officers, one Clery Compliance Program

Assistant, two office assistants and a number of student workers that assist with parking enforcement duties. All University police officers receive their Public Safety Officer Standards and Training certification through the Montana Law Enforcement Academy. Receiving the Oath of Office through Billings Municipal Court, Montana State University Billings has a Memorandum of Understanding with the City of Billings, granting University police officers city-wide jurisdiction. The University Police Department responds to and investigates all complaints of criminal activity that occur on and around University owned or leased property.

In addition, the University Police Department provides workplace safety training and education, fire safety and fire code inspections, emergency management coordination, and building safety inspections. The University Police Department is dedicated to policing with honor, integrity, courtesy and professionalism.

## Annual Security Report

The safety and security of the entire campus community is extremely important to Montana State University Billings. The Annual Security Report (ASR) publication represents the University's information and data in compliance with the provisions of the Crime Awareness and Campus Security Act of 1990 and the Jeanne Clery Act of 1998.

Federal law mandates that this report include statistics for the previous three years concerning reported crimes that occurred on campus or on property owned or controlled by MSUB and on public property within, or immediately adjacent to and accessible from, the campus.

The ASR is available online at [www.msubillings.edu/police](http://www.msubillings.edu/police) (<http://www.msubillings.edu/police/>)

A paper copy is available at the University Police Department (lower level of the Parking Garage).

## Americans with Disabilities Act of 1990 and ADA Amendment Act of 2008

Montana State University Billings affirms its commitment to nondiscrimination on the basis of disability and its intention to comply with all laws prohibiting such discrimination including Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and the ADA Amendments Act of 2008.

In order to ensure nondiscrimination on the basis of disability, the University will provide appropriate and reasonable accommodation for members of the public, employees and students with disabilities, as defined by these laws.

All University administrators, faculty, staff and students have a responsibility to adhere to the philosophy of equal access and opportunity which is the basis for this nondiscrimination commitment.

An individual may be required to provide relevant, written documentation in order to establish that he/she is a person with a disability and entitled to a reasonable accommodation under the law.

The University's ADA coordinators are the Director of Human Resources and the Director of Disability Support Services.

Any employee or applicant with disabilities concerned about accessibility and/or accommodation issues should contact the Human Resources, McMullen Hall 310, (406) 657-2278 (Voice/TTY).

## Students

Any student with disabilities concerned about accessibility and/or accommodation issues should contact Disability Support Services, COE 135, (406) 657-2283 or City College Tech Building A016, (406) 247-3029.

Disability Support Services reviews complaints by students regarding discrimination and/or harassment on the basis of physical or mental disability relating to disability accommodations in the classroom and physical access to facilities. The full grievance policy is on the DSS website at [www.msubillings.edu/dss](http://www.msubillings.edu/dss) (<http://www.msubillings.edu/dss/>).

# Dean's Welcome

## Welcome from the Dean

It is my pleasure to welcome you to City College and Montana State University Billings. I am delighted you have selected City College to further your education.

City College provides students with the academic background and skills needed for either an associate of science degree that will transfer towards a further bachelor degree program or an associate of applied science degree or certificate that will prepare you for immediate employment in your selected occupational area. The Associate of Applied Science degree also offers the opportunity for you to transfer towards a bachelor of applied science degree at MSU Billings. While a student at City College, you will receive a high-quality education in classroom settings, laboratories, and field-based experiences where industry standards are the norm. City College and MSU Billings sits in the heart of Billings, Montana where business and industry thrive.

This allows City College to provide a great opportunity for students to experience learning and accessing the Billings community as their living and learning laboratory via internships, community outreach projects, practicums, and volunteerism, to name only a few of the options available.

City College faculty members are current and experienced in their respective fields. City College programs are directly tied with local business, industry, and prospective employers through advisory committees and the College's Advisory Board to assure the curriculum you study continues to meet or exceed current and changing industry standards. This helps ensure your preparation for immediate employment upon graduation.

I am excited to share with you our vision of enhancing the mission of City College to take on the role of a comprehensive community college. The College's primary focus is to provide two-year education in associate degrees, certificates and lifelong learning opportunities for the entire region. I am sure you will find City College to be an indispensable part of your life towards not only advancing your knowledge, skills, and experience towards your educational and career goals, but a full university experience with student life, residential housing, clubs/organizations, athletics, and being part of a college community. City College is one college of five within MSU Billings, so we provide you an opportunity to continue to advance your education and skills by further pursuing a four year bachelor's degree.

The purpose of this catalog is not only to assist you in planning your academic program, but also to provide you with additional information about Montana State University Billings and City College. If you have questions, please ask. All of us at Montana State University Billings are committed to serving you. We are very pleased and excited you have chosen City College as the next step in preparing for your future.

Sincerely,

Vicki N. Trier, Ph.D.

Dean

City College at Montana State University Billings










# Student Services Phone Numbers

## Frequently Used Phone Numbers

Student Services and Facilities	City College Campus	University Campus 1500 University Drive
Admissions	406-247-3012	406-657-2888
Academic Support Center	406-247-3022	406-657-1641
Advising Center	406-247-3019	406-657-2240
Athletics		406-657-2369
Campus Store		406-657-2121
Jacket Student Central - Student Services	406-247-3019	
Career & Employment Services		406-657-2168
Cashier	406-247-3002	406-657-1709
Center for Engagement		406-657-2387
Disability Support Services	406-247-3029	406-657-2283
Diversity Center		406-896-5902
Financial Aid	406-247-3004	406-657-2188
Health Services	406-247-3027	406-657-2153
Job Locator (Placement Services)		406-657-1618
Library		406-657-1662
Military and Veteran Success Center		406-657-2968
Native American Achievement Center		406-657-2182
New Student Services	406-247-3007	406-657-2888
Operator	406-247-3000	406-657-2011
Physical Education Building		406-657-2370
Prior Learning Assessment		406-247-3019
Recreational Activities		406-657-2881
Registrar		406-657-2158
Residence Life and Housing		406-657-2333
Student Support Services - TRIO	406-247-3028	406-657-2162
University Police		406-657-2147

## Degrees, Options, and Programs List

Moratorium = City College is not currently taking students into the program.

Title	Level
AA/AS General Studies (Self-Designed) (p. 254)  (Offered online)	
Accounting Assistant Certificate of Applied Science *Program placed on moratorium* (p. 255)	Certificate
Accounting Technology Associate of Applied Science Degree (p. 255)  (Offered online)	Associate
Associate of Science Registered Nurse (ASN) (p. 256)	Associate
Automobile Collision Repair and Refinishing Technology Associate of Applied Science Degree (p. 258)	Associate
Automobile Collision Repair Technology Certificate of Applied Science (p. 259)	Certificate
Automobile Refinishing Technology Certificate of Applied Science (p. 259)	Certificate
Automotive Technology Associate of Applied Science Degree (p. 260)	Associate
Automotive Technology Certificate of Applied Science (p. 261)	Certificate
Business Administration Associate of Science Program of Study (p. 262)  (Offered online)	Associate
Computer Programming and Application Development Associate of Applied Science Degree (p. 263)	Associate
Computer Systems Technology Associate of Applied Science Degree (p. 264)	Associate
Construction Management Associate of Applied Science Degree (p. 265)	Associate
Construction Technology Carpentry Certificate of Applied Science (p. 266)	Certificate
Craft Brewing and Fermentation Certificate of Technical Studies (p. 266)	Certificate
Criminal Justice Associate of Science Program of Study (p. 267)	Associate
Cybersecurity/Network Support Associate of Applied Science (p. 267)	Associate
Cybersecurity/Network Technology Associate of Science Program of Study (p. 268)	Associate
Diesel Technology Associate of Applied Science Degree (p. 269)	Associate
Diesel Technology Certificate of Applied Science (p. 270)	Certificate
Energy Technician Certificate of Applied Science *Program placed on moratorium* (p. 271)	Certificate
Fire Science Associate of Science Program of Study (p. 271)	Associate
General Business Associate of Applied Science Degree (p. 272)  (Offered online)	Associate
Human Resource Management Certificate of Applied Science (p. 273)  (Offered online)	Certificate
Human Resources Associate of Science Program of Study (p. 274)  (Offered online)	Associate
Human Resources General Applied Emphasis Associate of Science Program of Study *Program placed on moratorium* (p. 275)  (Offered online)	Associate
Instrument and Electrical Technician Associate of Applied Science (p. 276)	Associate
Medical Certificate of Technical Study *Program placed on moratorium* (p. 276)	Certificate
Medical Coding Insurance Billing Certificate of Applied Science (p. 277)  (Offered online)	Certificate
Networking Technology Certificate of Applied Science *Program placed on moratorium* (p. 278)	Certificate
Paramedic Associate of Applied Science Degree (p. 278)	Associate
Paramedic Certificate of Technical Study *Program placed on moratorium* (p. 280)	Certificate
Practical Nursing Certificate of Applied Science (p. 280)  (Offered online)	Certificate
Process Plant Technology Associate of Applied Science Degree (p. 281)	Associate
Radiologic Technology Associate of Applied Science (p. 282)	Associate
Respiratory Therapy Associate of Applied Science (p. 284)	Associate
Surgical Technology Associate of Applied Science (p. 286)	Associate



Trauma Certificate of Technical Study *Program placed on moratorium* (p. 287)	Certificate
Ultrasound Technology Certificate of Applied Science (p. 287)	Certificate
Welding and Metal Fabrication Technology Associate of Applied Science (p. 288)	Associate
Welding and Metal Fabrication Technology Certificate of Applied Science (p. 289)	Certificate

## Adult Learners

MSU Billings has many options to support busy adults who wish to return to college.

We are pleased to be able to offer an opportunity to take college courses via the internet as a way of overcoming barriers of time and place. Our students have told us they need the ability to reach their academic goals in an environment that affords them freedom and flexibility, comfort and convenience, and more time for work and family. By combining our commitment to Access and Excellence with the technology that allows students to "Learn Online... Anywhere...Anytime," this program ensures that students can achieve personal, professional, and academic goals without sacrificing the other things that are important in life.

Through the MSU Billings Online University, students can complete General Education requirements as well as the following certificates and degrees listed below. We are continuously reviewing our programs to determine what we can offer in an online format. To get a **current** list of degrees and classes offered online, please check the online website [www.msubonline.org](http://www.msubonline.org) (<http://www.msubonline.org>).

## Online Programs Currently Offered through City College at MSU Billings:

### Associate Degree Programs

A.A.S. Accounting Technology  
 A.S. Business Administration  
 A.A. General Studies (Self-Designed)  
 A.S. General Studies (Self-Designed)  
 A.A.S. General Business  
 A.S. Human Resources-Applied Emphasis  
 A.S. Human Resources-College of Business Articulated Emphasis

### Certificates of Applied Science

Human Resources Management  
 Medical Coding & Insurance Billing  
 Practical Nursing (has some required training dates on campus each term)  
 Ultrasound (has some required training dates on campus each term)

Please refer to the program requirements for these academic programs listed alphabetically in this catalog.

**Students can also take individual online courses** for professional development, to transfer to another institution, to apply toward another MSU Billings degree program, or to supplement on-campus course schedules with an online learning experience.

Students are encouraged to work with an advisor when pursuing any of these degree programs to ensure that courses selected will successfully meet all degree requirements and also fulfill the student's academic interests and goals. For academic advising and course selection assistance, please contact the MSU Billings Online University Advisor at [inquiry@msubonline.org](mailto:inquiry@msubonline.org).

## Coordinated On Campus/Online Programs

Students can begin their degree program with some general education courses offered on campus or online. There are also various non-credit courses offered in the evening.

**City College at MSU Billings programs currently offered in Coordinated On Campus/ Online Studies mode:**

### AAS Degrees

General Business  
 Human Resources-General Applied Emphasis  
 Human Resources-College of Business Articulated Emphasis

Business Administration

**Certificate of Applied Science**  
 Human Resource Management

## Partnership with School District #2 Adult Basic Education Program

City College at MSU Billings partners with Adult Basic Education to assist students needing college preparation. Services provided include basic literacy skills for math and English and HiSET Preparation. Classes are self-paced with individualized instruction and flexible scheduling. Call 406-281-5001 for more information.

Adult Basic Education  
 415 N 30th St  
 Billings, MT 59101

# Checklists

## First Time Student Checklist

- Complete the online Application for Admission at [www.msubillings.edu/future/apply/index.htm](http://www.msubillings.edu/future/apply/index.htm) (<http://www.msubillings.edu/future/apply/>).
- If born after December 31, 1956, provide proof of 2 doses of immunization against MMR (Measles, Mumps & Rubella) that were administered on or after your first birthday and after December 31, 1967.
- Submit final high school transcript to City College Jacket Student Central after graduation
- If interested in securing financial aid, apply for financial aid by submitting the Free Application For Federal Student Aid (FAFSA) online at [www.studentaid.gov](http://www.studentaid.gov) (<https://studentaid.gov/>) by the priority date of December 1.
- To apply for scholarships, submit the online Scholarship Application. Priority is given to those that apply by February 1, but will be awarded on an on-going basis through September. Please go to this website to get started: [www.msubillings.edu/scholarships](http://www.msubillings.edu/scholarships) (<https://www.msubillings.edu/scholarships/>).
- Complete housing form and submit early. Signups begin early December with a priority deadline of May 1. Read and follow the directions outlined in the Housing guide published online at [www.msubillings.edu/reslife](http://www.msubillings.edu/reslife) (<http://www.msubillings.edu/reslife/>) to reserve housing.
- Attend new student registration and orientation sessions prior to the term you wish to attend. Contact Jacket Student Central at (406) 247-3007 for dates and processes.
- Complete registration for classes. (Registration is open to the start of classes)
- Pay tuition & fees.
- Start classes.
- Participate in student organizations.

## Checklist for Students Returning After An Absence

- Complete the Former Student Application and return it to Jacket Student Central as early as possible before the term you will enter. The application can be completed fully online through your myInfo account or a pdf, available at [www.msubillings.edu/reg/forms/ReAdmitForm.pdf](http://www.msubillings.edu/reg/forms/ReAdmitForm.pdf) (<http://www.msubillings.edu/reg/forms/ReAdmitForm.pdf>), which can be filled out and returned to the office. Also provide transcripts from any college you have attended since leaving MSU Billings or City College at MSU Billings.
- If born after December 31, 1956, provide proof of 2 immunizations against measles and rubella that were administered on or after your first birthday and after December 31, 1967.
- Submit the Free Application for Federal Student Aid (FAFSA) online at [www.studentaid.gov](http://www.studentaid.gov) (<https://studentaid.gov/>) by the priority date of December 1, if you plan to enter City College at MSU Billings the following Fall term. For other terms, submit the financial aid application as early as possible before the term you will enter.
- Apply for scholarships by completing the online Scholarship Application for Current and Returning Students by the priority deadline of February 1, with awarding in an on-going basis through September.
- Call the advising office to schedule a visit with an advisor (City College Tech Building, Jacket Student Central, First Floor, 406-247-3019) to discuss your plans and to register for classes.
- Pay tuition and fees.
- Start classes.
- Participate in student organizations.

# Admissions and Registration

## City College Tech Building, Jacket Student Central, First Floor

(406) 247-3000 or 1-800-565-MSUB ext.3000

www.citycollege.msubillings.edu (<http://www.citycollege.msubillings.edu>)

City College at Montana State University Billings believes that every student who is academically capable of successfully completing a course of study available through City College should be given the opportunity of enrolling in the University without regard to age, creed, handicap, national origin, race or sex.

City College at Montana State University Billings reaches out to encourage minority students to attend the institution. Staff representatives of the Office of New Student Services make frequent visits to middle schools, high schools, community colleges, and tribal colleges to provide guidance to students as they consider and explore their educational future.

## Admissions

### New Students: How to Apply

**NOTE: Students making application to attend City College at Montana State University Billings should be aware that the Admission Requirements may have changed since the publication of this document. Please contact the Office of Admissions (406) 247-3012, 1-800-565-MSUB; or write to:**

#### Admissions

City College at Montana State University Billings  
3803 Central Avenue  
Billings, MT 59102

**For additional information regarding admissions or to obtain an application for admissions, please:**

- Visit City College on the web at [www.msubillings.edu/citycollege](http://www.msubillings.edu/citycollege) (<http://www.msubillings.edu/citycollege/>)
- Email [ccadmissions@msubillings.edu](mailto:ccadmissions@msubillings.edu)
- Contact the Office of New Student Services at (406) 247-3007, or 1-800-565-MSUB
- Write to

Jacket Student Central

City College at Montana State University Billings  
3803 Central Avenue  
Billings, MT 59102

1. Complete and submit an application for admission. Applications can be completed online at [www.citycollege.msubillings.edu](http://www.citycollege.msubillings.edu) (<http://www.citycollege.msubillings.edu>). Applications will be processed only for the term that the applicant indicates on the application.
2. Montana residents can apply for free. Out of state students submit a \$30.00 nonrefundable application fee (credit/debit card, check or money order) with the application for admission.
  - a. If you have not previously attended an accredited college or university, request an official transcript from your high school that includes the graduation date, final class rank, and grade point average and have it sent to:

Jacket Student Central  
City College at Montana State University Billings  
3803 Central Avenue  
Billings, MT 59102

- b. Unofficial transcripts can be utilized for initial review of your application, but we will require you to send official transcripts prior to the start of your intended semester.
3. Before enrolling for an initial term, all post-secondary students must comply with immunization requirements of ARM 37.114.701-721:
  - a. 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, a student may supply a laboratory report from a CLIA approved laboratory indicating that the student is immune to measles and/or rubella.
  - b. Under ARM 37.114.711, the prospective pupil must receive a second dose of live measles and rubella vaccine before the beginning of the succeeding school term and no earlier than 28 days after administration of the first dose of measles and rubella vaccine.
  - c. 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:
    - i. The specific immunization that is contraindicated;
    - ii. The time period the immunization is contraindicated; and
    - iii. The reasons for the contraindication.
  - d. A student may be exempt from the above requirements for religious reasons providing the student supplies Montana Department of Public Health and Human Services Form HES-113 that immunizations are contrary to the student's religious beliefs. This document must be submitted annually by any student claiming a religious exemption (ARM 37.114.716).

## When to Apply

Students wishing to attend City College at Montana State University Billings should apply for admission as early as possible prior to the term in which enrollment is desired.

## New First-Time Students: Admission Requirements

City College at MSU Billings requires first-time students to have earned either a high school diploma from an accredited institution, a GED, or HiSET. In an effort to meet individual needs, City College has established special admission procedures for students seeking admission to certain programs. Contact City College at MSU Billings for this information at (406) 247-3007.

## Transfer Students

### How to Apply

**NOTE: Students making application to attend City College at Montana State University Billings should be aware that Admission Requirements may have changed since the publication of this document. Please contact Jacket Student Central (406) 247-3012 or 1-800-565-MSUB ext. 3012; or email [ccadmission@msubillings.edu](mailto:ccadmission@msubillings.edu) or write to**

**Jacket Student Central  
City College at Montana State University Billings  
3803 Central Avenue  
Billings, MT 59102**

Applicants who have attempted 12 or more GPA credits at another regionally accredited (p. 243) college or university are considered transfer students. To be admitted to City College at Montana State University Billings, transfer students must do the following:

1. Complete and submit an application for admission. Applications for admission may be obtained online at [www.msubillings.edu/citycollege](http://www.msubillings.edu/citycollege) (<http://www.msubillings.edu/citycollege/>) or from Jacket Student Central Admissions City College at Montana State University Billings 3803 Central Avenue Billings, MT 59102. If you have questions please call (406) 247-3012 or 1-800-565-MSUB, ext. 3012 or email [ccadmissions@msubillings.edu](mailto:ccadmissions@msubillings.edu). Applications will be processed only for the term the applicant indicates on the application.
2. Montana residents can apply for free. Out of state students submit a \$30.00 nonrefundable application fee (credit/debit card, check or money order) with the application for admission.
3. Transfer students must request official and complete transcripts from each college attended or a transcript which indicates that a baccalaureate degree has been earned and transcripts from any colleges attended after the degree was earned. Transcripts must be sent directly to Jacket Student Central, City College at Montana State University Billings, 3803 Central Avenue, Billings, MT 59102
4. Before enrolling for an initial term, all post-secondary students must comply with immunization requirements of ARM 37.114.701-721:
  - a. 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, a student may supply a laboratory report from a CLIA approved laboratory indicating that the student is immune to measles and/or rubella.
  - b. Under ARM 37.114.711, the prospective pupil must receive a second dose of live measles and rubella vaccine before the beginning of the succeeding school term and no earlier than 28 days after administration of the first dose of measles and rubella vaccine.
  - c. 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:
    - i. The specific immunization that is contraindicated;
    - ii. The time period the immunization is contraindicated; and
    - iii. The reasons for the contraindication.
  - d. A student may be exempt from the above requirements for religious reasons providing the student supplies Montana Department of Public Health and Human Services Form HES-113 that immunizations are contrary to the student's religious beliefs. This document must be submitted annually by any student claiming a religious exemption (ARM 37.114.716).

**Montana Resident Transfer Students** will be admitted upon receipt of an official and complete transcript from each college or university attended. A resident transfer student applicant must meet the criteria for "good academic standing" as defined by City College at Montana State University Billings.

**Non-Montana Resident Transfer Students** must meet the in-state student requirements and must also have a 2.00 cumulative grade point average for all college level work before his/her admission is approved.

## When to Apply

Transfer applicants should apply for admission as early as possible prior to the term in which enrollment is desired.

## Former MSU Billings Student Re-Admission

A former student of Montana State University Billings or City College at Montana State University Billings who is in good standing and who was not in attendance the preceding term will be eligible for registration after completing the following:

1. Complete and file a former student application with the City College Office of Admissions, or re-admit online at [www.msubillings.edu](http://www.msubillings.edu) (<http://www.msubillings.edu>) or via [myinfo/myMSUB](http://myinfo/myMSUB). A \$40 non-refundable fee is assessed to new graduate students.
2. Request that transcripts from institutions attended, if any, since last attending Montana State University Billings be sent to the City College Office of Admissions.

## When to Apply

Returning students should apply for re-admission as early as possible prior to the semester in which enrollment is desired.

## Special Admission Procedures

In an effort to meet individual needs, City College at MSU Billings has established special admission procedures for undergraduate students which pertain to non-high school graduates, home-schooled students, high school students, and non-degree applicants.

**Note: Students making application to attend City College at Montana State University Billings should be aware that admission requirements may change at any time. Please contact the Office of Admissions (406) 247-3012; or write to the Office of Admissions City College at Montana State University Billings 3803 Central Avenue Billings, MT 59102**

Students in these categories would also complete the process of application outlined in the "All New Students: How to Apply" section as it is appropriate to their circumstances. However, the following information also applies:

## Non-High School Graduates

Non-high school graduates may be admitted on the basis of the General Educational Development (GED) test, or High School Equivalency Test (HiSET). Various boards establish minimum scores for these tests or groups and students can visit with the Advising Center (406-657-2240/406-247-3019) for current minimums. Students in this group who wish to enroll part-time may do so without restriction.

## High School Connections

High School Connections is a program that gives high school students the opportunity to earn high school and college credits simultaneously—the same class earns credits for both. The High School Connections dual enrollment program at MSUB is part of a statewide initiative to increase the number of students pursuing post-secondary education by smoothing the transition between secondary and post-secondary education and to help reduce college debt. High school Connections is an opportunity for high school students to complete a college class within their high school schedule, with a familiar teacher, and in a familiar classroom.

Dual Enrollment students have the opportunity to earn credits at an incredibly reduced rate. Your first two classes that you take through Dual Enrollment are free to you through the statewide MT OCHE **One-Two-Free program**. After that, you pay just \$53.05 per credit

Credits earned are fully transferable in the Montana University System and transfer widely to other accredited colleges and universities, but please verify degree requirements and acceptance of credits.

### University Connections

University Connections is a dual credit program available to all high school and home school students across Montana. The University Connections program allows high school students to take college-level classes directly through MSUB & City College, both on-campus and online. Dual Enrollment students have the opportunity to earn credits at an incredibly reduced rate. Your first two classes that you take through Dual Enrollment are free to you through the statewide MT OCHE **One-Two-Free program**. After that, you pay just \$53.05 per credit. Tuition and fees are subject to change by the Montana Board of Regents of Higher Education. Additional course fees may apply. For questions regarding current tuition and fees, please contact the Business Office at (406) 657-2301. There is no limit on the number of credits enrolled for each semester. High school seniors are still eligible for the University Connection program the summer following graduation. Enroll in an Online University Connection course, and the technology fee will be waived.

### Non-Degree Applicants

An applicant who wishes to pursue studies for personal growth and who does not wish to work toward a formal degree at City College at Montana State University Billings may apply as an undergraduate non-degree student. Acceptance into this category does not constitute acceptance into a degree-granting program. All applicants should have sufficient educational background to qualify for the course or courses in which enrollment is sought and must certify on the application form that they have graduated from high school or appropriate Ability-to-Benefit test.

A maximum of 32 semester hour credits earned as a non-degree student may be applied to an undergraduate degree at City College at Montana State University Billings if the applicant applies and is accepted into a degree program. Financial aid is not available to students in this category, nor may they qualify for the WUE (Western Undergraduate Exchange) program.

This category is not open to students currently on academic suspension from City College at Montana State University Billings or on academic suspension from any other college or university.

No academic credentials or transcripts are required in support of the application; however, non-degree students who later wish to change to a degree program must furnish required supporting credentials and must meet all the regular admission requirements. Financial aid is not available to students in this category.

## Falsification of Information

Each student is responsible for knowing and for complying with all regulations regarding the admission procedures. Failure to be informed or to comply does not excuse a student from responsibility or from any penalty or difficulty which may be encountered. Misrepresentation or falsification of a student's enrollment status or application for admission will be sufficient grounds to cancel a student's current registration and to suspend the student for two semesters. It is the student's responsibility to know his/her enrollment status at his/ her former institution(s).

## Denial of Admission

Under Board of Regents' policy (301), MSU Billings "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

1. to violence and destructive tendencies,
2. to behavior on other educational institutions, and
3. to any rehabilitative therapy the individual may have undergone."

Based on this policy and completion of the application for admission and other application materials (which may include but not be limited to the Safety Questionnaire, counselor input, advising or other student affairs interview and input), a student may be denied admission or may be given provisional admission at part-time or full-time status under the guidance of an advisor.

Reasons for denial shall be communicated to the individual in writing. Applicants may appeal their denial to the Vice Chancellor for Student Access and Success.

## Western Undergraduate Exchange (WUE)

City College at Montana State University Billings participates in the Western Undergraduate Exchange (WUE), a program of the Western Interstate Commission for Higher Education and other western states. Through WUE, undergraduate students who are not residents of Montana may enroll at City College at Montana State University Billings and pay reduced nonresident tuition and fees. This WUE tuition rate is in-state tuition plus 50 percent of that amount. Because City College at Montana State University Billings participates, residents of Montana may enroll under the same terms in designated institutions and programs in other participating states.

Resident students from the following may participate if they meet eligibility requirements: Alaska, Arizona, Montana, California, Oregon, Colorado, Nevada, South Dakota, Hawaii, New Mexico, Utah, Idaho, North Dakota, Washington, Wyoming, and the Commonwealth of the Northern Mariana Islands (CNMI).

All degrees and programs are offered to undergraduates in WUE. This program may be subject to enrollment limits established by the Montana Board of Regents. Application forms for WUE are available at the Office of Admission (406) 657-2888 or 1-800-565-MSUB.

## International Students

International applicants must meet the out-of-state admission requirements in addition to the following:

1. Certified copies of all certificates, degrees, and diplomas with a certified translation of the records.  
If you have any post-secondary level course(s) completed outside of the U.S. or in non-English-speaking Canada to transfer to Montana State University Billings, we need a **course-by-course evaluation** completed by one of the services highlighted below:
  - SpanTran
  - ECE
 Evaluations from all other services/agencies are subject to prior approval and acceptance for transfer. Please verify with the Office of Admissions prior to requesting a credential evaluation from any other agency or service.  
Note: There is a substantial variation in grading scales used in secondary and post-secondary educational institutions in other countries. Conversion of any grading scale to the most common U.S. grading scale (A-to-F, four passing grades, and one failing grade) is to use primary grades or grade ranges only. For this reason, plus and/or minus designations will not be used when transcribing foreign transfer credits.
2. Completed MSU Billings Financial Statement and must present evidence of sufficient funds to cover the estimated cost of tuition and fees as well as living expenses for one academic year at MSUB from a reliable financial institution, bank, or U.S. citizen who will accept responsibility for the student's financial obligations.
3. Students from non-English speaking countries must provide evidence of proficiency in English. A list of approved programs and examinations for undergraduate admission can be found at [www.msubillings.edu/internationalstudies/admissions/englishproficiency](http://www.msubillings.edu/internationalstudies/admissions/englishproficiency) (<https://www.msubillings.edu/internationalstudies/admissions/englishproficiency.htm>). A minimum required score for the following tests must be achieved: TOEFL - 79, IELTS - 6.5, Duolingo - 100, iTEP - 3.5-3.9, PTE - 58



- Appropriate immunization records. These records must be submitted with an English translation.
- Proof of health insurance is required each semester. Student health insurance is available for purchase through the University. Health insurance charges will be automatically assessed to the student account if proof of personal health insurance is not provided.
- If a student is currently attending another U.S. school and wishes to have his/her I-20 transferred to MSUB, an I-20 Transfer Form must be completed by the student as well as the current international academic advisor.
- A copy of the student's passport ID page as well as copies of any current US visas.

### When to Apply

#### Application Deadlines:

Fall Semester: June 1  
 Spring Semester: October 1  
 Summer Semester: February 1

#### Deferral Deadlines:

Fall Semester: July 15  
 Spring Semester: November 15  
 Summer Semester: March 15

For more information on international student, admission call the International Studies Office at (406) 657-1705 or email [internationaladmissions@msubillings.edu](mailto:internationaladmissions@msubillings.edu)

### International Students Enrollment and Academic Progress

International students must maintain academic status according to US immigration law and MSUB policies.

- To maintain an F1 visa, a student must make normal academic progress as well as abide by state and federal laws. Normal academic progress is defined as enrolling in and passing a minimum of 12 credits and achieving a minimum semester GPA of 2.0. International students must be enrolled at all times for at least 12 credits (and at least 9 in class/not online).
- An Incomplete or Withdraw will not count towards credits passed within a semester.
- It is the student's responsibility to manage his/her enrollment and abide by the rules of his/her visa. This includes updating personal information records via the myInfo, completing the MSUB Immigration Registration Form each semester, registering for classes in a timely manner, and adhering to all deadlines on the Academic Calendar (in particular late registration, withdrawal from classes, payment of fees, and monitoring academic standing).
- Students who are deemed "out of status" for the second semester or for failure to attend class will have their I-20 form terminated immediately and must either request reinstatement with a different university or leave the United States. There is no grace period.
- Being dropped for non-payment of tuition and fees is a violation of student visa status and may result in the cancellation of a student's I-20.

### Agreements with International Institutions

MSU Billings has signed formal agreements for International Study Abroad. Please see the Office of International Studies for additional information on Study Abroad.

## Registrar's Office

City College Tech Building, Jacket Student Central, First Floor

(406) 247-3000 or 1-800-565-MSUB ext.3000  
[www.msubillings.edu/citycollege](http://www.msubillings.edu/citycollege)

## Transfer of College-Level Credits

### Transfers from Montana University System Units, Montana Community Colleges and Montana Tribal Colleges

By Board of Regents policy, Montana State University Billings is committed to facilitating undergraduate transfer for students transferring from units of the Montana University System and the three publicly supported community colleges and the seven tribal colleges in Montana.

### Block Transfer

Undergraduate students who have completed, with a cumulative grade-point average of 2.0 (C) on a four-point scale, an approved general education program at one of the institutions noted above, will be deemed to have met the lower division General Education requirements of Montana State University Billings.

Special attention should be paid to Board of Regents Policy 301.5.3 on Minimum Course Grades which also applies to acceptance of transfer credit. Before Montana State University Billings will accept the courses as applicable for meeting General Education, a student will have to earn a grade of "C-" or better in each of the classes.

Depending on the major program the student selects, there may be additional lower division courses required to meet published major program prerequisites. A student may be required to take additional coursework at the upper division level that is part of the approved General Education program at Montana State University Billings.

### Associate of Arts and Associate of Science Degrees

A student who has completed an Associate of Arts or an Associate of Science degree with an approved general education component package at another unit of the Montana University System has satisfied the requirements of this policy.

**Note:** Students should be aware that Associate of Arts or Associate of Science degrees ordinarily do not have a designated field of study in their title.

Special attention should be paid to Board of Regents Policy 301.5.3 on Minimum Course Grades which also applies to acceptance of transfer credit. Before Montana State University Billings will accept the courses as applicable for meeting General Education, a student will have to earn a grade of "C-" or better in each of the classes.

## Montana University System (MUS) Core Curriculum

The Montana Transferable Core Curriculum represents an agreement among community, tribal, and publicly funded colleges and universities in the State of Montana. It ensures the transfer of up to 30 semester credits for those students enrolled in courses prescribed within each of six discipline areas at a participating host institution. The six discipline areas are:

Code	Title	Credits
	Natural Sciences (at least one with a laboratory experience)	6
	Social Sciences/History	6
	Mathematics	3
	Communication - written & oral	6
	Humanities/Fine Arts	6
	Cultural Diversity	3
<b>Total Minimum Credits</b>		<b>30</b>

Transfer students and student advisors should also be familiar with the additional guidelines that have been adopted by the Montana Board of Regents for students who use the Montana University System Core to satisfy their lower division general education requirement. Those guidelines are entitled **Operational Rules for the**

**Montana University System Core**, and can be found at [www.mus.edu/transfer/GenEd.html](http://www.mus.edu/transfer/GenEd.html) (<https://www.mus.edu/transfer/GenEd.html>). They include the following:

- In order to satisfy the MUS core, students must successfully complete at least one course that includes significant content related to the cultural heritage of American Indians. (See an academic advisor for assistance in determining which transfer courses satisfy this requirement.)
- Students must earn the minimum number of credits in each of the six (6) categories of coursework. Students can only use credit-bearing competency tests or coursework to satisfy the MUS core.
- Coursework can only be used once to satisfy the requirements of the MUS Core. It cannot be “double counted” to satisfy the requirements of more than one category.
- In order to satisfy the requirements of the Communications area, students must successfully complete a combination of courses that includes significant content in both written and oral communications.
- Students must satisfy the “minimum grade” requirements established by Board of Regents’ Policy 301.5.3, along with any exceptions to that policy that may have been established by their program of study.

The Montana University System is committed to facilitating the ease of undergraduate student transfer to its campuses. Therefore, all campuses of the Montana University System will recognize the integrity of general education programs offered by units of the Montana University System and the three publicly supported community colleges and the seven tribal colleges in Montana.

An undergraduate student who has completed courses identified as part of the Montana University System (MUS) Core courses will have general education coursework reviewed for transferability to Montana State University Billings as follows:

1. If a student has completed less than 20 general education credits, that student will be required to complete the approved General Education program at Montana State University Billings. All general education transfer credits that are part of the MUS Core will be reviewed for possible application in the approved General Education program.
2. If a student has completed 20 or more MUS core credits, but does not satisfy the block transfer policy described in the preceding section, that student may choose to complete either the MUS core or the approved General Education program at Montana State University Billings. The student should make that decision in consultation with an advisor.
3. An undergraduate student who completes postsecondary coursework in the Montana University System that does not fall within the MUS Core will have his/her classes analyzed on a course-by-course basis to determine how those classes might satisfy the General Education program requirements at Montana State University Billings.

## Course by Course Evaluation

Students who have not completed an approved general education program will have their transcript evaluated for transfer purposes using the Statewide Core Curriculum and Community College Transfer Guide. **Note: College-level courses shall be defined as those that are applicable to an associate of arts, associate of science or baccalaureate degree.** In advance of a student’s enrollment, Montana State University Billings will determine which courses within an associate of applied science degree program will be credited toward a given associates or baccalaureate degree. In all cases, such courses shall not include remedial or developmental courses.

Depending upon the major program the student selects, there may still be additional lower division courses required to meet published major program prerequisites.

## Minimum Course Grades

Effective Fall Semester 2005, Board of Regents policy 301.5.3 on minimum grades will apply to all students who enter or are re-admitted to the Montana University System or the three (3) community colleges that semester or subsequent semesters.

All students in the Montana University System and the three (3) community colleges must earn the following minimum grades in order to demonstrate their competency and preparation:

1. a “D-” or better in all classes that are used to satisfy so-called free or elective credits in an associate or baccalaureate degree program;
2. a “C-” or better in all classes that are used to satisfy a general education program;
3. a “C-” or better in all classes that are used to satisfy the pre-requisites or required courses in a major, minor, option or certificate.

Individual programs may establish grade standards that are higher than the minimums set out in paragraph A above, for some or all of the courses that are used to satisfy the pre-requisites or requirements for a major, minor, option, certificate or general education. Students will be notified of that expectation. Please refer to page 51 of this catalog for details on grade requirements for AAS, CAS, and ASN degrees.

## Interstate Passport

MSU Billings participates in the Interstate Passport Network, which provides a framework for block transfer of lower-division general education based on learning outcomes. Passport is designed to help students transfer both to and from MSUB. Students who complete MSU Billings’ passport block with a minimum grade of “C” in each course will be awarded the Passport. Students who later transfer with a Passport to another Network-member institution will not have to repeat or take additional courses to satisfy lower-division general education requirements. Information on colleges and universities within the network can be found at: [interstatepassport.wiche.edu/students-interstate-passport-nationwide-transfer-which-institutions-participate/](http://interstatepassport.wiche.edu/students-interstate-passport-nationwide-transfer-which-institutions-participate/) (<https://interstatepassport.wiche.edu/students-interstate-passport-nationwide-transfer-which-institutions-participate/>)

For more information on Passport, please contact the Registrar’s Office.

## All Transfers

**Note: By action of the Academic Senate of MSU Billings, City College at MSU Billings will accept transfer students with completed AA or AS degrees from other regionally accredited (p. 243) institutions as having fulfilled their City College at MSU Billings General Education requirements if the general education package is comparable in total credits and content. (10/7/04 memo #446 p. 1654)**

All college-level courses from regionally accredited (p. 243) institutions of higher education will be received and applied towards the free elective requirements of associate or baccalaureate degrees as applicable.

The Advisors within Jacket Student Central at City College (406-247-3019) and/or Advising Office at the University campus (406-657-2240) will do an evaluation of transcripts upon receiving all transcripts for the student. The student will be informed as to what transfer courses can be accepted toward the major and what courses must yet be completed for the degree. This evaluation will be processed only after an application, the admission fee, and official college transcripts are on file with the Office of Admissions.

Students who transfer credit from foreign institutions or from institutions that do not have regional accreditation (p. 243) will have their courses evaluated on an individual basis. Policy and procedure information may be obtained in the Office of Admissions and Records.

Students transferring from institutions with candidacy status in a regional accrediting (p. 243) association must earn at least 20 credits at MSU Billings with a

minimum 2.00 GPA before their credits from the former institution will be considered for acceptance.

Students transferring from community colleges or other two-year colleges may not use the credit transferred in lieu of upper division credits required for graduation at Montana State University Billings.

Students transferring to Montana State University Billings who have previously earned a Bachelor of Arts or Bachelor of Science degree from a regionally accredited (p. 243) institution of higher education are considered to have their General Education requirements completed. Only information pertaining to the degree, date, and institution conferring will be noted on the transcript, individual coursework is not transcribed.

Acceptance of credits from other institutions of higher learning does not preclude the necessity of meeting all curricular requirements of a specific program. Students transferring to MSU Billings may have their credits evaluated on the basis of the current catalog at the time when they first entered Montana State University Billings, or they may elect to enter under the catalog for the year in which they entered any accredited institution of higher education in the United States provided they have maintained continuous, full-time enrollment (excluding summers) in good standing.

Transfer students will begin a new grade point average at MSU Billings, but for graduation with honors all previous transfer work will be calculated into GPA.

## Course Equivalency Guides

Annually, Montana State University Billings updates equivalency agreements with regional community colleges in Wyoming, North Dakota, and Montana; Montana's tribally controlled colleges; and Montana's four-year (public and private) institutions. Students who attend any of these colleges and who plan to transfer to MSU Billings are encouraged to visit the MSUB website ([www.msubillings.edu](http://www.msubillings.edu) (<http://www.msubillings.edu>)). This information will assist students in understanding how specific courses will transfer to MSU Billings and what courses individual degree programs require.

## Articulation Agreements

MSU Billings has a number of articulation agreements with other public and private institutions. These agreements make it possible for students to plan a program of study that begins at a two-year college and leads to a four-year degree from MSU Billings. These agreements are designed to maximize the number of credits students will be able to transfer and to minimize students' time to degree. Articulation agreements are made with specific programs. Areas of concern such as admissions, financial aid, course requirements, and contact information are clearly discussed.

Each agreement specifies how coursework in the associate degree program applies to the baccalaureate degree program at MSU Billings. Each agreement outlines the appropriate and recommended courses to complete at the two-year college and also specifies courses that must be taken at MSU Billings to complete the program.

Students interested in attending MSU Billings and utilizing an articulation agreement are encouraged to indicate their interest in one of the articulation agreements to an academic advisor prior to or during their first term in attendance.

## Former MSU Billings Student Re-Admission

A former student of Montana State University Billings who is in good standing and who was not in attendance the preceding term will be eligible for registration after completing the following:

1. Complete and file a former student application with the Registrar's Office or re-admit online at [www.msubillings.edu](http://www.msubillings.edu) (<http://www.msubillings.edu>) or via [myinfo/myMSUB](mailto:myinfo@myMSUB).
2. Request that transcripts from institutions attended, if any, since last attending Montana State University Billings be sent to the Registrar's Office.

## Registration First-Time Students

1. All first-time students at City College at MSU Billings need to apply to the College and be accepted before they can register
2. After being admitted, students should check for the beginning dates for registration (see the University Calendar), after which students may register at any time.
3. If necessary, take the required placement testing, available by individual appointment. Call Jacket Student Central to confirm options and cost for testing.
4. Participate in a New Student Orientation Session prior to the term of desired attendance. **Attendance at the Registration and Orientation Sessions is expected.** Course registration, processing of student identification cards, and other information necessary for a successful first semester at City College at MSU Billings is accomplished through these sessions.
5. First-time students at City College at MSU Billings are required to visit with an academic advisor prior to registering for classes. Academic advising is provided as part of the Orientation or Registration Session. A student's course schedule must be approved by an academic advisor before actual registration can take place. The Advising Center, within Jacket Student Central, is located on first floor of the Tech Building at the City College Campus, (406) 247-3019 and McMullen Hall First Floor, (406) 657-2240 on the University campus.
6. In order to complete the 60-72 credits required to complete an associates degree, students are encouraged to enroll in 15 or more credits each semester. However, to assist students to complete their degree in a timely fashion, the tuition for students taking 12 credits or more will remain the same. Thus, whether one registers for 12, 15, or 18 credits, the same tuition applies. It is clearly to students' advantage to register for 15 credits or more a semester. Please note that The MSU Billings Financial Aid Office defines the academic year as 30 weeks and 24 credits. Therefore, the financial aid definition of fulltime enrollment is 12 credits per semester for undergraduate students.
7. Once the course schedule has been approved, the student should follow registration instructions found on the web at [www.msubillings.edu](http://www.msubillings.edu) (<http://www.msubillings.edu>) or from the advising office.
8. Some classes may be restricted or closed and need departmental approval. Student should see the department or Jacket Student Central for assistance in registering for these courses.
9. Students may add courses during the first seven instructional days of the semester before permission of the instructor or department chairperson is required. Dropping a course with a partial refund is permissible through the 15th instructional day, and a course may be dropped without a grade penalty up through the 13th week of the semester. With instructor and advisor approval, a course may be dropped up until 10 class days (not including finals) from semester's end. Once a course grade is submitted, the course may no longer be dropped without instructor and advisor approval.
10. Students who have not paid their bills by the close of business on the 3rd day of classes may be dropped from their classes.
11. If a student registers after the third day of the semester, a late fee will be added to the registration charge.

## Registration Regulations

### Late Registration

Students are expected to complete registration within the dates stated. For any delay beyond that period, unless such delay is caused by University officials, a late registration fee will be charged. Students permitted to register late must pay the full fees. Students who fail to pay or do not have their fees arranged before the final fee payment day will have their classes deleted for that semester.

### Transcript(s) from Former School(s) and College(s)

All official records (transcripts) of former college study must be filed in the Jacket Student Central by new students (and by former students if they have attended other colleges since last attending MSU Billings) before their registration is considered complete. (See Non-Degree Policy and Procedures under Admissions Section.)

Failure to file transcripts with Jacket Student Central within a reasonable time will result in the cancellation of a student's registration. Responsibility for securing transcripts rests with the student.

### Adding Courses

Students may add courses during the first seven instructional days of each semester.

Students may add courses after the seventh instructional day and through the 15th instructional day only with the instructor's and department chairperson's approvals.

### Repeated Courses

When a course which a student has previously attempted is repeated, only the most recent course credit and grade is calculated into the student's grade point average, even if the most recent grade is lower. (Note: the original course and the grade remain on the official transcript in addition to the more recent course and grade). In order to inform the Registrar's Office of a repeated course, the student must file with the Registrar's Office a Repeat Form that identifies the proper course numbers.

No prerequisite course may be repeated if the more advanced course has been completed with a grade of "C" or better. Exception may be considered upon appeal to the chairperson of the department in which the course is offered.

### Veterans' Credits (Credit for Military Service)

Credit may be granted for military service and for completed military service schools based upon the recommendations of "A Guide to the Evaluation of Educational Experiences in the Armed Forces." Application for such credits should be made at the Registrar's Office. The University accepts many forms of Professional Military Education (non-academic experience and training) that have been evaluated by the American Council on Education (ACE) as academic credit. Veterans are encouraged to get transcripts to the Advising Center for evaluation. Please refer to the following website for directions on requesting military transcripts: [www.msubillings.edu/reg/MilitaryTranscripts.htm](http://www.msubillings.edu/reg/MilitaryTranscripts.htm) (<http://www.msubillings.edu/reg/MilitaryTranscripts.htm>)

### Credit Recommended by the National Guide to Education Credit for Training Programs

Credit may be granted to students based on the recommendation of the National Guide to Education Credit for Training Programs and the National Program on Collegiate Sponsored Instruction.

## Academic Regulations

### Flat Spot

As students wishing to earn an associate's degree are expected to complete 60-72 credits over a four-semester period of time to graduate in two years, a minimum of 15 or more credits must be taken each semester. To encourage students to take a full load of 15 or more credits, a "Flat Spot" in the tuition has been created allowing students to register for 12 or more credits for the same tuition as 12 credits. Thus, whether one registers for 12, 15, or 18 credits, the same tuition applies. It is clearly

to students' advantage to register for 15 credits or more a semester. Please note that The MSU Billings Financial Aid Office defines the academic year as 30 weeks and 24 credits. Therefore, the financial aid definition of full time enrollment is 12 credits per semester for undergraduate students.

### Credit Overload

Any student not on probation may register for up to 18 credits per term. However, individual students who have a 3.00 grade point average (GPA) may register for up to 20 credits per semester without consent. Students who wish to register for a credit load in excess of 18 hours, but who have less than a 3.00 GPA must have approval of the chairperson of the department in which they are majoring. Students who have a 3.00 GPA and wish to register for a credit load in excess of 20 credits per semester must have the approval of the chairperson of the department in which they are majoring, complete a Request for Overload form, and return the form to Jacket Student Central or the Registrar's Office.

### Change of Major

A student who considers such a change is warned that the requirements of the new curriculum may make necessary the completion of additional credits if the student is to fulfill requirements for graduation. Students need to visit the Advising Center within Jacket Student Central (City College Tech Building First Floor/McMullen Hall First Floor) to obtain assistance with a change of major.

### Final Examinations

Final examinations are scheduled during the last week of each semester. A final examination schedule is available at Jacket Student Central and on the web at [www.msubillings.edu](http://www.msubillings.edu) (<http://www.msubillings.edu>).

### Accelerated Coursework

Students are encouraged to decrease the time required to complete a degree by gaining credit for knowledge they have obtained which duplicates that which is taught in specific courses. Students should initiate requests for such academic credit by consulting first with their advisor or department chairperson. The following provisions indicate ways accelerated credit may be awarded.

Applicants who have taken **Advanced Placement (AP) Exams**, and/or **International Baccalaureate (IB) Exams** should request that the official scores be sent directly to the Office of Admissions. AP scores of 3 or higher and IB Exams with scores of 4 or higher will be granted college credit with a Pass (P) grade for the equivalent courses. After students successfully complete a semester at MSU Billings, the credits will be placed on their college transcripts with the indication of AP for Advanced Placement, or IB for International Baccalaureate.

### Course Substitution

Students may request a substitution for any stated course if they have previously completed a college course in which the subject matter closely parallels that of the course for which they request the substitution. All substitutions must be approved by the academic department chairperson. In no instance will a reduction be made in the number of credits required for any academic program.

### Challenging Courses

Each department or unit determines the courses which may be challenged. A course may not be challenged when the course is a prerequisite to a more advanced course already completed. Students are advised to check with individual departments for detailed procedures to be followed.

### Procedure for Challenging a Course

The student should obtain a recommendation from the instructor of the course being challenged and the approval of the chairperson of the department in which the course is listed. The following conditions apply to the challenging of courses for college credit:



1. The student must be currently enrolled in City College at MSU Billings.
2. Approval of the challenge request must be made by the chairperson of the department in which the course is listed, who will decide whether the challenge shall be by a comprehensive examination and/or by some other evidence of competence in the subject matter of the course.
3. Challenge credit may be granted only if the grade received is "C" or higher.
4. A course previously taken as an audit course or as a credit course may not be challenged for credit.
5. By action of the University's Academic Senate, AP, CLEP and DANTES credits are awarded with a "P" grade. Departmental challenges may carry a letter or "P" grade.

The Board of Regents has authorized the **American Council on Education's Guide to Educational Credit by Examination** and **National CCRS (National College Credit Recommendation Service)** for use to establish minimum scores and credit.

6. Currently enrolled students may receive credit on their transcript for successfully completed Advanced Placement (AP) exams, DSST exams, College Level Examination Program (CLEP) exams or challenge exams prepared by the Academic Department. For the credit to be applied to an City College at MSU Billings transcript, the following procedure must be followed: Students or departments must turn in challenge documentation to the Jacket Student Central Office after the successful challenge has been completed. AP and CLEP credits are added to student transcripts after the 15th class day each term.

## Independent Study

Well-qualified students may undertake academic work in the form of independent study. The number of credits will be determined by the instructor and approved by the department chairperson. Courses listed in the Catalog as regularly offered courses may not be taken under the designation of Independent Study.

## Advanced Placement

Advanced placement in certain academic areas with sequential or prerequisite courses is available to students with a high degree of competency. Normally, advanced placement is made on the basis of standardized tests and other evidence of competency in the area. Should students demonstrate sufficient competency as determined by the appropriate department, they are placed at a level in the course sequence commensurate with their abilities. Satisfactory results of the advanced placement procedure are reported to the Registrar's Office by the responsible department with a grade report. AP for High School Students and College Level Examination (CLEP) are two types of Advance Placement examinations that the college accepts. For more information please refer to the MSU Billings General Bulletin, contact the Office of Admissions at (406) 657-2888.

## Prior Learning Assessment Policies and Procedures

At Montana State University Billings, students may earn credit when the outcome of the learning, often via the acquisition of skills and/or knowledge, can be translated into credit.

Note: Prior Learning Assessment (PLA) guidelines and policies are subject to change.

Several options are as follows:

1. Challenge tests, such as CLEP, DSST, and UExcel allow the student to study for and test out of equivalent college-level courses.
2. Students may have already earned credit through work-site training or government-sponsored workshops or military experience. If students have certificates or documentation which state that the American Council on Education (ACE) or the National CCRS (National College Credit Recommendation Service) assesses that training, credit may be available for coursework for which there are equivalencies in MSU Billings' curriculum. Military credit is

assessed from the DD214, DD295, or military transcript. Questions about this type of training or military credit may be directed to the Advising Center at (406) 657-2240.

3. Credits earned via PLA are not considered part of the institutional residency requirement.
4. Credits are applied to degree program requirements in the same manner as all other credits earned. Once credits are applied to a transcript, they will not be removed. Prior learning credits in excess of degree requirements may limit the student's eligibility for financial aid.
5. Credits will be identified as earned via prior learning assessment on transcripts in accordance with Board of Regent standards.
6. In addition to the methods listed above, the University also offers students the opportunity to earn credit through Prior Learning Assessment. This assessment will take into account work experience or other learning experiences, which do not fall into the categories described above, but which can be assessed through alternative documentation. The department chair of the discipline in which prior learning credit is desired will designate the appropriate faculty member, program director or chair to develop criteria for portfolio, challenge exam, or other faculty-determined assessment methods.
7. Up to 15 credits can be earned through Prior Learning Assessment, and this type of credit will be graded with "P" if credit is earned (Pass/No Pass credit guidelines can be found on page 50). For more information on Prior Learning Assessment, please contact the Registrar's Office.
8. Implementation of these policies needs to be consistent with existing departmental policies and consistent with accreditation policies and practices already in place in the various colleges (AACSB, CAEP, etc.).

## Auditing Coursework

(No credit awarded)

Any person enrolled for audit will be certified as such by the Registrar's Office and will not receive credit for the course nor be required to take examinations. An audit must be declared during the first seven instructional days of a semester. A student who registers to audit a class will not be permitted in any City College at MSU Billings class which requires any laboratory or clinical work. Any exceptions to this policy must be approved by the appropriate department chair and dean.

Currently enrolled students who elect to audit a class pay the normal credit hour fee as outlined in the student fee schedule. Any person not otherwise enrolled or registered in a course for college credit may, with instructor approval, audit the course. The fee to audit is \$30. These fees are nonrefundable.

An audit is at the discretion of the course instructor. In order to audit, the student must obtain instructor's permission and instructor's signature on an audit card. This card is available from Jacket Student Central (Tech Building First Floor). When the student has completed the audit card with the faculty signature and cashier payment, the card is returned Jacket Student Central.

A student may not later establish credit in a course that was taken under the audit option by taking a special examination. In all cases, students who register for regular credit and pay regular fees will have priority for enrollment in a class over those students who audit the class.

## Class Attendance and Student Absences

Members of the faculty determine the attendance policy for their classes. Absences for official University activities are permissible providing the instructor is notified in advance of such an absence. An official University activity is an activity where a student officially represents the University through an academic department, sponsored University program, or an officially registered student organization. In all absences, the student is responsible for all requirements of the course.

Requests for absence for special events shall be submitted to the Vice Chancellor for Student Access and Success on the Student Travel Authorization form. This form should be obtained from the Office of the Vice Chancellor, room 201, McMullen Hall, at least one week in advance of the expected absence. This procedure will ensure students the opportunity to make up examinations given when official University activities are scheduled.

### Class Enrollment Lists

Faculty may obtain class lists each term online. Only students who are regularly registered for a course may attend class. No grade or credit will be given to students for any course in which they are not properly registered.

### Extent of Official Absence

When issued, an official absence is an excuse for time only and does not mean that a student is excused from the study assignment for that period. Each student is responsible for making up all work missed, as required by the instructor.

## Drops and Withdrawals

### Dropping a Course

Dropping a course is permitted through the seventh week, 35th day of the semester.

There is no penalty for failing work through the drop period. Dropping a course is also permitted through the 13th week and up until 10 class days from the official end of the semester (not including final) with the approval of the student's academic advisor and course instructor. Once a course grade is submitted, the course may no longer be dropped without instructor and advisor approval. After the 13th week, students may not drop courses, and the instructor will assign a letter grade. The mark "W" is assigned to any course dropped after the 15th day of class.

After the 15th class day and before the 13th week, all drops must be formal and must be recorded by the student with the Registrar's Office.

In all courses in which a student fails to complete all requirements and for which no formal withdrawal has been filed in the Registrar's Office, the final grade for the course shall be an "F."

### Withdrawal from College

Students who withdraw from City College at MSU Billings during a semester are required to fill out a withdrawal form and complete an exit interview with an advisor in the Advising Center located in Jacket Student Central on the first floor of City College Tech Building.

Students who officially withdraw during the first fifteen days of an academic term will not have the coursework reflected on the transcript. Students who withdraw after the third week will receive a grade of "W" (Withdrawn) in all classes.

**Students who do not officially withdraw from classes will receive a letter grade (i.e., other than a "W" grade) to be determined by the instructor of each class.**

**"W" grades, while having no GPA impact, still count as attempted credits for academic, billing, and financial aid purposes. No grades, including those of "W" are subject to removal from the academic transcript.**

### No Show Reporting

In order to be eligible to receive federal financial aid, a student must have attended a minimum of one class meeting or the equivalent in the case of a distance learning course, have documented academic engagement. In a distance learning course, initial student attendance is determined by course participation as measured by accessing and using course materials, completion of a class assignment, participation in a course discussion, or other evidence of participation. **If for any reason you cannot attend or participate online with your classes, please notify the Registrar's Office immediately.**

Per federal regulations, we are required to confirm participation in courses covered by federal financial aid. If you cease to attend or participate in coursework, this can have a significant impact on you financially, meaning you could have a substantial balance due back to the university. Once the Office of Financial Aid receives notification on non-attendance, this is reported through a no-show process and students may owe a refund of all or a part of previously disbursed financial aid awards.

### Return of Title IV Funds (Federal Financial Aid)

Students who have received or may be receiving federal financial aid must be attending classes to remain eligible for the federal financial aid they have received or could be eligible to receive. A post-withdrawal disbursement will be made if a student shows eligibility for Title IV aid. If a student drops courses, stops attending classes (Unofficial Withdrawal), never starts attending a class, or officially withdraws from the MSUB by completing and submitting the Official Withdrawal form, the University and/or the student may be required to return federal funds awarded to the student. **It is very important for students receiving federal financial aid to contact the Financial Aid Office at (406) 657-2188 PRIOR to completing the official withdrawal process.** If a student officially withdraws during the first fifteen days of class, the tuition and fees will be re-assessed for the semester based upon the official date of withdrawal and the University's refund policy. If a student does not complete the Official Withdrawal form and ceases attending and receives no passing grades for the semester the student is an Unofficial Withdrawal. A student's official or unofficial withdrawal date is determined by:

- the date the student began the institution's withdrawal process or officially notified the institution of intent to withdraw;
- the midpoint of the period for a student who leaves without notifying the institution (unofficial);
- or the last date of attendance by the student with documented academic engagement.

The federal formula requires a return of Title IV aid if the student received federal financial assistance in the form of a Federal Pell Grant, TEACH Grant, Iraq/Afghanistan Service Grant, Federal Supplemental Educational Opportunity Grant (SEOG), Federal Direct Loan (subsidized or unsubsidized), or Federal Parent or Graduate PLUS loans for students who officially or unofficially withdraw. The amount of financial aid that must be returned to the Department of Education is based on a federal formula that takes into consideration the date of the withdrawal or last date of attendance, the amount of federal financial aid received for the term, and the amount of institutional charges for the term.

If you officially or unofficially withdraw from MSUB, you may have to repay any unearned financial aid funds that were already disbursed to you and returned to the U.S. Department of Education. A post-withdrawal disbursement will be made if a student shows eligibility for Title IV aid and the student requests the disbursement.

## Veterans Certifying Official Military and Veteran Student Success Center

College of Education Room 106, (406) 657-2968

To activate your VA Educational Benefits contact:

VA Certifying Official  
College of Education 106  
(406) 657-2968

MSU Billings recommends all service members speak with their Educational Services Officer (ESO) or counselor prior to enrolling. Many ESOs can assist with obtaining the Notice of Basic Eligibility (NOBE).

For assistance on the posting of your VA Educational benefits please contact the Business Services Office in McMullen Hall.



Renee Haefer  
(406) 657-1707  
renee.haefer@msubillings.edu  
McMullen Ground Level West

For more detailed information about your benefits, please refer to [www.va.gov](http://www.va.gov)  
(<https://www.va.gov/>).

# Student Tuition and Fees

The student fee information provided in this Catalog is based upon policies of the Board of Regents of Higher Education in effect at the date of publication. **The Board of Regents of Higher Education reserves the right to change the fees at any time without notice.**

Additional information concerning fees may be obtained by contacting:

Business Office  
City College Tech Building  
3803 Central Avenue  
Billings, MT 59102  
(406) 247-3002

or McMullen Hall ground floor west  
Montana State University Billings  
1500 University Drive  
Billings, Montana 59101-0298  
(406) 657-2140.

Check us out at [www.msubillings.edu/boffice](http://www.msubillings.edu/boffice) (<http://www.msubillings.edu/boffice/>).

Students are required to have adequate funds on deposit in a local bank in order to be able to write checks for the payment of tuition, room and board, books, supplies and other fees. Foreign checks are not accepted. Student enrollment is not complete until all fees have been paid or satisfactory arrangements have been made with the business office.

All undergraduate and graduate students enrolling at City College at Montana State University Billings must pay the required fees in the fee schedule for each semester.

## Semester Tuition and Fee Schedule Effective Fall Semester, 2022

**Tuition and fees are subject to change by authorization of the Board of Regents of Higher Education.** Questions on the current fees should be directed to the City College at MSU Billings Business Office at (406) 247-3002 or in City College Tech building First floor. Comprehensive fee and extra fee tables are available through the MSU Billings website at [www.msubillings.edu/boffice/](http://www.msubillings.edu/boffice/) (<http://www.msubillings.edu/boffice/>) under Tuition & Fees.

A student paying for 12 credits in a semester may take any additional credits for no additional tuition. This is referred to as the "flat spot" in the Tuition and Fee Schedule.

Tuition and fees for graduate studies, extended studies, summer session, workshops, and conferences may be in addition to or in lieu of the required fees. Please consult the publications pertaining to the special session, course, workshop or conference to determine those fees.

## Fee Schedule Explanation

### Required Tuition and Fees Per Semester

#### Registration Fee

A \$30.00 nonrefundable fee is assessed each enrolled student per semester.

#### Tuition Fee

Students are charged tuition each semester to pay for the delivery of the education they are receiving. Resident students are subsidized by the State of Montana and pay a reduced tuition rate.

#### Associated Students Activity Fee & Recreational Activity Fee

Students enrolled for seven credit hours or more each semester are required to pay for activities sponsored by the Associated Students of Montana State University

Billings. Students enrolled for less than six credit hours pay a reduced activities fee each semester. Online only students outside of the following counties **do not** pay this fee: Yellowstone, Carbon, Treasure, Musselshell, Golden Valley, Stillwater, and Big Horn.

#### Academic Building Fee

The Academic Building fee varies based on the number of credit hours taken. The funds generated from this fee are used to pay a portion of the costs of repair, maintenance, and operation of the state owned buildings on campus.

#### Resident and Nonresident Building Renewal and Replacement Fee

All students are charged a building fee for the building and replacement of campus structures. A reduced rate is charged to students taking less than 7 credits. In addition, a nonresident building fee is collected from all students who are not residents of the State of Montana.

#### Equipment Renewal and Replacement Fee

Enrolled students are assessed an Equipment Renewal and Replacement Fee each semester. This fee is used to replace obsolete equipment with new equipment and cover costs of equipment repairs.

#### Student Union Fee

Each semester students are assessed a fee pledged for the operation of the Student Union.

#### Computer Fee

Students are assessed a computer fee to cover the expense of student used computer equipment and labs.

#### Athletic Fee

Students enrolled at City College at MSU Billings are assessed a fee to subsidize the University's athletic department and associated activities. Students enrolled for seven credits or less pay a reduced athletic fee. Online only students outside of the following counties **do not** pay this fee: Yellowstone, Carbon, Treasure, Musselshell, Golden Valley, Stillwater, and Big Horn.

#### Library/Assessment Fee

All students are assessed a Library/Assessment fee. Funds generated from this fee are used for the purchase of electronic resources, new and replacement books, periodicals, and other materials for the Library. This fee is also used for assessment and accreditation tools for the university as a whole.

#### Academic Support Center Fee

All students are assessed a per credit Academic Support Center fee.

#### Technology Replacement Fee

All students are assessed a tech replacement fee. This fee is used to support the information technology infrastructure. All students accessing email or the web are utilizing and benefiting from the tech replacement fee.

#### Comprehensive Health Plan

Student health coverage consists of two parts:

##### Health Service

All students are entitled to services provided by the Student Health Service. Students enrolled in 7 or more credits are charged a mandatory fee. Students enrolled for 6 credit hours or less may have the benefits of the Student Health Service by paying the semester fee. Online only students outside of the following counties **do not** pay this fee: Yellowstone, Carbon, Treasure, Musselshell, Golden Valley, Stillwater, and Big Horn.

##### Health Insurance

All Montana State University Billings students enrolled in 6 or more credits are required to have some form of health insurance. Before registering, students will be asked to elect or waive the student health insurance. A student health insurance

policy is available to MSU Billings students. All students are eligible for health insurance if enrolled for 6 or more credits. The waiver or election process must be completed by the 15th day of fall and spring semesters. The premiums are paid on a semester basis along with tuition and fees. Each semester the premium is for a period of 6 months, therefore, they will be covered whether or not they are taking summer semester classes. Online-only students should contact Student Health Services regarding insurance availability.

## Additional Information Regarding Fees Withdrawing from All Classes and Refunds

The following refund schedule applies to the standard semester format. For courses taught in nonstandard format such as Intersession, and special workshops, there are no refunds after the first day the class meets. See the Business Office ([www.msubillings.edu/booffice](http://www.msubillings.edu/booffice) (<https://www.msubillings.edu/booffice/>)) for information regarding the refund policy during summer.

1. Registration fee is nonrefundable.
2. 90 percent of all remaining mandatory fees will be refunded to the end of the fifth classroom day.
3. 75 percent of all remaining mandatory fees will be refunded to the end of the 10th classroom day.
4. 50 percent of all remaining mandatory fees will be refunded to the end of the 15th classroom day.
5. Refunds will not be made after the 15th day of classes. Exceptions to this may occur in the case of financial aid students subject to the federal pro rata refund policy.
6. Refunds are determined as of the day the student officially withdraws from college and not from the date of last class attendance.
7. Classroom days are determined by the college calendar—not by the student's class schedule.

City College at MSU Billings students receiving Title IV funds and who officially or unofficially withdraw or are expelled, up to the 60% point of the semester, may be required to return federal funds. Students may also be entitled to a post withdrawal refund up to the 60% point of the semester. Copies of the Federal Title IV policy may be obtained at the MSU Billings Financial Aid Office.

Financial aid recipients will not receive refunds until their financial aid is repaid (Pell Grant, SEOG Grant, SSIG Grant, Perkins Loan, FFEL Loans, fee waivers, and some scholarships). If the refund is insufficient to repay the financial aid programs, students will be billed for the over-awards.

Students who owe over-award repayments to any federal aid programs cannot receive future financial aid until repayment is made in full.

## Changes in Credit Load after Payment of Fees

Students adding classes after payment of fees are required to pay additional fees created by the change in credit load. Payment for these charges is due immediately.

Students dropping classes (but not withdrawing) will receive a 100 percent refund on classes dropped before the end of the 15th classroom day. Refunds will not be made after the 15th classroom day. Students will be assessed a \$5.00 drop fee for each class dropped.

## Payment of Fees

Financial Aid students must pay for fees prior to the first day of classes. The student's financial aid will be applied to the student's account with any refund being direct deposited or mailed to the student prior to the first day of classes. Call the Business Office at (406) 247-3002 for details, or visit us at [www.msubillings.edu/booffice](http://www.msubillings.edu/booffice) (<http://www.msubillings.edu/booffice/>).

Payment may be made by credit card (VISA, MasterCard, and Discover) in person, by mail, or via the internet by accessing the student secure website and selecting the student online payment option.

Fees may be paid after courses are selected. To avoid a \$40.00 late registration charge, fees must be paid by the date posted for each semester as indicated in the calendar. Fees may be paid online or by mail. To request that a fee statement be mailed to you, call (406) 247-3002.

Students may elect to pay their fees in installments. The installment payment for Fall/Spring requires approximately 1/4 down, 1/4 within 30 days, 1/4 within 60 days, and 1/4 within 90 days. Summer session installments will require 1/3 down, 1/3 on June 1, and 1/3 on July 1. A \$30.00 administrative charge is assessed to students using the installment method. Students not paying in accordance with the terms of the deferred fee contract will be charged a \$15.00 late payment fee per installment, and may have their enrollment canceled.

If the student withdraws from the University and the installment contract is not paid in full, any refund due the student is applied first to the unpaid balance of the contract. Withdrawal from the University does not void the contract and the University refund policy will be followed.

## Non-Payment of Fees

No person who owes Montana State University any fees, fines, or other charges will be permitted to

1. receive academic credit or grades;
2. register;
3. secure a transcript, diploma, or other record; or,
4. access any MSU Billings facilities or services, regardless of the relationship there of to the amount owed, until the full amount due has been paid or satisfactorily adjusted with Business Services.

All legal means will be used to collect any unpaid loans. Collection fees may be based on a percentage at a maximum of 33% of the debt, and all other expenses, including reasonable attorneys' fees the University incur in such collection efforts.

MSU Billings shall have the right to apply any portion of any amount it may owe such individual for any reason, including wages, to payment of the balance owed MSU Billings.

## Other Fees

### Late Registration Fee

A nonrefundable fee of \$40.00 is payable by all students who do not pay during the designated fee payment period unless their late payment was due to the fault of Montana State University Billings. If a bank declines payment on a check and returns it to Montana State University Billings, a late registration fee shall be charged to the student offering the check in payment of fees. The late registration fee applies to students enrolled for six credit hours or less beginning the second week of classes.

### Audit Fee

Students who elect to audit a course must pay the normal per credit hour fee as outlined in the student fee schedule.

### Listening Fee

Any person not otherwise enrolled, and who does not want to register in a course for college credit, may with instructor approval enroll upon payment of a per credit hour fee as outlined in the Inventory of Fees. Listening fees are nonrefundable.

### Application Fee

A \$30.00 nonrefundable application fee is assessed to each person applying for admission for the first time as an undergraduate student. Normally, this fee

applies only to the period for which the person is making initial application at the undergraduate level. If the applicant is accepted and does not register, admission to City College is cancelled. The applicant has one calendar year from the semester of initial application to apply for readmission without paying an additional application fee. After one year, the \$30.00 application fee is assessed again.

### Course-Related Fees

Several City College at Montana State University Billings courses require additional fees. Examples of these are art classes, science labs, or field trips. Some practicum and internship classes require an extra fee for professional liability insurance. A complete schedule of course related fees are available from the Business Office web site: [www.msubillings.edu/boffice](http://www.msubillings.edu/boffice) (<http://www.msubillings.edu/boffice/>)

### Electronically Mediated Course Fees

Interactive television courses and online courses are assessed additional fees per credit hour. Electronic mediated fees are non-returnable after the 5th classroom day.

### Graduation Fee

A nonrefundable fee is assessed per degree for each application to graduate. Late graduation applications will be assessed a late fee of \$25.00. Please call (406) 247-3000 for details.

### Transcript Fee

Students may receive one free official transcript. Each official transcript thereafter costs a minimal fee. Call (406-247-3000).

### Returned Check Fee

An administrative service fee is assessed each time a check is returned by a bank.

Any check tendered in payment of fees and returned by a bank may result in the postponement of a student's registration and a late registration charge. Student registration is not complete until all fees have been paid or arrangements made for payments. Tuition and fees are paid per semester.

### Parking Fees

#### Parking

University Police, (406) 697-1403/657-2147

[www.msubillings.edu/police/parkinginfo.htm](http://www.msubillings.edu/police/parkinginfo.htm) (<http://www.msubillings.edu/police/parkinginfo.htm>)

City College at MSU Billings provides parking for students for a fee. All vehicles parked on University property must display a current MSU Billings parking permit on weekdays when the University is in session during the hours specified in the "MSU Billings Traffic and Parking Regulations" brochure. Students may purchase parking permits online and have the permit mailed to them or they can go to the University Police Office on the University campus, which is located on the southwest side of the ground floor of the parking garage, to purchase and pick up the parking permits. University Police is open Monday through Friday, 7:30 a.m. to 5:00 p.m.

### Residence Halls Meal Plan

All students living on campus are required to purchase a meal plan each semester. Check online at [msubillingsdining.sodexomyway.com](https://msubillingsdining.sodexomyway.com) (<https://msubillingsdining.sodexomyway.com/>) for meal plans, benefits of the plan, and services.

## Western Undergraduate Exchange (WUE)

City College at Montana State University Billings participates in the Western Undergraduate Exchange (WUE), a program of the Western Interstate Commission for Higher Education and other western states. Through WUE, students from Alaska, Oregon, California, Colorado, Nevada, South Dakota, Hawaii, New Mexico, Utah, Idaho, North Dakota, Washington, and Wyoming may enroll in degree programs paying resident tuition plus 50 percent of that amount (plus other fees that are paid by all

students). Students should be aware that the Montana Board of Regents may change regulations concerning Montana's participation in the WUE Program. Students may contact the Office of Admissions at City College, (406) 247-3000 or 1-800-565-MSUB for more information.

## Determination of Resident Fee Status

The Montana University System classifies all applicants for admission and students as either in-state or out-of-state. The basic rules for making the classification are found in Board of Regent's policy. It is each student's responsibility to secure and review a copy of the policy. Failure to be aware of the rules will not be cause for granting exceptions to them. A copy of the policy is available from the Office of Admissions at City College at Montana State University Billings. Each residency determination is based on the unique set of facts found in each individual's case.

If students have questions regarding their case, they should contact the Office of Admissions.

## Financial Aid and Scholarships

City College Tech Building, Jacket Student Central, First Floor  
McMullen First Floor, (406) 657-2188

[www.msubillings.edu/finaid/index.htm](http://www.msubillings.edu/finaid/index.htm) (<http://www.msubillings.edu/finaid/>)

The Office of Financial Aid and Scholarships at Montana State University Billings provides advice and financial assistance to students. Although families and students are expected to make a maximum effort to meet the costs of education, financial aid is available to fill the gap between family resources and educational expenses.

Financial aid consists of grants, scholarships, loans, and employment opportunities. Individual awards are based on the calculated financial need of the student and the availability of funds. The estimated financial need is the difference between the cost of attending MSU Billings and the ability of the student and/or family to contribute to those education costs as determined by the results of the Free Application for Federal Student Aid (FAFSA).

All students are encouraged to complete the Free Application for Federal Student Aid (FAFSA). This form can be completed on the web at [fafsa.ed.gov](http://fafsa.ed.gov) (<http://www.fafsa.ed.gov>). Early application is essential as some funds are limited and awarded on a first come, first serve basis until the funding has been exhausted. Priority awarding will be given to those students who have a complete FAFSA and have submitted the required documentation to the Financial Aid Office by December 1st. Students should allow up to two weeks for the office to receive the FAFSA. We will then begin communications with the student regarding any additional information that needs to be submitted before we can evaluate aid eligibility. After all requested documentation has been submitted, it can take four to six weeks before an award offer is generated. The FAFSA must be filed annually, and becomes available for the upcoming academic year (Fall/Spring) on October 1st of every year.

## What Does College Cost?

To help students make an evaluation of their financial needs, each year the Office of Financial Aid & Scholarships develops a financial aid budget, called the Cost of Attendance (COA). The COA is the ESTIMATED cost of completing a full year at MSU Billings. It is important to note that the COA is a tool used by the Office of Financial Aid & Scholarships to determine student eligibility for financial aid and does not reflect the actual bill that will be paid to MSU Billings. To review the COA, visit: [www.msubillings.edu/finaid/CostOfAttendance.htm](http://www.msubillings.edu/finaid/CostOfAttendance.htm) (<http://www.msubillings.edu/finaid/CostOfAttendance.htm>)

## General Eligibility Requirements

All financial aid recipients must meet the following eligibility requirements:

- Be enrolled/accepted for enrollment in a degree or certificate program.
- Cannot be enrolled in an elementary or secondary school.
- Have a high school diploma or GED.
- Be a citizen or eligible non-citizen.
- Maintain Satisfactory Academic Progress (see section below).
- Cannot be in default on Perkins Loans, Stafford/Direct Loans, or PLUS Loans at any institution.
- Cannot owe an overpayment of Pell or SEOG.
- If required, must register with the Selective Service.
- Cannot have borrowed in excess of loan limits.
- Have need, as defined by individual program requirements (except for unsubsidized Stafford Loans and PLUS Loans).
- Meet any other program-specific criteria.

## Aid Types

Students who apply for financial aid are considered for all aid programs for which they are eligible. The most common types of financial aid are listed below.

### Grants

#### Federal Pell Grant

Federal Pell Grants are awarded to undergraduate students who have not earned their first bachelor's degree and have not reached the Pell Grant Lifetime Eligibility limit.

Pell eligibility is determined by a formula developed by the U.S. Congress and is applied consistently to all applicants using the information reported in the FAFSA.

#### Federal Supplemental Education Opportunity Grant (FSEOG)

This grant is awarded to undergraduate students who have not earned their first bachelor's degree and have financial need. Priority is given to students who receive Pell Grants. Eligible students may receive \$500 to \$1500 per year depending on need and number of terms attended in an academic year.

#### State & Institutional Grants

To qualify for one of the state or institutional grants, a student must be a Montana resident, be eligible for financial aid, and be enrolled or accepted for enrollment as an undergraduate student. Enrollment in at least six credits is required for most state grants.

### Scholarships

Montana State University Billings has many scholarships available to students. Any prospective or currently enrolled student may apply for a scholarship by completing a General Scholarship Application Form available online at [www.msubillings.edu/scholarships/](http://www.msubillings.edu/scholarships/). Since the requirements and criteria are different for each scholarship, it is advisable for students to use the general application to be considered for all scholarships. **The scholarship application priority date is February 1.**

### Employment

#### Federal, State, and Institutional Work-Study Programs

The federal and state work-study programs at MSU Billings are need-based and funded with federal and state dollars to provide students with part-time employment on and off campus. Institutional and some state work-study is non-need-based and can be requested in writing to the Financial Aid Office. However, the request must be reviewed and there is no guarantee the request will be approved. Off campus work-study jobs are limited to community service employment. Hourly rates of pay comply with minimum wage laws and vary with the type of work and the student's experience and responsibilities. Student employees are paid every other week, according to State of Montana payroll schedules. To view a list of available jobs, students who are approved to receive work-study funding may login to their CareerLink account at [www.msubillings.edu/careers/](http://www.msubillings.edu/careers/) (<http://www.msubillings.edu/careers/>)

#### Student Employment

The Job Locator and Developer (JLD) assists MSU Billings students in obtaining part-time employment in the community. Area businesses list job opportunities with the Job Locator. The Job Locator Service is free to all MSU Billings students and is not based on financial need. Students who are interested in obtaining employment should refer to the Career Link ([www.msubillings.edu/careers/](http://www.msubillings.edu/careers/) (<http://www.msubillings.edu/careers/>)) for available job listings.

### Loans

Loans are a major source of financial aid for students. Student loans must be repaid after the student graduates, withdraws from school, or drops below half time enrollment. Interest rates, grace periods, and repayment requirements vary depending on the type of loan. For more information visit: [www.msubillings.edu/finaid/Loans.htm](http://www.msubillings.edu/finaid/Loans.htm) (<http://www.msubillings.edu/finaid/Loans.htm>)



## Tuition Waivers

MSU Billings has tuition waivers for veterans, senior citizens, American Indians, faculty and staff, advanced honor students, athletes, graduate students, war orphans, dependents of firemen and policemen killed in the line of duty, and students with certain majors. Eligibility and selection criteria vary. Certain waivers require a separate application form and in some cases additional documentation in order to qualify. To be eligible for Department waivers students must complete the General Scholarship Application by the February 1 priority date. Inquire at the Office of Financial Aid and Scholarships for specific information regarding tuition waivers. For more information visit: [mus.edu/prepare/](https://mus.edu/prepare/) (<https://mus.edu/prepare/>)

## Other Programs Available

### State Vocational Rehabilitation Service

Students with disabilities may qualify for educational assistance through the Montana Department of Social and Rehabilitation Service. In Billings they can be contacted at 406-248-4801.

### Veterans' Benefits

Students may apply for veterans' educational benefits through the Veterans Administration. Information can be obtained from the campus Veteran's and Military Success Center, 406-657-2968, located on the University Campus COE 106 or the student's local office of the Veterans Administration.

### Tribal Grants

Assistance is available to many American Indian students through Tribal Higher Education Offices. The award limits are based on the student's need and the availability of funds. Further information may be obtained by contacting the student's tribe or the tribal higher education office.

## More Financial Aid Information

### Academic Year Definition

The MSU Billings Financial Aid Office defines the academic year as 30 weeks and 24 credits. Therefore, the definition of fulltime enrollment is 12 credits per semester for undergraduate students.

### Financial Aid Satisfactory Academic Progress Standards

Students are expected to maintain certain academic standards and make satisfactory progress toward a degree in order to receive federal and state financial aid.

In accordance with Federal and State laws and regulations, MSU Billings has established a policy to define and administer standards of academic progress for all students. Detailed information explaining the financial aid satisfactory progress standards, including the appeal and reinstatement process, is available on line at [www.msubillings.edu/finaid/SAP.htm](http://www.msubillings.edu/finaid/SAP.htm) (<http://www.msubillings.edu/finaid/SAP.htm>).

### Verification Process

Some students' FAFSA information will be selected by the Department of Education for a process called verification. The Financial Aid Office may complete the verification. We have also established a partnership with Inceptia to expedite the federal verification process for Montana State University Billings. Verification Gateway (VG) from Inceptia is an online portal to guide students and parents through verification. If your FAFSA application is selected for verification by the U.S Department of Education, you will receive an email from [VGCS@inceptia.org](mailto:VGCS@inceptia.org), or postcard from Inceptia, containing Montana State University Billings' unique website link to start the verification process. After these documents have been reviewed and the student has been determined to be eligible, a financial aid package will be offered.

### Professional Judgement

The Higher Education Act of 1992 allows financial aid administrators to make professional judgement decisions for special or unusual family or student

circumstances. These circumstances must be documented and must be analyzed on a case-by-case basis. The Financial Aid Officer can exercise professional judgement in different ways. Some examples are listed below.

- If the student or student's family (if dependent) has experienced a hardship where the income will be significantly less than the prior-prior year income that was reported on the FAFSA
- Dependency override (also known as an Appeal for Independent Status)

Detailed information explaining the appeal for professional judgment process is available online at [www.msubillings.edu/finaid/Definitions.htm](http://www.msubillings.edu/finaid/Definitions.htm) (<http://www.msubillings.edu/finaid/Definitions.htm>)

### Tuition and Fee Refund Policy

The institution's refund policy for students who withdraw from college ranges from a 90 percent refund for class days one through five; 75 percent for class days six through 10; 50 percent refund for class days 11 through 15; there are no refunds after the 15th day of classes. Students with financial aid may have to return some or all of the financial aid they received if they withdraw or if they do not begin attending classes.

### Financial Aid Disbursement & Credit Balance Refund Policy

Most types of financial aid (grants, waivers, loans, and scholarships) are applied directly toward the student's university bill to assist in covering those charges. If there is money left over after the bill has been paid, the remaining amount will be sent as a "refund." Students can elect how they would like to receive their refund, either as a Direct Deposit or as a physical check (detailed instructions are available). Financial aid disburses on student accounts and refunds begin to be generated the week before the start of the semester and are generated daily thereafter. If the student elected to receive the refund as a physical check, but the check was not received, please verify that the mailing address on file with the University is correct. Otherwise, contact Student Accounts at 406-657-2140. Please keep in mind checks can take 5-7 business days for delivery, depending on the postal service.

Students who are offered work study must obtain employment and complete additional paperwork at the Enrollment Services-Financial Aid Office. Students who work are paid bi-weekly based on the timecard submitted by students and their supervisors.

### Return of Title IV Funds Policy

If a student withdraws from college, officially or unofficially, he or she may be required to REPAY all or part of the financial aid that was received. Any refund will be used to repay the financial aid before any refund will be made to the student. (Refer to Refund Policy, above.) The amount of financial aid that must be returned to the Department of Education is based on a federal formula that takes into consideration the date of the withdrawal or last date of attendance, the amount of federal financial aid received for the term, and the amount of institutional charges for the term. For a complete review of Return of Title IV requirements, visit: [www.msubillings.edu/finaid/pdf/Return\\_of\\_Title\\_IV.pdf](http://www.msubillings.edu/finaid/pdf/Return_of_Title_IV.pdf) ([http://www.msubillings.edu/finaid/pdf/Return\\_of\\_Title\\_IV.pdf](http://www.msubillings.edu/finaid/pdf/Return_of_Title_IV.pdf))

### Financial Aid – Summer Session

Summer financial aid is based on the FAFSA information used to determine eligibility for the previous fall and spring semesters. Those students who are Pell eligible should also complete the upcoming FAFSA to ensure they receive their maximum Pell grant eligibility. To determine aid eligibility for summer, students must complete and submit the Summer Award Acceptance form to the Office of Financial Aid and Scholarships. For specific information please visit: [www.msubillings.edu/finaid/SummerFinAid.htm](http://www.msubillings.edu/finaid/SummerFinAid.htm) (<http://www.msubillings.edu/finaid/SummerFinAid.htm>)



## Financial Aid - Study Abroad

The Financial Aid Director will review requests for funding "Study Abroad" coursework after receiving the following information and documentation:

1. Document acceptance into the study abroad program
2. A list of all necessary direct education expenses such as: tuition and fees, books, class supplies, room and board
3. A copy of the airline ticket or a letter from a travel agency listing the cost if the student is to incur airfare or travel expenses

The above information must be submitted to the Financial Aid Office **at least six weeks prior to departure**. Any adjustments to a student's award will be based upon eligibility and available funds. Most grant and loan programs have yearly limits which cannot be exceeded. These limits could affect a student's funding level, even if allowable expenses are documented.

## Consumer Information

In accordance with federal regulations set forth by the Higher Education Act of 1965, as amended, a summary of consumer information must be made available to all current and prospective students of Montana State University Billings. The information that must be disclosed can be obtained at: [www.msubillings.edu/finaid/Consumer\\_Information.htm](http://www.msubillings.edu/finaid/Consumer_Information.htm) ([http://www.msubillings.edu/finaid/Consumer\\_Information.htm](http://www.msubillings.edu/finaid/Consumer_Information.htm))

## Questions? Contact Us

Visit the Financial Aid Office on the University Campus (located on the 1st floor of McMullen Hall), or at City College Jacket Student Central, or by calling (406) 657-2188, sending an email to [finaid@msubillings.edu](mailto:finaid@msubillings.edu) or visiting [www.msubillings.edu/finaid](http://www.msubillings.edu/finaid) (<http://www.msubillings.edu/finaid/>)

## Student Affairs & Student Support Services

City College at Montana State University Billings provides academic and student support programs and extracurricular activities that enhance and enrich the total student life of the University. A wide range of services and opportunities are available for every student including programs delivered through the Division of Student Access and Success and other departments that affect student life from admission through graduation.

City College at Montana State University Billings also provides a number of support facilities and services on campus to help students succeed in your academic efforts.

Facilities and services include Academic Support Services (ASC), TRIO/SSS, Disability Student Services, computer lab space, study areas, Military and Veterans Student Lounge, Native American Student Lounge, Yellowjacket Food Pantry and Jacket Student Central.

## MSU Billings Division of Student Access and Success Mission Statement

The Division of Student Access and Success provides exceptional service and cultivates an inclusive social and educational environment that enhances active student learning, engagement, development and success.

## Student Rights, Responsibilities and Conduct

Montana State University Billings statement regarding students' rights and responsibilities is as follows:

"Montana State University Billings is a community of scholars and members of such University communities have traditionally recognized their individual responsibilities in the development of a mature and sophisticated society. By enrolling in the University, the student neither loses the rights nor escapes the duties of a citizen. Each student should conduct his/her personal life in the context of mutual regard for the rights, property, and privileges of others. Therefore, it is expected that students will demonstrate respect for the law and for the necessity of orderly conduct in the affairs of the local and campus community. In certain circumstances where this preferred conduct fails, the University will rely upon the rules and procedures described in its **Code of Student Conduct** to hold students accountable for maintaining the responsibilities that follow.

### Student Rights

One of the concerns of Montana State University Billings is to provide each student the opportunity to learn. Therefore, some personal freedoms and rights of students include, but are not limited to:

1. Freedom of inquiry, speech, and assembly.
2. Freedom from threats.
3. Freedom from acts of violence.
4. Freedom from unfair or obscene treatment from others.
5. Freedom from interference from others in an unreasonable and unauthorized manner while in class, activities, and public events.
6. Freedom from theft and willful destruction of personal property.
7. Right to study and learn in an atmosphere of academic freedom.
8. Right to procedural due process in University misconduct action.
9. Right to be governed by justifiable academic regulations.
10. To be informed in writing of the academic requirements determined by individual instructors.

11. Right to be informed of the regulations for academic and social conduct, and graduation requirements of the University.
12. Right to petition for redress of grievances, academic and non-academic

## Student Responsibilities

Each student has the responsibility:

1. To respect the rights and property of others.
2. To be fully acquainted and comply with the published rules and regulations of the University.
3. To comply with all local, state, and federal laws.
4. To recognize that student activities reflect upon the individuals involved as well as upon the entire University community.
5. To recognize the University's obligation to provide a safe environment conducive for learning and academic inquiry.
6. To adhere to the academic requirements determined by individual instructors.
7. To abide by the reasonable direction of a University official acting within the legitimate scope of his or her duties.

## Student Access and Success & Related Phone Numbers

Student Affairs	Phone Number
Academic Support Center - City College	406-247-3022
Academic Support Center	406-657-1641
Admissions	406-657-2888
Advising - City College	406-247-3019
Advising Center	406-657-2240
Associated Students of MSUB	406-657-2365
Athletics/Yellowjacket Sports	406-657-2369
Business Service/Cashier - City College	406-247-3002
Business Services/Cashier	406-657-2140
Campus Activities/Engagement	406-657-2387
Campus Police/Parking	406-657-2147
Campus Store	406-657-2121
Career & Employment Services	406-657-2168
City College Student Services (Jacket Student Central)	406-247-3012
D2L Support (Online Learning)	406-247-5755
Dean of Student Engagement	406-657-1696
Disability Support Services - City College	406-247-3029
Disability Support Services	406-657-2283
Diversity Center	406-896-5902
Educational Talent Search	406-657-2116
Financial Aid and Scholarship	406-657-2188
Housing & Residence Life	406-657-2333
Information Technology (Help Desk)	406-247-5755
Library	406-657-1662
Military & Veterans Success Center	406-657-2968
Native American Achievement Center	406-657-2182
New Student Services - City College	406-247-3007
New Student Services	406-657-2888
Registrar/Transcripts	406-657-2158
ROTC/Military Science	406-247-5733
Student Health Services - City College	406-247-3027

Student Health Services	406-657-2153
Student Support Services/TRIO at City College	406-247-3051
Student Support Services/TRIO at MSUB	406-657-2162
Ucard/ID card - City College	406-247-3007
U-Card/ID Cards	406-657-2023
Upward Bound	406-657-2180
Vice Chancellor for Student Access & Success	406-657-2307

## Advising Center

### City College Tech Building, Jacket Student Central

First Floor, (406) 247-3019

University Campus, McMullen First Floor West, (406) 657-2240

[www.msubillings.edu/citycollege/Advising.htm](http://www.msubillings.edu/citycollege/Advising.htm) (<http://www.msubillings.edu/citycollege/Advising.htm>) or [www.msubillings.edu/advise](http://www.msubillings.edu/advise) (<http://www.msubillings.edu/advise>)

The Advising Center offers advising services to all new admitted, transfer, and re-admit students for the first few semesters. The Advising Center assists students with understanding the coursework and requirements for their major, registration, and academic planning. Upon completion of the first few semester(s) in good academic standing, the student is transferred to a faculty advisor in his or her major. Students should call or visit Jacket Student Central for an appointment to begin the process of choosing coursework and determining an academic plan of study.

### Mandatory Advising

All first-time freshmen students entering City College at MSU Billings are required to see an academic advisor before registering for classes. During the initial advising session, students will receive information regarding requirements and worksheets for their academic program.

Advisors assist students with selection of courses and academically-related issues, but the ultimate responsibility for meeting graduation requirements belongs to the student.

### General Studies Students

Students who have not selected a major are registered as General Studies majors.

In an effort to assist students in completing degree requirements as efficiently as possible, General Studies students are encouraged to focus on General Education requirements their first semester. Students are also encouraged to visit an Advising Center member in Jacket Student Central to explore career interests and to clarify how their academic program may support their career goals.

### Transfer Students

Students transferring to City College at MSU Billings should apply for admissions prior to arranging a visit with an advisor in the Jacket Student Central Advising Center to complete a transcript evaluation and begin developing a plan of study. However, if you are still exploring college options, you should talk with a New Student Specialist about the Transfer Evaluation Request form. In order to give an accurate transcript evaluation, transfer students should provide copies of transcripts of all previous college level work. Although we maintain course equivalency guides for all Montana colleges and universities, it is helpful if transfer students can provide catalogs with course descriptions for coursework completed at out-of-state institutions.

### Declaring a Major

Students are encouraged to select and declare a major during their freshman year.

Upon declaring a major with an advisor at Jacket Student Central, the student's advising electronic and/or paper file will be updated to the new requirements for the

major, and a plan of study will be developed. Students who have declared a major will be assigned a faculty advisor from their major department for the remainder of their academic career.

### Changing a Major

Students who change their major are encouraged to visit with an advisor in Jacket Student Central. The academic advisor will clarify new program requirements, update the student's electronic and/or paper advising file with new program worksheets, and forward the student's advising file to the new faculty advisor. The changing of an academic major may have significant impact on a student's long-range academic plan and can have impacts on their financial aid eligibility. All students are encouraged to keep in close contact with their advisor through the process of changing majors.

### Assessment Testing

All entering students and transfer students who have not completed their general education requirements in English or mathematics may need to take the ACCUPLACER Placement test. Results of the ACCUPLACER Placement tests along with ACT/SAT scores, high school or previous college GPAs are used to advise students into the most appropriate math and English courses. The ACCUPLACER Placement tests are administered prior to student registration sessions or Orientation. For further information, contact Advising at Jacket Student Central or the University Advising Center office: 406-247-3019 or 406-657-2240 or [ccadvising@msubillings.edu](mailto:ccadvising@msubillings.edu)

## Career & Employment Services

### City College Tech Building, Jacket Student Central

City College Tech Building, (406) 657-2168

University campus, Library 100, (406) 657-2168

[www.msubillings.edu/careers](http://www.msubillings.edu/careers) (<http://www.msubillings.edu/careers/>)

A full range of career services is available to help students gain experience and skills that will clarify career goals and facilitate entry into the job market. Services include Career Workshops, career counseling and assessment, career resource library, campus interviewing, part-time and workstudy jobs in CareerLink, and career/job fairs. See [www.msubillings.edu/careers](http://www.msubillings.edu/careers) (<http://www.msubillings.edu/careers/>) for additional information.

Internships create educational partnerships among City College at Montana State University Billings, the business community, and students. This unique academic experience allows students to earn academic credit while combining classroom learning with practical work experience. Learn more at [www.msubillings.edu/careers/cooped/students.htm](http://www.msubillings.edu/careers/cooped/students.htm) (<http://www.msubillings.edu/careers/cooped/students.htm>)

### Career Services/Job Locator

City College Tech Building, Jacket Student Central

First Floor, (406) 657-2168

University Campus, Library 100, (406) 657-2168

The Job Locator coordinates part-time positions for currently enrolled students.

Available jobs can be accessed in CareerLink, ranging from the service industry to technical positions, and are designed to accommodate students' academic schedules.

Financial aid-eligible work study students can access Community Service positions where students work in non-profit agencies in the local area as well as on campus work study positions.

## Academic Support Center

City College Learning Commons, Tech Building

**First Floor, A038, (406) 247-3022**

**University Campus, SUB, (406) 657-1641**

[www.msubillings.edu/asc](http://www.msubillings.edu/asc) (<http://www.msubillings.edu/asc/>)

The Academic Support Center provides academic support and learning assistance in order to promote the academic success of students at City College at MSU Billings.

Programs and services include drop-in and appointment tutoring for a variety of general education subjects, supplemental instruction, and peer mentoring. The Academic Support Center at City College is open Monday-Thursday between 9 a.m. and 3 p.m. and Friday between 9 a.m. and 12 p.m. with extended evening and weekend tutoring hours online.

In addition, computer work stations and areas for small group study sessions are available to students. The Center also provides support materials such as handouts, texts, and electronic resources for students' academic use. Special educational delivery requirements that need to be addressed by persons with disabilities should be directed to Disability Support Services.

## Associated Students of Montana State University Billings

**SUB 213, (406) 657-2365**

[www.msubillings.edu/asmsub](http://www.msubillings.edu/asmsub) (<http://www.msubillings.edu/asmsub/>)

The Associated Students of Montana State University Billings (ASMSU Billings) are governed by a Student Senate, the functions of which are to administer and to distribute student activity fees, to act as liaison among students, faculty, and administration, to protect the privileges and the rights of students, and to act as a central agent for student opinion. City College students are welcome to attend a Student Senate meeting or join the Student Senate as a Senator!

## Intercollegiate Athletics

**Physical Education Building, (406) 657-2369**

[msubsports.com](https://msubsports.com) (<https://msubsports.com/>)

Athletics is an integral part of the college life at MSU Billings for both men and women. All teams are members of NCAA Division II and the Great Northwest Athletic Conference. Men's and women's teams compete on a varsity level in basketball, cross country, golf, soccer, indoor track and field, and outdoor track and field; additionally, women compete in volleyball and softball, triathlon, and men compete in baseball. MSU Billings Athletics also sponsors a coed varsity cheer team. All MSU Billings students are admitted free to Yellowjacket Athletics events with a valid student ID. Schedules, news, and stats are available on the Yellowjacket Athletics website at [www.msubillings.edu/athletics](http://www.msubillings.edu/athletics).

## Carl Perkins Funding

City College at MSU Billings receives funding from a grant provided by the Carl Perkins Act of 1998. The Perkins Act is designed to improve educational programs leading to academic and occupational skill competencies needed by all segments of the population to work in a technologically advanced society. Emphasis is placed on improving vocational education services for individuals who are disabled, academically or economically disadvantaged, preparing for nontraditional training and employment, or who are otherwise at an educational disadvantage, such as single parents, displaced homemakers, or those with limited English proficiency. In order to receive continued funding under the Perkins Act, institutions are expected to show constant improvement in its students' rates of academic attainment, degree completion, job placement and retention, and participation and success in nontraditional fields.

## Dining Services

**City College Tech Building, First Floor**

**(406) 247-3000**

[msubillingsdining.sodexomyway.com](https://msubillingsdining.sodexomyway.com) (<https://msubillingsdining.sodexomyway.com/>)

Montana State University Billings Dining Services offers a dining program for students, faculty, and staff. Students living in the residence halls participate in the campus dining program by purchasing one of six meal plans consisting of dining dollars and board meals. Board meals are used for an all-you-care-to-eat meals in Rimrock Café. Dining dollars can be used in any of the dining venues including Rimrock Café, Stingers Bistro, Jazzman's, SUB Connection, and City College Café.

City College at MSU Billings has a café available for student, faculty, and staff dining.

City College Café provides a variety of choices including Starbucks drinks, grill, subs on fresh baked bread, pizza, house made soup, fresh salad bar, assorted beverages including Starbucks coffee, and snack items. Café purchases can be made with the U-Card, cash, or credit/debit card. Residence hall students can use their meal plans at City College Café for breakfast and lunch.

## Student Support Services (SSS/TRIO) at City College

**City College Tech Building A022**

**(406) 247-3051**

[www.msubillings.edu/citycollege/sss/](http://www.msubillings.edu/citycollege/sss/)

This federally funded program is located in Room A022 of the TECH building. SSS/TRIO assists 140 eligible students by helping them successfully remain in school and graduate. To be eligible, students must be working on a certificate or Associate's degree at City College, be a U.S. citizen or U.S. permanent residents with a Form I-551, I-151, or I-551C and meet one of the following: be from a low-income background (such as Pell grant eligible), first-generation college student (neither parent has earned a Bachelor's degree), or have a documented physical, emotional, or learning disability. SSS/TRIO offers the following free of charge to qualifying students:

- Mentoring and advising
- Tutoring and study groups
- Skills building workshops
- Assistance completing FAFSA and scholarship applications
- Letters of recommendation
- Financial literacy and budgeting assistance
- Referrals to community organizations (to assist with food, housing, transportation, etc.)
- Midterm evaluations
- Assistance in graduation preparation
- Help transferring to a four-year or graduate institution
- Academic boot camp summer bridge program
- Textbook lending library
- Laptop loaner program
- Equipment rental (SmartPens, calculators, etc.)
- And much more!

## Disability Support Services

**City College Tech Building A016**

**(406) 247-3029**

**(406) 545-1026 (VP)**

**University campus, COE 135, (406) 545-2518 (VP)**

[www.msubillings.edu/dss/](http://www.msubillings.edu/dss/) (<http://www.msubillings.edu/dss/>)

Disability Support Services (DSS) provides direct assistance to students with documented disabilities by encouraging their independence, creating and maintaining

an accessible physical and program environment, providing a supportive emotional atmosphere, and serving as a liaison and advocate.

Students with disabilities have the responsibility to identify themselves and request appropriate accommodations. Students are encouraged to contact the DSS office in the City College Tech Building or University Campus College of Education, or visit our website at [www.msubillings.edu/dss](http://www.msubillings.edu/dss) (<http://www.msubillings.edu/dss/>), or call the numbers listed above.

## Housing & Residence Life

SUB 225, (406) 657-2333

[www.msubillings.edu/reslife](http://www.msubillings.edu/reslife) (<http://www.msubillings.edu/reslife/>)

### Residence Halls

Montana State University Billings provides on-campus living facilities for students who are pursuing an educational mission. The residence halls offer an environment which is desirable for those who choose to engage in the on campus living experience. Participation in hall programming and group processes is part of the complete experience the residence hall provides.

The residence halls offer a safe and fun-filled environment where students can live well, work well, and be well during their college experience. The residence hall experience includes some amazing benefits like wireless technology throughout the halls, in room sink, cable television in the floor lobby areas, laundry services (u-card and quarter accepted), and more. Visit [www.msubillings.edu/reslife](http://www.msubillings.edu/reslife) (<http://www.msubillings.edu/reslife/>) for more information about the residence hall experience.

Students with disabilities are encouraged to make arrangements for any specific needs with the Office of Housing & Residence Life and Disability Support Services prior to moving on campus.

Residence hall living is available during Fall, Spring, and Summer sessions and during break periods to those students meeting the necessary requirements.

To apply for on-campus housing, call (406) 657-2333 or visit [www.msubillings.edu/reslife](http://www.msubillings.edu/reslife) (<http://www.msubillings.edu/reslife/>) to apply for housing.

### Family Housing

MSU Billings offers 10 family housing apartments for students currently enrolled at MSU Billings. Family housing eligibility includes: married students, single parent with children, or married students with children. Family housing apartments include 6 three-bedroom apartments and 4 two-bedroom apartments. There is an application and \$25.00 application fee to place your name on the waiting list for an available apartment.

To obtain more information about family housing apartments, contact Housing & Residence Life at (406) 657-2333 or visit [www.msubillings.edu/reslife/familyhsing.htm](http://www.msubillings.edu/reslife/familyhsing.htm) (<http://www.msubillings.edu/reslife/familyhsing.htm>)

### Housing Application

Residents who complete their online Housing Applications and pay their \$125 Non-Refundable Application Fee to reserve a room have entered into a legally binding agreement with Montana State University Billings for the purchase of housing for the academic year. Once a student has moved into the residence halls and accepted or signed for a room key and has signed a contract, he/she is financially obligated by the contract for the entire year, and may only be released for the following reasons:

1. Withdrawal from Montana State University Billings
2. Graduation from Montana State University Billings
3. Internship or student teaching assignment out of the area
4. Medical related condition

5. Financial hardship
6. Documented disability
7. Marriage
8. Living with family/legal guardian in Yellowstone County
9. Academic or disciplinary suspension

Any student wishing to cancel a Housing Contract for an upcoming term must complete the online Contract Release Request form at least two weeks prior to the first day of classes in order to receive a full refund of fees for the semester. Room and board rates, programs, and rules and regulations governing the residence halls are subject to change without notice. An optional installment plan is available for payment of room and board through the office of Business Services. Students may pay room and board in full at the beginning of each term or select the installment plan. This selection is made in conjunction with regular fee payment.

### On-Campus Requirement

**Required to live on campus:** Students who are 20 years or younger, less than 3 years out of high school, and under 30 credits at the start of the fall semester. This includes City College students.

#### Automatically exempt from housing (no form is required):

- Students over 21 years of age, as verified through MSUB student information systems
- Students who have completed 30+ college credits by the start of the fall semester

#### Exemptions to the live on requirement (form/documentation required):

- Living with family member/guardian (legal guardian, parent, or grandparent) within Yellowstone County
- Active military/veteran
- Enrolled in 5 or fewer credits
- Online student - must be enrolled in all online classes
- Non-Degree seeking student
- Marriage
- Physical custody of a dependent child
- Financial hardship
- Medical related condition
- Documented disability
- Completed one full academic year at a college or university while living in a residence hall
- Unusual circumstances

**Note:** City College students are not exempt from the live on requirement and must sign up for housing accordingly or complete an exemption request that meets any other exemption area.

## Office of Information Technology

Student Lounge, City College Tech Building, A017

University campus Information Commons, Library 1st Floor, (406) 247-5700

Information Technology provides computer and technology services to students, faculty, and staff. The department supports nearly 800 student computers across both campuses. Students may go to the Information Commons located on the first floor of the Library to receive assistance with using computer issues, software applications, and questions about their student login accounts. Assistance is also available by calling (406) 247-5700.



## Student Computing Resources

City College Information Commons  
Health Sciences Building Commons

Computer access is available with standard campus software and internet connectivity for all current MSU Billings students during City College campus hours in the student lounge, 1st floor of the Technology and Health Sciences buildings.

### Wireless Internet Access

Both campuses have wireless internet access available to students in common study areas, academic buildings, residence halls, dining facilities, and most indoor areas. Students may bring their computers to the Information Commons or to the Information Technology staff at City College for assistance with connecting to the MSUB wireless network. The network to connect to is **MSUB-mobile**, logging in with a NetID and password. This provides a secure, fast connection to the internet.

## MSU Billings Library Services for City College

1500 University Drive  
(406) 657-1662

[www.msubillings.edu/library/](http://www.msubillings.edu/library/) (<http://www.msubillings.edu/library/>)

The MSU Billings Library is located on the University campus. The collection supports the wide variety of programs at City College, providing books, journals, multi-media, and digital resources.

The MSU Billings Library resources are searchable through the MSU Billings Library website (<http://www.msubillings.edu/library/>). The library website includes access to research databases, a plethora of digital resources, and the library catalog. For research help, call us at (406) 657-1662, email us at [library@msubillings.edu](mailto:library@msubillings.edu) or chat (<http://www.msubillings.edu/library/>) with us.

Study areas and computers are available for student use in the Library. Library resources can be obtained from the University campus Library, from other libraries listed in the library's catalog, or through Interlibrary loan. Interlibrary loan services are free for all currently enrolled University students.

### Copyright Warning

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or reproduction. One of these conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship or research." If a user exceeds "fair use," that user may be liable for copyright infringement.

Software licensing agreements are very specific, and may prohibit making copies for use by those who have not purchased the software.

Montana State University Billings reserves the right to refuse to accept a copying request, if, in its judgment, fulfillment of the request would involve violation of copyright law, licensing agreements or fair use.

## Native American Achievement Center

2630 Normal Avenue  
(406) 657-2144, (406) 657-2182

[www.msubillings.edu/naac/](http://www.msubillings.edu/naac/) (<http://www.msubillings.edu/naac/>)

Sunny Day Real Bird, Director

The Native American Achievement Center assists American Indian students in making academic, cultural, and social adjustments to Montana State University

Billings. Services include individualized assistance with relocation to Billings, advocacy and referral with campus-based services and off campus services, study skills coaching, and scholarship applications. The staff help students create internships that are relevant to the American Indian community. The Native American Achievement Center on the university campus has a small classroom for some of the Native American Studies classes, or meetings. At City College there is a Native Student Lounge on the second floor of the Tech Building for any Native student to use.

The center hosts the annual American Indian Heritage Day, Veterans Medicine Wheel, and the MSUB Powwow. The Director serves as a liaison with tribal educational representatives and other community organizations. These relationships foster collaboration with the surrounding communities to host events and many other social gatherings that help our students feel connected to their culture and other Native people in the Billings region. The Native American Achievement Center is a home away from home for Native students.

The establishment of the Native American Achievement Center demonstrates that MSUB recognizes and commits to cultural diversity. The center provides students a familiar setting in an effort to ensure continuing collegiate success.

**All Nations Club** is open to all interested students. The All Nations Club is a student organization, established to assist Native American students in their adjustment to university life, to promote scholastic ability, and to foster pride in the cultural heritage of the Native American. The club is involved with the planning and sponsorship of an annual Pow Wow, the largest student-sponsored campus event. Other activities include social events that are culturally appropriate to share in a campus environment such as dances, Native games, documentary films, and Native cuisine.

## Diversity Center

SUB 212 (406) 657-2387

[www.msubillings.edu/engagement/diversity.htm](http://www.msubillings.edu/engagement/diversity.htm) (<http://www.msubillings.edu/engagement/diversity.htm>)

The Diversity Center located on the university campus is committed to providing a welcoming campus environment for all students, faculty, staff, and guests.

The Diversity Center fosters social and professional opportunities, as well as advocacy for all diverse students. The mission of this office is to ensure we are meeting the various needs of diversity and diverse population through fair and equal representation as well as increased opportunity for learning and understanding about diverse issues.

The Diversity Center offers leadership opportunities for students through clubs or organized meeting groups. Each group is student focused and student driven with opportunities to engage in campus and community programs, events and socials. For more information or to inquire about starting a new Diversity Center Student club, please contact the office number above.

## New Student Registration and Orientation Sessions

City College Tech Building

Jacket Student Central, First Floor, (406) 247-3007

New Student Services and the Advising Center at Montana State University Billings coordinates the Orientation & First Year Transition Program. This program is designed to provide first year students with an Orientation Peer Leader who is available to guide them through their first year transition into college. New students can choose either a face to face or virtual New Student Orientation experience for summer 2022. Adult Learners and Transfer students are highly encouraged to attend Adult Learner or Transfer Learner Orientation prior to the fall semester.

Students starting at MSUB in a spring or summer term should contact the New



Student Services at 657-2888 or Jacket Student Central (406) 247-3019 to visit about orientation and registration options.

## Placement Testing

City College Tech Building

Jacket Student Central, First Floor, (406) 247-3019

Next-Generation ACCUPLACER tests for reading level and for English and math placement are offered through Jacket Student Central for placement purposes. Fees for the test range from \$7.50 to \$15.00. Students who will not be attending City College at MSU Billings may take the Next-Generation ACCUPLACER exam for a \$15.00 fee. New students will have the opportunity to take the placement exams in an individual appointment. For questions about available testing times and locations if you live a distance from Billings, please contact Jacket Student Central at (406) 247-3019.

## Student Success

City College Tech building

Jacket Student Central, First Floor, (406) 247-3017

Jacket Student Central is available to offer support for student success. Students who would like extra assistance can work with a member of the Jacket Student Central staff to develop an individual success plan or to seek information about all of the student support services available to City College at MSU Billings students.

## Parking

University Police, (406) 657-2147

[www.msubillings.edu/police/parkinginfo.htm](http://www.msubillings.edu/police/parkinginfo.htm) (<http://www.msubillings.edu/police/parkinginfo.htm>)

MSU Billings parking regulations are a necessary component in providing convenient and safe parking, in addition to efficient and effective traffic control, for all students, faculty, staff and visitors to the university campuses. They are part of the terms and conditions pertaining to students who are enrolled at MSU Billings, to faculty and staff who are employed by the University, and are applicable to all vehicle owners/drivers on campus, including guests and visitors. Parking on MSUB campuses is a privilege, not a right.

All vehicles parked on University property must display a current MSUB parking permit. Parking permits may be purchased online at [www.msubillings.edu/police/parkinginfo.htm](http://www.msubillings.edu/police/parkinginfo.htm) (<http://www.msubillings.edu/police/parkinginfo.htm>) and also at the University Police & Parking Services office, in the southwest corner of the parking garage on Poly Drive. Parking regulations/maps are also posted online.

## Physical Education Building

The Physical Education Building, located on the University campus, includes two gymnasiums, a fitness center, swimming pool, climbing wall, racquetball courts, a running track and other recreational and health facilities. During set hours each semester, the facilities may be used by students and their families for swimming, workouts, etc. Student use is paid for with tuition and fees while family members pay a nominal charge for access.

## Recreational Activities

PE 016, (406) 657-2881

[www.msubillings.edu/recreactivities/](http://www.msubillings.edu/recreactivities/) (<http://www.msubillings.edu/recreactivities/>)

The Recreational Activities Program offers a wide range of activities. It provides all students, faculty, and staff with recreational opportunities in competitive and noncompetitive events as well as organized and informal activities as regularly as their time and interest permit. Activities include but are not limited to: fitness

center, intramural sports (flag football, basketball, softball, volleyball), swimming, racquetball, indoor jogging, and tennis.

## Student Health Services

City College Tech B002, (406) 247-3027

Petro Hall, (406) 657-2153

[www.msubillings.edu/studenthealth](https://www.msubillings.edu/studenthealth) (<https://www.msubillings.edu/studenthealth/>)

The Student Health Services is an ambulatory health care facility, which provides high quality, cost-effective health care and mental health counseling with an emphasis on health education and wellness initiatives to promote and enhance student success.

With a staff of advanced practice professionals (with some contracted through SCL Health), a Registered Nurse, mental health counselors, and a wellness specialist, we provide health care, immunizations, COVID-19 testing, mental health counseling, and health education. SHS strives to encourage students to become responsible and knowledgeable consumers of health care. All students enrolled for seven or more credits are charged the Student Health Service fee. It is an optional fee for students taking six or fewer credits.

The Student Health Services is located on the 2nd floor of the Tech Building, B002, and is open Tuesday through Thursday approximately 4 hours a day varying hours.

It is also available Monday through Friday, 8:00 a.m. to 5:00 p.m., on the University campus.

## Student Health Insurance

All City College at MSU Billings students enrolled in six or more credits are required to have some form of health insurance. A student health insurance policy is available to City College at MSU Billings students. Before registering, students will be asked to elect or waive this insurance. **Students must elect or waive the health insurance before the 15th class day of fall and spring semesters.** Each semester the premium is for 6 months, therefore, opting to enroll in coverage for both semesters ensures twelve (12) months of coverage.

**Note: All students are eligible to use the Student Health Services whether or not they enroll in the student health insurance.**

Insurance policy brochures are available at fee payment and at the Student Health Services office on the 2nd floor of Petro Hall and the City College SHS on the 2nd floor of the Tech Building.

Full information about the Student Health Insurance program provided by Montana University Insurance Consortium is available at the following web site: [www.bcbsmt.com](https://www.bcbsmt.com/) (<https://www.bcbsmt.com/>)

## Center for Engagement

SUB 219, (406) 657-2387

[www.msubillings.edu/engagement/engage-sub/index.htm](http://www.msubillings.edu/engagement/engage-sub/index.htm) (<http://www.msubillings.edu/engagement/engage-sub/>)

[www.msubillings.edu/engagement/engage-sub/](http://www.msubillings.edu/engagement/engage-sub/))

The Center for Engagement office is a hub for coordinating and promoting co-curricular activities within the Student Union Building on the University Campus and at City College. The Student Union is centrally located on the campus with easy access to University services and facilities. Unless noted, activities are open to City College and University Campus students.

## Offices and Programs Housed in the Student Union

In addition to the Center for Engagement, the Student Union provides space for The Campus Store, Campus Dining Services, Stingers Bistro, ASMSU Billings, Housing and Residence Life, Diversity Center, Academic Support Center, Petro Theater, The Retort (campus podcast), Student Activities Board, and student organization offices.

## Center for Community and Civic Engagement

MSU Billings strives to connect students to the community through meaningful service and educational opportunities. We believe community involvement strengthens a sense of responsible and productive citizenship, which creates a lifelong commitment to service and leadership.

The Community Engagement Office will assist students in connecting to volunteer opportunities both on campus and in the community. Students can utilize volunteerism to enhance their academic experience, to help in meeting other students, to get involved as a student and to help prepare to become a civic leader within the community following graduation. The Community Engagement Office coordinates monthly Service Saturday projects, MSUB Night on the Van in partnership with the Salvation Army, Campus Blood Drives, and many more opportunities. Students can also utilize the Center for Engagement to connect to volunteer opportunities on an individual basis or students can access a community volunteer database at [www.youcanvolunteer.org](http://www.youcanvolunteer.org) (<http://www.youcanvolunteer.org>).

## Student Activities Board

SUB 219, (406) 657-2257

The Student Activities Board coordinates a balanced program of cultural, social and entertainment events appropriate to the educational goals and needs of the campus community. The Board consists of 13 selected student members and two advisors. Selection of board members occurs during fall and spring. City College students are welcome to join SAB and participate in student activities.

## Student Activities, Student Organizations, & Leadership Development

[www.msubitillings.edu/studentlife](http://www.msubitillings.edu/studentlife) (<http://www.msubitillings.edu/studentlife/>)

The Center for Engagement supports the programs, initiatives and activities of all student organizations. The office provides organizations with support, consultation services, resources, and leadership development and recognition programs. The Office is also the University contact for students seeking assistance to charter and organize new student organizations on campus.

The University encourages a variety of student activities and organizations, insofar as they promote both positive activity and the objectives of the University. The nonacademic aspects of student life can prove to be immensely valuable in the balanced development of the human personality. Many co-curricular activities are related to coursework and thus provide opportunities for applying knowledge and skills learned in the college classroom, in the studio, or in the laboratory.

## Veterans' Upward Bound

Cisel 109, (406) 657-2075

[www.vubmt.com/locations/billings.php](http://www.vubmt.com/locations/billings.php)

The Veterans' Upward Bound Program of Montana State University-Northern maintains a program at MSU Billings to assist veterans to learn the skills that will enable them to be successful in college. Both day and evening courses are offered in areas such as English, math and computers. Call (406) 657-2075 or toll free at 877-356-8387 for assistance.

## Military and Veterans Success Center

COE 106 (406)657-2968

Shane Grantham, Interim Director

City College and University Campus students are welcome to access the Military and Veteran Success Center on the university campus located in the College of Education

first floor room 106. The Military and Veteran Lounge on the City College campus is located on the 1st floor of the Tech Building. It is open weekdays from 8:00 a.m. to 5:00 p.m. for military affiliated students to use to relax, watch TV, play x-box, eat, meet, study, etc.

The Director and Certifying Official work individually with students and families in order to maximize the eligible military education benefits, connect students with other support services and acclimate to college life. Veterans and other military affiliated students are advised to check with the Director of Military and Veterans Success Center at least 30 days before registering. To ensure no disruption of benefits, military affiliated students should notify this office of any changes in address, enrollment, or additional dependents.

## Montana State University Billings Foundation

2615 Virginia Lane, (406) 657-2244

[msubfoundation.com](https://msubfoundation.com/) (<https://msubfoundation.com/>)

### About Us

The Montana State University Billings Foundation is an independent, non-profit organization under Internal Revenue Service code 501(c)(3). A volunteer board of trustees, composed of community leaders, guides the foundation in achieving its mission. Our staff is dedicated to achieving the goals of the foundation and to serving and assisting donors, supporters, students, and faculty of Montana State University Billings.

### Mission

The Montana State University Billings Foundation was founded in 1968 to advance the goals of Montana State University Billings by:

- Establishing lifelong relationships with university students, parents, faculty, alumni, friends, and community partners.
- Creating pathways to success and sustaining them through philanthropy, stewardship, and community engagement.
- Seeking and nurturing innovative partnerships to support the realization of current and emerging university priorities.
- Fostering a culture of inclusivity that celebrates diversity on campus and beyond.

### Vision

The Montana State University Billings Foundation will reduce financial barriers to a quality education, enhance the campus experience, and encourage the growth of Montana State University Billings.

## MSU Billings Alumni Association

2712 Normal Avenue, (406) 247-5781 or (406) 657-2244

[msubfoundation.com/alumni/alumni/](https://msubfoundation.com/alumni/alumni/) (<https://msubfoundation.com/alumni/alumni/>)

The Montana State University Billings Alumni Association spans the globe, with more than 31,000 alumni living and working worldwide. This dynamic group of leaders works to build affinity to the university through programming and events. Working with the MSUB Foundation, the MSUB Alumni Association serves to promote the university, build philanthropic outreach, and engage alumni wherever they may be.

## Academic Affairs

### Accreditation Statement

MSU Billings is institutionally accredited by the Northwest Commission on Colleges and Universities. As such, all college-level coursework from institutions accredited by the following list of agencies will be received and applied toward associate or baccalaureate degrees as applicable to general education, major, minor, and elective requirements.

- Higher Learning Commission
- Middle States Commission on Higher Education
- New England Commission of Higher Education
- Northwest Commission on Colleges and Universities
- Southern Association of Colleges and Schools Commission on Colleges
- WASC Senior College and University Commission

Students who transfer credit from institutions not accredited by the agencies in the above list (excluding foreign institutions) will not be accepted for transfer. Policy and procedure information may be obtained from the Registrar's Office.

Students transferring from institutions in pre-approval status must earn at least 20 credits at MSU Billings with a minimum 2.0 institutional GPA before their credits from the former institution will be considered for acceptance.

International coursework (except from institutions where English is the language of instruction) may require evaluation by a foreign credential evaluation company.

## Scholastic Requirements

### Grading System

Letter Grade	Description
A	Excellent
B	Good
C	Average
D	Minimally Passing
I	Incomplete Work (not included in GPA). Work must be completed within one calendar year or the "I" grade will be converted to an "F" grade. The faculty who awards the "I" will assign all necessary academic work to convert the "I" to a letter grade. The student does NOT re-register and pay for the class. Access to D2L to finish incomplete work is arranged through the Registrar's Office.
F	Failure, grade below passing (included in GPA).
W	Withdrawal from class without penalty (not included in GPA).
N	No credit/Audit
P	Passing (not included in GPA but credits count toward graduation).
X	No Pass

### Incomplete "I" Grade

An Incomplete is given only when a student has been in attendance for at least three-fourths of the semester but has been prevented by circumstances beyond his/her control from completing all of the requirements of the course. A student must provide adequate evidence to the instructor as to the reason why he/she was unable

to complete the requirements for the course. If a grade of "I" Incomplete has been given, the instructor shall advise the Registrar's Office in writing what the student must do to remove the deficiency.

An Incomplete must be made up within one calendar year. An "I" grade is not included in the computation of the GPA. An "I" grade not made up in the prescribed length of time automatically becomes an "F" grade. Once the "I" grade has been converted to an "F" grade, the course must be repeated in order for the grade to be changed.

Access to D2L to finish incomplete work is arranged through the Registrar's Office.

### Change of Grade

A change of grade may be made for error only. A change of grade may not be made to allow additional time or for additional work once the semester is completed.

A change of grade is not meant to substitute for an Incomplete grade when an Incomplete cannot be justified. No grade may be changed after one full year unless approved by the instructor's Academic Dean. Once a grade has been submitted to the Registrar's Office, it may not be changed to a lower grade without the written approval of the Dean of the respective college.

### Pass/No Pass Grading Mode

Pass/No Pass is offered as an opportunity for undergraduate students to explore courses outside their major, minor, or option curricula and outside the Professional Core Requirements for Teacher Education or Pre-Admission Requirements for Business.

Under the grading mode, the grade of "P" is given if the students' work is judged to be the equivalent of "A," "B," or "C." The grade of "No Pass" (symbolized by "X") is awarded if the work is equivalent to "D" or "F." The students' Pass/No Pass grades do not affect overall GPA. However, "P" grades may be counted as credits earned toward a degree. Other policies concerning Pass/No Pass are as follows:

1. Courses designated by the departments are available Pass/No Pass. Certain courses are taught only with this grading mode; other courses may be excluded from Pass/No Pass grading. Therefore, students should check with their advisor for details.
2. Students may enroll in courses as Pass/No Pass up to a limit of 20 semester credit hours to be counted towards graduation. Credits earned by challenge, experiential learning assessment such as military credits, student teaching, cooperative education, or internships do not count toward this 20-credit limit.
3. Students declare this grading mode at the time of registration. Students may change their grading mode to Pass/No Pass up through the last day to add at the beginning of each semester or term. After the last day to add, any request to change grading mode (Pass/No Pass to letter grade or vice versa) must be petitioned by the student to the Academic Standards and Scholastic Standing Committee.
4. Courses taken under Pass/No Pass may be repeated for a letter grade. A course taken for a letter grade may not be repeated as Pass/No Pass.

## Credit Hour Policy

At Montana State University Billings the credit hour is used as a unit of instruction to quantify student learning. The credit hour is typically related to seat time, as a minimum of three class work hours (60 minutes of classroom instruction and an additional two hours of out-of-class student work) each week during a 15-week (minimum) semester. Using a seat-time approach, one credit of instruction should be approximated by 45 hours of combined direct instruction (counting a 60-minute class as 1 hour of instruction) and student work.

If the learning experience is offered in a different time frame (e.g., eight-week summer session), the student time required to complete the course should

reasonably approximate 45 hours of combined direct instruction and student work per credit.

If direct instruction is not the principal mode of learning for an academic experience (e.g., laboratory courses, internships, studio work, some on-line courses), the student time required to complete the course should reasonably approximate 45 hours of student work per credit.

## Grade Points (Grade Point Average)

All classes required for Certificates of Applied Science and AAS degrees must be completed with a grade of "C" or better for the class to satisfy the requirement for the awarding of a degree or certificate. All required courses in which a student received a "C-", "D" or "F" must be retaken. (Please review program summaries and plans of study for any additional grade requirements.)

**A grade of "C" or better in core program courses for defined plans of study in Associate of Science and Associate of Arts degrees is required. To review grade requirements for AA or AS degrees please refer to page 52.**

Repeated classes earn the second or subsequent grade and credit replacing the former course grade and credit in the calculation of the cumulative grade point average; however, all courses taken and grades received remain listed on the transcript, which is a complete and unabridged permanent school record. **The student must file a repeat card with the Registrar's Office in order for the process to proceed. Students may wish to visit with an academic advisor in Student Services for assistance.**

## Grade Reports

Students' grades are available on the web at [www.msbillings.edu](http://www.msbillings.edu) (<http://www.msbillings.edu>). Students who wish to have their grades mailed may request a transcript.

## How to Calculate the Grade Point Average

Each grade is worth a predetermined number of grade points as indicated below. Total grade points are established by multiplying the number of credits of a course times the number of grade points of the grade received.

The grade point average is determined by dividing the number of grade points earned by the number of course credits attempted. In computing the number of grade points earned, each letter grade is assigned a certain grade point value per credit hour as follows:

Letter Grade	GPA
Each credit hour of A	4 points
Each credit hour of B	3 points
Each credit hour of C	2 points
Each credit hour of D	1 point
Each credit hour of F	0 points

Effective Fall 2005 for all transfer, re-admitted, and continuing students, in accordance with Board of Regents policy, all campuses of the Montana University System will use the following values when determining grade point averages. Faculty may choose to use plain letter grades (no plus/minus).

Letter Grade	GPA
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7

C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0.0

Grade point averages calculated before Fall Semester 2005, using the values noted above, will not be recalculated, using the new weights or values.

The new values should not be applied retroactively to grade point averages already calculated for students in the Montana University System. Decisions about those students' academic performance, including satisfactory progress, admission to limited enrollment programs, graduation and financial aid eligibility, have been made, using the grading scale in place at the time of those decisions. The decisions should not be invalidated because of a subsequent change in grade point average calculations.

### Examples

WRIT 122 is a 3 credit course. If a grade of "B" was received, multiply 3 credits times 3 grade points for a total of 9 grade points (3 credits x 3 grade points = 9 grade points).

COMX 106 is a 3 credit course. If a grade of "C" was received, it would produce an additional 6 grade points (3 credits x 2 grade points = 6 grade points).

Add the 9 grade points from WRIT 122 and the 6 grade points from COMX 106 for a total of 15 grade points. Then, divide the total grade points (15) by the total number of credits (6) to determine the grade point average for the two courses. In this case, the grade point average is 2.50 (15/6 = 2.50). Remember, the total grade points divided by the total credits attempted equals the grade point average (GPA).

## Academic Honors

In recognition of scholastic achievement, the University makes public at the close of each semester an honor roll of undergraduate students who earn 12 or more credits which are not of a Pass/No Pass nature and who earn a grade point average of 3.50 or better.

## Minimal Academic Progress

Students are in good standing at City College at Montana State University Billings as long as they have a 2.00 grade point average (GPA) although additional requirements may have to be met in specific fields.

## Academic Probation

### Full-Time Students (12 or more credits attempted)

Students are placed on academic probation the first time their cumulative institutional GPA falls below the required 2.00. If they later meet the required 2.00 cumulative institutional GPA, they are removed from academic probation. Students who are on academic probation and fail to earn at least a 2.00 GPA during the next semester or have a 2.00 cumulative institutional GPA are suspended for one semester, excluding the Summer Session. However, students on academic probation or continued probation who do not meet the required 2.00 cumulative institutional GPA are allowed to continue in college as long as they have a 2.00 GPA for each succeeding semester. Students on probation should not carry more than 16 credits in the probationary period. All students on academic probation should meet with their academic advisors to review their respective course schedules.



## Part-Time Students (Less than 12 credits attempted)

Part-time students are placed on academic probation whenever they have attempted a total of 10 overall (transfer and institutional) cumulative semester credits and do not have a 2.00 cumulative institutional GPA or a 2.0 institutional term GPA. Part-time students are suspended whenever they have attempted a total of 30 overall (transfer and institutional) cumulative semester credits and do not have a 2.00 cumulative institutional GPA or a 2.00 institutional term GPA. Part-time students on academic probation are allowed to continue in college as long as they earn a 2.00 GPA in each succeeding semester.

## Academic Suspension

Any full-time student who has been on academic probation one semester and who did not make a 2.00 GPA during the last semester is suspended for one semester, excluding the Summer Session. A student who is suspended may, however, attend Montana State University Billings during the Summer Session by meeting the requirements stated below.

Students suspended from Montana State University Billings may register for no more than a total of 16 semester credits during the Summer Session without reinstatement. Students must register for a minimum of nine semester credits after consultation with their advisors, for either one or all three Summer Sessions. Students who at the end of Summer Session have earned at least a 2.00 GPA in nine or more semester credits are re-admitted Fall Semester on continued probation. However, students who attend the Summer Session and fail to earn the 2.00 GPA will be suspended for an additional two semesters.

Students who are reinstated after a period of suspension must submit an application for re-admission to the Registrar's Office. Upon re-admission, students are placed on continued probation and must maintain a 2.00 GPA for each successive semester of work and meet any other pertinent conditions imposed by the Academic and Scholastic Standing Committee. Students who do not meet the stipulations set by the Committee incur automatic suspension. Upon action by the Administration, a student may also be suspended for nonacademic reasons. Such a notation will be placed in the student's file.

A student who has been suspended from Montana State University Billings may apply for re-admission after one semester has elapsed. A student who has two or more suspensions is suspended for two semesters excluding summer term. The student may, however, petition the Academic Standards and Scholastic Standing Committee for reinstatement after one semester.

Exceptions to this regulation may be made for students who provide evidence to the Academic Standards and Scholastic Standing Committee that their reinstatement can be justified. Only extreme cases of extenuating circumstances may be considered by the Committee for re-admitting a student who has been suspended, or if there is evidence that the student has taken some reasonable action to correct the cause(s) for suspension. The student must have approval from his/her major department chairperson before the Academic Standards and Scholastic Committee will consider the student for reinstatement.

## Veterans Receiving Educational Benefits

Veterans or other individuals who receive educational benefits from the Veterans' Administration remain eligible for those benefits as long as they remain in good academic standing at City College at Montana State University Billings and are permitted to continue in college. All veterans eligible to receive benefits should report to the coordinator of Veterans' Affairs prior to each term of enrollment to re-certify.

## Academic Dishonesty

Students at City College at Montana State University Billings are expected to do their own work in their own words and with their own ideas. If they quote or

paraphrase the words of others, they are expected to indicate whom it is they are quoting or paraphrasing. An instructor who believes that a student has claimed the work of someone else as his or her own may take what steps he or she wishes up to failing the student and referring the student to others on campus for further discipline. Please refer to Academic Conduct Guidelines and Grievance Procedures for Students: [www.msubitings.edu/provost/pdf/academic-affairs-policies-and-procedures.pdf](http://www.msubitings.edu/provost/pdf/academic-affairs-policies-and-procedures.pdf)

## Fresh Start Option (Academic Bankruptcy)

The Fresh Start option is available to undergraduate students. It is a one-time opportunity for MSU Billings students and those who transfer to MSU Billings.

Students may bankrupt up to two consecutive semesters of previous coursework in which they received poor grades. Students must not have been enrolled in any institution for a minimum of three calendar years. To be eligible for the Fresh Start option students must have completed 15 semester credits (30 semester credits for students seeking a bachelor's degree) in residence since entering or returning to MSU Billings earning a 2.65 grade point average (GPA) or higher. The bankrupted coursework will remain on the student's academic record. The student has the option to save "A" and "B" grades or bankrupt all courses. Bankrupted credits and grades will not be carried forward into the student's cumulative GPA.

## Eligibility for Intercollegiate Athletics and Other Activities

To be eligible for intercollegiate athletics, students must meet the specific requirements of the National Collegiate Athletic Association (NCAA) Division II. Prospective student-athletes should consult with the appropriate Athletic Department Administrator regarding these requirements. Students are eligible during a semester to represent MSU Billings in an University sponsored activity off-campus or to participate in co-curricular activities as long as the students are officially enrolled (this applies only to the activities that are not sanctioned by the NCAA Division II). Intercollegiate athletics and certain activities may have additional eligibility requirements that students must meet.

## Student Records

### Academic Records

Official academic records of each student's scholastic achievement are kept on file in the Registrar's Office, and include the following:

1. A signed "Official Class Roll and Final Grade Report" from the instructor of each class in which the student is enrolled each semester.
2. An "Official Academic Record" for each student officially enrolled.
3. Directory information of a student currently enrolled. (See the Family Educational Rights and Privacy Act Revised.)

### Transcripts

A transcript is a copy of the complete, unabridged educational record of a student who has been or is currently enrolled. It is issued only to the student upon the student's written request. An official transcript is distinguished from an unofficial copy of the student's record in that the official transcript carries the signature of the Registrar and bears the seal of Montana State University Billings.

As often as possible, transcripts are issued within five days following receipt of the transcript request and payment of the fee. During periods of registration, changes in registration, grading periods, and Commencement, the Registrar's staff has to devote full time to such activities. The records are necessarily incomplete, and the status

of students is pending; consequently, a longer time than usual is required for the issuance of transcripts.

All current and former City College at MSU Billings students are entitled to one free official transcript; thereafter, each official transcript request is processed only upon the receipt of the transcript fee. The student's signature and/or personal request is required for the release of any transcript except when the transcript is released to those individuals who are considered to have a legitimate educational reason to have access to the student's transcript.

## Misuse of Electronic Devices

Cellular phones, pagers, and other electronic devices shall not be used in a manner that causes disruption in the classroom, library, or within any college-owned or college-operated facility. Abuse of cellular devices with photographic capabilities, use of devices for purposes of photographing test questions or other notes and materials is prohibited. Photographing individuals in secured areas such as bathrooms, locker rooms, or other areas where there is a reasonable expectation of privacy, and/or taking photographs of any person without expressed permission is strictly prohibited.

## Appeals and Petitions for Exceptions to University Regulations

### Appeal by a Student on Academic Matters

The student should confer with the faculty member against whom the alleged problem exists. The student must confer with the department chairperson or, in the event the problem involves a department chairperson, with the appropriate dean before resorting to the formal grievance process. The student should consult the Student Resolution Officer for proper procedures.

### Petition for Exception to University Regulations

Certain problems encountered by a student may result in a request to have an exception considered to an academic standard or to an academic regulation of the University. A student may request an exception to an City College at MSU Billings regulation by filing a special petition with the Academic Standards and Scholastic Standing Committee. The petition form may be obtained from the Registrar's Office and it is to be returned there after the student has completed the form. The Registrar's Office will present the petition to the committee. The student is encouraged to appear before the committee to respond to questions about the student's petition. The student will be notified in writing of the decision as soon as it is determined.

### Academic Conduct Guidelines and Grievance Procedures

Please refer to Academic Conduct Guidelines and Grievance Procedures for Students: [www.msucollege.edu/provost/pdf/academic-affairs-policies-and-procedures.pdf](http://www.msucollege.edu/provost/pdf/academic-affairs-policies-and-procedures.pdf) (<https://www.msucollege.edu/provost/pdf/academic-affairs-policies-and-procedures.pdf>)

## City College Graduation Requirements Catalog Time Limit

Students have four years to fulfill the curricular requirements stated in the catalog in effect when they enter. If students do not complete the requirements in four years, they must select a subsequent catalog. If students have a break in enrollment of a semester or more, they must switch to the catalog in effect at the time of re-admission.

Students can request an exception to this policy under extenuating circumstances.

Requests for extensions of time must be approved in writing by the appropriate Director, Department Chair, and Dean. If not approved, students may appeal to the Academic Standards and Scholastic Standing Committee.

## Degree Offerings

### Certificate of Technical Study

- Requires 16 to 29 credits
- Certifies the holder in a specific knowledge or talent
- Requires no general education credits

### Certificate of Applied Science (CAS)

- Requires 30 to 45 credits
- Can be completed in one year as a full-time student
- Requires 12 credits of general education (see Related Instruction Requirements (p. 246))

### Associate of Applied Science (AAS)

- Requires 30 to 45 credits
- Requires 60 to 72 credits
- Can be completed in two years as a full-time student
- Requires 12 credits of general education (see Related Instruction Requirements (p. 246))

### Associate of Science or Associate of Arts (AS or AA)

- Can be completed in two years as a full-time student
- Requires 31 credits of general education (see General Education Requirements (p. 249))

### Bachelor of Science or Bachelor of Arts (BS or BA)

- Can be completed in four years as a full-time student
- Requires 31 credits of general education (see General Education Requirements (p. 249))

## Associate of Applied Science and Certificate of Applied Science Requirements

Students who have earned a "C" (2.0) or better in all required courses and electives for an AAS degree or Certificate of Applied Science program of study in which they are enrolled are eligible for graduation. Fifty-one percent of core program requirements must be completed at City College at MSU Billings in order to graduate from MSU Billings. **Associate of Science in Nursing students are required to complete at least 21 credits of core program requirements at City College to graduate from MSU Billings and must also earn a "C" or better in all courses.**

**Please note that a single course may not be used to meet more than one certificate or degree requirement.** Petitions for exceptions to this policy should be addressed to the Registrar to be reviewed by an academic review board.

## Related Instruction Requirements for Associate of Applied Science Degrees and Certificates of Applied Science

Related instruction credits are required to graduate with an Associate of Applied Science (AAS) degree or Certificate of Applied Science (CAS). According to the Northwest Commission on Colleges and Universities (NWCCU), related instruction is a body of knowledge which supports programs of study for which applied or specialized associate degrees are granted or programs for which certificates are granted. This body of knowledge must contain instruction in program-related areas of communication, computation, and human relations.

The objectives of related instruction include the following:



- Apply writing strategies to produce original work.
- Analyze workplace situations and select appropriate communication strategies.
- Demonstrate professional verbal and nonverbal communication skills.
- Solve problems quantitatively in specific disciplines.

Please note that the Certificate of Applied Science in Practical Nursing follows an approved statewide plan that differs from the traditional related instruction menu. Please also note that some related instruction courses are also part of the General Education coursework.

The following list outlines the courses that fulfill related instruction requirements for CAS and AAS degrees:

Code	Title	Credits
<b>Human Relations</b>		<b>3</b>
COMX 106	Comm in a Dynamic Workplace	
COMX 111	Intro to Public Speaking	
<b>Writing</b>		<b>3</b>
WRIT 104	Workplace Communications *	
WRIT 121	Intro to Technical Writing	
WRIT 122	Intro to Business Writing	
<b>Computation</b>		<b>3</b>
M 105	Contemporary Mathematics	
M 108	Business Mathematics *	
M 111	Technical Mathematics *	
M 114	Extended Technical Mathematics	
M 121	College Algebra	
M 143	Finite Mathematics	
<b>Technology</b>		<b>3</b>
CAPP 120	Introduction to Computers	

CAS and AAS students must see an advisor to determine which related instruction courses are required for graduation in their program. Students planning to earn a bachelor's degree should immediately consult their academic advisor to develop a plan of study.

Some related instruction courses also fulfill general education requirements. Some, but not all, related instruction courses for the AAS degrees and CAS programs will transfer to other colleges or universities.

\*

Courses marked with an asterisk are math and writing courses that fulfill requirements for CAS programs and may be prerequisites for AAS or AS coursework.

## Second Associate of Applied Science Degree

Students may earn a second AAS degree at City College by taking a minimum of 15 additional credits beyond the total required for the first AAS degree. Once the first AAS degree is awarded, students must earn 15 additional credits regardless of the number of credits earned for the first degree. Students must meet all other requirements for the second degree. For AAS degrees that require electives, degree requirements from one degree may not be used to satisfy electives for the other degree. Electives from one degree may not be used to satisfy electives for the second degree.

## Certificate of Applied Science and Associate of Applied Science Degree in the Same Subject

Students may earn a certificate and an AAS degree in the same subject. However, a certificate and an AAS degree in the same subject cannot be earned concurrently. Students may complete a certificate and an AAS degree in the same subject provided

the application for graduation for the CAS is a minimum of one semester prior to the completion of the AAS degree. A certificate can be an exit point and is not required to earn an AAS degree.

## Associate of Arts or Associate of Science Degree Requirements

In addition to AAS degrees, City College also awards Associate of Arts (AA) and Associate of Science (AS) degrees.

AA and AS degrees can have a special focus or no particular disciplinary affiliation.

These degrees require that students meet general education requirements as specified below. Students earning an associate degree with no disciplinary affiliation should work with their advisor on a plan of study but are not subject to any additional requirements other than those listed next.

1. Students must earn a minimum of 60 semester credits must be earned with a minimum grade point average of 2.00 for all coursework.
2. Students must earn a minimum of 20 semester credits with 40 grade points (2.0 grade point average) must be earned at Montana State University Billings.
3. Students must earn a minimum grade point average of 2.00 in (a) all college work to be applied toward the degree for which credits and grades have been received, and in (b) all courses completed with credits and grades at Montana State University Billings and applied toward the degree.
4. Students may elect a maximum of 16 semester credits on the Pass/No Pass option in lieu of regular course grades.
5. Students seeking an associate degree must satisfy the following general education requirements:

## General Education Category

Code	Title	Credits
<b>I. Global Academic Skills</b>		
A. Mathematics		3
B. English		3
C. Communication & Information Literacy		3
<b>II. Natural Sciences (7 credits total)</b>		
A. Life Sciences		3
B. Physical Sciences		3
Laboratory experience in Life Sciences or Physical Sciences		1
<b>III. Social Sciences and History</b>		
A. Social Sciences		3
B. History		3
<b>IV. Cultural Diversity</b>		
<b>V. Arts &amp; Humanities</b>		
A. Fine Arts		3
B. Humanities		3
<b>Electives</b>		
Selected in consultation with advisor		29
<b>Total Minimum Credits</b>		<b>60</b>

## Early College (Dual Enrollment) Student Graduation

In accordance with Board of Regents Admission Policy 301, students must have graduated from a high school accredited by the state accrediting agency, or have a high school equivalency completion assessment designated by the Montana Board of Public Education, to be admitted to any campus of the Montana University System. Early college/dual enrollment students to MSU Billings and City College at MSU

Billings are not fully admitted in accordance with this policy until these credentials are presented.

Students who are earning credits while still in high school are encouraged to submit a graduation application and participate in ceremonies if they have earned enough college level credits to do so. However, conferral of a certificate of technical studies, certificate of applied science, associate of applied science, associate, or bachelor's degree(s) will only be posted to a student's transcript after receipt of these official credentials required for full admission.

## Graduating with Honors

The designation of honors and high honors is awarded to associate degree or certificate recipients. Honors recognizes students with a total academic grade point average of 3.50 to 3.74; high honors recognizes students with a total academic grade point average of 3.75 to 4.00. Again, this designation is for associate degree or certificate recipients and based on their total cumulative grade point average which includes transfer work as well as academic work done at MSU Billings.

Graduation with honors will apply to students who earn their first and/or second bachelor's degree at MSU Billings. Students who earn a second bachelor's degree at MSU Billings will have all of the grades earned in their first degree included in the determination of the recognition of academic honors. In all cases and for all degrees or certificates, transfer credits earned elsewhere to this University must be calculated with the credits earned at MSU Billings in order to qualify for academic honors.

## Commencement

Commencement is held once each year at the end of the Spring term. The date of graduation and the degree a student is to receive will be posted on the student's Official Academic Record at the end of the semester in which the student meets all requirements. The academic transcript is the official record of degree conferral. Diplomas are ordered after all degrees are awarded. Printing and preparation of the diplomas takes several months. Students will be notified when they are available for pick up. Diplomas not picked up will be mailed. Students should acquaint themselves with their specific majors' academic requirements. An advisor is assigned to every student; however, it is the student's responsibility to know and meet the requirements for graduation.

A student who intends to graduate with a master's degree, bachelor's degree, associate degree or certificate will be permitted to participate in the Spring semester commencement ceremony only if the student complies with the following procedure:

Students are to file their Application for Graduation the semester before the semester of graduation. Application forms are available from Jacket Student Central, City College Tech Building, first floor, or online at [www.msubitillings.edu](http://www.msubitillings.edu) (<https://www.msubitillings.edu/>). All applications for graduation must be on file with the Registrar the semester **prior** to the semester of completion. Refer to the academic calendar for due dates. The fee should be paid at the Cashier's Window or online after calling the Cashier at 406-247-3002 to have charge put on account. Then the application needs to be filed with Jacket Student Central, City College Tech Building, first floor. This application is good for one year from the date of information supplied by the student on the Application for Graduation in the blank labeled "Semester/Year Graduating." After one calendar year from that date, the Application will be destroyed and the student will need to re-apply and the fee again.

- The Application for Graduation is required in order to prepare and forward the final evaluation for graduation to the necessary offices for approval. A student who submits an Application for Graduation after the designated due date will be assessed a late graduation application fee and may have the final evaluation for graduation processed the following semester and will graduate at the end of that particular semester.
- The final evaluation will be circulated during the student's final semester. The final evaluation must be completed, must have all the required signatures,

and must be returned to the Office of the Registrar before notification of the student's graduation is posted on the student's official academic record.

- Student must meet, by the end of the Summer Session, all of the graded requirements for graduation or be enrolled in Pass/No Pass coursework the following Fall semester and meet all the requirements for graduation by the end of that Fall semester.

Diplomas are generally mailed near the end of the next academic term (i.e., Fall graduates will receive diplomas in early June, Spring graduates in January).

**Please note:** Certain departments may have additional academic requirements that must be met before students will be permitted to graduate and/or participate in the commencement ceremony. Students should check with their major department for any additional departmental requirements.

The determination for honors for students who will graduate at the end of the Spring semester or Summer Session will be calculated on the most recent semester completed. Should a student's cumulative grade point average (including any transfer work) at the end of the Spring semester or Summer Session entitle the student to an honors designation, this recognition will be recorded on the student's Montana State University Billings academic record.

## Release of Information

In accordance with the Family Educational Rights and Privacy Act (FERPA), the Office of Admissions and Records at City College at Montana State University Billings may disclose directory information from the educational records of a student who is in attendance at the University. If the student wishes to have all directory information excluded as public information, the student must notify Jacket Student Central, City College Tech Building first floor, within the first two weeks of the current academic year. This notice is good until revoked in writing.

A complete copy of the MSU Billings' FERPA policy is available upon request at the Registrar's Office or online at [www.msubitillings.edu](http://www.msubitillings.edu) (<http://www.msubitillings.edu/>).

## General Education Program

General Education provides a foundation for study across many areas of knowledge. All students are required to complete the General Education program as an essential component of the baccalaureate degree.

### The Purpose of General Education

General education at MSU Billings is designed to advance students as participants in the ongoing accumulation of human knowledge and understanding. General education courses promote the development of respect for diversity, along with skills in problem solving, critical thinking, and communication necessary for students to be productive and responsible members of their communities.

### General Education Minimum Satisfactory Course Grade

By action of the University's Academic Senate, the minimum satisfactory grade students must earn in a General Education course is "C-" or better. However, students must earn an overall GPA of 2.0 in the General Education core. (11/10/05 memo #473 p. 1770)

### General Education Programmatic Learning Outcomes

Upon completion of the General Education Program at MSUB, students will successfully be able to:

Respect Diversity	Problem Solve	Think Critically	Communicate Effectively
1. Express the impact of inequity on the human experience	3. Use statistical or mathematical methods to solve problems	6. Locate and evaluate information from multiple sources	8. Apply effective communication strategies for specific purposes and audiences
2. Synthesize multiple perspectives in contemporary and historical contexts	4. Use scientific methods to solve problems	7. Synthesize evidence to construct logical arguments	9. Produce scholarly projects or creative works conforming to appropriate disciplinary methods
	5. Use quantitative and qualitative information to provide solutions to social and/or ethical problems		

### Categorization

Students will complete 31 credits of General Education, distributed in the following categories.

Code	Title	Credits
<b>I. Global Academic Skills</b>		
A.	Mathematics	3
B.	English	3
C.	Communication & Information Literacy	3
<b>II. Natural Sciences</b>		
A.	Life Sciences	3
B.	Physical Science	3

*Lab taken with either Life Sciences or Physical Sciences	1
<b>III. Social Sciences and History</b>	
A. Social Sciences	3
B. History	3
<b>IV. Cultural Diversity</b>	
<b>V. Arts and Humanities</b>	
A. Fine Arts	3
B. Humanities	3
<b>Total Minimum Credits</b>	<b>31</b>

### Category Descriptions

#### Global Academic Skills

Global Academic Skills include assessing sources of information, reading, writing, and calculating.

#### Natural Sciences

Natural science is devoted to discovering the principles that rule the physical universe.

#### Social Sciences and History

Social sciences represent those disciplines that apply scientific methods to study the network of human relationships and organizations. History involves the interpretation of diverse sources to understand past societies and events.

#### Cultural Diversity

Courses in the cultural diversity category facilitate understanding of and interaction between distinct human communities.

#### Arts and Humanities

The expressive arts include visual, performing, and language-based activities. The humanities include the study of philosophy, literature, and art history.

## General Education Category Learning Objectives

### 1. Global Academic Skills

#### a. Mathematics

- Demonstrate ability to solve problems with quantitative information using mathematical and/or statistical methods.
- Think critically, analytically and independently about mathematical situations.
- Communicate using mathematical terminology and symbols in support of an argument or solution method.

#### b. English

- Exhibit competency in the use of formal writing conventions, including mechanics, syntax, style, cohesion, and organization.
- Select and apply effective writing strategies for specific purposes and audiences.
- Integrate primary and secondary source material in original work with appropriate documentation.

#### c. Communication & Information Literacy

- Engage in research to gather, evaluate, and synthesize information from multiple sources to express ideas.
- Access and use information ethically, with appropriate citation, in oral and written communication.
- Design audience-centered informative or persuasive messages.

### 2. Natural Sciences

- a. **Life Science**
- Demonstrate an understanding of living systems by describing their nature, organization, and evolution.
  - Demonstrate an understanding of the scientific method and how it is used to increase our knowledge of living things.
  - Make logical connections between key concepts in the life sciences and describe the interaction between human lives and other living things in order to understand the ways the environment impacts humanity and how human actions affect the environment.
- b. **Physical Science**
- Demonstrate an understanding of the physical universe and planet earth, including its origin and physical processes.
  - Demonstrate an understanding of the scientific method and how it is used to solve problems and increase our knowledge of the physical world.
  - Make logical connections between key concepts in the physical sciences and human life, including the interactions between the two and their impacts on one another.
3. **Social Sciences and History**
- a. **Social Sciences**
- Analyze historical and cultural significance in human behavior, ideas, and institutions.
  - Synthesize multiple perspectives to understand human behavior.
  - Contextualize information from multiple points in time and place to understand society.
- b. **History**
- Explain historical events and ideas in appropriate context.
  - Analyze and organize a variety of sources to construct historical knowledge.
  - Express a historical argument in written form.
4. **Cultural Diversity**
- Articulate an understanding of differences across ethnicities, genders, generations, and other groups of people.
  - Analyze how cultural differences impact interactions in society.
  - Describe effective methods to communicate across cultures.
5. **Arts and Humanities**
- a. **Fine Arts**
- Demonstrate an understanding of the diverse roles the fine arts play in human culture.
  - Identify and analyze artistic techniques used in aesthetic expression.
  - Demonstrate an appreciation of the ways in which the arts enrich life.
- b. **Humanities**
- Explain the interrelationship between the humanities and other disciplines.
  - Describe the ways in which the humanities influence culture and society.
  - Analyze issues surrounding life, death, ethics, and morality.

## General Education Courses

City College at MSU Billings students who wish to pursue a baccalaureate degree must also be aware of the requirements below.

Code	Title	Credits
<b>I. Global Academic Skills</b>		

Regarding Global Academic Skills, students are required to take 1 course from Mathematics, 1 course from English, and 1 course from Communication & Information Literacy.

### A. Mathematics

Select three credits from the following:		3
M 105	Contemporary Mathematics	
M 114	Extended Technical Mathematics	
M 121	College Algebra	
M 122	College Trigonometry	
M 130	Math for Elementary Teachers I	
M 140	College Math for Healthcare	
M 143	Finite Mathematics	
M 161	Survey of Calculus	
M 171	Calculus I	
STAT 141	Intro to Statistical Concepts	
STAT 216	Introduction to Statistics	

### B. English

Select three credits from the following:		3
WRIT 101	College Writing I	
WRIT 121	Intro to Technical Writing	
WRIT 122	Intro to Business Writing	

### C. Communication & Information Literacy

Select three credits from the following:		3
BMIS 150	Cyber Security & Electronic Co	
COMX 111	Intro to Public Speaking	
COMX 115	Intro to Interpersonal Comm	
COMX 210	Communication in Small Groups	
HONR 205	Honors Inquiry and Research	
LSCI 125	Research in the Info Age	

## II. Natural Sciences

Regarding Natural Sciences, students are required to take one course from Life Sciences and one course from Physical Sciences. **At least one course must include a corresponding laboratory.**<sup>1</sup>

### A. Life Sciences

Select three credits from the following with a corresponding laboratory course if 3-4 not taken in Physical Sciences:

BIOB 101	Discover Biology	
BIOB 102	Discover Biology Lab	
BIOB 121	Fund of Bio for Allied Health	
BIOB 123	Fund Bio: Nature of Nutrition	
BIOB 160	Principles of Living Systems	
BIOB 161	Principles Living Systems Lab	

### B. Physical Sciences

Select three credits from the following with a corresponding laboratory course if 3-4 not taken in Life Sciences:

ASTR 110	Introduction to Astronomy	
ASTR 111	Introduction to Astronomy Lab	
CHMY 121	Intro to General Chemistry	
CHMY 122	Intro to Gen Chem Lab	
CHMY 141	College Chemistry I	
CHMY 142	College Chemistry I Lab	
GEO 101	Intro to Physical Geology	
GEO 102	Intro to Physical Geology Lab	
GPHY 262	Spatial Sciences Tech and Appl	
GPHY 263	Spatial Sciences & Tech Lab	
PHSX 103	Our Physical World	

PHSX 104	Our Physical World Lab
PHSX 205	College Physics I
PHSX 206	College Physics I Lab

#### A. and B. Integrated Sciences

SCIN 101	Integrated Sciences I
SCIN 102	Integrated Sciences Lab
SCIN 103	Integrated Sciences II
SCIN 104	Integrated Science Lab II

### III. Social Sciences and History

Regarding Social Sciences and History, students are required to take one course from Social Sciences and one course from History.

#### A. Social Sciences

Select three credits from the following: 3

BGEN 105B	Introduction to Business
COMX 106	Comm in a Dynamic Workplace
ECNS 201	Principles of Microeconomics
ECNS 202	Principles of Macroeconomics
EDU 105	Education and Democracy
HTH 110	Personal Health and Wellness
PSCI 210	Intro to American Government
PSCI 220	Intro to Comparative Govt
PSYX 100	Intro to Psychology
SOCI 101	Introduction to Sociology
SOCI 201	Social Problems

#### B. History

Select three credits from the following: 3

HSTA 101	American History I
HSTA 102	American History II
HSTR 159	World History to 1500 CE
HSTR 160	Modern World History
PSCI 230	Intro to International Rel

### IV. Cultural Diversity

Regarding Cultural Diversity, students are required to take one course from the following: 3

ANTY 220	Culture & Society
ARTH 160	Global Visual Culture
COMX 212	Intro to Intercultural Comm
GPHY 121	Human Geography
HTH 270	Global Health Issues
LIT 230	World Lit Survey
MUSI 207	World Music
NASX 105	Intro Native American Studies
NASX 205	Native Americans in Contmp Soc
REHA 201	Intro to Diversity in Counslng
RLST 170	The Religious Quest
SPNS 150	The Hispanic Tradition
WGSS 274	Women, Culture & Society

### V. Arts and Humanities

Regarding Arts and Humanities, students are required to take one course from Fine Arts and one course from Humanities.

#### A. Fine Arts

Select three credits from the following: 3

ARTZ 101	Art Fundamentals
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ARTZ 105	Visual Language-Drawing
ARTZ 106	Visual Language-2-D Fndtns
ARTZ 108	Visual Language-3-D Fndtns
ARTZ 131	Ceramics for Non-Majors
CRWR 240	Intro Creative Writing Wrkshp
FILM 160	Introduction to World Cinema
LIT 270	Film & Lit
MUSI 101	Enjoyment of Music
MUSI 114	Band: MSUB Symphonic
MUSI 131	Jazz Ensemble I: MSUB
MUSI 147	Choral Ensemble: Univ Chorus
PHOT 154	Exploring Digital Photography
THTR 101	Introduction to Theatre

#### B. Humanities

Select three credits from the following: 3

ARTH 150	Introduction to Art History
HONR 111	Perspectives and Understanding
LIT 110	Intro to Literature
LIT 213	Montana Literature
PHL 110	Introduction to Ethics
PHL 111	Philosophies of Life
PHL 254	People and Politics

**Total Minimum credits 31**

1

Students can satisfy Natural Sciences by taking SCIN 101, SCIN 102, and either SCIN 103 or SCIN 104.

### City College at MSU Billings students who wish to pursue a baccalaureate degree must also be aware of the requirements below.

Students should consult with their advisors, major departments, or faculty in their programs for guidance in selecting appropriate writing, technology intensive, and experiential learning courses.

## Experiential Learning Requirement

Students who intend to graduate with a baccalaureate degree are required to take and pass at least one course of experiential learning. Examples are student teaching, internships, undergraduate research, cooperative education experiences, practica, experiences abroad, and senior projects.

## Bachelor of Applied Science Degree

The Bachelor of Applied Science (BAS) degree is available to students with an Associate of Applied Science (AAS) degree. If a student has earned an AAS degree from a regionally accredited (p. 243) institution, he or she may enroll on the University campus of MSU Billings (or the other four units within the Montana University System to complete General Education requirements) and take upper division credits in existing areas of study which will complement the student's AAS credits already earned. The transferability of the AAS courses will be determined course by course. Students anticipating transferring are encouraged to consult with their advisor and check the requirement of the institution into which they plan to transfer. Contact the Advising Center located in McMullen Hall First Floor, (406) 657-2240.



# Articulation Agreements and Transfer Opportunities

## Articulation Agreements

MSU Billings has a number of articulation agreements with other public and private institutions. These agreements make it possible for students to plan a program of study that begins at a two-year college and leads to a four-year degree from MSU Billings. These agreements are designed to maximize the number of credits students will be able to transfer and to minimize students' time to degree. Articulation agreements are made with specific programs. Areas of concern such as admissions, financial aid, course requirements, and contact information are clearly discussed.

Each agreement specifies how coursework in the associate degree program applies to the baccalaureate degree program at MSU Billings. Each agreement outlines the appropriate and recommended courses to complete at the two-year college and also specifies courses that must be taken at MSU Billings to complete the program.

Students interested in attending MSU Billings and utilizing an articulation agreement are encouraged to indicate their interest in one of the articulation agreements to an academic advisor prior to or during their first term in attendance.

## Bachelor of Applied Science Degree

The Bachelor of Applied Science (BAS) degree is available to students with an Associate of Applied Science (AAS) degree. If a student has earned an AAS degree from a regionally accredited (p. 243) institution, he or she may enroll on the main campus of MSU Billings (or the other four units within the Montana University System to complete general education requirements) and complete General Education courses and upper division credits in existing areas of study which will complement the student's AAS credits already earned. At MSU Billings, there are many different plans of study including Communications, Business, Health Administration, and others. The transferability of the AAS courses will be determined course by course.

Students anticipating transferring are encouraged to consult with their advisor and check the requirement of the institution into which they plan to transfer. Contact the Advising Center located in McMullen Hall First Floor, (406) 657-2240.

## Pathways to other Bachelor degrees

Students who complete an Associate of Science degree through the City College at MSU Billings have many options available to complete a Bachelor's degree and beyond. The Associate of Science degrees with plans of study in Human Resources Business Articulated Emphasis and Business Administration are designed for students to complete their Associate of Science degree at City College at MSU Billings and attend the University campus for two more years to complete a Bachelor of Science in Business Administration. City College at MSU Billings has an articulation agreement with MSU-Northern for students who complete an Associate of Science Degree at City College and wish to complete a Bachelor's degree in Nursing.

In addition to the examples above, there is also an Associate of Science or Associate of Arts Degree in General Studies (Self-Design Option). Students complete all of the general studies requirements and choose 23 credits of electives in consultation with a faculty advisor. This provides an excellent foundation for transfer in many areas. Students should contact an academic advisor to discuss the pathway that is right for them.



## Academic Programs and Departments

Academic programs at City College at MSU Billings are organized into five departments, as noted below. However, for students' convenience, the academic program plans of study are listed alphabetically.

### Computer Technology

**Craig McKenzie, Department Chair**

(406) 247-3080

CMcKenzie@msubillings.edu

Computer Programs:

- Computer Systems Technology
- Computer Programming and Application Development
- Cybersecurity/Network Technology & Support

### Transportation and Welding

**Katherine Pfau, Department Chair**

(406) 247-3044

kpfau@msubillings.edu

Transportation Programs:

- Automotive Technology
- Autobody Repair and Refinishing Technology
- Diesel Technology

Welding Program:

- Welding and Metal Fabrication

### Business, Construction, and Energy Technology

**Heather Thompson-Bahm, Department Chair**

(406) 247-3065

heather.thompson14@msubillings.edu

Business Programs:

- Accounting Technology
- Business Administration
- Craft Brewing and Fermentation
- General Business
- Human Resources

Trades Programs:

- Construction Management
- Construction-Carpentry

Industry Program:

- Process Plant Technology

Electrical Technology Program:

- Instrument and Electrical Technician

## Nursing, Health, and Public Safety

**Vern Gagnon, Department Chair**

(406) 247-3043

vgagnon@msubillings.edu

Public Safety Programs:

- Criminal Justice
- Fire Science
- Paramedic

Healthcare Programs:

- Radiologic Technology
- Surgical Technology
- Ultrasound Technology
- Medical Coding and Insurance Billing

**Susan Floyd, Director of Nursing**

(406) 247-3071

sfloyd@msubillings.edu

- Nursing—Registered Nurse
- Nursing—Practical Nurse

## General Education, Transfer, and Learner Support

**Lance Mouser, Department Chair**

(406) 247-3066

lmouser@msubillings.edu

AS option in General Studies-Self Design (Transfer Degree)

AA option in General Studies-Self Design (Transfer Degree)

Developmental Education curriculum and courses

# AA/AS General Studies (Self-Designed)

## ☐ Offered Online

The AA/AS in General Studies degree is designed for students who would like to earn a foundation of general education and transfer to a baccalaureate program. Students complete 31 credits of General Education and can choose courses from each category in the menu below. In consultation with an advisor, students choose 29 credits of elective courses that will help them to prepare for the bachelor's degree of their choice.

## General Education Courses

More information on General Education Requirements (p. 249).

Code	Title	Credits
<b>1. Global Academic Skills</b>		
<i>A. Mathematics</i>		
Select three credits from the following:		3
M 105	Contemporary Mathematics	
M 114	Extended Technical Mathematics	
M 121	College Algebra	
M 122	College Trigonometry	
M 130	Math for Elementary Teachers I	
M 140	College Math for Healthcare	
M 143	Finite Mathematics	
M 161	Survey of Calculus	
M 171	Calculus I	
STAT 141	Intro to Statistical Concepts	
STAT 216	Introduction to Statistics	
<i>B. English</i>		
Select three credits from the following:		3
WRIT 101	College Writing I	
WRIT 121	Intro to Technical Writing	
WRIT 122	Intro to Business Writing	
<i>C. Information Literacy</i>		
Select three credits from the following:		3
BMS 150	Cyber Security & Electronic Co	
COMX 111	Intro to Public Speaking	
COMX 115	Intro to Interpersonal Comm	
COMX 210	Communication in Small Groups	
HONR 205	Honors Inquiry and Research	
LSCI 125	Research in the Info Age	
<b>2. Natural Sciences</b>		
Regarding Natural Sciences, students are required to take one course from Life Sciences and one course from Physical Sciences. At least one course must include a corresponding laboratory.		7
Select three credits from the following with a corresponding laboratory courses if not taken in Physical Sciences:		
BIOB 101	Discover Biology	
BIOB 102	Discover Biology Lab	
BIOB 121	Fund of Bio for Allied Health	
BIOB 123	Fund Bio: Nature of Nutrition	
BIOB 160	Principles of Living Systems	

BIOB 161	Principles Living Systems Lab	
Select three credits from the following with a corresponding laboratory courses if not taken in Life Sciences:		
ASTR 110	Introduction to Astronomy	
ASTR 111	Introduction to Astronomy Lab	
CHMY 121	Intro to General Chemistry	
CHMY 122	Intro to Gen Chem Lab	
CHMY 141	College Chemistry I	
CHMY 142	College Chemistry I Lab	
GEO 101	Intro to Physical Geology	
GEO 102	Intro to Physical Geology Lab	
GPHY 262	Spatial Sciences Tech and Appl	
GPHY 263	Spatial Sciences & Tech Lab	
PHSX 103	Our Physical World	
PHSX 104	Our Physical World Lab	
PHSX 205	College Physics I	
PHSX 206	College Physics I Lab	
Students can satisfy Natural Sciences by taking the following:		
SCIN 101	Integrated Sciences I	
SCIN 103	Integrated Sciences II	
SCIN 102	Integrated Sciences Lab	
or SCIN 104	Integrated Science Lab II	
<b>Social Sciences and History</b>		
<i>Social Sciences</i>		
Select three credits from the following:		3
BGEN 105B	Introduction to Business	
COMX 106	Comm in a Dynamic Workplace	
ECNS 201	Principles of Microeconomics	
ECNS 202	Principles of Macroeconomics	
EDU 105	Education and Democracy	
HTH 110	Personal Health and Wellness	
PSCI 210	Intro to American Government	
PSCI 220	Intro to Comparative Govt	
PSYX 100	Intro to Psychology	
SOCI 101	Introduction to Sociology	
SOCI 201	Social Problems	
<i>History</i>		
Select three credits from the following:		3
HSTA 101	American History I	
HSTA 102	American History II	
HSTR 159	World History to 1500 CE	
HSTR 160	Modern World History	
PSCI 230	Intro to International Rel	
<b>Cultural Diversity</b>		
Select three credits from the following:		3
ANTY 220	Culture & Society	
ARTH 160	Global Visual Culture	
COMX 212	Intro to Intercultural Comm	
GPHY 121	Human Geography	
HTH 270	Global Health Issues	
LIT 230	World Lit Survey	
MUSI 207	World Music	

NASX 105	Intro Native American Studies
NASX 205	Native Americans in Contmp Soc
REHA 201	Intro to Diversity in Counslng
RLST 170	The Religious Quest
SPNS 150	The Hispanic Tradition
WGSS 274	Women, Culture & Society

**Arts and Humanities***Fine Arts*

Select three credits from the following: 3

ARTZ 101	Art Fundamentals
ARTZ 105	Visual Language-Drawing
ARTZ 106	Visual Language-2-D Fndtns
ARTZ 108	Visual Language-3-D Fndtns
ARTZ 131	Ceramics for Non-Majors
CRWR 240	Intro Creative Writing Wrkshp
FILM 160	Introduction to World Cinema
LIT 270	Film & Lit
MUSI 101	Enjoyment of Music
MUSI 114	Band: MSUB Symphonic
MUSI 131	Jazz Ensemble I: MSUB
MUSI 147	Choral Ensemble: Univ Chorus
PHOT 154	Exploring Digital Photography
THTR 101	Introduction to Theatre

*Humanities*

Select three credits from the following: 3

ARTH 150	Introduction to Art History
HONR 111	Perspectives and Understanding
LIT 110	Intro to Literature
LIT 213	Montana Literature
PHL 110	Introduction to Ethics
PHL 111	Philosophies of Life

**Requirements**

Electives 29

**Total Minimum Credits 60**

- Earn a minimum of 60 semester credits with a cumulative grade point average of 2.0 or better
- Satisfy the General Education requirements of MSU Billings
- Earn a C- or better in all General Education requirements
- A minimum of 20 semester credits with 40 grade points must be earned at MSU Billings

## Accounting Assistant Certificate of Applied Science \*Program placed on moratorium\*

The Accounting Assistant program is designed to prepare students for entry-level employment in accounts receivable, accounts payable, payroll, and general accounting. A Certificate of Applied Science is awarded upon successful completion of the required Accounting Assistant courses. All credits earned in completion of the Certificate may be applied toward the Accounting Technology Associate of Applied Science Degree. See our website at [www.msbillings.edu/careers](http://www.msbillings.edu/careers) (<http://www.msbillings.edu/careers/>) for graduate data.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Perform basic accounting functions relative to appropriate program of accounting e.g. recording daily transactions, planning and recording adjusting and closing entries, and preparing basic financial statements using common practices and GAAP (Generally Accepted Accounting Principles).
- Identify and apply appropriate accounting procedures and methods pertaining to service, professional, or merchandising enterprises.
- Recognize and use appropriate accounting terminology.
- Recognize and synthesize business or workplace practices, procedures and laws.

## Required Courses

Code	Title	Credits
ACTG 101	Accounting Procedures I	3
ACTG 102	Accounting Procedures II	3
ACTG 125	QuickBooks	3
ACTG 205	Computerized Accounting	3
BGEN 105B	Introduction to Business	3
CAPP 120	Introduction to Computers	3
CAPP 156	MS Excel	3
COMX 106	Comm in a Dynamic Workplace	3
COMX 111	Intro to Public Speaking	3
M 108	Business Mathematics	3
WRIT 122	Intro to Business Writing	3

**Total Minimum Credits 33**

*Students should check course descriptions for required prerequisites. Math and communication requirements are usually determined by performance on placement tests or transfer credits.*

## Suggested Plan of Study

Code	Title	Credits
<b>First Semester</b>		
ACTG 101	Accounting Procedures I	3
BGEN 105B	Introduction to Business	3
CAPP 120	Introduction to Computers	3
COMX 106	Comm in a Dynamic Workplace	3
M 108	Business Mathematics	3
WRIT 122	Intro to Business Writing	3
<b>Second Semester</b>		
ACTG 102	Accounting Procedures II	3
ACTG 125	QuickBooks	3
ACTG 205	Computerized Accounting	3
CAPP 156	MS Excel	3
COMX 111	Intro to Public Speaking	3

## Accounting Technology Associate of Applied Science Degree

Offered Online

The technical skills of a qualified accounting professional are needed by every business in America, large or small. The Accounting Technology program provides students with the basic knowledge of accounting processes necessary for

employment. After completing the program, students will be able to record day-to-day financial transactions and prepare summary statements of business conditions.

Computers are implemented in performing accounting functions and preparing reports. As a capstone training experience, it is highly recommended that students complete a one-semester internship in an accounting technician trainee position.

This internship allows students to apply learned competencies to on-the-job situations.

This program prepares students for entry-level accounting positions as an accounting clerk, payroll clerk, bookkeeper, accounting technician, or accounting associate. Accounting clerks and bookkeepers are hired by public accounting firms, private and public organizations, and large and small businesses. See our website at [www.msubillings.edu/careers](http://www.msubillings.edu/careers) (<http://www.msubillings.edu/careers/>) for graduate data.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Perform basic accounting functions relative to appropriate program of accounting e.g. recording daily transactions, planning and recording adjusting and closing entries, and preparing basic financial statements using common practices and GAAP (Generally Accepted Accounting Principles).
- Identify and apply appropriate accounting procedures and methods pertaining to service, professional, or merchandising enterprises.
- Recognize and use appropriate accounting terminology.
- Recognize and synthesize business or workplace practices, procedures and laws.

## Required Courses

Code	Title	Credits
ACTG 101	Accounting Procedures I	3
ACTG 102	Accounting Procedures II	3
ACTG 125	QuickBooks	3
ACTG 180	Payroll Accounting	3
ACTG 201	Principles of Fin Acct	3
ACTG 205	Computerized Accounting	3
ACTG 211	Income Tax Fundamentals	3
BGEN 105B	Introduction to Business	3
BGEN 220	Bus Ethics & Soc Responsibility	3
BGEN 235	Business Law	3
BFIN 305	Financial Planning	3
CAPP 110	Short Courses: MS Outlook	1
CAPP 120	Introduction to Computers	3
CAPP 154	MS Word	3
CAPP 156	MS Excel	3
COMX 106	Comm in a Dynamic Workplace	3
COMX 111	Intro to Public Speaking	3
ECNS 201	Principles of Microeconomics	3
M 108	Business Mathematics	3
Select one of the following: <sup>1</sup>		3-4
M 105	Contemporary Mathematics	
M 121	College Algebra	
M 143	Finite Mathematics	
WRIT 122	Intro to Business Writing	3
ACTG 298	Internship (or a Restricted Elective)	3
<b>Total Minimum Credits</b>		<b>64</b>

1

Students should check with their academic advisor to determine the specific math course that is appropriate for their plan of study.

*Students should check course descriptions for required prerequisites. Math and communication requirements are usually determined by performance on placement tests or transfer credits.*

## Suggested Plan of Study

Code	Title	Credits
<b>First Semester</b>		
ACTG 101	Accounting Procedures I	3
BGEN 105B	Introduction to Business	3
CAPP 120	Introduction to Computers	3
CAPP 154	MS Word	3
WRIT 122	Intro to Business Writing	3
<b>Second Semester</b>		
ACTG 102	Accounting Procedures II	3
ACTG 205	Computerized Accounting	3
BGEN 235	Business Law	3
CAPP 156	MS Excel	3
COMX 106	Comm in a Dynamic Workplace	3
Select one of the following:		3-4
M 105	Contemporary Mathematics	
M 121	College Algebra	
M 143	Finite Mathematics	
<b>Third Semester</b>		
ACTG 201	Principles of Fin Acct	3
ACTG 125	QuickBooks	3
M 108	Business Mathematics	3
BGEN 220	Bus Ethics & Soc Responsibility	3
ECNS 201	Principles of Microeconomics	3
CAPP 110	Short Courses: MS Outlook	1
<b>Fourth Semester</b>		
ACTG 180	Payroll Accounting	3
ACTG 298	Internship (or Res. Elective)	3
ACTG 211	Income Tax Fundamentals	3
COMX 111	Intro to Public Speaking	3
BFIN 305	Financial Planning	3

## Associate of Science Registered Nurse (ASN)

City College offers a CAS in Practical Nursing and an ASN in Registered Nursing. The College of Health Professions and Science also offers a 2+1 Option BSN Pathway (p. 129).

Students apply to the nursing programs after completing the required prerequisites.

All prerequisite courses have to be completed with a "C" or better.

See [msubillings.edu/citycollege/programs/ProgLPN.htm](http://msubillings.edu/citycollege/programs/ProgLPN.htm) (<http://msubillings.edu/citycollege/programs/ProgLPN.htm>) for the most recent practical nursing information and [msubillings.edu/citycollege/programs/ProgRN.htm](http://msubillings.edu/citycollege/programs/ProgRN.htm) ([http://](http://msubillings.edu/citycollege/programs/ProgRN.htm)

msubillings.edu/citycollege/programs/ProgRN.htm) for the most recent registered nursing information.

Nursing students are held to the same standards as nurses. Students are required to pass a criminal background check and a urine drug screening at a site designated by the program before admission to clinical sites.

The Montana Board of Regents may alter information contained in this portion of the catalog. Please contact the Director of Nursing for the most current information.

The role of the associate degree nurse (ASN) is to provide direct care to clients, individuals, or groups, in a variety of settings. The ASN is prepared to prioritize care by assessing the evolving needs of the individuals, groups, or families. The ASN utilizes critical thinking to modify the nursing plan of care. They manage, delegate, and supervise other health care team members, forming collaborative relationships with a therapeutic goal.

## Special Considerations

If any physical limitations exist which might impair the ability of a student to fully perform required activities, a letter written by the physician attending the student should be sent to City College at MSU Billings. The letter must state that no risk to the student or potential patient exists, should the student be required to provide medical services to the patient.

It should be noted that completion of the registered nursing program does not guarantee state licensing to practice as an RN. Graduates must pass the NCLEX-RN to practice as an RN.

Students will be admitted to the registered nursing program in fall and spring semesters. The program is a five semester program with one semester of prerequisite courses. The application process includes: filling out an application form and points criteria, having a selective GPA of 2.75 from the pre-requisite courses, passing an entrance exam, and an in person interview. See the nursing website for specific application directions.

See our website at [www.msubillings.edu/careers](http://www.msubillings.edu/careers) (<http://www.msubillings.edu/careers/>) for graduate data.

Students should consult with an academic advisor before registering for General Education courses.

## Required Courses

Code	Title	Credits
BIOH 201	Human Anatomy & Physiology I	3
BIOH 202	Human Anatomy & Phys I Lab	1
BIOH 211	Human Anatomy & Physiology II <sup>†</sup>	3
BIOH 212	Human Anatomy & Phys II Lab <sup>†</sup>	1
BIOM 250	Microbiology for Hlth Sciences <sup>†</sup>	3
BIOM 251	Microbiology Hlth Sciences Lab <sup>†</sup>	1
CHMY 121	Intro to General Chemistry	3
CHMY 122	Intro to Gen Chem Lab	1
M 140	College Math for Healthcare	3
NRSG 230	Nursing Pharmacology	3
NRSG 231	Nursing Pharmacology Lab	2
NRSG 232	Foundations for Nursing	3
NRSG 233	Foundations of Nursing Lab	3
NRSG 234	Adult Nursing I	3
NRSG 235	Adult Nursing I Cl	2
NRSG 236	Health/III Maternity Nsg	2

NRSG 237	Health/III Maternal Nsg Cl	1
NRSG 244	Adult Nursing II	3
NRSG 245	Adult Nursing II Cl	2
NRSG 246	Hlth/Illness Child/Fmly Nursng	2
NRSG 247	Hlth/Illness Child/Fam Nrs Cln	1
NRSG 254	Mental Health Concepts	3
NRSG 255	Mental Health Concepts Cl	1
NRSG 256	Pathophysiology	3
NRSG 259	Adult Nursing III	3
NRSG 260	Adult Nursing III Lab	1
NRSG 261	Adult Nursing III Cl	2
NRSG 266	Managing Client Care RN	2
NRSG 267	Managing Client Care RN Cl	2
PSYX 100	Intro to Psychology <sup>†</sup>	3
SOCI 101	Introduction to Sociology <sup>†</sup>	3
WRIT 101	College Writing I	3
<b>Total Minimum Credits</b>		<b>72</b>

†

Course can be taken in advance of being accepted into the core nursing program. Students may earn additional points in the competitive process by completing this course.

## Suggested Plan of Study

Code	Title	Credits
First Semester		
BIOH 201	Human Anatomy & Physiology I	3
BIOH 202	Human Anatomy & Phys I Lab	1
CHMY 121	Intro to General Chemistry	3
CHMY 122	Intro to Gen Chem Lab	1
WRIT 101	College Writing I	3
M 140	College Math for Healthcare	3
Total		14

Admission to the Nursing Program is required prior to taking second semester coursework.

Second Semester		
BIOH 211	Human Anatomy & Physiology II <sup>†</sup>	3
BIOH 212	Human Anatomy & Phys II Lab <sup>†</sup>	1
NRSG 230	Nursing Pharmacology	3
NRSG 231	Nursing Pharmacology Lab	2
NRSG 232	Foundations for Nursing	3
NRSG 233	Foundations of Nursing Lab	3
Total		15

Third Semester		
NRSG 256	Pathophysiology	3
NRSG 234	Adult Nursing I	3
NRSG 235	Adult Nursing I Cl	2
NRSG 236	Health/III Maternity Nsg	2
NRSG 237	Health/III Maternal Nsg Cl	1
PSYX 100	Intro to Psychology <sup>†</sup>	3
Total		14
Fourth Semester		
NRSG 244	Adult Nursing II	3

NRSG 245	Adult Nursing II Cl	2
NRSG 254	Mental Health Concepts	3
NRSG 255	Mental Health Concepts Cl	1
NRSG 246	Hlth/Illness Child/Fmly Nursng	2
NRSG 247	Hlth/Illness Child/Fam Nrs Cln	1
SOCI 101	Introduction to Sociology †	3
Total		15
Fifth Semester		
NRSG 259	Adult Nursing III	3
NRSG 260	Adult Nursing III Lab	1
NRSG 261	Adult Nursing III Cl	2
NRSG 266	Managing Client Care RN	2
NRSG 267	Managing Client Care RN Cl	2
BIOM 250	Microbiology for Hlth Sciences †	3
BIOM 251	Microbiology Hlth Sciences Lab †	1
Total		14

†

Course can be taken in advance of being accepted into the core nursing program. Students may earn additional points in the competitive process by completing this course.

## Automobile Collision Repair and Refinishing Technology Associate of Applied Science Degree

The ever-increasing numbers of vehicles on the highways, coupled with the high cost of original purchase and replacement, have created a demand for trained collision repair technicians. This demand is currently exceeding the supply, and future indications are that this trend will continue. A student may exit this program after completing two semesters and receive an Automobile Collision Repair Technician or Automobile Refinishing Technician Certificate of Applied Science. Graduates in our Automobile Repair and Refinishing program may find career opportunities with auto repair shops, auto parts stores, windshield repair shops and other automotive related businesses. See our website at [www.msubillings.edu/careers](http://www.msubillings.edu/careers) (<https://catalog.msubillings.edu/HTTP://www.msubillings.edu/careers/>) for graduate data.

**Automobile Collision Repair Technicians** perform structural and cosmetic repairs on automobiles with unitized body construction in preparation for refinishing. Responsibilities include minor sheet metal repair, welding of mild and high-strength steels, panel replacement, and measuring with laser and mechanical measuring systems.

**Automobile Refinishing Technicians** prepare and refinish vehicles. Students perform panel and overall refinishing using the latest techniques and equipment. Basic knowledge and skills in refinishing are developed with hands-on practice of current techniques.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Perform demonstrations with basic tools in body damage repair situations, according to lectures and demonstrations shown.
- Perform welding operations using resistance and metal inert gas equipment.
- Disassemble multiple vehicle panels including hood, fenders, doors and bumpers, reassemble and align according to manufacturers' recommendations.

- Identify and diagnose door hardware malfunctions, including latches, lock assemblies and window regulators.
- Apply gasket and adhesive methods to remove and replace stationary automobile glass
- Select and use proper safety equipment for personal and environmental protection against hazards from the refinish industry.
- Use appropriate application skills and correct maintenance procedures in refinishing equipment according to the manufacturer's specifications.
- Apply automotive undercoat products per manufacturer's specifications through proper application techniques.
- Select and apply correct automotive basecoat/clearcoat products per manufacturer's specifications.
- Using the proper techniques and products, prepare a substrate by correctly cleaning and abrading the surface before the application of automotive undercoats.

## Required Courses

Code	Title	Credits
ABDY 101	Introduction to Estimating	2
ABDY 110	Intro to Collision Repair	4
ABDY 120	Non-Structural Collision Repair	6
ABDY 150	Refinish Safety	2
ABDY 160	Automotive Undercoats	4
ABDY 170	Automotive Topcoats	6
ABDY 201	Advanced Estimating	1
ABDY 220	Structural Collision Repair	6
ABDY 240	Aluminum Repair	4
ABDY 270	Advanced Refinishing	6
ABDY 275	Waterborne Paint Systems	3
ABDY 280	Custom Painting	5
or ABDY 298	Internship/Cooperative Educ	
AST 285	ASE Exam Prep: Section One	1
CAPP 120	Introduction to Computers	3
COMX 106	Comm in a Dynamic Workplace	3
M 114	Extended Technical Mathematics	3
TRID 140	Auto Sheet Mtl Strct MIG Wldng	2
TRID 181	Transport Elect Systems Lec	2
TRID 182	Transport Elect Systems Lab	2
TRID 152	Vehicle Htg, Vent & AC	3
WRIT 121	Intro to Technical Writing	3
or WRIT 122	Intro to Business Writing	
<b>Total Minimum Credits</b>		<b>71</b>

Students should check the course descriptions for required prerequisites. Math and English requirements are usually determined by performance on placement tests or transfer credits.

## Suggested Plan of Study

Code	Title	Credits
Fall Even Years		
ABDY 101	Introduction to Estimating	2
ABDY 110	Intro to Collision Repair	4
ABDY 120	Non-Structural Collision Repair	6
TRID 140	Auto Sheet Mtl Strct MIG Wldng	2



M 114	Extended Technical Mathematics	3
Total		17
Spring Odd Years		
ABDY 201	Advanced Estimating	1
ABDY 220	Structural Collision Repair	6
ABDY 240	Aluminum Repair	4
CAPP 120	Introduction to Computers	3
TRID 181	Transport Elect Systems Lec	2
TRID 182	Transport Elect Systems Lab	2
Total		18
Fall Odd Years		
ABDY 150	Refinish Safety	2
ABDY 160	Automotive Undercoats	4
ABDY 170	Automotive Topcoats	6
TRID 152	Vehicle Htg, Vent & AC	3
WRIT 121	Intro to Technical Writing	3
or WRIT 122	Intro to Business Writing	
Total		18
Spring Even Years		
ABDY 270	Advanced Refinishing	6
ABDY 275	Waterborne Paint Systems	3
ABDY 280	Custom Painting	5
or ABDY 298	Internship/Cooperative Educ	
AST 285	ASE Exam Prep: Section One	1
COMX 106	Comm in a Dynamic Workplace	3
Total		18

## Automobile Collision Repair Technology Certificate of Applied Science

The ever-increasing numbers of vehicles on the highways, coupled with the high cost of original purchase and replacement, have created a demand for trained collision repair technicians. This demand is currently exceeding the supply, and future indications are that this trend will continue. A student may exit this program after completing two semesters and receive an Automobile Collision Repair Technician or Automobile Refinishing Technician Certificate of Applied Science. Graduates in our Automobile Repair and Refinishing program may find career opportunities with auto repair shops, auto parts stores, windshield repair shops and other automotive related businesses. See our website at [www.msubillings.edu/careers/](http://www.msubillings.edu/careers/) for graduate data.

**Automobile Collision Repair Technicians** perform structural and cosmetic repairs on automobiles with unitized body construction in preparation for refinishing. Responsibilities include minor sheet metal repair, welding of mild and high-strength steels, panel replacement, and measuring with laser and mechanical measuring systems.

### Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Perform demonstrations with basic tools in body damage repair situations, according to lectures and demonstrations shown.
- Perform welding operations using resistance and metal inert gas equipment.

- Disassemble multiple vehicle panels including hood, fenders, doors and bumpers, reassemble and align according to manufacturers' recommendations.
- Identify and diagnose door hardware malfunctions, including latches, lock assemblies and window regulators.
- Apply gasket and adhesive methods to remove and replace stationary automobile glass

## Required Courses

Code	Title	Credits
ABDY 101	Introduction to Estimating	2
ABDY 110	Intro to Collision Repair	4
ABDY 120	Non-Structral Collision Repair	6
ABDY 201	Advanced Estimating	1
ABDY 220	Structural Collision Repair	6
COMX 106	Comm in a Dynamic Workplace	3
M 111	Technical Mathematics	3
TRID 140	Auto Sheet Mtl Strct MIG Wldng	2
TRID 152	Vehicle Htg, Vent & AC	3
WRIT 104	Workplace Communications	3
<b>Total Minimum Credits</b>		<b>33</b>

*Students should check the course descriptions for required prerequisites.*

## Suggested Plan of Study

Code	Title	Credits
Fall Semester-Even Years		
ABDY 101	Introduction to Estimating	2
ABDY 110	Intro to Collision Repair	4
ABDY 120	Non-Structral Collision Repair	6
TRID 140	Auto Sheet Mtl Strct MIG Wldng	2
M 111	Technical Mathematics	3
Total		17
Spring Semester-Odd Years		
ABDY 201	Advanced Estimating	1
ABDY 220	Structural Collision Repair	6
COMX 106	Comm in a Dynamic Workplace	3
TRID 152	Vehicle Htg, Vent & AC	3
WRIT 104	Workplace Communications	3
Total		16

## Automobile Refinishing Technology Certificate of Applied Science

The ever-increasing numbers of vehicles on the highways, coupled with the high cost of original purchase and replacement, have created a demand for trained collision repair technicians. This demand is currently exceeding the supply, and future indications are that this trend will continue. A student may exit this program after completing two semesters and receive an Automobile Collision Repair Technician or Automobile Refinishing Technician Certificate of Applied Science. Graduates in our Automobile Repair and Refinishing program may find career opportunities with auto repair shops, auto parts stores, windshield repair shops and other automotive related businesses. See our website at [www.msubillings.edu/careers/](http://www.msubillings.edu/careers/) for graduate data.

**Automobile Refinishing Technicians** prepare and refinish vehicles. Students perform panel and overall refinishing using the latest techniques and equipment. Basic knowledge and skills in refinishing are developed with hands-on practice of current techniques.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Select and use proper safety equipment for personal and environmental protection against hazards from the refinish industry.
- Use appropriate application skills and correct maintenance procedures in refinishing equipment according to the manufacturer's specifications.
- Apply automotive undercoat products per manufacturer's specifications through proper application techniques.
- Select and apply correct automotive basecoat/clearcoat products per manufacturer's specifications.
- Using the proper techniques and products, prepare a substrate by correctly cleaning and abrading the surface before the application of automotive undercoats.

## Required Courses

Code	Title	Credits
ABDY 150	Refinish Safety	2
ABDY 160	Automotive Undercoats	4
ABDY 170	Automotive Topcoats	6
ABDY 270	Advanced Refinishing	6
ABDY 275	Waterborne Paint Systems	3
AST 285	ASE Exam Prep: Section One	1
COMX 106	Comm in a Dynamic Workplace	3
M 111	Technical Mathematics	3
TRID 152	Vehicle Htg, Vent & AC	3
WRIT 104	Workplace Communications	3
<b>Total Minimum Credits</b>		<b>34</b>

Students should check the course descriptions for required prerequisites.

## Suggested Plan of Study

Code	Title	Credits
Spring		
ABDY 150	Refinish Safety	2
ABDY 160	Automotive Undercoats	4
ABDY 170	Automotive Topcoats	6
TRID 152	Vehicle Htg, Vent & AC	3
WRIT 104	Workplace Communications	3
Total		18
Fall		
ABDY 270	Advanced Refinishing	6
ABDY 275	Waterborne Paint Systems	3
M 111	Technical Mathematics	3
AST 285	ASE Exam Prep: Section One	1
COMX 106	Comm in a Dynamic Workplace	3
Total		16

# Automotive Technology Associate of Applied Science Degree

The Transportation and Welding Department offers both an Associate of Applied Science degree and a Certificate of Applied Science in Automotive Technology. The Associate of Applied Science degree is usually completed in four semesters.

The Certificate of Applied Science can be completed in two semesters. The automotive curriculum emphasizes the fundamentals of all mechanical, fuel, and electronic systems found on modern vehicles and prepares students for service and management positions in the automotive industry.

The program is Master NATEF accredited and ASE certified in the following areas of instruction: A1-Engine Repair, A2-Automatic Transmission/Transaxle, A3-Manual Drive Train & Axles, A4-Suspension & Steering, A5-Brakes, A6-Electrical/Electronic Systems, A7-Heating & Air Conditioning, A8-Engine Performance. Graduates find employment in new car dealerships, independent and specialty shops, government motor pools, and fleet maintenance organizations. Other graduates find positions in management as service managers, shop foremen, factory representatives, or diagnostic specialists. See our website at [www.msubillings.edu/careers](http://www.msubillings.edu/careers) (<http://www.msubillings.edu/careers/>) for graduate data.

The program has pathway agreements with the Billings Career Center in School District #2 and into the Bachelor of Applied Science program at Montana State University-Northern to provide unique training and educational opportunities for those students who are interested and qualified.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Diagnose problems throughout the eight ASE areas in modern automobiles.
- Repair complex systems throughout the eight ASE areas in modern automobiles.
- Perform diagnosis techniques and proper repair procedures relative to the flat rate time standard.
- Identify health and safety hazards and demonstrate proper techniques and practices associated with the automotive industry.

## Required Courses

Code	Title	Credits
AST 106	Auto Manual Drive Train/Axles	2
AST 107	Auto Man Drive Train/Axles Lab	2
AST 114	Automotive Brakes	2
AST 115	Automotive Brakes Lab	2
AST 162	Automotive Engine Diagnostics	3
AST 163	Auto Engine Diagnostics Lab	3
AST 175	Engine Rebuild Lab	5
AST 220	Auto Steering and Suspension	2
AST 221	Auto Steering/Suspension Lab	2
AST 230	Elec/Elctrncs Sys II	2
AST 231	Elec/Elctrncs Sys II Lab	2
AST 260	Advanced Auto Diagnostics	3
AST 261	Advanced Auto Diagnostics Lab	3
AST 270	Auto Transmissions/Transaxles	3
AST 271	Auto Transmissns/Transxls Lab	3
AST 285	ASE Exam Prep: Section One	1
AST 280 or AST 298	Applied Lab Exp/Light Repair Internship/Cooperative Educ	4

CAPP 120	Introduction to Computers	3
COMX 106	Comm in a Dynamic Workplace	3
M 114	Extended Technical Mathematics	3
TRID 150	Environ/Shop Practices	2
TRID 151	Welding	2
TRID 152	Vehicle Htg, Vent & AC	3
TRID 170	Engine Theory	4
TRID 181	Transport Elect Systems Lec	2
TRID 182	Transport Elect Systems Lab	2
WRIT 122	Intro to Business Writing	3
or WRIT 121	Intro to Technical Writing	3

**Total Minimum Credits** 71

*Students should check the course descriptions for required prerequisites. Math and English requirements are usually determined by performance on placement tests or transfer credits.*

## Suggested Plan of Study

Code	Title	Credits
First Semester		
AST 106	Auto Manual Drive Train/Axles	2
AST 107	Auto Man Drive Train/Axles Lab	2
M 114	Extended Technical Mathematics	3
TRID 150	Environ/Shop Practices	2
TRID 170	Engine Theory	4
TRID 181	Transport Elect Systems Lec	2
TRID 182	Transport Elect Systems Lab	2
Total		17
Second Semester		
AST 114	Automotive Brakes	2
AST 115	Automotive Brakes Lab	2
AST 175	Engine Rebuild Lab	5
AST 162	Automotive Engine Diagnostics	3
AST 163	Auto Engine Diagnostics Lab	3
WRIT 121	Intro to Technical Writing	3
or WRIT 122	Intro to Business Writing	3
Total		18
Third Semester		
AST 285	ASE Exam Prep: Section One	1
AST 220	Auto Steering and Suspension	2
AST 221	Auto Steering/Suspension Lab	2
AST 230	Elec/Elctrncs Sys II	2
AST 231	Elec/Elctrncs Sys II Lab	2
TRID 152	Vehicle Htg, Vent & AC	3
COMX 106	Comm in a Dynamic Workplace	3
CAPP 120	Introduction to Computers	3
Total		18
Fourth Semester		
AST 260	Advanced Auto Diagnostics	3
AST 261	Advanced Auto Diagnostics Lab	3
AST 280	Applied Lab Exp/Light Repair	4
or AST 298	Internship/Cooperative Educ	4
AST 270	Auto Transmissions/Transaxles	3

AST 271	Auto Transmissns/TransxIs Lab	3
TRID 151	Welding	2
Total		18

## Automotive Technology Certificate of Applied Science

### Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Diagnose problems in the ASE areas of Manual Drive Train and Axles, Brakes, Engine Repair, and Electrical/Electronic Systems used in modern automobiles.
- Repair complex systems in the ASE areas of Manual Drive Train and Axles, Brakes, Engine Repair, and Electrical/Electronic Systems used in modern automobiles.
- Perform diagnosis techniques and proper repair procedures relative to the flat rate time standard.
- Identify health and safety hazards and demonstrate proper techniques and practices associated with the automotive industry.

### Required Courses

Code	Title	Credits
AST 106	Auto Manual Drive Train/Axles	2
AST 107	Auto Man Drive Train/Axles Lab	2
AST 114	Automotive Brakes	2
AST 115	Automotive Brakes Lab	2
AST 162	Automotive Engine Diagnostics	3
AST 163	Auto Engine Diagnostics Lab	3
AST 175	Engine Rebuild Lab	5
COMX 106	Comm in a Dynamic Workplace	3
M 111	Technical Mathematics	3
TRID 170	Engine Theory	4
TRID 181	Transport Elect Systems Lec	2
TRID 182	Transport Elect Systems Lab	2
WRIT 104	Workplace Communications	3
<b>Optional Courses</b>		
CAPP 120	Introduction to Computers	
TRID 150	Environ/Shop Practices	

**Total Minimum Credits** 36

*Students should check the course descriptions for required prerequisites. Math and English requirements are usually determined by performance on placement tests or transfer credits.*

### Suggested Plan of Study

Code	Title	Credits
First Semester		
AST 106	Auto Manual Drive Train/Axles	2
AST 107	Auto Man Drive Train/Axles Lab	2
COMX 106	Comm in a Dynamic Workplace	3
TRID 170	Engine Theory	4
TRID 181	Transport Elect Systems Lec	2
TRID 182	Transport Elect Systems Lab	2
M 111	Technical Mathematics	3

Total		18
<b>Second Semester</b>		
AST 114	Automotive Brakes	2
AST 115	Automotive Brakes Lab	2
AST 175	Engine Rebuild Lab	5
AST 162	Automotive Engine Diagnostics	3
AST 163	Auto Engine Diagnostics Lab	3
WRIT 104	Workplace Communications	3
Total		18

# Business Administration Associate of Science Program of Study

## Offered Online

This program is designed to provide an entry point for students interested in pursuing business-related careers. It focuses on a broad business core in a flexible and practical way that is ideal for adults seeking career changes or those who desire advancement in their current position as well as the traditional students seeking a career in business. The program covers key areas dealing with economics; management, marketing, accounting, and business law that prepare students for an active and successful career. Classes are offered at flexible times with evening, hybrid, and online offerings making it ideal for adult learners or students who work during the day.

The Associate of Science Plan of Study in Business Administration offers a unique point of access for anyone interested in careers in management, marketing, finance or information systems because the program articulates directly into the College of Business Bachelor of Science degree in Business Administration. Those who enter the program can get the up-to-date skills and knowledge they need to improve their current career path or move on to the MSU Billings College of Business and complete a four-year degree with options in Management, Marketing, Finance or Information Systems. See our website at [www.msubillings.edu/careers](http://www.msubillings.edu/careers) (<http://www.msubillings.edu/careers/>) for graduate data.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Identify and define the major marketing concepts and principles including the 4 P's of marketing; Product, Place, Price and Promotion.
- Design a fundamental marketing plan including the 4 P's of marketing; Product, Place, Price and Promotion.
- Identify and define the major management concepts and principles including the four functions of management; planning, leading, organizing controlling.
- Apply the four functions of management; planning, organizing, leading controlling to the workplace.
- Evaluate standards of professional performance in the workplace.

## Required Courses

Code	Title	Credits
General Education Requirements (p. 249)		31

The following General Education courses are required. Students should select General Education courses in consultation with their advisors.

### Mathematics

M 143	Finite Mathematics
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### English

WRIT 101	College Writing I
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### Communication & Information Literacy

BMIS 150	Cyber Security & Electronic Co
or COMX 115	Intro to Interpersonal Comm
or LSCI 125	Research in the Info Age

### Natural Sciences

Select from list (p. 56)

### Social Sciences

ECNS 201	Principles of Microeconomics
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### History

Select from list (p. 56)

### Cultural Diversity

Select from list (p. 56)

### Fine Arts

Select from list (p. 56)

### Humanities

Select from list (p. 56)

### Core Courses

ACTG 201	Principles of Fin Acct <sup>2</sup>	3
BGEN 105B	Introduction to Business <sup>2</sup>	3
BGEN 235	Business Law <sup>3</sup>	3
BGEN 280	Business Planning <sup>2</sup>	3
BMGT 235	Management <sup>2</sup>	3
BMKT 225	Marketing <sup>2</sup>	3

Select one of the following:

CAPP 120	Introduction to Computers	3
or CAPP 156	MS Excel	
or BGEN 240	Intro Business Data Analysis	
BGEN 294	Seminar/Workshop <sup>2,4</sup>	2
or BMGT 298	Internship/Cooperative Educ	2
or BGEN 498	Internship/Cooperative Educ	

Subtotal 23

### Restricted Electives

6

Select Restricted Electives in consultation with an advisor.

BGEN 220	Bus Ethics & Soc Respnsibility <sup>2</sup>	2
BMGT 250	Employment & Comp Strategies <sup>2</sup>	
BMKT 325	Principles of Marketing <sup>3</sup>	3
ECNS 202	Principles of Macroeconomics	
STAT 216	Introduction to Statistics	3
WRIT 220	Business & Prof Writing	
HTH 270	Global Health Issues <sup>1</sup>	1
AHMS 144	Medical Terminology <sup>1</sup>	

**Total Minimum Credits 60**

1

Course transfers to the BSHA 2+2 pathway.

2

Course transfers to the College of Business as a general elective.

3

Course transfers to the College of Business core.

4

Students are required to complete two credits, but may earn up to three.

## Suggested Plan of Study

Code	Title	Credits
First Semester		
BGEN 105B	Introduction to Business	3
CAPP 120	Introduction to Computers	3
or CAPP 156	MS Excel	
or BGEN 240	Intro Business Data Analysis	
General Education		9
Second Semester		
ACTG 201	Principles of Fin Acct	3
BMGT 235	Management	3
General Education		9
Third Semester		
ECNS 201	Principles of Microeconomics	3
BMKT 225	Marketing	3
General Education		9
Fourth Semester		
BGEN 235	Business Law	3
BGEN 280	Business Planning	3
BGEN 294	Seminar/Workshop	2
General Education		7

## Computer Programming and Application Development Associate of Applied Science Degree

Computer Programming and Application Development is a fall start program. Please see an advisor for more information.

The Computer Programming and Application Development degree prepares students to enter industry as entry-level software and web application developers. Students gain hands-on experience and skills in C#, Java, Perl, Visual Basic.NET, and web development technologies such as HTML5, CSS3, JavaScript, and PHP. Graduates will also gain experience working on Linux and Windows Operating System platforms, as well as the basics of Cisco networking. This combination of programming skills, web development skills, and computer system knowledge combine to create a powerful mix of skills valuable to a variety of business, industrial, and professional fields. At graduation, each student will have a portfolio of applications created for demonstration at job interviews. See our website at [www.msubitings.edu/careers](http://www.msubitings.edu/careers) (http://www.msubitings.edu/careers/) for graduate data.

Before a student can be accepted into the Computer Programming and Application Development degree program, competency in mathematics and computers must be demonstrated. This may be done by:

- transferring of appropriate credits
- completing the computer literacy challenge test
- obtaining permission of CST faculty
- taking prerequisite course (CAPP 120)
- possessing current ACT/SAT scores in the required range
- taking the necessary prerequisite English, math and/or computer classes identified in the catalog

Check with an academic advisor to determine how you can meet these requirements. Students should check the course descriptions for required prerequisites.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Design, create, edit, deploy and administer dynamic web sites.
- Design, create, edit, deploy and administer databases.
- Analyze, design and document from conception to development of a final application.
- Test computer applications and systems solutions.

## Required Courses

Code	Title	Credits
CAPP 156	MS Excel	3
CAPP 158	MS Access	3
COMX 106	Comm in a Dynamic Workplace	3
CSCI 100	Intro to Programming	3
CSCI 111B	Programming with Java I	3
CSCI 114	Programming with C#	3
CSCI 116	Python Programming	3
CSCI 121	Programming with Java II	3
CSCI 124	Advanced C#/.NET	3
CSCI 181	Web Design & Programming	3
CSCI 211	Client Side Programming	3
CSCI 214	Server-Side Web Prog & Admin	3
CSCI 223	Software Development	3
CSCI 240	Databases and SQL	3
CSCI 258	Web Application Development	3
CSCI 299	Thesis/Capstone	4
ITS 166	Configuring MS Windows 10	3
ITS 212	Network Operating Sys-Server A	3
ITS 224	Introduction to Linux	3
M 143	Finite Mathematics	4
NTS 104	CCNA 1: Intro to Networks	4
WRIT 121	Intro to Technical Writing	3
<b>Total Minimum Credits</b>		<b>69</b>

## Suggested Plan of Study

Code	Title	Credits
First Semester		
CAPP 156	MS Excel	3
CSCI 240	Databases and SQL	3
CSCI 100	Intro to Programming	3
CSCI 181	Web Design & Programming	3
ITS 166	Configuring MS Windows 10	3
WRIT 121	Intro to Technical Writing	3
<b>Total</b>		<b>18</b>
Second Semester		
CSCI 114	Programming with C#	3
CSCI 116	Python Programming	3
CSCI 211	Client Side Programming	3
ITS 212	Network Operating Sys-Server A	3
ITS 224	Introduction to Linux	3
COMX 106	Comm in a Dynamic Workplace	3



Total		18
Third Semester		
CSCI 111B	Programming with Java I	3
CSCI 124	Advanced C#/.NET	3
CSCI 214	Server-Side Web Prog & Admin	3
CSCI 223	Software Development	3
M 143	Finite Mathematics	4
Total		16
Fourth Semester		
CAPP 158	MS Access	3
NTS 104	CCNA 1: Intro to Networks	4
CSCI 121	Programming with Java II	3
CSCI 258	Web Application Development	3
CSCI 299	Thesis/Capstone	4
Total		17

## Computer Systems Technology Associate of Applied Science Degree

CST is a fall start program. Please see an advisor for more information.

The Computer Systems Technology program prepares students for an exciting career in the computer industry. Technicians provide assistance and training to system users as well as administer the computer network. Graduates can find career opportunities in universities, public and private school systems, hospitals, financial institutions, retail stores, or any other organization that provides technical support to employees. See our website at [www.msbillings.edu/careers](http://www.msbillings.edu/careers) (<http://www.msbillings.edu/careers/>) for graduate data.

Students learn techniques to investigate and resolve computer problems, both on a client computer and across an entire network and to answer clients' inquiries concerning the use of computer hardware and software. This includes solving problems related to network access, operating systems, and trouble-shooting communication issues.

Students will gain knowledge and skills in Cisco networking, Microsoft Windows networking and management, and other related computer areas. They will receive hands-on experience via the lab component of this program. Advanced computer and networking equipment is provided for use in the labs. Approximately 40% of the classroom time contains hands-on training to provide the student with real world experience. Students who are successful in the program will be prepared to take industry certification tests such as A+, Net+, Server+, CCNA, CCNP, MCP, and MCSE.

Before a student can be accepted into the Computer Systems Technology program, competency in mathematics and computers must be demonstrated. This may be done by:

- transferring of appropriate credits
- completing the computer literacy challenge test
- obtaining permission of CST faculty
- taking prerequisite course (CAPP 120)
- possessing current ACT/SAT scores in the required range
- taking the necessary prerequisite English, math and/or computer classes identified in the catalog

Check with an academic advisor to determine how you can meet these requirements. Students should check the course descriptions for required prerequisites.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Troubleshoot and repair computer hardware.
- Set up operating systems and troubleshoot software.
- Set up and document LAN networks using troubleshooting skills.
- Set up and document WAN networks using troubleshooting skills.
- Set up and document secure networks.

## Required Courses

Code	Title	Credits
CAPP 156	MS Excel	3
COMX 106	Comm in a Dynamic Workplace	3
CSCI 100	Intro to Programming	3
CSCI 240	Databases and SQL	3
ITS 166	Configuring MS Windows 10	3
ITS 212	Network Operating Sys-Server A	3
ITS 217	Network OS - Server Admin/Apps	3
ITS 224	Introduction to Linux	3
ITS 226	Advanced Linux	3
ITS 245	Computer Forensics	3
ITS 246	Cybersecurity Operations	3
ITS 256	CCNA Security	3
ITS 257	Intro to Comp Virtualization	3
ITS 280	Computer Repair & Maintenance	3
ITS 283	Health Information Networking	3
ITS 299	Capstone	3
M 114	Extended Technical Mathematics	3
NTS 104	CCNA 1: Intro to Networks	4
NTS 105	CCNA 2: Routing & Switching Es	4
NTS 204	CCNA 3: Scaling Networks	3
WRIT 121	Intro to Technical Writing	3
<b>Restricted Electives</b>		
Select one from the following:		3
CSCI 116	Python Programming	
CSCI 211	Client Side Programming	
CSCI 214	Server-Side Web Prog & Admin	
ITS 289	Professional Certification <sup>1</sup>	
ITS 291	Special Topics	
ITS 298	Cooperative Educ/Internship	

**Total Minimum Credits** **68**

1

Recommended

## Suggested Plan of Study

Code	Title	Credits
First Semester		
COMX 106	Comm in a Dynamic Workplace	3
CSCI 100	Intro to Programming	3
CSCI 240	Databases and SQL	3
ITS 166	Configuring MS Windows 10	3
ITS 280	Computer Repair & Maintenance	3



M 114	Extended Technical Mathematics	3
<b>Total</b>		<b>18</b>
<b>Second Semester</b>		
CAPP 156	MS Excel	3
ITS 212	Network Operating Sys-Server A	3
ITS 224	Introduction to Linux	3
NTS 104	CCNA 1: Intro to Networks	4
WRIT 121	Intro to Technical Writing	3
<b>Total</b>		<b>16</b>
<b>Third Semester</b>		
ITS 217	Network OS - Server Admin/Apps	3
ITS 246	Cybersecurity Operations	3
ITS 226	Advanced Linux	3
NTS 105	CCNA 2: Routing & Switching Es	4
Restricted Elective		3
<b>Total</b>		<b>16</b>
<b>Fourth Semester</b>		
ITS 245	Computer Forensics	3
ITS 256	CCNA Security	3
ITS 257	Intro to Comp Virtualization	3
ITS 283	Health Information Networking	3
ITS 299	Capstone	3
NTS 204	CCNA 3: Scaling Networks	3
<b>Total</b>		<b>18</b>

## Construction Management Associate of Applied Science Degree

This degree will provide students with the foundation necessary to obtain employment in the construction industry, with skills in residential and commercial construction and project management. Students will learn the basics of home construction, including framing, roofing, siding, drywall, painting, and trim carpentry through hands-on instruction in our construction lab, completing a variety of projects. This technical training will be combined with classroom instruction in essential business management and project planning skills, including bookkeeping and accounting, business leadership and entrepreneurship, blueprint reading, estimating, scheduling, and other aspects of construction project management. Students will apply and demonstrate attainment of these skills through completion of a capstone project.

See our website at [www.msubitings.edu/careers](http://www.msubitings.edu/careers) (<http://www.msubitings.edu/careers/>) for graduate data.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Utilize worksite safety practices.
- Select and utilize tools and materials to complete tasks in multiple phases of construction to industry performance standards.
- Use construction project documents to create project planning and management tools.
- Demonstrate effective written and oral communication with multiple project stakeholders.
- Employ project management tools and techniques to achieve successful completion of construction projects. \ \

## Required Courses

Code	Title	Credits
BGEN 105B	Introduction to Business	3
BGEN 110	Applied Business Leadership	3
BMGT 222	Princ of Project Management	3
BMGT 235	Management	3
BMGT 281	Risk Mgmt, Safety & Security	3
CAPP 103	Quickbooks Fundamentals	2
CAPP 120	Introduction to Computers	3
COMX 106	Comm in a Dynamic Workplace	3
CSTN 120	Carpentry Bscs & Rough-In Frmg	4
CSTN 142	Int - Ext Finish Carpentry	4
CSTN 148	Blueprint Codes and Est.	3
CSTN 160	Constructn Cncpts & Bldg Lab	3
CSTN 161	Constructn Cncpts & Bldg Lb II	4
CSTN 250	Construction Estimating	3
CSTN 260	Constrctn Cncpts & Bldg Lb III	3
or CSTN 298	Internship	
CSTN 271	Construction Project Mgmtnt	3
CSTN 280	Const Proj Schedule & Control	3
CSTN 281	Construction Project Mgmtnt II	3
CSTN 299	Capstone: Construction	4
M 114	Extended Technical Mathematics	3
WRIT 121	Intro to Technical Writing	3

**Total Minimum Credits**

**66**

## Suggested Plan of Study

Code	Title	Credits
<b>First Semester</b>		
CAPP 120	Introduction to Computers	3
CAPP 103	Quickbooks Fundamentals	2
CSTN 120	Carpentry Bscs & Rough-In Frmg	4
CSTN 148	Blueprint Codes and Est.	3
CSTN 160	Constructn Cncpts & Bldg Lab	3
M 114	Extended Technical Mathematics	3
<b>Total</b>		<b>18</b>
<b>Second Semester</b>		
COMX 106	Comm in a Dynamic Workplace	3
WRIT 121	Intro to Technical Writing	3
CSTN 142	Int - Ext Finish Carpentry	4
CSTN 250	Construction Estimating	3
BGEN 105B	Introduction to Business	3
<b>Total</b>		<b>16</b>
<b>Third Semester</b>		
CSTN 271	Construction Project Mgmtnt	3
CSTN 161	Constructn Cncpts & Bldg Lb II	4
BMGT 235	Management	3
BGEN 110	Applied Business Leadership	3
BMGT 281	Risk Mgmt, Safety & Security	3
<b>Total</b>		<b>16</b>
<b>Fourth Semester</b>		

CSTN 260 or CSTN 298	Constructn Cncpts & Bldg Lb III Internship	3
CSTN 280	Const Proj Schedule & Control	3
CSTN 281	Construction Project Mgmt II	3
CSTN 299	Capstone: Construction	4
BMGT 222	Princ of Project Management	3
<b>Total</b>		<b>16</b>

## Construction Technology Carpentry Certificate of Applied Science

Through this one-year certificate program in construction technology, students will learn the basics of home construction.

### Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Utilize worksite safety practices.
- Select and utilize tools and materials to complete tasks in multiple phases of construction to industry performance standards.
- Use construction project documents to create project planning and management tools.
- Demonstrate effective written and oral communication with multiple project stakeholders.

### Required Courses

Code	Title	Credits
BGEN 105B	Introduction to Business	3
CAPP 103	Quickbooks Fundamentals	2
CAPP 120	Introduction to Computers	3
COMX 106	Comm in a Dynamic Workplace	3
CSTN 120	Carpentry Bscs & Rough-In Frmg	4
CSTN 142	Int - Ext Finish Carpentry	4
CSTN 148	Blueprint Codes and Est.	3
CSTN 160	Constructn Cncpts & Bldg Lab	3
CSTN 250	Construction Estimating	3
Select one math course:		3
M 114	Extended Technical Mathematics	
M 111	Technical Mathematics	
M 108	Business Mathematics	
WRIT 121 or WRIT 104	Intro to Technical Writing Workplace Communications	3

**Total Minimum Credits** 34

### Suggested Plan of Study

Code	Title	Credits
First Semester		
CAPP 120	Introduction to Computers	3
CAPP 103	Quickbooks Fundamentals	2
CSTN 120	Carpentry Bscs & Rough-In Frmg	4
CSTN 148	Blueprint Codes and Est.	3
CSTN 160	Constructn Cncpts & Bldg Lab	3
Selected math course		3

<b>Total</b>		<b>18</b>
Second Semester		
COMX 106	Comm in a Dynamic Workplace	3
WRIT 104	Workplace Communications	3
or WRIT 121	Intro to Technical Writing	
CSTN 142	Int - Ext Finish Carpentry	4
CSTN 250	Construction Estimating	3
BGEN 105B	Introduction to Business	3
<b>Total</b>		<b>16</b>

## Craft Brewing and Fermentation Certificate of Technical Studies

The Craft Brewing and Fermentation certificate program is a 16-credit undergraduate program that provides an overview of biochemistry, microbiology, technology, and business of craft brewing industries (beer, spirits, and wine). The program was developed with input of industry professionals and is aimed at developing a skilled workforce for the burgeoning craft brewing industries in Montana. Courses include lab work, hands-on brewing, industry speakers, and an opportunity to gain experience with a local craft brewing business through an internship or special project.

Since this program is offered on a self-support basis, federal and state financial aid (including tuition waivers) is not available for most participants. However, you may qualify for a private loan. To find out more about this option, please see The SmartStudent Guide to Financial Aid ([www.finaid.org/loans/privatestudentloans.phtml](http://www.finaid.org/loans/privatestudentloans.phtml) (<https://catalog.msubillings.eduHTTP://www.finaid.org/loans/privatestudentloans.phtml/>)). Current MSUB students seeking degrees offered by the Biological and Physical Sciences Department should consult with the MSUB Office of Financial Aid and their program advisor.

Interested individuals must apply for admission separately for this program. Please contact Extended Campus for more information.

### Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Gain fundamental knowledge and demonstrate understanding of biological and chemical components of fermentation.
- Gain fundamental knowledge and demonstrate understanding of the craft brewing and fermentation business and industry, including the aspects of licensing and compliance.
- Evaluate quality of malt and hops brewing materials.
- Evaluate quality of final fermentation products.
- Develop a comprehensive business plan for a start-up brewery, winery, or distillery.
- Demonstrate the understanding of craft brewing and fermentation processes through a specialized project or internship.

### Required Courses

Code	Title	Credits
BGEN 105B	Introduction to Business	3
BGEN 299	Capst: Brewing & Fermentation	2
BIOM 208	Applied Brewing Microbiology	3
BMGT 102	Bus Basics Brewing/Distillery	3
CHMY 170	Applied Brewing Chemistry	3

PPT 140	Brewing Process Technology	2
<b>Total Minimum Credits</b>		<b>16</b>

## Suggested Plan of Study

Code	Title	Credits
Fall Semester		
BGEN 105B	Introduction to Business	3
CHMY 170	Applied Brewing Chemistry	3
Spring Semester		
BMGT 102	Bus Basics Brewing/Distillery	3
BIOM 208	Applied Brewing Microbiology	3
PPT 140	Brewing Process Technology	2
Summer Semester (or by arrangement)		
BGEN 299	Capst: Brewing & Fermentation	2

## Criminal Justice Associate of Science Program of Study

This program is designed for students who would like to earn an associate degree with a concentration in criminal justice and have the ability to transfer to a baccalaureate criminal justice program. Students complete general education, criminal justice, and elective courses in the plan of study to help prepare for careers in law enforcement, corrections, probation, or private security.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Identify effective written and oral communication skills and express oneself in a clear and professional manner.
- Summarize the basic knowledge of policing, courts, and corrections of crime and criminal justice.
- Discuss the diverse and multicultural nature of society and identify standards of ethical behavior.
- Demonstrate the ability to critically think and problem solve, and the ability to conceptualize ideas in the professional criminal justice environment.

## Required Courses

Code	Title	Credits
<b>Required Courses (Includes General Education)</b>		
ARTZ 101	Art Fundamentals	3
BIOB 101	Discover Biology	3
CJUS 226	Introduction to Probation <sup>1,2</sup>	3
CJUS 227	Introduction to Policing <sup>1,2</sup>	3
COMX 111	Intro to Public Speaking <sup>*</sup>	3
COMX 115	Intro to Interpersonal Comm <sup>*</sup>	3
ECP 291	Special Topics	3
HSTA 101	American History I	3
M 121	College Algebra	3
PHL 110	Introduction to Ethics <sup>*</sup>	3
PHSX 103	Our Physical World	3
PHSX 104	Our Physical World Lab	1
REHA 201	Intro to Diversity in Counseling	3
SOCI 101	Introduction to Sociology <sup>3,*</sup>	3
SOCI 201	Social Problems <sup>3</sup>	3

SOCI 221	Criminal Justice System <sup>3</sup>	3
WRIT 101	College Writing I <sup>*</sup>	3
WRIT 121	Intro to Technical Writing	3
Electives		8

**Total Minimum Credits** **60**

1

Prerequisites are SOCI 101 and SOCI 221

2

Can also be used as a restricted elective for BS in Criminal Justice

3

Also required for BS in Criminal Justice

\*

Required general education course

## Suggested Plan of Study

Code	Title	Credits
First Semester		
WRIT 101	College Writing I	3
HSTA 101	American History I	3
BIOB 101	Discover Biology	3
ARTZ 101	Art Fundamentals	3
M 121	College Algebra	3
Total		15
Second Semester		
SOCI 101	Introduction to Sociology	3
PHSX 103	Our Physical World	3
PHSX 104	Our Physical World Lab	1
WRIT 121	Intro to Technical Writing	3
SOCI 201	Social Problems	3
SOCI 221	Criminal Justice System	3
Total		16
Third Semester		
PHL 110	Introduction to Ethics	3
COMX 115	Intro to Interpersonal Comm	3
COMX 111	Intro to Public Speaking	3
CJUS 226	Introduction to Probation	3
CJUS 227	Introduction to Policing	3
Total		15
Fourth Semester		
REHA 201	Intro to Diversity in Counseling	3
ECP 291	Special Topics	3
Electives		8
Total		14

## Cybersecurity/Network Support Associate of Applied Science

This is a fall start program. Please see an advisor for more information.

A Cybersecurity/Network Support specialist provides technical solutions to customer-critical problems related to software applications and associated hardware.

This is accomplished through problem analysis using online training, phone service

support, and a variety of electronic means to achieve high-level customer satisfaction and to accomplish the goals of the organization. Students who are successful in the program will be prepared to take industry exams such as A+, Net+, MCP, and MCDST. Students who graduate with this degree can work as support specialists in business, industry, education, and government. See our website at [www.msbillings.edu/careers](http://www.msbillings.edu/careers) (<http://www.msbillings.edu/careers/>) for graduate data.

Before a student can be accepted into the Cybersecurity/Network Support program, competency in mathematics and computers must be demonstrated. This may be done by:

- transferring of appropriate credits
- completing the computer literacy challenge test
- obtaining permission of CST faculty
- taking prerequisite course (CAPP 120)
- possessing current ACT/SAT scores in the required range
- taking the necessary prerequisite English, math and/or computer classes identified in the catalog

Check with an academic advisor to determine how you can meet these requirements. Students should check the course descriptions for required prerequisites.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Create and present a helpdesk environment from conception to development.
- Troubleshoot and repair computer hardware.
- Set up operating systems and troubleshoot software.
- Set up and document small and home networks using troubleshooting skills.
- Use business-oriented computer software programs such as Microsoft Word, Excel, Access and PowerPoint.
- Use appropriate tools to administer and troubleshoot computers.

## Required Courses

Code	Title	Credits
CAPP 110	Short Courses: MS Outlook	1
CAPP 154	MS Word	3
CAPP 156	MS Excel	3
CAPP 158	MS Access	3
COMX 106	Comm in a Dynamic Workplace	3
COMX 111	Intro to Public Speaking	3
CSCI 100	Intro to Programming	3
CSCI 181	Web Design & Programming	3
ITS 166	Configuring MS Windows 10	3
ITS 212	Network Operating Sys-Server A	3
ITS 224	Introduction to Linux	3
ITS 246	Cybersecurity Operations	3
ITS 256	CCNA Security	3
ITS 257	Intro to Comp Virtualization	3
ITS 274	Adv Hrdwr/Sftwr Trbl & Spprt	3
ITS 280	Computer Repair & Maintenance	3
ITS 283	Health Information Networking	3
M 114	Extended Technical Mathematics	3
NTS 104	CCNA 1: Intro to Networks	4
NTS 105	CCNA 2: Routing & Switching Es	4
NTS 204	CCNA 3: Scaling Networks	3

WRIT 121	Intro to Technical Writing	3
CST 298	Internship/Cooperative Educ (or Elective)	3
<b>Total Minimum Credits</b>		<b>69</b>

Students should check course descriptions for required prerequisites. Math and communication requirements are usually determined by performance on placement tests or transfer credits.

## Suggested Plan of Study

Code	Title	Credits
<i>First Semester</i>		
CAPP 154	MS Word	3
COMX 106	Comm in a Dynamic Workplace	3
CSCI 100	Intro to Programming	3
ITS 166	Configuring MS Windows 10	3
ITS 280	Computer Repair & Maintenance	3
M 114	Extended Technical Mathematics	3
<b>Total</b>		<b>18</b>
<i>Second Semester</i>		
CAPP 156	MS Excel	3
CSCI 181	Web Design & Programming	3
ITS 212	Network Operating Sys-Server A	3
NTS 104	CCNA 1: Intro to Networks	4
WRIT 121	Intro to Technical Writing	3
<b>Total</b>		<b>16</b>
<i>Third Semester</i>		
CAPP 110	Short Courses: MS Outlook	1
CAPP 158	MS Access	3
ITS 224	Introduction to Linux	3
ITS 256	CCNA Security	3
ITS 257	Intro to Comp Virtualization	3
NTS 105	CCNA 2: Routing & Switching Es	4
<b>Total</b>		<b>17</b>
<i>Fourth Semester</i>		
COMX 111	Intro to Public Speaking	3
ITS 246	Cybersecurity Operations	3
ITS 274	Adv Hrdwr/Sftwr Trbl & Spprt	3
ITS 283	Health Information Networking	3
NTS 204	CCNA 3: Scaling Networks	3
<b>Elective/Internship</b>		<b>3</b>
<b>Total</b>		<b>18</b>

## Cybersecurity/Network Technology Associate of Science Program of Study

This program is the combination of technical networking technology courses and General Education requirements for an Associate of Science degree. This will allow students with previous General Education credits, or who have strong experience, to gain a more diversified degree. The mixture of the courses gives students the ability to transition smoothly into a four-year degree, or to enter employment with a well-rounded degree. See our website at [www.msbillings.edu/careers](http://www.msbillings.edu/careers) (<http://www.msbillings.edu/careers/>) for graduate data.

Students should consult with an academic advisor before registering for General Education courses.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Troubleshoot and repair computer hardware.
- Set up operating systems and troubleshoot software.
- Set up and document LAN networks using troubleshooting skills.
- Set up and document WAN networks using troubleshooting skills.
- Set up and document secure networks.

## Required Courses

Code	Title	Credits
General Education Requirements (p. 249)		31
Students should consult with an academic advisor before registering for General Education courses.		
<b>Required Technical Courses</b>		
CAPP 156	MS Excel	3
CSCI 100	Intro to Programming	3
ITS 166	Configuring MS Windows 10	3
ITS 212	Network Operating Sys-Server A	3
ITS 246	Cybersecurity Operations	3
ITS 256	CCNA Security	3
NTS 104	CCNA 1: Intro to Networks	4
NTS 105	CCNA 2: Routing & Switching Es	4
NTS 204	CCNA 3: Scaling Networks	3
Subtotal		29
<b>Total Minimum Credits</b>		<b>60</b>

## Suggested Plan of Study

Code	Title	Credits
First Semester		
CAPP 156	MS Excel	3
CSCI 100	Intro to Programming	3
ITS 166	Configuring MS Windows 10	3
Gen Ed Courses		7
Total		16
Second Semester		
ITS 212	Network Operating Sys-Server A	3
NTS 104	CCNA 1: Intro to Networks	4
Gen Ed Courses		9
Total		16
Third Semester		
ITS 256	CCNA Security	3
NTS 105	CCNA 2: Routing & Switching Es	4
Gen Ed Courses		9
Total		16
Fourth Semester		
ITS 246	Cybersecurity Operations	3
NTS 204	CCNA 3: Scaling Networks	3

Gen Ed Courses	6
Total	12

## Diesel Technology Associate of Applied Science Degree

The advent of computer-controlled machines in industry provides the City College at MSU Billings Diesel program with the challenge and opportunity to instruct students in the latest technologies available. Cooperation from industry has given this training program the advantage of having new and/or used equipment to study, adjust settings, scan readings and repair.

The program is certified in both ASE and NATEF. Current diesel employers include major truck, tractor, and auto dealerships; specialty shops; and independent garages.

Diesel Technology graduates are in demand by heavy-duty construction, mining, logging, and agricultural businesses. See our website at [www.msubitings.edu/careers/](http://www.msubitings.edu/careers/) for graduate data. Articulation agreements with MSU-Northern, MSU Billings, and the Billings Career Center provide additional education for qualifying students.

Associate of Applied Science degrees are awarded to students who successfully pass the required courses.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Inspect, diagnose, and repair diesel engines
- Inspect, diagnose, and repair heavy duty drive train
- Inspect, diagnose, and repair heavy duty brakes
- Inspect, diagnose, and repair heavy duty suspension and steering
- Inspect, diagnose, and repair electrical and electronic systems
- Inspect, diagnose, and repair heating, ventilation and air conditioning systems
- Perform basic preventive vehicle maintenance
- Inspect, diagnose, and repair hydraulic/hydrostatic/pneumatic systems
- Demonstrate appropriate work place communication skills
- Maintain a safe working environment

## Required Courses

Code	Title	Credits
CAPP 120	Introduction to Computers	3
COMX 106	Comm in a Dynamic Workplace	3
DST 101	Power Trains	2
DST 117	Intro to Diesel Fuel Systems	4
DST 132	Diesel Engine Overhaul	6
DST 140	Intro to Hydraulics	2
DST 141	Intro to Hydraulics Lab	2
DST 155	Adv Hydraulics & Pneumatics	4
DST 202	Advanced Power Trains	2
DST 250	Heavy Duty Chassis	6
DST 256	Applied Diesel Service Oper I	2
or DST 298	Internship/Cooperative Educ	
DST 257	Applied Diesel Service Oper II	2
or DST 298	Internship/Cooperative Educ	
DST 260	Diesel Eng Diag & Troubleshoot	5
DST 277	Adv Fuel Systems & Diesel Eng	6
M 114	Extended Technical Mathematics	3



TRID 150	Environ/Shop Practices	2
TRID 151	Welding	2
TRID 152	Vehicle Htg, Vent & AC	3
TRID 170	Engine Theory	4
TRID 181	Transport Elect Systems Lec	2
TRID 182	Transport Elect Systems Lab	2
WRIT 122 or WRIT 121	Intro to Business Writing Intro to Technical Writing	3
<b>Total Minimum Credits</b>		<b>70</b>

Students should check the course descriptions for required prerequisites. Math and English requirements are usually determined by performance on placement tests or transfer credits.

## Suggested Plan of Study

Code	Title	Credits
First Semester		
COMX 106	Comm in a Dynamic Workplace	3
DST 140	Intro to Hydraulics	2
DST 141	Intro to Hydraulics Lab	2
TRID 150	Environ/Shop Practices	2
TRID 170	Engine Theory	4
TRID 181	Transport Elect Systems Lec	2
TRID 182	Transport Elect Systems Lab	2
Total		17
Second Semester		
DST 117	Intro to Diesel Fuel Systems	4
DST 250	Heavy Duty Chassis	6
DST 101	Power Trains	2
WRIT 121 or WRIT 122	Intro to Technical Writing Intro to Business Writing	3
M 114	Extended Technical Mathematics	3
Total		18
Third Semester		
CAPP 120	Introduction to Computers	3
DST 202	Advanced Power Trains	2
DST 132	Diesel Engine Overhaul	6
DST 260	Diesel Eng Diag & Troubleshoot	5
DST 256 or DST 298	Applied Diesel Service Oper I Internship/Cooperative Educ	2
Total		18
Fourth Semester		
DST 257 or DST 298	Applied Diesel Service Oper II Internship/Cooperative Educ	2
DST 277	Adv Fuel Systems & Diesel Eng	6
DST 155	Adv Hydraulics & Pneumatics	4
TRID 151	Welding	2
TRID 152	Vehicle Htg, Vent & AC	3
Total		17

# Diesel Technology Certificate of Applied Science

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Inspect, diagnose, and repair mobile hydraulic systems
- Inspect, diagnose, and repair diesel fuel systems
- Inspect, diagnose, and repair diesel engines
- Inspect, diagnose, and repair heavy duty power trains
- Inspect, diagnose, and repair heavy duty chassis systems

## Required Courses

Code	Title	Credits
COMX 106	Comm in a Dynamic Workplace	3
DST 101	Power Trains	2
DST 117	Intro to Diesel Fuel Systems	4
DST 140	Intro to Hydraulics	2
DST 141	Intro to Hydraulics Lab	2
DST 250	Heavy Duty Chassis	6
M 111	Technical Mathematics	3
TRID 150	Environ/Shop Practices	2
TRID 170	Engine Theory	4
TRID 181	Transport Elect Systems Lec	2
TRID 182	Transport Elect Systems Lab	2
WRIT 104	Workplace Communications	3
<b>Total Minimum Credits</b>		<b>35</b>

Students should check the course descriptions for required prerequisites. Math and English requirements are usually determined by performance on placement tests or transfer credits.

## Suggested Plan of Study

Code	Title	Credits
First Semester		
DST 140	Intro to Hydraulics	2
DST 141	Intro to Hydraulics Lab	2
COMX 106	Comm in a Dynamic Workplace	3
TRID 150	Environ/Shop Practices	2
TRID 170	Engine Theory	4
TRID 181	Transport Elect Systems Lec	2
TRID 182	Transport Elect Systems Lab	2
Total		17
Second Semester		
DST 117	Intro to Diesel Fuel Systems	4
DST 250	Heavy Duty Chassis	6
DST 101	Power Trains	2
M 111	Technical Mathematics	3
WRIT 104	Workplace Communications	3
Total		18



## Energy Technician Certificate of Applied Science \*Program placed on moratorium\*

The Energy Technician CAS will provide completers the entry-level skill needed to gain enrollment as an apprentice electrician in the residential wiremen track. According to Bureau of Labor Statistics, employment of electricians is projected to grow 20% from 2012 to 2022, faster than the average for all occupations. The total number of electrician jobs that will be added over the next 10 years is 114,700.

Apprentice electricians are responsible for assisting journeyman electricians with installing and maintaining electrical and power systems in homes and businesses. They work at construction sites, factories, businesses, and residences. Energy Technician CAS students are introduced to and taught the skills required to be an apprentice electrician. The Energy Technician program admits new cohorts in the fall of odd numbered years. Some courses are offered only every other year.

**Please note:** Students must test into M 114 or WRIT 121 through the COMPASS placement test or take the appropriate prerequisite course work in order to start this program.

### Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Install wiring systems.
- Upgrade existing wiring.
- Use State and National Electrical Codes during installation and inspection.
- Repair electrical equipment.
- Trace out short circuits in wiring using test meter.
- Read and interpret blueprints.
- Examine diagrams of circuits, outlets, load centers, and panel boards.
- Determine where wires and components will be situated.
- Install and connect wires to circuit breakers, outlets, and transformers.
- Use tools such as conduit benders, screwdrivers, pliers, knives, hacksaws, and wire strippers.
- Install circuit breakers, fuses, switches, electrical and electronic components, or wire.
- Calculate Service Entrance requirements and install Load Centers.
- Calculate lighting loads and branch circuit requirements.
- Calculate special purpose branch circuits requirements for appliances.
- Install new lighting and ceiling fans.
- Study motors, transformers, generators, and electronic controllers.
- Bend offsets, kicks, saddles, segmented and parallel bends.

### Required Courses

Code	Title	Credits
CAPP 120	Introduction to Computers	3
COMX 106	Comm in a Dynamic Workplace	3
ETEC 103	AC/DC Electronics II	3
ETEC 192	Fund Electrical Technicians I	3
ETEC 193	Fund Electrical Technicians II	3
ETEC 284	Digital Electronics	4
M 114	Extended Technical Mathematics	3
TRID 150 or PPT 151	Environ/Shop Practices Process Plant Safety I	2
TRID 185	Intro Industrial Power Systems	2

TRID 186	Intro Indstrl Pwr Systms Lab	1
WRIT 121	Intro to Technical Writing	3
<b>Total Minimum Credits</b>		<b>30</b>

### Suggested Plan of Study

Code	Title	Credits
<b>Semester 1 Fall</b>		
CAPP 120	Introduction to Computers	3
COMX 106	Comm in a Dynamic Workplace	3
ETEC 192	Fund Electrical Technicians I	3
TRID 150	Environ/Shop Practices	2
TRID 185	Intro Industrial Power Systems	2
TRID 186	Intro Indstrl Pwr Systms Lab	1
<b>Total</b>		<b>14</b>
<b>Semester 2 Spring</b>		
ETEC 103	AC/DC Electronics II	3
ETEC 193	Fund Electrical Technicians II	3
ETEC 284	Digital Electronics	4
M 114	Extended Technical Mathematics	3
WRIT 121	Intro to Technical Writing	3
<b>Total</b>		<b>16</b>

## Fire Science Associate of Science Program of Study

### Program Statement

The mission of the Fire Science program is to provide safe, progressive, and standards-based firefighting education and training to future and current fire and emergency services personnel.

The Fire Science program values diversity, including diversity of thought, understanding that populations are best served when fire and emergency services organizations reflect the diversity of the community.

The Fire Science program is concerned with developing leadership and followership skill and ability, providing students with principles to lead positive change in fire and emergency services.

Nationally, fire and emergency service organizations are facing unprecedented challenges. As such, Fire Science students will be encouraged to think critically and creatively about solving problems. Students will be challenged to think from divergent and contrarian perspectives.

Healthy fire and emergency services personnel are essential to community safety. A strong emphasis on firefighter resilience and community resilience are benchmarks of the Fire Science program.

Ultimately, students in the Fire Science program will gain a broad educational background in fire and emergency services, preparing them for several points of entry in the fire and emergency services fields. Current fire and emergency services personnel will enhance their knowledge, skill, and ability and will be prepared for promotional opportunities and leading crews safely.

### Student Expectations

- Honest with themselves, their team, and the public
- Compassionate and kind in caring for those they serve
- Mentally, emotionally, and physically healthy and balanced

- Strong team players who enjoying working as members of a crew
- Hands-on doers who are comfortable and happy being outdoors
- Stress tolerant and able to work in dangerous and changing situations
- Willing to risk their lives, in a highly calculated manner, to save “savable” lives

See our website at [www.msubillings.edu/citycollege/programs/ProgFireScience.htm](http://www.msubillings.edu/citycollege/programs/ProgFireScience.htm) (<http://www.msubillings.edu/citycollege/programs/ProgFireScience.htm>)

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Demonstrate safe, standards-based, entry-level firefighting skills.
- Demonstrate leadership and influence to promote the mission of fire and emergency services and lead change in the fire service.
- Create a personal firefighter resilience portfolio for fire and emergency services work.
- Demonstrate application of National Incident Management System (NIMS) and Blue Card Incident Command to various emergency incidents.
- Analyze modern, research-based fire behavior studies in structural firefighting operations.
- Apply principles of firefighter safety, air management and crew-resource management to fire and emergency services.
- Apply risk assessment techniques to hazardous materials incidents and safely control, contain, and confine hazardous materials while wearing chemical protective equipment.
- Apply human factors principles and National standards to Wildland firefighting incidents.
- Develop a proactive and mission-based fire prevention, inspection, and public education mindset.
- Apply instructional technique and learning theory to training environments in fire and emergency services.

## Required Courses

Code	Title	Credits
General Education Requirements (p. 249)		31
Students should consult with an academic advisor before registering for General Education courses.		
<b>Required Technical Courses</b>		
FIRE 106	Wildland Firefighting	3
FIRE 115	Firefighter I Foundations	3
FIRE 119	Fire Service Ethics	2
FIRE 130	Firefighter Ldrshp & Influence	3
FIRE 131	Fire Apparatus and Hydraulics	3
FIRE 180	Incident Command	3
FIRE 201	Firefighter Resilience	3
FIRE 270	Fire Prevention	3
FIRE 275	Fire Service Instructor	3
TRID 160	Hazrdz Mtrl Tech Gen Trng	3
Subtotal		29
<b>Total Minimum Credits</b>		<b>60</b>

*It is highly recommended that all students take Emergency Medical Technician (EMT) training before graduation.*

## Suggested Plan of Study

Code	Title	Credits
<b>First Semester</b>		
FIRE 115	Firefighter I Foundations	3
FIRE 130	Firefighter Ldrshp & Influence	3
Gen Ed Courses		9
Total		15
<b>Second Semester</b>		
FIRE 275	Fire Service Instructor	3
FIRE 106	Wildland Firefighting	3
FIRE 119	Fire Service Ethics	2
Gen Ed Courses		7
Total		15
<b>Third Semester</b>		
FIRE 131	Fire Apparatus and Hydraulics	3
FIRE 270	Fire Prevention	3
Gen Ed Courses		9
Total		15
<b>Fourth Semester</b>		
FIRE 201	Firefighter Resilience	3
FIRE 180	Incident Command	3
TRID 160	Hazrdz Mtrl Tech Gen Trng	3
Gen Ed Courses		6
Total		15

## General Business Associate of Applied Science Degree

### Offered Online

The AAS in General Business establishes a successful foundation of core business concepts while allowing students to explore a wide variety of business topics. Coursework is designed to enhance business skills and student employability in the work place. This program equips future and current business owners with the practical skills and hands-on ability to start, and run, a small business.

See our website at [www.msubillings.edu/careers](http://www.msubillings.edu/careers) (<http://www.msubillings.edu/careers/>) for graduate data.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Identify and demonstrate the understanding of management concepts and principles, including the four functions of management.
- Identify and negotiate the sales process and deliver exceptional customer service.
- Identify and demonstrate the important role of business leadership and business ethics.
- Write a business plan.
- Write a marketing plan.
- Show detailed computer literacy and ability

## Required Courses

Code	Title	Credits
ACTG 101	Accounting Procedures I	3
ACTG 102	Accounting Procedures II	3
BGEN 105B	Introduction to Business	3
BGEN 110	Applied Business Leadership	3
BGEN 220	Bus Ethics & Soc Responsibility	3
BGEN 235	Business Law	3
BGEN 280	Business Planning	3
BMGT 210	Small Business Entrepreneurship	3
BMGT 230	Business Logistics	3
BMGT 235	Management	3
BMGT 237	Human Relations in Business	3
BMGT 245	Customer Service Management	3
BMGT 282	Organizational Training & Dev	3
BMKT 112	Applied Sales	3
BMKT 225	Marketing	3
CAPP 120	Introduction to Computers	3
CAPP 156	MS Excel	3
CAPP 158	MS Access	3
COMX 106	Comm in a Dynamic Workplace	3
Select one of the following: <sup>1</sup>		3-4
M 121	College Algebra	
M 143	Finite Mathematics	
M 105	Contemporary Mathematics	
WRIT 122	Intro to Business Writing	3
<b>Restricted Elective</b>		
Select one of the following:		3
BGEN 294	Seminar/Workshop	
BMGT 222	Princ of Project Management	
ECNS 201	Principles of Microeconomics	
WRIT 220	Business & Prof Writing	
<b>Total Minimum Credits</b>		<b>66</b>

1

Students should check with their academic advisor to determine the specific math course that is appropriate for their plan of study.

Students should check course descriptions for required prerequisites. Math and communication requirements are usually determined by performance on placement tests or transfer credits.

## Suggested Plan of Study

Code	Title	Credits
<b>First Year</b>		
CAPP 120	Introduction to Computers	3
CAPP 156	MS Excel	3
ACTG 101	Accounting Procedures I	3
ACTG 102	Accounting Procedures II	3
BGEN 105B	Introduction to Business	3
BGEN 110	Applied Business Leadership	3
BGEN 235	Business Law	3
BMKT 225	Marketing	3

COMX 106	Comm in a Dynamic Workplace	3
WRIT 122	Intro to Business Writing	3
College Math		3
<b>Second Year</b>		
CAPP 158	MS Access	3
BGEN 280	Business Planning	3
BGEN 220	Bus Ethics & Soc Responsibility	3
BMGT 210	Small Business Entrepreneurship	3
BMGT 230	Business Logistics	3
BMGT 235	Management	3
BMGT 237	Human Relations in Business	3
BMGT 245	Customer Service Management	3
BMGT 282	Organizational Training & Dev	3
BMKT 112	Applied Sales	3
Restrictive Elective		3

## Human Resource Management Certificate of Applied Science

 Offered Online

This option is available for individuals who are in the workforce or seeking quick training in basic human resources. All graduating students will be prepared for employment opportunities in human resource management. See our website at [www.msbillings.edu/careers](http://www.msbillings.edu/careers) (<http://www.msbillings.edu/careers/>) for graduate data.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Identify and define the major federal, state, and local employment laws, regulations, and penalties for non-compliance.
- Design and develop recruitment and selection procedures.
- Identify and define major risk management, safety, and security laws, regulations, and penalties for non-compliance.
- Design a custom training program.
- Demonstrate effective business teamwork skills and communication skills.

## Required Courses

Code	Title	Credits
<b>General Education</b>		
WRIT 122	Intro to Business Writing	3
COMX 106	Comm in a Dynamic Workplace	3
M 121	College Algebra	3
Subtotal		9
Students should consult with an academic advisor before registering for General Education courses in order to maximize the number of elective credits allowed in the degree. A list of General Education courses is available in the General Bulletin and City College at MSU Billings catalog.		
<b>Required Courses</b>		
ACTG 101	Accounting Procedures I	3
ACTG 180	Payroll Accounting	3
BMGT 180	Employment Law and Practices	3
BMGT 250	Employment & Comp Strategies	3
BMGT 281	Risk Mgmt, Safety & Security	3

BMGT 282	Organizational Training & Dev	3
CAPP 120	Introduction to Computers	3
BGEN 294	Seminar/Workshop <sup>1</sup>	2-3
or BMGT 298	Internship/Cooperative Educ	
Subtotal		23-24
<b>Total Minimum Credits</b>		<b>32</b>

1

Students are required to complete two credits, but may earn up to three.

## Suggested Plan of Study

Code	Title	Credits
First Semester		
ACTG 101	Accounting Procedures I	3
CAPP 120	Introduction to Computers	3
BMGT 180	Employment Law and Practices	3
BMGT 282	Organizational Training & Dev	3
Gen Ed Courses		3
Total		15
Second Semester		
ACTG 180	Payroll Accounting	3
BMGT 250	Employment & Comp Strategies	3
BMGT 281	Risk Mgmt, Safety & Security	3
BGEN 294	Seminar/Workshop	2
or BMGT 298	Internship/Cooperative Educ	
Gen Ed Courses		6
Total		17

## Human Resources Associate of Science Program of Study

### Offered Online

Graduates of the AS in Human Resources will have a foundation of human resources management with an overview of laws, regulations, and course decision that determine the legal framework of Equal Employment Opportunity (EEO). This program is articulated with the Bachelor of Science in Business Administration degree through the MSU Billings College of Business. Students will be prepared to further their education or to secure an entry level position in human resource management. See our website at [www.msubillings.edu/careers](http://www.msubillings.edu/careers) (<http://www.msubillings.edu/careers/>) for graduate data.

Students should consult with an academic advisor before registering for General Education courses in order to maximize the number of elective credits allowed in the degree.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Identify and define the major federal, state local employment laws as well as the penalties for non-compliance (tests, projects).
- Design and develop recruitment process and selection procedures (tests, project).
- Identify and define the major risk management, safety and security laws as well as the penalties for non-compliance (tests, projects).

- Design a training program utilizing the ADDIE Model (project).
- Evaluate standards of professional performance in the workplace.

## Required Courses

Code	Title	Credits
General Education Requirements (p. 249)		<b>31</b>

The following General Education courses are required. Students should select General Education courses in consultation with their advisors.

### Mathematics

M 143	Finite Mathematics
or M 121	College Algebra
or M 105	Contemporary Mathematics

### English

WRIT 101	College Writing I
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### Communication & Information Literacy

BMIS 150	Cyber Security & Electronic Co
or COMX 115	Intro to Interpersonal Comm
or LSCI 125	Research in the Info Age

### Natural Sciences

Select from list (p. 249)

### Social Sciences

ECNS 201	Principles of Microeconomics
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### History

Select from list (p. 249)

### Cultural Diversity

Select from list (p. 249)

### Fine Arts

Select from list (p. 249)

### Humanities

Select from list (p. 249)

### Technical Courses

ACTG 180	Payroll Accounting	3
ACTG 201	Principles of Fin Acct	3
BMGT 180	Employment Law and Practices	3
BMGT 250	Employment & Comp Strategies	3
BMGT 281	Risk Mgmt, Safety & Security	3
BMGT 282	Organizational Training & Dev	3
CAPP 120	Introduction to Computers	3
or CAPP 156	MS Excel	
or BGEN 240	Intro Business Data Analysis	
BGEN 294	Seminar/Workshop <sup>1</sup>	2
or BMGT 298	Internship/Cooperative Educ	
or BGEN 498	Internship/Cooperative Educ	
Subtotal		23

<b>Restricted Electives</b>		<b>6</b>
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Select Restricted Electives in consultation with an advisor.

AHMS 144	Medical Terminology
BGEN 220	Bus Ethics & Soc Respnsibility
BMGT 235	Management
BMKT 225	Marketing
BMKT 325	Principles of Marketing
COMX 300	Exploring Comm Studies

COMX 320	Prin of Organizational Comm
ECNS 202	Principles of Macroeconomics
HTH 270	Global Health Issues
STAT 216	Introduction to Statistics
WRIT 220	Business & Prof Writing
WRIT 321	Advanced Technical Writing

**Total Minimum Credits** 60

1

Students are required to complete two credits, but may earn up to three.

## Suggested Plan of Study

Code	Title	Credits
First Semester		
ACTG 201	Principles of Fin Acct	3
CAPP 120	Introduction to Computers	3
BMGT 180	Employment Law and Practices	3
Gen Ed Courses		6
Total		15
Second Semester		
ACTG 180	Payroll Accounting	3
BMGT 250	Employment & Comp Strategies	3
Gen Ed Courses		9
Total		15
Third Semester		
BMGT 281	Risk Mgmt, Safety & Security	3
Gen Ed Courses		9
Restricted Elective		3
Total		15
Fourth Semester		
BGEN 294	Seminar/Workshop	3
or BMGT 298	Internship/Cooperative Educ	
or BGEN 498	Internship/Cooperative Educ	
BMGT 282	Organizational Training & Dev	3
Restricted Elective		3
Gen Ed Courses		6
Total		15

## Human Resources General Applied Emphasis Associate of Science Program of Study \*Program placed on moratorium\*

 Offered Online

The Human Resource curriculum is broad-based and designed to meet the demands of business and service organizations. Graduates of this program will have a foundation in human resource management, an overview of various laws, regulations and court decisions that determine the legal framework of EEO and a sound base for lifelong learning. See our website at [www.msullings.edu/careers](http://www.msullings.edu/careers) (<http://www.msullings.edu/careers/>) for graduate data.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Identify and define the major federal, state local employment laws as well as the penalties for non-compliance (tests, projects).
- Design and develop recruitment process and selection procedures (tests, project).
- Identify and define the major risk management, safety and security laws as well as the penalties for non-compliance (tests, projects).
- Design a training program utilizing the ADDIE Model (project).
- Evaluate standards of professional performance in the workplace.

## Required Courses

Code	Title	Credits
General Education Requirements (p. 249) <sup>1</sup>		31
<b>Required Technical Courses</b>		
ACTG 101	Accounting Procedures I	3
ACTG 180	Payroll Accounting	3
BMGT 180	Employment Law and Practices	3
BMGT 250	Employment & Comp Strategies	3
BMGT 281	Risk Mgmt, Safety & Security	3
BMGT 282	Organizational Training & Dev	3
CAPP 120	Introduction to Computers	3
BGEN 294	Seminar/Workshop <sup>2</sup>	2-3
or BMGT 298	Internship/Cooperative Educ	
Subtotal		23-24
<b>Restricted electives selected with advisor approval</b>		6
Total Minimum Credits		60

1

The following General Education courses are required: WRIT 101 OR WRIT 220 in Category I subcategory B; COMX 111 OR BMIS 150 in Category I subcategory C; and ECNS 201 OR ECNS 202 in Category III.

2

Students are required to complete two credits, but may earn up to three.

## Suggested Plan of Study

Code	Title	Credits
First Semester		
ACTG 101	Accounting Procedures I	3
CAPP 120	Introduction to Computers	3
BMGT 180	Employment Law and Practices	3
Gen Ed Courses		6
Total		15
Second Semester		
ACTG 180	Payroll Accounting	3
BMGT 250	Employment & Comp Strategies	3
Gen Ed Courses		9
Total		15
Third Semester		
BMGT 281	Risk Mgmt, Safety & Security	3
Gen Ed Courses		12
Total		15

Fourth Semester		
BMGT 282	Organizational Training & Dev	3
BGEN 294	Seminar/Workshop	2
or BMGT 298	Internship/Cooperative Educ	
Gen Ed Courses		10
Total		15

## Instrument and Electrical Technician Associate of Applied Science

Instrument and electrical technicians install, maintain, repair, and calibrate electrical equipment, control systems, and measuring devices that are the foundation of modern manufacturing processes. Graduates are prepared for careers as instrument and electrical (I&E) technicians in high-tech industries including oil refineries, natural gas processing, power plants, water treatment, food processing, and sustainable energy. The I&E program admits new cohorts in the fall of odd numbered years. Some courses are offered every other year.

### Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Program and operate programmable logic controllers.
- Troubleshoot a basic electrical system.
- Construct, install, and troubleshoot motor control relay logic circuits.
- Utilize basic mechanical tools while installing, inspecting, operating and repairing mechanical systems.
- Maintain safe working habits while performing previously referenced procedures.

### Required Courses

Code	Title	Credits
<b>General Education Requirements</b>		
CAPP 120	Introduction to Computers	3
COMX 106	Comm in a Dynamic Workplace	3
M 114	Extended Technical Mathematics	3
WRIT 121	Intro to Technical Writing	3
or WRIT 122	Intro to Business Writing	
Subtotal		12
<b>Required Courses</b>		
DST 140	Intro to Hydraulics	2
DST 141	Intro to Hydraulics Lab	2
ELCT 241	Electric Motor Controls	3
ELCT 250	Programmable Logic Controllers	3
ETEC 103	AC/DC Electronics II	3
ETEC 192	Fund Electrical Technicians I	3
ETEC 193	Fund Electrical Technicians II	3
ETEC 231	Electronic Drive Systems	3
ETEC 284	Digital Electronics	4
NTS 104	CCNA 1: Intro to Networks	4
PPT 101	Fund of Process Technology	4
PPT 102	Fund of Process Technology Lab	1
PPT 130	Process Diagrams for Proc Tech	2
PPT 135	Instrument & Control Systems	4
PPT 136	Instrument & Controls Lab	1
PPT 161	Process Plant Safety II	2

TRID 150	Environ/Shop Practices	2
or PPT 151	Process Plant Safety I	
TRID 185	Intro Industrial Power Systems	2
TRID 186	Intro Indstrl Pwr Systms Lab	1
<b>Total Minimum Credits</b>		<b>61</b>

### Suggested Plan of Study

Code	Title	Credits
<b>Semester 1 Fall</b>		
CAPP 120	Introduction to Computers	3
ETEC 192	Fund Electrical Technicians I	3
PPT 101	Fund of Process Technology	4
PPT 102	Fund of Process Technology Lab	1
PPT 130	Process Diagrams for Proc Tech	2
TRID 185	Intro Industrial Power Systems	2
TRID 186	Intro Indstrl Pwr Systms Lab	1
Total		16
<b>Semester 2 Spring</b>		
ETEC 103	AC/DC Electronics II	3
ETEC 193	Fund Electrical Technicians II	3
M 114	Extended Technical Mathematics	3
PPT 135	Instrument & Control Systems	4
PPT 136	Instrument & Controls Lab	1
Total		14
<b>Semester 3 Fall</b>		
DST 140	Intro to Hydraulics	2
DST 141	Intro to Hydraulics Lab	2
ELCT 241	Electric Motor Controls	3
ETEC 231	Electronic Drive Systems	3
TRID 150	Environ/Shop Practices	2
WRIT 121	Intro to Technical Writing	3
or WRIT 122	Intro to Business Writing	
Total		15
<b>Semester 4 Spring</b>		
COMX 106	Comm in a Dynamic Workplace	3
ELCT 250	Programmable Logic Controllers	3
ETEC 284	Digital Electronics	4
NTS 104	CCNA 1: Intro to Networks	4
PPT 161	Process Plant Safety II	2
Total		16

## Medical Certificate of Technical Study \*Program placed on moratorium\*

#### Special Considerations:

Students must submit their NREMT certification as well as complete a competitive application process in order to enter the paramedic program.

#### Prerequisites:

Demonstrate proficiency in English and math.



BIOH 104 (available online)

## Required Courses

Code	Title	Credits
ECP 207	Cardiology	4
ECP 208	Cardiology Lab and ACLS	1
ECP 220	Special Considerations	1
ECP 221	OB/Neonate/Pediatrics	2
ECP 222	OB/Neonate/Ped Lab, NRP, PALS	1
ECP 242	Medical	2
ECP 243	Medical Lab	1
ECP 246	Hospital Clinical II	6

**Total Minimum Credits** 18

## Suggested Plan of Study

Code	Title	Credits
Spring Semester		
ECP 207	Cardiology	4
ECP 208	Cardiology Lab and ACLS	1
ECP 220	Special Considerations	1
ECP 221	OB/Neonate/Pediatrics	2
ECP 222	OB/Neonate/Ped Lab, NRP, PALS	1
ECP 242	Medical	2
ECP 243	Medical Lab	1
ECP 246	Hospital Clinical II	6
Total		18

## Medical Coding & Insurance Billing Certificate of Applied Science

 Offered Online

### Mission Statement

The Medical Coding and Insurance Billing program provides excellence in academic programs and access to qualified students. The Medical Coding and Insurance Billing program provides instruction in the knowledge and skills needed to deliver entry level medical coding skills. The knowledge and skills acquired will enable success and achievement for students competing in an ever changing, technologically diverse environment and will provide preparation for regional, national, and global markets. We strive, by example, to instill in each student our philosophy, civic leadership skills, an interest in life-long learning, and a commitment to service. Serving a unique blend of urban and rural health educational needs in the Southeastern Yellowstone region of Montana, we will work with the community to promote intellectual and educational excellence.

### Vision Statement

The Medical Coding and Insurance Billing program envisions creating an inviting environment that serves students by being responsive, adaptive, and innovative through a proactive approach to present and future needs. The program foresees increased enrollment, expanded programs, use of advanced technology, and expanded alliance with our various customer bases as a bridge to becoming a leader in post-secondary two-year education.

The Medical Coding and Insurance Billing program is designed to provide a recommended curriculum through which students may earn a two semester

Certificate of Applied Science. This Certificate will educate students in the areas of medical procedure and diagnosis coding. In addition, the Certificate will prepare the student for employment in either the inpatient or outpatient medical setting to work as an integral part of the healthcare team in a medical office, dental office, hospital, clinic, or independent billing company.

Medical coding is the transformation of handwritten or verbal descriptions of diseases, injuries and medical procedures into a numbered procedure code and/or numbered diagnosis code. The Medical Coding and Insurance Billing program prepares entry-level employees with the skills to analyze health records and assign the appropriate code to each diagnosis and procedure according to national and international guidelines. They perform research and rely on their knowledge of medical terminology, anatomy and disease processes to determine the correct codes and sequences.

The program consists of class lecture, practical application of codes, auditing of records and experience with computerized medical and insurance billing software. Students will learn to prepare various health claim forms required by the insurance industry using medical billing software. This involves practicing accurate interpretation of medical records, correctly documenting and coding information, and submission of forms to the insurance company for reimbursement. The emphasis is on the high level of responsibility required and the attention to detail and accuracy needed to be a competent medical biller. Instruction will include theory and practice to meet the competencies identified as necessary for entry-level employment.

Upon completion of the program the students will be able to sit for the American Academy of Professional Coders (AAPC) or American Health Information Management Association (AHIMA) coding exam. Graduates will fill a growing need in healthcare, now and in the future.

See our website at [www.msubillings.edu/careers](http://www.msubillings.edu/careers) (<http://www.msubillings.edu/careers/>) for graduate data.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Code medical documentation, written and verbal, for billing purposes utilizing the published Current Procedural Terminology 4th Edition (CPT-4) book.
- Code medical documentation, written and verbal, for billing purposes utilizing the published International Classification of Diseases, 9th Revision, Clinical Modification (ICD-9-CM) book. (The program will transition to ICD-10-CM spring semester 2013).
- Use a computerized medical billing program to create a patient record, statement and claim form.
- Code from actual medical cases.
- Audit the medical record.
- Create a resume and cover letter, collection letters, brochures, pamphlets, and community agency lists specific to a medical specialty.
- Produce a healthcare provider fee schedule using Excel.

## Required Courses

Code	Title	Credits
AHMS 144	Medical Terminology	3
AHMS 160	Beginning Procedural Coding	3
AHMS 162	Beginning Diagnosis Coding	3
AHMS 220	Medical Office Procedures	3
AHMS 250	Advanced Medical Coding	3
AHMS 299	Capstone Project	1
BIOH 104	Basic Human Biology	3

CAPP 120	Introduction to Computers	3
COMX 106	Comm in a Dynamic Workplace	3
M 108	Business Mathematics	3
WRIT 122	Intro to Business Writing	3
<b>Total Minimum Credits</b>		<b>31</b>

Students should check the course descriptions for required prerequisites. Math and English requirements are usually determined by performance on placement tests or transfer credits.

## Suggested Plan of Study

### Online

Code	Title	Credits
Spring Semester		
CAPP 120	Introduction to Computers	3
AHMS 160	Beginning Procedural Coding	3
AHMS 162	Beginning Diagnosis Coding	3
AHMS 144	Medical Terminology	3
BIOH 104	Basic Human Biology	3
Total		15
Fall Semester		
AHMS 220	Medical Office Procedures	3
AHMS 250	Advanced Medical Coding	3
M 108	Business Mathematics	3
WRIT 122	Intro to Business Writing	3
COMX 106	Comm in a Dynamic Workplace	3
AHMS 299	Capstone Project	1
Total		16

## Networking Technology Certificate of Applied Science \*Program placed on moratorium\*

The Networking Technology Certificate of Applied Science is earned upon successful completion of the one year of courses listed below. Students may choose to sit for the Microsoft Certified Professional and the Cisco Certified Networking Associate examinations after completion of this Certificate. Technical support employees work in organizations to maintain an in-house Management Information System (MIS) function or technical support department. See our website at [www.msubillings.edu/careers](http://www.msubillings.edu/careers) (<http://www.msubillings.edu/careers/>) for graduate data.

Before a student can be accepted into the Computer Systems Technology program, competency in computers must be demonstrated. This may be done by:

- transferring of appropriate credits
- completing the computer literacy challenge test
- obtaining permission of CST faculty
- taking prerequisite course (CAPP 120)
- possessing current ACT/SAT scores in the required range
- taking the necessary prerequisite English, math and/or computer classes identified in the catalog

Check with an academic advisor to determine how you can meet these requirements.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Troubleshoot and repair computer hardware.
- Set up operating systems and troubleshoot software.
- Set up and document LAN networks using troubleshooting skills.
- Set up and document WAN networks using troubleshooting skills.
- Set up and document secure networks.

## Required Courses

Code	Title	Credits
CAPP 156	MS Excel	3
COMX 106	Comm in a Dynamic Workplace	3
ITS 166	Configuring MS Windows 10	3
ITS 212	Network Operating Sys-Server A	3
ITS 256	CCNA Security	3
M 111	Technical Mathematics	3
NTS 104	CCNA 1: Intro to Networks	4
NTS 105	CCNA 2: Routing & Switching Es	4
NTS 204	CCNA 3: Scaling Networks	3
WRIT 104	Workplace Communications	3
<b>Total Minimum Credits</b>		<b>32</b>

**Note:** Students are encouraged to take the industry certifications tests for Cisco and MCSE. Please contact our testing center for more information on cost and scheduling.

## Suggested Plan of Study

Code	Title	Credits
First Semester		
ITS 166	Configuring MS Windows 10	3
NTS 104	CCNA 1: Intro to Networks	4
NTS 105	CCNA 2: Routing & Switching Es	4
M 111	Technical Mathematics	3
WRIT 104	Workplace Communications	3
Total		17
Second Semester		
CAPP 156	MS Excel	3
COMX 106	Comm in a Dynamic Workplace	3
ITS 212	Network Operating Sys-Server A	3
NTS 204	CCNA 3: Scaling Networks	3
ITS 256	CCNA Security	3
Total		15

## Paramedic Associate of Applied Science Degree

This curriculum has been arranged so students may complete the Pre-Paramedic Core semester and Final Summer Session from a distance through online courses. With the exception of ECP 200, the other Pre-Paramedic courses are also offered on campus. The core classes for the Paramedic program will start every fall semester.

**Competitive entrance is required for this program. Go to [www.citycollege.msubillings.edu](http://www.citycollege.msubillings.edu) (<http://www.citycollege.msubillings.edu>) for application requirements.**

## Mission Statement

The Paramedic program provides excellence in academic programs and access to qualified students. The Paramedic program provides instruction in the knowledge and skills needed to deliver advanced pre-hospital care. The knowledge and skills acquired will enable success and achievement for students competing in an ever changing, technologically diverse environment and will provide preparation for regional, national, and global markets. We strive, by example, to instill in each student our philosophy, civic leadership skills, an interest in life-long learning, and a commitment to service. Serving a unique blend of urban and rural health educational needs in the Southeastern Yellowstone region of Montana, we will work with the community to promote intellectual and educational excellence.

## Vision Statement

The Paramedic program envisions creating an inviting environment that serves students by being responsive, adaptive, and innovative through a proactive approach to present and future needs. The program foresees increased enrollment, expanded programs, use of advanced technology, and expanded alliance with our various customer bases as a bridge to becoming a leader in post-secondary two-year education.

City College at MSU Billings' Paramedic program is the only regional college program that is nationally accredited by the Committee on Accreditation of Educational Programs for EMS Professions (CoAEMSP) and the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

Paramedics are recognized as allied healthcare providers who respond and provide immediate patient evaluation and treatment intervention to victims of illness or injury. Paramedics rely on their advanced knowledge of normal human physiology and pathophysiology of acute and chronic disease to develop a working field impression order to provide advanced life support care to patients in needs. Airway management, vascular access, electrical therapy, and pharmacological management are all examples of the invasive and life-saving practices a paramedic is permitted to provide in conjunction with medical oversight. Paramedics are typically employed by fire services, hospitals, flight programs, or ambulance companies.

The curriculum consists of classroom instruction with a skills laboratory, in-hospital clinical practice, and a supervised field internship to prepare students for the National Registry EMT-Paramedic Exam and entry-level paramedic practice.

See our website at [www.msubillings.edu/careers](http://www.msubillings.edu/careers) (<http://www.msubillings.edu/careers/>) for graduate data.

## Special Considerations

Students must submit their NREMT certification as well as complete a competitive application process in order to enter the paramedic program.

For the complete application, go to [citycollege.msubillings.edu/Programs/ProgParamedic.htm](http://citycollege.msubillings.edu/Programs/ProgParamedic.htm) (<http://citycollege.msubillings.edu/Programs/ProgParamedic.htm>)

Students will be evaluated on their cognitive ability, psychomotor skills and behavioral characteristics throughout the program. Students must be successful in all three domains of learning to be eligible for graduation. It should be noted that completion of the paramedic program does not guarantee state and national licensing to practice as a paramedic. Paramedics must pass appropriate licensing boards to practice as a paramedic.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Identify, integrate and apply cognitive knowledge essential to function as an entry-level paramedic.
- Perform patient assessment and employ therapeutic procedures in specific patient scenarios.
- Conduct oneself in an ethical and professional manner consistent with peer and employer expectations.
- Utilize technical and psychomotor skills required to function as an entry-level paramedic.

## Required Courses

Code	Title	Credits
AHMS 144	Medical Terminology	3
BIOH 104	Basic Human Biology	3
CAPP 120	Introduction to Computers	3
COMX 106	Comm in a Dynamic Workplace	3
ECP 200	Transition to Paramedic Care	3
ECP 201	Paramedic Fundamentals	3
ECP 202	Paramedic Fundamentals Lab	1
ECP 206	EMS Case Studies	4
ECP 207	Cardiology	4
ECP 208	Cardiology Lab and ACLS	1
ECP 216	Hospital Clinical I	5
ECP 220	Special Considerations	1
ECP 221	OB/Neonate/Pediatrics	2
ECP 222	OB/Neonate/Ped Lab, NRP, PALS	1
ECP 230	Trauma	2
ECP 232	Pulmonary	2
ECP 233	Trauma/Pulmonary Lab and PHTLS	1
ECP 242	Medical	2
ECP 243	Medical Lab	1
ECP 246	Hospital Clinical II	6
ECP 250	NREMT Exam Preparation	3
ECP 251	NREMT Exam Prep Lab	1
ECP 295	Field Internship	8
Select one of the following:		3
M 105	Contemporary Mathematics	
STAT 141	Intro to Statistical Concepts	
M 121	College Algebra	
M 114	Extended Technical Mathematics	
WRIT 122	Intro to Business Writing	3
or WRIT 121	Intro to Technical Writing	
Restricted Elective		3
<b>Total Minimum Credits</b>		<b>72</b>

*Students should check course descriptions for required prerequisites.*

## Suggested Plan of Study

Code	Title	Credits
Pre-Paramedic Core Semester		
BIOH 104	Basic Human Biology <sup>1</sup>	3

AHMS 144	Medical Terminology <sup>1</sup>	3
Select one of the following:		3
WRIT 121	Intro to Technical Writing	
WRIT 122	Intro to Business Writing <sup>1</sup>	
CAPP 120	Introduction to Computers <sup>1</sup>	3
Select one of the following:		3
M 105	Contemporary Mathematics <sup>1</sup>	
STAT 141	Intro to Statistical Concepts <sup>1</sup>	
M 121	College Algebra <sup>1</sup>	
M 114	Extended Technical Mathematics <sup>1</sup>	
ECP 200	Transition to Paramedic Care <sup>2</sup>	3
Total		18
Fall Semester		
ECP 206	EMS Case Studies <sup>2</sup>	4
ECP 201	Paramedic Fundamentals	3
ECP 202	Paramedic Fundamentals Lab	1
ECP 230	Trauma	2
ECP 232	Pulmonary	2
ECP 233	Trauma/Pulmonary Lab and PHTLS	1
ECP 216	Hospital Clinical I	5
Total		18
Spring Semester		
ECP 207	Cardiology	4
ECP 208	Cardiology Lab and ACLS	1
ECP 242	Medical	2
ECP 243	Medical Lab	1
ECP 220	Special Considerations	1
ECP 221	OB/Neonate/Pediatrics	2
ECP 222	OB/Neonate/Ped Lab, NRP, PALS	1
ECP 246	Hospital Clinical II	6
Total		18
Summer Semester		
ECP 250	NREMT Exam Preparation	3
ECP 251	NREMT Exam Prep Lab	1
ECP 295	Field Internship	8
COMX 106	Comm in a Dynamic Workplace <sup>1</sup>	3
Restricted Elective		3
Total		18

1

Available online

2

Offered only online

## Paramedic Certificate of Technical Study \*Program placed on moratorium\*

### Special Considerations:

Students must submit their NREMT certification as well as complete a competitive application process in order to enter the paramedic program.

### Prerequisites:

Demonstrate proficiency in English and math.

BIOH 104 (available online)

## Required Courses

Code	Title	Credits
ECP 251	NREMT Exam Prep Lab	1
ECP 291	Special Topics	3
ECP 295	Field Internship	8
Restricted Elective		3
<b>Total Minimum Credits</b>		<b>15</b>

## Suggested Plan of Study

Code	Title	Credits
First Semester		
ECP 251	NREMT Exam Prep Lab	1
ECP 295	Field Internship	8
ECP 291	Special Topics	3
Elective		3
Total		15

## Practical Nursing Certificate of Applied Science

### ☐ Offered Online

City College offers a CAS in Practical Nursing and an ASN in Registered Nursing. The College of Health Professions and Science also offers a 2+1 Option BSN Pathway (p. 129).

Students apply to the nursing programs after completing the required prerequisites.

All prerequisite courses have to be completed with a "C" or better.

See [msbillings.edu/citycollege/programs/ProgLPN.htm](http://msbillings.edu/citycollege/programs/ProgLPN.htm) (<http://msbillings.edu/citycollege/programs/ProgLPN.htm>) for the most recent practical nursing information and [msbillings.edu/citycollege/programs/ProgRN.htm](http://msbillings.edu/citycollege/programs/ProgRN.htm) (<http://msbillings.edu/citycollege/programs/ProgRN.htm>) for the most recent registered nursing information.

Nursing students are held to the same standards as nurses. Students are required to pass a criminal background check and a urine drug screening at a site designated by the program before admission to clinical sites.

The Montana Board of Regents may alter information contained in this portion of the catalog. Please contact the Director of Nursing for the most current information.

The faculty believe practical nurses are an integral part of the nursing workforce. Licensed Practical Nurses function within the ethical and legal framework of the Nurse Practice Act. Licensed Practical Nurses provide nursing care for clients in structured health care settings who are experiencing common, well-defined health problems. In their roles as members of the discipline of nursing, practical nurses actively participate in and subscribe to the legal and ethical tenets of the discipline. Licensed Practical Nurses provide care under the supervision of registered nurses, physicians, osteopaths, podiatrists, and dentists. They participate in data collection, communicate information within the chain of command, and implement nursing

interventions based on established plans of care. Licensed Practical Nurses work in doctor's offices, community sites, and long term care facilities.

## Special Considerations

If any physical limitations exist which might impair the ability of a student to fully perform required activities, a letter written by the physician attending the student should be sent to City College at MSU Billings. The letter must state that no risk to the student or potential patient exists, should the student be required to provide medical services to the patient.

It should be noted that completion of the practical nursing program does not guarantee state licensing to practice as an LPN. Graduates must pass the NCLEX-PN to practice as an LPN.

The practical nursing program is provided in a hybrid distance learning format. The lecture courses will be online and the clinical and lab courses will be in a hybrid format where some content is online and some is on campus or at assigned clinical sites. Students will be required to come to the City College campus for some labs and clinical experiences. Students will be liable for their own transportation and lodging. When students are admitted into the program they will be given a schedule of dates and times for required attendance on campus. Whenever possible, the dates and times will be lumped together so students will only be coming to campus once or twice a month for two to four days, which may include weekends.

Students will be admitted to the Practical Nursing Program in spring semester.

The application process includes: filling out an application and points criteria form, having a selective GPA of 2.5 based on the grades for the prerequisite courses, an interview in person or via Skype, and having a reference letter submitted to the nursing department. See website for specific application directions ([www.msubitillings.edu/citycollege/programs/ProgLPN.htm](http://www.msubitillings.edu/citycollege/programs/ProgLPN.htm) (<http://www.msubitillings.edu/citycollege/programs/ProgLPN.htm>))

**PN Graduates who wish to take the registered nursing program will be required to take 11 additional credits of general education courses (see first semester of RN program).**

## Required Courses

Code	Title	Credits
BIOH 104	Basic Human Biology	3
BIOH 105	Basic Human Biology Lab	1
M 120	Math Health Care Applications	3
NRSRG 130	Fundamentals of Nursing	3
NRSRG 131	Fundamentals of Nursing Lab	3
NRSRG 135	Pharmacology for PN	3
NRSRG 136	Pharmacology for PN Lab	1
NRSRG 140	Adult Health Nursing	4
NRSRG 141	Adult Health Nursing Clinical	2
NRSRG 142	Nsg Care Women & Children	3
NRSRG 143	Nsg Care Women & Children Cl	1
NRSRG 148	Leadership Issues for PN	2
NRSRG 149	Leadership Issues for PN Cl	1
NRSRG 152	Gerontology and Comm Nsg	2
NRSRG 153	Gerontology and Comm Nsg Cl	2
PSYX 100	Intro to Psychology	3
WRIT 101	College Writing I	3
<b>Total Minimum Credits</b>		<b>40</b>

## Suggested Plan of Study

Code	Title	Credits
First Semester - Prerequisites		
BIOH 104	Basic Human Biology	3
BIOH 105	Basic Human Biology Lab	1
PSYX 100	Intro to Psychology	3
WRIT 101	College Writing I	3
M 120	Math Health Care Applications	3
<b>Total</b>		<b>13</b>
Admission to the Nursing Program is required prior to taking second semester coursework.		
Second Semester		
NRSRG 130	Fundamentals of Nursing	3
NRSRG 131	Fundamentals of Nursing Lab	3
NRSRG 135	Pharmacology for PN	3
NRSRG 136	Pharmacology for PN Lab	1
NRSRG 152	Gerontology and Comm Nsg	2
NRSRG 153	Gerontology and Comm Nsg Cl	2
<b>Total</b>		<b>14</b>
Third Semester		
NRSRG 140	Adult Health Nursing	4
NRSRG 141	Adult Health Nursing Clinical	2
NRSRG 142	Nsg Care Women & Children	3
NRSRG 143	Nsg Care Women & Children Cl	1
NRSRG 148	Leadership Issues for PN	2
NRSRG 149	Leadership Issues for PN Cl	1
<b>Total</b>		<b>13</b>

## Process Plant Technology Associate of Applied Science Degree

A degree in Process Plant Technology provides opportunities for a rewarding and high paying career in the chemical processing industries. Rapid expansion in the energy industry, both in the Rocky Mountain area and across the country, has created high demand for skilled workers. Careers in this field are highly sought-after due to their challenging and rewarding nature, high pay, and opportunities for advancement. See our website at [www.msubitillings.edu/careers](http://www.msubitillings.edu/careers) (<http://www.msubitillings.edu/careers/>) for graduate placement data.

Process Plant Technology graduates will find career opportunities in a variety of industries including petroleum refining, natural gas processing, oil and gas production, biofuels, food processing, chemical manufacturing, power generation, water treatment, and paper manufacturing.

Process Plant Technicians monitor and control chemical processes that upgrade raw materials into higher-value finished products. Finished products include a wide range of materials such as gasoline, diesel, natural gas, crude oil, ethanol, biodiesel, sugar, plastics, electricity, drinking water, and paper.

Process Plant Technology students learn technical, mechanical, and safety details of process plant operations during this four semester program. Topics covered in detail include equipment function and operation; process plant safety; communications, including reading and creating process diagrams; electrical and power systems; process control; environmental protection; chemical principles; boiler operation; advance process operations; troubleshooting; and quality control. Students receive hazardous materials training at the technician level as part of the safety training.



A significant part of the program is dedicated to hands-on training in the Process Plant lab where students operate pilot plant scale processes. Plant simulators give students a realistic understanding of industrial control room activities. The program is complemented with an internship where students experience process plant manufacturing large scale and first hand.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Perform mathematical calculations applicable to process operations.
- Use appropriate verbal and written communication skills in process environment.
- Identify process equipment and state the purpose of the equipment.
- Analyze process conditions / scenarios using process technology concepts and theories.
- Apply knowledge of advanced process operations to specific areas of refineries and chemical plants.

## Required Courses

Code	Title	Credits
BGEN 105B	Introduction to Business	3
CAPP 120	Introduction to Computers	3
COMX 106	Comm in a Dynamic Workplace	3
M 114	Extended Technical Mathematics	3
PPT 101	Fund of Process Technology	4
PPT 102	Fund of Process Technology Lab	1
PPT 120	Environ Awareness	2
PPT 130	Process Diagrams for Proc Tech	2
PPT 135	Instrument & Control Systems	4
PPT 136	Instrument & Controls Lab	1
PPT 151	Process Plant Safety I	2
PPT 161	Process Plant Safety II	2
PPT 175	Process Plant Sciences	4
PPT 176	Process Plant Sciences Lab	1
PPT 207	Boilers, Access & Basic Oprtns	3
PPT 208	Equipment and Operations Lab	2
PPT 210	Equipment and Operations	4
PPT 211	Advanced Operations	2
PPT 212	Advanced Operations Lab	1
PPT 220	Quality Control Practices	2
PPT 225	Plant Investigation	2
PPT 298	Cooperative Educ/Internship	1
TRID 160	Hazrdz Mtrl Tech Gen Trng	3
TRID 185	Intro Industrial Power Systems	2
TRID 186	Intro Indstrl Pwr Systms Lab	1
WRIT 122	Intro to Business Writing	3
or WRIT 121	Intro to Technical Writing	

**Total Minimum Credits** 61

*Students should check the course descriptions for required prerequisites.*

## Suggested Plan of Study

Code	Title	Credits
First Semester		
CAPP 120	Introduction to Computers	3

PPT 101	Fund of Process Technology	4
PPT 102	Fund of Process Technology Lab	1
PPT 130	Process Diagrams for Proc Tech	2
PPT 151	Process Plant Safety I	2
TRID 185	Intro Industrial Power Systems	2
TRID 186	Intro Indstrl Pwr Systms Lab	1
Total		15
Second Semester		
M 114	Extended Technical Mathematics	3
PPT 120	Environ Awareness	2
PPT 135	Instrument & Control Systems	4
PPT 136	Instrument & Controls Lab	1
PPT 161	Process Plant Safety II	2
PPT 175	Process Plant Sciences	4
PPT 176	Process Plant Sciences Lab	1
Total		17
Third Semester		
BGEN 105B	Introduction to Business	3
PPT 207	Boilers, Access & Basic Oprtns	3
PPT 208	Equipment and Operations Lab	2
PPT 210	Equipment and Operations	4
WRIT 121	Intro to Technical Writing	3
or WRIT 122	Intro to Business Writing	
Total		15
Fourth Semester		
COMX 106	Comm in a Dynamic Workplace	3
PPT 211	Advanced Operations	2
PPT 212	Advanced Operations Lab	1
PPT 220	Quality Control Practices	2
PPT 225	Plant Investigation	2
PPT 298	Cooperative Educ/Internship	1
TRID 160	Hazrdz Mtrl Tech Gen Trng	3
Total		14

## Radiologic Technology Associate of Applied Science

This is a fall start program. Students must have all prerequisite course requirements completed in order to apply for the fall semester clinical part of the program.

Applications for the clinical part of the program are due in May, interviews occur in June, and students accepted to start the following fall semester.

## Mission Statement

The Radiologic Technology program provides excellence in academic programs and access to qualified students. The Radiologic Technology program provides instruction in the knowledge and skills needed to deliver entry level medical imaging. The knowledge and skills acquired will enable success and achievement for students competing in an ever changing, technologically diverse environment and will provide preparation for regional, national, and global markets. We strive, by example, to instill in each student our philosophy, civic leadership skills, an interest in life-long learning, and a commitment to service. Serving a unique blend of urban and rural health educational needs in the southeastern Yellowstone region of Montana, we will work with the community to promote intellectual and educational excellence.



## Vision Statement

The Radiologic Technology program envisions creating an inviting environment that serves students by being responsive, adaptive, and innovative through a proactive approach to present and future needs. The program's use of advanced technologies and our close affiliation with local hospitals and clinics provide a strong base for excellence in education and becoming a leader in post-secondary education.

Radiology is the art and science of using radiation to produce images of the body for use in diagnosing medical problems. This program will train students to apply modern principles of radiation exposure, radiation protection, and human anatomy and physiology to produce radiographic images. Students will learn how to manipulate x-ray equipment and to position patients to produce high quality diagnostic images. They will also learn how to assist and educate patients before, during, and after radiographic procedures.

Students will study clinical radiographic applications in a hospital radiology department. Computer skills applicable to radiographic requirements will be examined in detail. Students will also learn proper care and maintenance of patient records in accordance with applicable regulations.

Upon graduation, students will be prepared to take the certification examination administered by the American Registry of Radiologic Technologists (ARRT).

Graduates can find career positions in clinics, hospitals, physician's offices, and mobile units, as well as in research, public health, industry, and in sales of radiographic equipment. See our website at [www.msbillings.edu/careers](http://www.msbillings.edu/careers) (<http://www.msbillings.edu/careers/>) for graduate data.

## Technical Standards

Students must possess the following:

- Ability to communicate with a diverse population and the ability to be easily understood. Reading, writing, and documenting patient information accurately is required.
- Analytical skills sufficient to process information, to transfer knowledge from one situation to another, and to prioritize tasks.
- Critical thinking ability sufficient for safe, clinical judgment.
- Auditory abilities sufficient to monitor and assess patient needs; to detect and respond to alarms, emergency signals, and calls for help.
- Visual ability sufficient for observation and assessment necessary for the care of patients, processing of medical images, and operation of imaging and medical equipment.
- Tactile ability sufficient to assess patients, perform procedures, and operate equipment.
- Physical ability, flexibility, strength, and stamina sufficient to provide safe and effective care.
- Fine motor abilities sufficient to provide safe and effective care.
- Emotional and mental stability sufficient to establish therapeutic boundaries, to perform multiple tasks concurrently, and to react calmly and effectively in a stressful environment.

## Special Admission Procedures

All individuals applying for admission to the Radiologic Technology program must complete the prerequisite semester. **However, due to limited clinical space, only 12 to 16 students per year will be selected to continue in the clinical portion of the program which begins each fall semester.**

The following criteria will be used to select those Radiologic Technology students who will continue into the clinical portion of the program. The selection process is

divided into two phases. Phase I will be applied to all applicants. Only the top 20-22 applicants will move to Phase II of the selection process.

### Phase I Point System

Points will be awarded for categories from the completed Radiologic Technology application form such as:

1. Grade point average in prerequisite semester courses
2. Hospital site visit and answers to site visit questions
3. Prior medical and work experience
4. Degrees and education
5. Written essay
6. Letters of reference

### Phase II Personal interviews

The personal interview portion of the selection process will involve answering a series of questions from a radiologic technology selection committee. All applicants will be asked the same questions. Follow-up questions may be asked. Only those students selected by the committee will continue in the clinical portion of the Radiologic Technology Program. The decision of the selection committee is final.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Perform radiographic examinations with the knowledge and skill of an entry level radiologic technologist.
- Demonstrate application and understanding of the basic theories of radiation physics, radiation protection, patient care, and radiographic anatomy and procedures.
- Assess the patient's physical and mental status and formulate the appropriate x-ray technique and positioning requirements to produce optimal radiographic images.
- Manipulate x-ray equipment and computer equipment to produce diagnostic x-ray images.
- Implement radiation protection measures to insure the protection of the patient, co-workers, medical staff, and the public.
- Communicate professionally with coworkers, medical staff, patients, and patient families.

## Required Courses

Code	Title	Credits
AHXR 101	Patient Care in Radiology	3
AHXR 108	Intro to Radiologic Physics	3
AHXR 150	Radiological Technology I	3
AHXR 151	Radiology I Positioning Lab	1
AHXR 160	Radiological Technology II	4
AHXR 161	Radiology II Positioning Lab	1
AHXR 181	Radiology III Positioning Lab	1
AHXR 195	Clinical Radiology Intersession	1
AHXR 195A	Radiographic Clinical I	5
AHXR 195B	Radiographic Clinical II	6
AHXR 195C	Radiographic Clinical III	9
AHXR 225	Radiobiology/Radiation Protection	3
AHXR 250	Radiological Technology III	4
AHXR 260	Radiological Technology IV	2
AHXR 270	Radiographic Registry Review	2

AHXR 295A	Radiographic Clinical IV	8
AHXR 295B	Radiographic Clinical V	8
BIOH 201	Human Anatomy & Physiology I	3
BIOH 202	Human Anatomy & Phys I Lab	1
CAPP 120	Introduction to Computers	3
COMX 106	Comm in a Dynamic Workplace	3
M 114	Extended Technical Mathematics	3
or M 105	Contemporary Mathematics	
WRIT 122	Intro to Business Writing	3
or WRIT 121	Intro to Technical Writing	
<b>Total Minimum Credits</b>		<b>80</b>

Students should check the course descriptions for required prerequisites.

#### Recommended Prerequisite Courses

Code	Title	Credits
BIOH 211	Human Anatomy & Physiology II	3
PHSX 103	Our Physical World	3

## Suggested Plan of Study

Code	Title	Credits
Prerequisite Semester		
BIOH 201	Human Anatomy & Physiology I	3
BIOH 202	Human Anatomy & Phys I Lab	1
WRIT 121	Intro to Technical Writing	3
or WRIT 122	Intro to Business Writing	
CAPP 120	Introduction to Computers	3
M 114	Extended Technical Mathematics	3
or M 105	Contemporary Mathematics	
Total		13
First Semester (Fall)		
AHXR 101	Patient Care in Radiology	3
AHXR 108	Intro to Radiologic Physics	3
AHXR 150	Radiological Technology I	3
AHXR 151	Radiology I Positioning Lab	1
AHXR 195A	Radiographic Clinical I	5
Total		15
Intersession		
AHXR 195	Clinical Radiology Intersession	1
Second Semester (Spring)		
AHXR 160	Radiological Technology II	4
AHXR 161	Radiology II Positioning Lab	1
AHXR 195B	Radiographic Clinical II	6
AHXR 225	Radiobiology/Radiation Ptrctn	3
Total		15
Summer Session		
AHXR 181	Radiology III Positioning Lab	1
AHXR 195C	Radiographic Clinical III	9
Total		10
Third Semester (Fall)		
AHXR 250	Radiological Technology III	4
AHXR 295A	Radiographic Clinical IV	8

COMX 106	Comm in a Dynamic Workplace	3
Total		15
Fourth Semester (Spring)		
AHXR 260	Radiological Technology IV	2
AHXR 270	Radiographic Registry Review	2
AHXR 295B	Radiographic Clinical V	8
Total		12

## Respiratory Therapy Associate of Applied Science

### OneMSU's Distance Learning Solution

The OneMSU Network is a partnership between Gallatin College MSU in Bozeman, City College at MSU Billings, and Great Falls College MSU. Thanks to the OneMSU Network, you can get a two-year, career-oriented degree, regardless of whether you live in a rural community or major city. From enrolling in prerequisites to earning your degree, the OneMSU Network lets you stay connected to your family, your friends, and your community while you get an education to launch your career.

Thanks to the OneMSU Network, you can now get a two-year AAS degree in Respiratory Therapy from Great Falls College MSU and experience everything distance-learning education has to offer. Through the OneMSU Network you can:

- Take prerequisites for the respiratory therapy program through City College.
- Once prerequisites are complete, apply to the Great Falls College Respiratory Therapy Program and, if accepted, take labs and clinicals locally or with minimal travel.

## Respiratory Therapy Career

Similar to nurses, respiratory therapists attend to patients' bedside care, but these healthcare professionals will likely tell you their work is much more specialized.

As experts in the cardiopulmonary system, respiratory therapists often serve on critical care teams, supporting critically ill patients whenever breathing problems occur. They might also work with anesthesiologists to monitor patients' breathing after surgery, operate life-saving mechanical ventilators, attend high-risk births, or help diagnose sleep disorders like sleep apnea, among many other job functions.

Most people take breathing for granted, but for the thousands of people who suffer from breathing problems, each breath is a major achievement. Those people include heart-attack and trauma victims; patients with chronic lung problems such as bronchitis, asthma, and emphysema; premature infants; and people with lung cancer, AIDS, and cystic fibrosis. In each instance, patients will likely work with a respiratory therapist under the direction of a physician.

Jobs in the respiratory therapy field are expected to grow much faster than average, and respiratory therapists in Montana earn a median annual wage of \$58,420! (<https://www.careeronestop.org/Toolkit/Careers/Occupations/occupation-profile.aspx?keyword=Respiratory%20Therapists&onetcode=29112600&location=Montana>)

## Respiratory Therapy Program Overview

Accredited by the Commission on Accreditation of Respiratory Care, the Great Falls College Respiratory Therapy Program is designed to help you develop the skills required for a successful career as a respiratory therapist. Upon completion of the AAS degree in respiratory therapy, graduates will be prepared for a career as a respiratory therapist. Graduates are eligible to take the National Board for Respiratory Care (NBRC) Certification and Registry practitioner examinations.

## Prerequisite Course Work Completed at City College

Individuals can initially apply to attend City College and work with an Academic Advisor to create a plan to complete the prerequisite courses required for this program. The Academic Advisor will also assist students in applying to Great Falls College and directing them to the competitive application process for this program.

If you have any questions as to college work taken outside of the MUS system, the Academic Advisor will collaborate with the Great Falls Program Director to verify if that work can be utilized to fulfill prerequisite courses or other general education.

## Core Respiratory Therapy Program Delivery

In this delivery method, there is a combination of online learning activities where one or more types of technologies are used to deliver instruction to students who are separated from the instructor in space and time.

- **Academic** course content such as lectures, quizzes, and exams will be available online asynchronously, meaning students are required to work through this material according to the course schedule, but the content is available 24/7.
- **Clinical and laboratory** attendance is required according to the schedule designed by faculty and the local clinical sites. The days, hours, and locations of these sessions will vary but an advance schedule will be provided to allow students to plan accordingly. Full details of clinical and lab sessions will be provided once students are in the program. In general, students should expect to be in a lab session at a local clinic around 3 hours per week and in a clinical session 2-3 days a week with varying times. Labs begin the first semester and clinical the second semester.

The local (clinical) and online (classwork) components of this program allow students to become a Respiratory Therapist where they live and offers flexibility in learning times to accommodate busy lives. However, this type of learning requires a great level of self-control, motivation and dedication to studies and schedule. Make no mistake, this is a **full-time** commitment, and students should expect to spend a minimum of 40 hours per week working on coursework and clinical sessions, usually more.

In addition to the amount of time students are investing in their education, participating in this distance program means they also have to take the initiative to establish connections with the community for their clinical locations. They must be resilient in an environment that requires them to self-advocate, be vocal about their needs, and be self-motivated to arrange what they need in order to succeed.

The **face-to-face** component of the program is utilized for the lab and clinical where the students must be in a clinical facility with an identified preceptor. Additionally, due to the distance nature of the program, reliable and high-quality technology and computer competency are necessary. Students in this program must have:

- a reliable computer
- easily accessible and reliable high-speed internet
- quick adaptability to technology
- a wireless mobile device with network and GPS functionality.

## Selecting a Clinical Site

Great Falls College has existing agreements with regional clinical facilities that you may work with in the following communities:

- Great Falls
- Billings
- Bozeman
- Kalispell/Whitefish

In addition, students may attend labs and clinical in other communities, either in part or full, depending on that facility's ability to provide the level of competency required by the program. For example, a student living in Butte, Lewistown, Helena, Anaconda,

Sidney, Wolf Point, Glendive, Cody or any other community may be able to complete portions of their clinical courses locally but will require travel and lodging to attend a regional medical facility to complete adult and neonatal critical care training and specialty care rotations.

For more detailed information on the Local & Online aspects of the program, contact Brian Cayko at [brian.cayko@gfcmu.edu](mailto:brian.cayko@gfcmu.edu) or go to Great Falls College Respiratory Therapy homepage: [www.gfcmu.edu/webs/respiratorycare/](http://www.gfcmu.edu/webs/respiratorycare/) (<http://www.gfcmu.edu/webs/respiratorycare/>)

## Required Courses

Code	Title	Credits
<b>Prerequisite Courses and Skills</b>		
Background in basic science and math is essential to prepare applicants to succeed in the RT program. The following courses are recommended, not required.		
AHMS 144	Medical Terminology	3
BIOM 250 & BIOM 251	Microbiology for Hlth Sciences and Microbiology Hlth Sciences Lab <sup>1</sup>	4
CHMY 121 & CHMY 122	Intro to General Chemistry and Intro to Gen Chem Lab <sup>2</sup>	4
The Great Falls College MSU RT program is a limited enrollment program, accepting a restricted number of students each year. Interested students are urged to contact the RT Program Director or an Advisor for student advising specific to admission requirements and criteria for program acceptance.		
<b>Required Prerequisite Courses</b>		
Prior to formal program acceptance, the applicant must successfully complete all of the program prerequisites with a minimum grade of "C-" or better.		
BIOH 201 & BIOH 202	Human Anatomy & Physiology I and Human Anatomy & Phys I Lab <sup>2</sup>	4
BIOH 211 & BIOH 212	Human Anatomy & Physiology II and Human Anatomy & Phys II Lab <sup>1</sup>	4
WRIT 101	College Writing I <sup>2</sup>	3
Select one course from: <sup>3</sup>		3-4
M 121	College Algebra <sup>2</sup>	
M 140	College Math for Healthcare <sup>2</sup>	
M 151	Precalculus <sup>2</sup>	
M 171	Calculus I <sup>2</sup>	
STAT 216	Introduction to Statistics <sup>2</sup>	
Subtotal		14-15

1

Prerequisites needed

2

Placement in course is determined by placement assessment

3

For transfer students, M 115 Probability and Linear Math will be accepted.

Code	Title	Credits
<b>Program Requirements after Formal Acceptance</b>		

A grade of "C-" or better must be earned in all required courses to continue in and graduate from the program.

The courses below are to be taken in the order that they are listed.

Admission into the RT Program and completion of the previous semester are required. CPR certification is a prerequisite for entrance into clinical courses. Each student is required to sign a clinical contract defining their professional responsibilities and behavior.

*First Year - Fall*

AHRC 150	Respiratory Care Lab I	1
AHRC 152	Respiratory Care	3
AHRC 155	Respiratory Physiology	3
AHRC 170	Respir Care Tech & Proced I	5
AHRC 254	Pulmonary Assessment	3
Subtotal		15

*First Year - Spring*

AHRC 140	Respiratory Care Clinic I	4
AHRC 160	Pharmacology for Resp Diseases	2
AHRC 171	Resp Care Tech & Proced II	5
AHRC 180	Ventilator Management	3
AHRC 250	Respiratory Care Lab II	1
Subtotal		15

*Second Year - Fall*

AHRC 240	Respiratory Care Clinic III	5
AHRC 245	Resp Care Clinical Seminar I	1
AHRC 251	Hemodynamic Monitoring	4
AHRC 262	Neonatal Respiratory Care	3
ECP 212	Advanced Cardiac Life Support	1
Subtotal		14

*Second Year - Spring*

AHRC 241	Respiratory Care Clinic IV	5
AHRC 246	Resp Care Clinical Seminar II	1
AHRC 264	Respiratory Care in Alt Sites	2
ECP 241	Pediatric Advanced Life Supprt	1
HTH 120	IV Therapy for HC Providers	1

Select one course from: 3

COMX 115	Intro to Interpersonal Comm	
PSYX 100	Intro to Psychology	
PSYX 230	Developmental Psychology	
Subtotal		13

**Total Minimum Credits 72**

## Surgical Technology Associate of Applied Science

Great Falls College Montana State University (Great Falls MSU) is proud to partner with City College at Montana State University Billings to offer the Associate of Applied Science Degree in Surgical Technology in Billings.

Students will take classes on the City College and Montana State University Billings (MSU Billings) campuses, and webex online through Great Falls College MSU. Students now have access to a surgical tech classroom/lab on the City College campus. The clinical components of the curriculum are primarily offered at St. Vincent Healthcare and Billings Clinic but some travel may be required for additional required clinicals. All coursework can be completed in Billings. However, outreach students are required to go to Great Falls for commencement and to take the national Certification exam.

Students admitted to City College enter as General Studies majors and should indicate Surgical Technology as their desired program. After meeting with an advisor, specific prerequisite courses are selected. Students applying to the Great Falls College MSU Surgical Technology program must successfully complete (or be in the process of completing) the prerequisite courses. The competitive application through Great Falls is usually in mid-October. Students need to keep checking the

Great Falls College MSU website to confirm deadline. Acceptance to the program is determined after fall semester grades are finalized and applications have been evaluated.

**ALL** prerequisite courses require a grade of "C-" or higher. Once in the Surgical Technology Program, if a student obtains less than a grade of "Satisfactory" (**80%**) in any portion, the entire Surgical Technology Program will have to be repeated. This is a very intense program.

The Surgical Technology-specific courses begin each spring semester. Lecture classes will be taught through WebEx from the Great Falls campus and students must attend classes at one designated classroom on the City College campus. Lab classes will also be taught by a Great Falls instructor at the City College campus in the surgical lab space. Clinical and Internship spots will be assigned to students by a lab instructor and may require travel out of a student's designated area to fulfill the minimal requirement of 120 surgical cases.

Students in the program are educated to be Surgical Technologists (ST), part of the surgical team, to ensure the operative procedure is conducted under optimal conditions. The ST is responsible for three phases (preoperative, intraoperative, and postoperative) of patient care with minimal direction. All surgical team members must adhere to the principles of asepsis and the practice of sterile technique. The ST normally functions in a sterile capacity by passing instruments, equipment and supplies to the surgeon during the surgical procedure but may also perform many non-sterile duties throughout the workday.

As an allied health professional, a Surgical Technologist (ST) works closely with surgeons, anesthesiologists, registered nurses, and other surgical personnel delivering patient care and assuming appropriate responsibilities before, during and after surgery. As part of the surgical team, the ST must be able to work quickly and accurately with a commitment to detail. A number of activities must be integrated according to priority when under pressure in stressful and emergency situations. Therefore, a stable temperament and a strong sense of responsibility are qualities essential to the Surgical Technologist. Considerable patience and concern for order are required. Manual dexterity, good vision and hearing and physical stamina are vital. Sensitivity to the needs of the patient as well as other members of the surgical team must be demonstrated. Individuals who practice this profession have a strong desire to help others and make a valuable contribution to society. Honesty and moral integrity are essential in upholding standards and providing safe patient care.

Technical skills will be important, as advances in medical technology will be central to the profession, and students will need to learn to incorporate computers, lasers, fiber optics, electronics and robotics for patient care.

Great Falls College Montana State University does not require background checks. However, to promote patient safety and decrease institutional liability, most clinical agencies require students to have cleared a background check and/or drug screening before they will permit the students in the clinical setting. To meet these requirements, the College provides this service and requires that the check/screening be done prior to placement in any clinical agency. Background checks/drug screenings are done at the student's expense. Students with background checks/drug screenings that reveal a finding will be evaluated individually to determine whether they will be eligible for clinical placement for the respective degree program.

Prospective students may contact Great Falls College MSU Outreach Office at 406-771-4355 for more information regarding the Surgical Technology program or Program Director, Daisy Gibson, at 406-771-4355 or [daisy.gibson@gfcmu.edu](mailto:daisy.gibson@gfcmu.edu).

### Program Accreditation

Commission on Accreditation of Allied Health Education Programs (CAAHEP) at 9355 113th Street North #7709, Seminole, FL 33775 or [mail@caahep.org](mailto:mail@caahep.org)

Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARCSTSA) at 19751 East Mainstreet Suite 339, Parker, CO 80138 or info@arcstsa.org

## Required Courses

Code	Title	Credits
A grade of C- or above is required in all courses.		
<b>Prerequisites</b>		
These courses are to be successfully completed, or in the process of completion, at the time of application to the program. All are available at City College.		
AHMS 144	Medical Terminology <sup>2</sup>	3
BIOH 201 & BIOH 202	Human Anatomy & Physiology I and Human Anatomy & Phys I Lab <sup>2</sup>	4
BIOH 211 & BIOH 212	Human Anatomy & Physiology II and Human Anatomy & Phys II Lab <sup>2</sup>	4
BIOM 250 & BIOM 251	Microbiology for Hlth Sciences and Microbiology Hlth Sciences Lab <sup>2</sup>	4
M 105	Contemporary Mathematics <sup>2</sup>	3
PSYX 100	Intro to Psychology <sup>2</sup>	3
Select one writing course:		3
WRIT 101	College Writing I <sup>2</sup>	
WRIT 121	Intro to Technical Writing <sup>2</sup>	
WRIT 122	Intro to Business Writing <sup>2</sup>	
Subtotal		24

### Surgical Technology Required Courses

#### First Year – Spring

AHST 101	Introduction to Surgical Technology <sup>4</sup>	3
AHST 115	Surgical Lab I <sup>5</sup>	3
AHST 154	Surgical Pharmacology <sup>3</sup>	3
COMX 115	Intro to Interpersonal Comm <sup>2</sup>	3
PHL 221	Introduction to Philosophy and Biomedical Ethics <sup>1,3</sup>	3
Subtotal		15

#### Second Year – Fall

AHST 200	Operating Room Techniques <sup>4</sup>	5
AHST 201	Surgical Procedures I <sup>4</sup>	4
AHST 215	Surgical Lab II <sup>5,7</sup>	3
AHST 250	Surgical Clinical I <sup>6,8</sup>	4
Subtotal		16

#### Second Year – Spring

AHST 202	Surgical Procedures II <sup>4,7</sup>	5
AHST 251	Surgical Clinical II <sup>6,7</sup>	5
AHST 295	Surgical Practicum <sup>6,8</sup>	5
Subtotal		15
Sit for the CST Exam in Great Falls		
<b>Total Minimum Credits</b>		<b>70</b>

1

Students are encouraged to take this course before entering the program.

2

Available at City College

3

Great Falls College MSU Online

4

Great Falls College MSU Webex

5

Taken in hospital/lab

6

Taken in hospital

7

First 8 weeks of semester

8

Second 8 weeks of semester

## Trauma Certificate of Technical Study \*Program placed on moratorium\*

### Special Considerations:

Students must submit their NREMT certification as well as complete a competitive application process in order to enter the paramedic program.

### Prerequisites:

Demonstrate proficiency in English and math.

BIOH 104 (available online)

## Required Courses

Code	Title	Credits
ECP 201	Paramedic Fundamentals	3
ECP 202	Paramedic Fundamentals Lab	1
ECP 206	EMS Case Studies	4
ECP 216	Hospital Clinical I	5
ECP 230	Trauma	2
ECP 232	Pulmonary	2
ECP 233	Trauma/Pulmonary Lab and PHTLS	1
<b>Total Minimum Credits</b>		<b>18</b>

## Suggested Plan of Study

Code	Title	Credits
Fall Semester		
ECP 201	Paramedic Fundamentals	3
ECP 202	Paramedic Fundamentals Lab	1
ECP 206	EMS Case Studies	4
ECP 216	Hospital Clinical I	5
ECP 230	Trauma	2
ECP 232	Pulmonary	2
ECP 233	Trauma/Pulmonary Lab and PHTLS	1
<b>Total</b>		<b>18</b>

## Ultrasound Technology Certificate of Applied Science

The Ultrasound Technology Certificate of Applied Science (CAS) program prepares students to function as ultrasonographers in a broad variety of clinical settings, including hospitals, clinics, and community health centers. The three-semester



CAS program includes classroom, laboratory, and clinical learning opportunities. Laboratory and clinical experience allow students to integrate classroom knowledge in a practical setting. Students may rotate through different clinical sites during the program.

## Program Entrance Requirements

Ultrasound applicants must meet the following program entrance requirements:

- Completed a 200-level anatomy & physiology course with a C or higher
- Have an associate degree in an allied health care field from a regionally accredited (p. 243) college that includes hands-on patient care OR a bachelor's degree
- Hold a current medical registry, licensure, or certification
- Must have a minimum number of patient care hours (volunteer, clinical, or work)

Additional details can be found at the program webpage: [www.msubillings.edu/citycollege/programs/ProgUltrasound.htm](http://www.msubillings.edu/citycollege/programs/ProgUltrasound.htm) (<http://www.msubillings.edu/citycollege/programs/ProgUltrasound.htm>).

The Ultrasound Tech program is a competitive entrance program. Applicants to the program will need to be admitted to City College first, and then complete the program's application process by the deadline specified by the department.

Please see the program webpage ([www.msubillings.edu/citycollege/programs/ProgUltrasound.htm](http://www.msubillings.edu/citycollege/programs/ProgUltrasound.htm) (<http://www.msubillings.edu/citycollege/programs/ProgUltrasound.htm>)) for more details on the application process. Space is limited based on clinical accessibility. Please note that clinical sites can be throughout Montana and other states upon approval by the department.

Students must complete all required Ultrasound Technology (US) classes with a "C" (75%) or higher to proceed to the next semester. If a student does not pass all required courses with a "C" (75%) or higher, he/she will not be able to continue in the program.

After successfully completing the program, students are awarded a Certificate of Applied Science degree and are prepared to sit for the American Registry of Diagnostic Medical Sonographers (ARDMS).

Conviction of a crime (misdemeanor or felony) could leave an individual ineligible for participation in the certifying test and/or becoming registered in Montana or other states. Background checks are required prior to clinical internships. Please contact the ARDMS and/or the ARRT to complete and Ethics Review if the student believes there may be a potential problem.

Code	Title	Credits
<b>Prerequisite Courses</b>		
The required prerequisite courses listed below may have already been completed in previous health science studies, and if so, may be accepted as transfer courses. If not, they must be completed before entry into the Ultrasound Certificate program.		
AHMS 144	Medical Terminology	3
CAPP 120	Introduction to Computers	3
COMX 106	Comm in a Dynamic Workplace	3
M 111	Technical Mathematics	3
WRIT 104	Workplace Communications	3

## Required Courses

Code	Title	Credits
<b>Required Courses</b>		
AHUS 100	Introduction to Ultrasound	3
AHUS 101	Ultrasound Instrumentation	3

AHUS 102	Abdominal Sonography	3
AHUS 103	OB and GN Sonography	3
AHUS 104	Clinical Experience I	4
AHUS 105	Clinical Experience II	4
AHUS 106	Sectional Anatomy	3
AHUS 107	Ultrasound Physics	3
AHUS 108	Clinical Experience III	4
<b>Total Minimum Credits</b>		<b>30</b>

Students should check the course descriptions for required prerequisites.

## Suggested Plan of Study

Code	Title	Credits
<b>Prerequisite Semester</b>		
AHMS 144	Medical Terminology	3
COMX 106	Comm in a Dynamic Workplace	3
M 111	Technical Mathematics	3
CAPP 120	Introduction to Computers	3
WRIT 104	Workplace Communications	3
<b>Total</b>		<b>15</b>
<b>First Semester</b>		
AHUS 100	Introduction to Ultrasound	3
AHUS 101	Ultrasound Instrumentation	3
AHUS 102	Abdominal Sonography	3
AHUS 104	Clinical Experience I	4
<b>Total</b>		<b>13</b>
<b>Second Semester</b>		
AHUS 103	OB and GN Sonography	3
AHUS 105	Clinical Experience II	4
AHUS 106	Sectional Anatomy	3
<b>Total</b>		<b>10</b>
<b>Third Semester</b>		
AHUS 107	Ultrasound Physics	3
AHUS 108	Clinical Experience III	4
<b>Total</b>		<b>7</b>

## Welding and Metal Fabrication Technology Associate of Applied Science

Welding is a fall start program only. See an advisor for more information.

The welding industry offers workers immediate tangible rewards for their efforts. Few professions allow the opportunity for creativity found in the fabrication shop. In addition, the fabrication industry represents one of the largest employment segments in our local economy. Graduates may qualify for advanced placement in the Ironworkers, Pipefitters, or Boilermakers unions.

Graduates find work in structural and steel fabrication shops and with heavy equipment rebuilders and manufacturers, mining, refineries, and other energy related enterprises in the region. See our website at [www.msubillings.edu/careers](http://www.msubillings.edu/careers) (<http://www.msubillings.edu/careers/>) for graduate data.



## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Demonstrate safe work practices in the welding and metal fabrication environment.
- Interpret blueprints and apply appropriate construction methods.
- Successfully weld ferrous and non-ferrous metals in all positions with a variety of welding processes.
- Understand basic metallurgy and apply those principles to metal fabrication.

## Required Courses

Code	Title	Credits
<b>Required Courses</b>		
CAPP 120	Introduction to Computers	3
COMX 106	Comm in a Dynamic Workplace	3
M 114	Extended Technical Mathematics	3
WLDG 117	Blueprint Rd & Weld Symbols	3
WLDG 124	Welding Theory Tech & Safety	3
WLDG 125	Cut/Shielded Mtl Arc Weld Lab	5
WLDG 126	Shielded Metal Arc Welding Lab	4
WLDG 153	Metal Fabrication Basics	3
WLDG 154	Metal Fabrication Basics Lab	3
WLDG 156	Semi-Automatic Welding	2
WLDG 157	Semi-Automatic & SMAW Lab	5
WLDG 205	Applied Metallurgy	2
WLDG 212	Pipe Welding & Layout	3
WLDG 213	Pipe Welding I Lab	5
WLDG 215	Gas Tungsten Arc Welding	5
WLDG 250	Metals Production	2
WLDG 251	Specialty Weld Processes	5
WLDG 280	Weld Testing Certification	2
WLDG 281	Weld Testing Certification Lab	3
WRIT 122	Intro to Business Writing	3
<b>Suggested Elective</b>		
WLDG 298	Internship/Cooperative Educ	
<b>Total Minimum Credits</b>		<b>67</b>

In order to take the first semester of WLDG courses, students must prove their skills in Reading Comprehension and Writing. For more information, please contact the Advising Office.

## Suggested Plan of Study

Code	Title	Credits
<b>First Semester</b>		
WRIT 122	Intro to Business Writing	3
WLDG 117	Blueprint Rd & Weld Symbols	3
WLDG 124	Welding Theory Tech & Safety	3
WLDG 125	Cut/Shielded Mtl Arc Weld Lab	5
WLDG 126	Shielded Metal Arc Welding Lab	4
<b>Total</b>		<b>18</b>
<b>Second Semester</b>		
M 114	Extended Technical Mathematics	3
WLDG 153	Metal Fabrication Basics	3

WLDG 154	Metal Fabrication Basics Lab	3
WLDG 156	Semi-Automatic Welding	2
WLDG 157	Semi-Automatic & SMAW Lab	5
<b>Total</b>		<b>16</b>
<b>Summer</b>		
WLDG 298	Internship/Cooperative Educ (optional)	3-9
<b>Total</b>		<b>3-9</b>
<b>Third Semester</b>		
CAPP 120	Introduction to Computers	3
WLDG 205	Applied Metallurgy	2
WLDG 212	Pipe Welding & Layout	3
WLDG 213	Pipe Welding I Lab	5
WLDG 215	Gas Tungsten Arc Welding	5
<b>Total</b>		<b>18</b>
<b>Fourth Semester</b>		
COMX 106	Comm in a Dynamic Workplace	3
WLDG 250	Metals Production	2
WLDG 251	Specialty Weld Processes	5
WLDG 280	Weld Testing Certification	2
WLDG 281	Weld Testing Certification Lab	3
<b>Total</b>		<b>15</b>

## Welding and Metal Fabrication Technology Certificate of Applied Science

Welding is a fall start program only. See an advisor for more information.

The welding industry offers workers immediate tangible rewards for their efforts. Few professions allow the opportunity for creativity found in the fabrication shop. In addition, the fabrication industry represents one of the largest employment segments in our local economy. Graduates find work in structural and steel fabrication shops and with heavy equipment rebuilders and manufacturers, mining, refineries, and other energy related enterprises in the region. See our website at [www.msubillings.edu/careers](http://www.msubillings.edu/careers) (<http://www.msubillings.edu/careers/>) for graduate data.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Demonstrate safe work practices in the welding and metal fabrication environment.
- Interpret blueprints and apply appropriate construction methods.
- Successfully weld ferrous metals in all positions with a variety of welding processes.

## Required Courses

Code	Title	Credits
<b>Required Courses</b>		
CAPP 120	Introduction to Computers	3
COMX 106	Comm in a Dynamic Workplace	3
M 111	Technical Mathematics	3
WLDG 117	Blueprint Rd & Weld Symbols	3
WLDG 124	Welding Theory Tech & Safety	3
WLDG 125	Cut/Shielded Mtl Arc Weld Lab	5

WLDG 126	Shielded Metal Arc Welding Lab	4
WLDG 153	Metal Fabrication Basics	3
WLDG 154	Metal Fabrication Basics Lab	3
WLDG 156	Semi-Automatic Welding	2
WLDG 157	Semi-Automatic & SMAW Lab	5
WRIT 104	Workplace Communications	3
<b>Total Minimum Credits</b>		<b>40</b>

*In order to take the first semester of WLDG courses, students must prove their skills in Reading Comprehension and Writing. For more information, please contact the Advising Office.*

## Suggested Plan of Study

Code	Title	Credits
First Semester		
WRIT 104	Workplace Communications	3
COMX 106	Comm in a Dynamic Workplace	3
WLDG 117	Blueprint Rd & Weld Symbols	3
WLDG 124	Welding Theory Tech & Safety	3
WLDG 125	Cut/Shielded Mtl Arc Weld Lab	5
WLDG 126	Shielded Metal Arc Welding Lab	4
Total		21
Second Semester		
M 111	Technical Mathematics	3
CAPP 120	Introduction to Computers	3
WLDG 153	Metal Fabrication Basics	3
WLDG 154	Metal Fabrication Basics Lab	3
WLDG 156	Semi-Automatic Welding	2
WLDG 157	Semi-Automatic & SMAW Lab	5
Total		19

# Outreach & Community Programs

## City College at MSU Billings Workforce Training

**Workforce and Resource Development**  
(406) 247-3055  
workforcedevelopment@msubillings.edu

As City College at MSU Billings evolves into a comprehensive community college, a critical part of its mission is to become a center for community learning. Workforce Training at City College offers short-term non-credit courses, customized training solutions for industry partners, and access to City College academic courses and programs.

### Non-Credit Training Courses

Workforce training offers regularly scheduled non-credit training for Nursing Assistant training, welding (Introduction to Welding and TIG Welding) and paralegal courses. More information about these can be found on our website <https://www.msubillings.edu/citycollege/wtc/> (<https://www.msubillings.edu/citycollege/wtc/>)

### Customized Solutions

Why outsource your training issues when you can in-source a training director to be part of your executive team? Through a multi-step, consultative process, we listen to your needs and design a customized organizational development solution that may include technical and “soft skills” training. City College at MSU Billings can bring the resources of MSU Billings to your business and help you achieve the next level.

As an effective community partner, the City College at MSU Billings Workforce Training Center develops and delivers customized training contracts for local businesses. These contracts include courses delivered on campus and at employer’s worksites. Courses have included safety training, skills training, software, HazMat, and a variety of other specially developed courses. Many of the courses offer nationally recognized, portable skills certifications.

For additional information about City College at MSU Billings Workforce Training, contact [workforcedevelopment@msubillings.edu](mailto:workforcedevelopment@msubillings.edu).

## MSU Billings Online University

Online Advising: [inquiry@msubonline.org](mailto:inquiry@msubonline.org) or (406) 657-2240  
[www.msubillings.edu/msubonline/](http://www.msubillings.edu/msubonline/) (<http://www.msubillings.edu/msubonline/>)

### ☐ Offered Online

Through the MSU Billings Online University, complete General Education requirements as well as the following certificates and degrees listed below. We are continuously reviewing our programs to determine what we can offer in an online format. To get a current list of degrees and classes offered online, please check the online website [www.msubonline.org](http://www.msubonline.org) (<http://www.msubonline.org>).

### Online Programs currently offered at the City College at MSU Billings:

#### Associate Degree Programs

A.A.S. Accounting Technology  
A.A. General Studies (Self-Designed)  
A.S. General Studies (Self-Designed)  
A.S. Business Administration  
A.S. Human Resources-Applied Emphasis  
A.S. Human Resources-College of Business Articulated Emphasis

#### Certificates of Applied Science

Human Resources Management

Medical Coding & Insurance Billing  
Ultrasound Technology

Please refer to the program requirements for information on any of these programs.

**Students can also take individual online courses** for professional development, to transfer to another institution, to apply toward another MSU Billings degree program, or to supplement your on-campus course schedule with an online learning experience.

Students are encouraged to work with an advisor when pursuing any of these degree programs to ensure that courses selected will successfully meet all degree requirements and also fulfill the student’s academic interests and goals. For academic advising and course selection assistance, please contact the MSU Billings Online University Advisor at [inquiry@msubonline.org](mailto:inquiry@msubonline.org).

## International Studies

**LA 700 (406) 657-1705**

[www.msubillings.edu/internationalstudies/](http://www.msubillings.edu/internationalstudies/) (<http://www.msubillings.edu/internationalstudies/>)

Who am I? What is my place in this world? The International Studies Program seeks to engage students in a process of awakening. Through various study abroad programs and the International Studies Minor, students begin to experience the complexity of cultures and the richness of diversity. The end result produces students who are involved, lifelong learners, with a concern for the world in which we live, and an ability to become leaders who think of future generations.

The Office of International Studies (OIS), provides support services for current and prospective international students, the International Studies Club, and facilitates study abroad applications, as well as the Be a Foreign Friend (BFF) program.

## **MSU Billings Online**

[www.msubillings.edu/msubonline](http://www.msubillings.edu/msubonline) (<http://www.msubillings.edu/msubonline/>)

We are pleased to be able to offer you an opportunity to take college courses via the internet as a way of overcoming barriers of time and place. Our students have told us that they need the ability to fulfill their academic goals in an environment that affords them "freedom and flexibility, comfort and convenience and more time for work and family." By combining our commitment to "Access and Excellence" with the technology that allows you to "Learn Online... Anywhere... Anytime," this program ensures that you can achieve your personal, professional and academic goals while not having to sacrifice the other things that are important in your life. A variety of courses and programs are available fully online.

### **Degree Planning & Course Selection Advising Assistance**

Students are encouraged to work with an advisor to ensure that courses selected will successfully meet all degree requirements and also fulfill the student's academic interests and goals. For academic advising and course selection assistance, please contact the Advising Center at [advising@msubillings.edu](mailto:advising@msubillings.edu)

## Course Terms and Definitions

Listings in the Course Descriptions section are grouped alphabetically according to academic discipline. Then, under each academic discipline, the courses follow a numerical order. Each listing includes the description of the course content, the course credit, prerequisites (if any), and corequisites (if any). Course offerings are subject to the availability of staff and adequate enrollment. Students should consult the yearly time schedule of classes to determine the courses actually offered each semester.

### Course Numbering

The academic program at Montana State University Billings is organized in lower division, upper division and graduate courses. Lower division courses are numbered 100 to 299; upper division courses carry numbers from 300 to 499; graduate courses have numbers from 500 to 599. Ordinarily, freshmen take courses carrying numbers from 100 to 199; sophomores from 200 to 299; juniors from 300 to 399; and seniors from 400 to 499. However, provided that prerequisites are met, freshmen may take courses carrying numbers from 200 to 299, sophomores from 300 to 399, and juniors from 400 to 499. Courses numbered 500 to 599 are available to senior students who are within one semester of graduation, have a minimum grade point average of 3.00, and have received prior approval from the Director of Graduate Studies. If these conditions have been satisfied, students may enroll for up to eight semester graduate credits.

Courses numbered 600 and above are only available to graduate students.

### Educator Preparation Program Restricted Courses

Certain upper division courses are restricted to students admitted to the Educator Preparation Program at MSU Billings. (See the listing of specified courses (p. 74).) Only those students admitted to the Educator Preparation Program may register for these restricted courses.

### Credit Hour

A credit is the unit used in recording an amount of work and engaged effort represented in learning outcomes and verified by evidence of student achievement. Each credit hour represents a minimum of three class-oriented work hours (60 minutes of classroom instruction and an additional two hours of out-of-class engaged effort and work per student) each week during a 15-week (minimum) semester. One credit of achievement should approximate 45 hours of combined instruction and student work/engaged effort. At least an equivalent amount of work and engaged effort is required regardless of pedagogical format (lab, web-enhanced, on-line, condensed coursework, internships, studio, independent study, etc).

The number following the course title indicates the number of credits for which the course is offered. When the credit number is followed by "R," the course may be repeated up to the total credit indicated. For example, 1 cr. R-6 means a course is offered for one credit but may be repeated up to a maximum of six credits. When the indicated credit is preceded by a "V," the possible credit varies. For example, V 1-5 cr. means the credit varies from one up to a maximum of five. Normally, a credit represents 60 minutes of classroom instruction per week for one semester. The time required for each credit may be distributed in any combination among preparation, recitation, lecture or laboratory work.

#### Lecture and Laboratory 4 cr. (Lec. 3; Lab 1)

Illustrates a class with three credits of lecture per week and one credit of laboratory.

#### Lecture and Studio 4 cr. (Lec. 2, Stu 2)

Illustrates a class with two credits of lecture per week and two credits of studio work a week.

#### Recitation and Studio 4 cr. (Rct 2, Stu 2)

Illustrates a class with two credits of recitation a week and two credits of studio work a week.

### Cooperative Education

Each Cooperative Education course requires, as a minimum, 45 contact hours per semester credit hour.

### Prerequisite

Some courses require other courses which must be completed before another can be taken. For example, ACTG 202 **Prerequisite:** ACTG 201 means that ACTG 201 must be completed before a student enrolls in ACTG 202. In some cases, an equivalent course for stated prerequisites may be substituted by permission of the dean or chairperson of the area in which the course is given.

### Corequisite

Some courses require that another course(s) be taken simultaneously if the corequisite course has not been successfully completed prior to registration.

Withdrawal from a corequisite course necessitates withdrawal from the other corequisite course(s).

### Symbols

\* Designates a course that can be counted toward General Education Requirements.

 Offered Online

# Glossary of Terms and Definitions

The following is a collection of explanations and interpretations of terms commonly used throughout this General Bulletin and at Montana State University Billings.

**589** – Designated course number for professional development credit bearing courses offered by Extended Campus. These credits do not count toward any degree at MSU Billings.

**Academic Probation** - Denotes that a student's academic performance is below standard as defined by the institution; the student is warned of possible suspension.

**Academic Record** - The unabridged and complete historical record of a student's academic coursework.

**Academic Senate** - The highest ranking faculty governing committee on campus. The Senate makes recommendations on course offerings, program content, and other academic matters and governs a variety of faculty matters. Although members are elected by faculty members, students may also serve on Senate committees.

**Academic Year** - That period of time from the opening of Fall Semester to the closing of the next Spring Semester is the "academic year." Summer Session is specifically excluded.

**Accredited Institution** - A college or university accredited by, or a candidate for accreditation from, one of the recognized regional accrediting commissions. Montana State University Billings is accredited by the Northwest Commission on Colleges and Universities. As such, all college-level coursework from institutions accredited by the following list of agencies will be received and applied toward associate or baccalaureate degrees as applicable to general education, major, minor, and elective requirements.

- Higher Learning Commission
- Middle States Commission on Higher Education
- New England Commission of Higher Education
- Northwest Commission on Colleges and Universities
- Southern Association of Colleges and Schools Commission on Colleges
- WASC Senior College and University Commission

**Activity Courses** - Courses centered around participation rather than classroom and laboratory achievement. Examples include physical education activities, band and chorus activities, and drama activities. Credit earned in such courses may be limited when used for meeting graduation requirements in some programs.

**Admission** - The process of accepting a candidate for enrollment into college.

**Advising** - A service provided by a faculty member or designated person (advisor). An advisor guides students through academic questions, problems, and/or coursework to plan and complete a degree program.

**Advisor** - A faculty member or designated person who guides students through academic questions, problems, and/or coursework to plan and complete a degree program.

**Associate Degree** - A degree which generally requires two years to complete. MSU Billings offers Associate of Arts and Associate of Science degrees as well as the Associate of Applied Science degree.

**Auditor** - One who enrolls in a class for informational instruction only. No academic credit is granted for auditing a class.

**Bachelor's Degree** - A first-level degree granted upon completion of a course of study in a given field and based on at least four years of college work, or the equivalent thereof.

**Business (College of)** - This area includes subjects which apply to the business world including Accounting, Finance, Management, and Marketing.

**Candidate for a Degree** - A status students assume when they have completed all requirements for a degree and apply for graduation. To apply for graduation a student fills out an application for graduation at the Registrar's Office, pays a fee, and returns the application to the Registrar's Office.

**Class Schedule** - The list of courses and sections offered in a given semester, including days, hours, places of meeting and names of instructors.

**College** - One of five major divisions of academic areas at MSU Billings. They are the College of Business, the College of Education, College of Health Professions and Science, the College of Liberal Arts and Social Sciences, and City College. Each college is headed by a dean who reports to the Provost and Academic Vice Chancellor.

**Common Body of Knowledge (CBK)** - Courses required of students in all options and majors in the College of Business.

**Core Courses** - Courses required by the University, the college, or the department by all students in a degree program regardless of the option or concentration in which they may choose to major.

**Corequisite** - A course required to be taken at the same time as another course.

**Course** - A unit of academic work in a particular subject, normally one semester long, for which credit toward graduation is usually given.

**Course Load** - The number of semester credit hours associated with the academic work in which a student is enrolled in any given term.

**Credit Hour** - A credit is the unit used in recording an amount of work and engaged effort represented in learning outcomes and verified by evidence of student achievement. Each credit hour represents a minimum of three class-oriented work hours (60 minutes of classroom instruction and an additional two hours of out-of-class engaged effort and work per student) each week during a 15-week (minimum) semester. One credit of achievement should approximate 45 hours of combined instruction and student work/engaged effort. At least an equivalent amount of work and engaged effort is required regardless of pedagogical format (lab, web-enhanced, on-line, condensed coursework, internships, studio, independent study, etc).

**Degree** - An academic title MSU Billings is authorized to confer as official recognition to those who complete an academic program. An example is a Bachelor of Science Degree.

**Degree Program** - A prescribed course of study which leads to a degree.

**DegreeWorks** - A program used to provide degree audit information for students, faculty, and graduation.

**Double Counting** - The process by which some courses may be used to meet both General Education requirements and requirements for a major or minor. However, the credits may not be counted twice. If, for instance, one course is used to meet requirements in General Education and the major, the credits may only be counted in one of those areas.

**Education (College of)** - This area involves coursework which will enable students to teach in elementary or secondary schools in most areas offered in arts and sciences and in health, physical education and related subjects, and in special education.

**Electives** - Courses which are not a required part of a degree program are electives. Some departments may insist that their majors choose between certain electives, referred to as Restricted Electives.



**Extended Major** - As a substitution for the standard major-minor requirement a student may, with permission of the department chairperson concerned, complete an extended major with a minimum of 40 semester credits.

**Faculty Advisor** - A faculty member who helps a student plan and complete a degree program.

**Full-time Student** - An undergraduate student registered for 12 or more semester credits, or any graduate student registered for nine or more semester credits is considered a full-time student.

**General Education Requirements** - A body of knowledge which, in the view of the University and its faculty, every graduate of MSU Billings must have in addition to the specializations of the major and minor. Each student is required to take 31 semester credits of General Education courses.

**Good Academic Standing** - Status which denotes that a student is eligible to continue at or return to an institution.

**Grade Point Average (GPA)** - The grade average a student earns for each semester.

It is calculated by multiplying the number of credits given for a course times the value of the grade received for the course (A=4, B=3, C=2, D=1, F=0), adding the value calculated for each class and dividing by the total number of credits. Thus, if a student has an "A" in a 4 credit course; a "B" in a 3 credit course; a "C" in a 2 credit course, and a "D" in a 2 credit course the GPA calculation would be as follows:

Letter Grade	Description
A	4 times 4 credits = 16 grade points
B	3 times 3 credits = 9 grade points
C	2 times 2 credits = 4 grade points
D	1 times 2 credits = 2 grade points

Total = 31 grade points divided by 11 total credits = 2.82 GPA.

**Grade Report** - A report of the student's grades earned at the end of each semester.

**Graduate Student** - Student who has earned a baccalaureate degree and is pursuing post baccalaureate studies including a master's degree.

**Graduate Courses** - Courses generally reserved for graduate students and numbered at the 500 level and above.

**Graduation Check** - The determination of whether a student has met the specified minimum educational requirements necessary for the granting of a degree.

**Headcount** - The number of students enrolled in an educational institution, program, course, etc., without regard to the number of credit hours being taken by individual students.

**Health Professions and Science (College of)** - This area involves coursework which will prepares students to work in health, human services, rehabilitation, science (biology, chemistry, earth sciences and physics), and related areas.

**Hours** - Sometimes referred to as semester credit hours unless specifically stated otherwise.

**Human Services** - A broad field of human endeavor in which individuals act as agents to assist individuals, families, and communities to better cope with crisis, change, and stress; to prevent or alleviate stress; and to function effectively in all areas of life and living.

**Laboratory** - A course involving supervised experimentation or practice related to an academic area. It generally requires hands-on use of equipment and materials.

**Liberal Arts and Social Sciences (College of)** - Subjects used traditionally to teach students to think, to evaluate ideas, and to communicate with precision. Subjects in the College of Liberal Arts and Social Sciences include: Art; Communication and Theatre; English, Philosophy and Modern Languages; History; Mathematics; Music; Psychology; and Social Sciences and Cultural Studies (sociology, political science, Native American studies, environmental studies, and women's studies).

**Lower Division Courses** - Classes usually numbered 100 to 299. Ordinarily freshman and sophomores take courses numbered from 100 to 299.

**Major** - The area in which a student concentrates. An academic major is required for graduation. Majors require a minimum of 30 semester credits.

**Minor** - A program of courses in addition to the major in which students must complete. A minor requires at least 20 semester credits of instruction in specified courses.

**Moratorium** - The academic program remains in the catalog, but the University has suspended admission to the program.

**Multicultural Study** - A general term for courses which involve students in the study of a culture other than the typical American culture.

**Option** - A program by which students narrow their area of specialty within the overall umbrella of a particular major program.

**Part-time Student** - A student enrolled with 11 or fewer credits.

**Pass/No Pass Grading** - Pass/No Pass is a way of taking classes without fear of failure. Students who do "A," "B," or "C" work in the class are given a "P;" students who do "D" or "F" work receive a "X (no pass)." It is intended to encourage students to explore courses outside of their major and minor programs. There is no effect on Grade Point Average; however, credit is earned toward graduation. Students must indicate the P/NP Option at the time they register for classes.

**Pre-registration** - The process by which students select courses for a succeeding term in advance of the official opening date of the semester.

**Prerequisite** - A course to be completed successfully or a condition to be met before a student may enroll in a specific course.

**Probation** - Academic probation is the result of unsatisfactory scholarship. It is not a penalty but a warning and an opportunity to improve.

**Quantitative Methods** - A group of basic mathematics and statistics courses required for business majors. It provides a foundation for the more complicated mathematical manipulations required in the Common Body of Knowledge and other business courses.

**Quarter** - An enrollment period of about ten weeks.

**Quarter Credit Hours** - Units of credit awarded for successful completion of academic work. Students' progress toward fulfilling curricular and degree requirements is measured in terms of quarter credit hours at some other institutions. A quarter credit is equal to .66 of a semester credit. Example: A three-credit quarter course is equal to a two-semester credit course.

**Registration** - The process by which students officially enroll in classes and pay fees. Students must be formally admitted to MSU Billings before they may register.

**Restricted Electives** - Courses where students choose between several particular classes to meet requirements of the University, college or department.

**Section** - A division of a course, as between one or more instructors, but having the same course title and the same subject matter.

**Semester** - An enrollment period of about fifteen to eighteen weeks.

**Semester Credit** - A semester credit is 1 and 1/2 times more than a quarter credit (example: a two credit semester course is equal to a three credit quarter course).

**Semester Hour** - Normally one semester credit hour represents 60 minutes of classroom instruction each week for one semester. Credit in a laboratory, independent study, or internship may require a longer period. A three-credit class will meet for three 60-minute or two 90-minute sessions each week for the entire semester. A semester hour is the basis of college credit at Montana State University Billings. A semester hour is the credit received for passing a subject taken one hour a week for one semester. Laboratory courses require two or three hours a week for each semester hour of credit.

**Summer Session** - An enrollment period that begins after the Spring Semester ends.

**Suspension** - Academic suspension is an involuntary separation of the student from the University for unsatisfactory scholarship. (See Minimal Academic Progress for details).

**Teacher Licensure** - A document issued by Montana's Office of Public Instruction authorizing the person holding it to teach at certain levels or in certain subjects, or serve in a professional teaching service position in the public schools of the state. (For additional information contact the Licensure Officer in the College of Education).

**Teacher Endorsement** - An official notation appended to the Teacher Licensure which defines the areas in which the holder of the licensure is qualified to teach or to serve in a professional teaching service position in the public schools of Montana.

**Transcript** - An Official Transcript is an unabridged and certified copy of a student's permanent academic record. A small fee is charged for each copy. (An uncertified working copy of the student's academic record is available at no charge).

**Undergraduate Student** - A student who has not yet earned a bachelor's degree or who has earned a bachelor's degree, but is a candidate for an additional bachelor's degree, or is pursuing additional undergraduate coursework.

**Upper Division Courses** - Courses numbered from 300 to 499. Ordinarily juniors and seniors take courses numbered from 300 to 499. Students must earn 36 semester credits of upper division courses to complete graduation requirements.

# Montana State University Billings Faculty

## A

**Aley, Melinda**  
University Lecturer  
Communication and Theatre

**Andujar, Jenna**  
Instructor, Level II  
Nursing, Health & Public Safety

**Anglin, Rebecca**  
Assistant Professor  
Health Care Services

**Arendt, Emily**  
Associate Professor  
History

**Atencio, Tori**  
Clinical Lecturer  
Health and Human Performance

## B

**Bailey, Allison**  
Instructor, Level II  
General Education & Transfer

**Balter-Reitz, Susan**  
Professor  
Communication and Theatre

**Bangert, Lacy**  
Assistant Professor  
Health Care Services

**Barron, James**  
Professor  
Biological and Physical Sciences

**Bennett, Austin**  
Instructor, Level II  
General Education & Transfer

**Bergerson, Melissa**  
Instructor, Level II  
Nursing, Health & Public Safety

**Boehm, Melissa**  
Associate Professor  
Communication and Theatre

**Boerboom, Samuel**  
Associate Professor  
Communication and Theatre

**Bogunovich, Nicole**  
Instructor  
Business, Construction & Energy Technology

**Bohlmann, Natalie**  
Professor

Educational Theory and Practice

**Brumley, Bruce**  
Instructor, Level IV  
Computer Technology

**Bryan, Joseph**  
Assistant Professor  
History

**Bulatowicz, Donna**  
Assistant Professor  
Educational Theory and Practice

**Butler, David**  
Professor  
Biological and Physical Sciences

**Butterfield, Scott**  
Associate Professor  
Business Administration

## C

**Campbell, Michael**  
Professor  
Business Administration

**Castles, Carl**  
Assistant Professor  
Biological and Physical Sciences

**Chih, Tien**  
Assistant Professor  
Mathematics

**Cole, Anne**  
Instructor, Level II  
General Education & Transfer

**Comer, Jason**  
Assistant Professor  
Biological and Physical Sciences

**Cormier, Robin**  
Assistant Professor  
Educational Theory and Practice

**Curry, Katie**  
Instructor, Level II  
Nursing, Health & Public Safety

## D

**Dahle-Huff, Kari**  
Associate Professor  
Educational Theory and Practice

**Das, Sougata**  
Associate Professor  
Business Administration

**Day, Corinne**  
Assistant Professor  
Educational Theory and Practice

**Dayley, Cody**

Instructor, Level II  
Business, Construction & Energy Technology

**De La Cruz, Rachael**  
Assistant Professor  
History

**Dell, Thomas**  
Professor  
Rehabilitation and Human Services

**Dewell-Gentry, Hope**  
University Lecturer  
Social Sciences and Cultural Studies

**Diaz, Ana**  
Associate Professor  
English, Philosophy & Modern Languages

**Dillman, Rhonda**  
Assistant Professor  
Biological and Physical Sciences

**Dorfman, Marc**  
Assistant Professor  
Biological and Physical Sciences

**Duke, Joseph Nate**  
University Lecturer  
English, Philosophy & Modern Languages

## E

**Earnhart, Mark**  
Associate Professor  
Art

**Edgerton, Keith**  
Professor  
History

**Eliason, Stephen**  
Professor  
Social Sciences and Cultural Studies

**Ernest, Brian**  
Assistant Professor  
Educational Theory and Practice

## F

**Fenderson, Mark**  
Associate Professor  
Music

**Finger, Brent**  
Associate Professor  
Psychology

**Fitzgerald, Lynne**  
Associate Professor  
Health and Human Performance

**Friedman, Sarah**  
Assistant Professor  
Biological and Physical Sciences

## G

**Gagnon, Vern**  
Instructor, Level IV  
Transportation & Welding Technology

**Garza, Andrea**  
Instructor, Level II  
General Education & Transfer

**Gentry, Jay**  
University Lecturer  
English, Philosophy & Modern Languages

**George, Lynn**  
Associate Professor  
Biological and Physical Sciences

**Gilbertsen, Eric**  
Instructor, Level II  
General Education & Transfer

**Gilbertson, Leanne**  
Associate Professor  
Art

**Gilbertz, Susan**  
Professor  
Social Sciences and Cultural Studies

**Gorman, Scott**  
University Lecturer  
Business Administration

**Gregory, Susan**  
Professor  
Educational Theory and Practice

**Gurney, Brian**  
Adjunct Assistant Professor  
Business Administration

## H

**Haaland, Tami**  
Professor  
English, Philosophy & Modern Languages

**Hall, Tim**  
Instructor, Level II  
Business, Construction & Energy Technology

**Havens, Michael**  
Professor  
Psychology

**Hill, Joshua**  
Associate Professor  
Social Sciences and Cultural Studies

**Holin, Lyle Marty**  
Assistant Professor  
Rehabilitation and Human Services

**Holt, Kathy**  
Adjunct Assistant Professor

Educational Theory and Practice

**Honea, Joy**

Professor  
Social Sciences and Cultural Studies

**Hoover, Joseph**

Assistant Professor  
Social Sciences and Cultural Studies

**J**

**Jacobson, Mark**

Professor  
Mathematics

**Jeppesen, Scott**

Assistant Professor  
Music

**Johnson, Ben**

Instructor, Level I  
Computer Technology

**Jones, Sharon Holly**

Instructor, Level II  
Nursing, Health & Public Safety

**K**

**Keller, Sarah**

Professor  
Communication and Theatre

**Kircher, Sonia**

University Lecturer  
Social Sciences and Cultural Studies

**L**

**Landon, Chad**

Instructor, Level II  
Nursing, Health & Public Safety

**Larsen, Don**

Associate Professor  
Business Administration

**Leibrand, Curtis**

Instructor, Level II  
Nursing, Health & Public Safety

**Lightner, Jodi**

Associate Professor  
Art

**Lobo, Rodrigo**

Assistant Professor  
Business Administration

**Lohof, Alan**

Instructor, Level II  
Nursing, Health & Public Safety

**Lynn, Jennifer**

Associate Professor

History

**M**

**MadPlume, Roger**

Instructor, Level II  
General Education & Transfer

**Masood, Ambrin**

Associate Professor  
Rehabilitation and Human Services

**McKenzie, Craig**

Instructor, Level IV  
Computer Technology

**McMahon, Paula**

Assistant Professor  
Rehabilitation and Human Services

**McMullen, Matthew**

Professor  
Psychology

**McMullen, Michele**

University Lecturer  
Biological and Physical Sciences

**Mertes, Aaron**

Assistant Professor  
Rehabilitation and Human Services

**Millard, Cindy**

Instructor, Level II  
Business, Construction & Energy Technology

**Mouser, Lance**

Instructor, Level II  
General Education & Transfer

**Muller, Rebecca**

Assistant Professor  
Health Care Services

**N**

**Nash, Paul**

Assistant Professor  
Biological and Physical Sciences

**Nedrow, David**

Instructor, Level II  
Business, Construction & Energy Technology

**Nelson, Kameron**

Assistant Professor  
Psychology

**Nichols, Patricia**

University Lecturer  
Rehabilitation and Human Services

**Nynas, Suzette**

Associate Professor  
Health and Human Performance

## O

**Olsen, Lisa**  
University Lecturer  
Psychology

**Otjen, A.J.**  
Professor  
Business Administration

**O'Brien, Randi**  
Associate Professor  
Art

## P

**Pannell, John**  
Instructor, Level II  
Computer Technology

**Passage, Michael**  
Assistant Professor  
Educational Theory and Practice

**Perius, Jessica**  
Assistant Professor  
Business Administration

**Pfau, Katherine**  
Instructor, Level III  
Transportation & Welding Technology

**Pierce, Mara**  
Associate Professor  
Art

**Pope, Paul**  
Associate Professor  
Social Sciences and Cultural Studies

## Q

**Queen, Matthew**  
Associate Professor  
Biological and Physical Sciences

**Quetchenbach, Bernard**  
Professor  
English, Philosophy & Modern Languages

## R

**Rasmussen, Robin**  
Instructor, Level II  
Nursing, Health & Public Safety

**Reaves, Melanie**  
Associate Professor  
Educational Theory and Practice

**Regele, Thomas**  
Associate Professor  
English, Philosophy & Modern Languages

**Rhoades, Keeara**  
Assistant Professor

Art

**Roberts, John**  
Associate Professor  
Music

**Roberts, Randal**  
Instructor, Level II  
Transportation & Welding Technology

**Russell, Samuel**  
Instructor, Level I  
Transportation & Welding Technology

**Rust, Thomas**  
Professor  
History

## S

**Sah, Rakesh**  
Professor  
Business Administration

**Santy, Jay**  
Instructor  
Health and Human Performance

**Schaffer, Deborah**  
Professor  
English, Philosophy & Modern Languages

**Schaffer, Rachel**  
Professor  
English, Philosophy & Modern Languages

**Schoenfeld, Debra**  
Professor  
Business Administration

**Schwalbe, Lynette**  
Adjunct Assistant Professor  
Educational Theory and Practice

**Scroggins, Jennifer**  
Associate Professor  
Social Sciences and Cultural Studies

**Shafer, Alex**  
Associate Professor  
Health and Human Performance

**Shea, Erica**  
Instructor, Level II  
General Education & Transfer

**Shumway, Kelly**  
Instructor, Level II  
Nursing, Health & Public Safety

**Small, Daren**  
Assistant Professor  
Music

**Snyder, Stuart**  
Professor



## Biological and Physical Sciences

**Stene, Andrew**

Instructor, Level I  
Transportation & Welding Technology

**Stenson, Timothy**

Instructor, Level II  
Transportation & Welding Technology

**Stewart, Chairsty**

Instructor, Level II  
General Education & Transfer

**T****Talafuse, Anna**

Assistant Professor  
Business Administration

**Tayer, Laura**

University Lecturer  
Biological and Physical Sciences

**Thompson-Bahm, Heather**

Instructor, Level III  
Business, Construction & Energy Technology

**Tilton, Melinda**

University Lecturer  
Communication and Theatre

**V****Vettel-Becker, Patricia**

Professor  
Art

**W****Walker, Melissa**

Assistant Professor  
Educational Theory and Practice

**Waller, Rachael**

Professor  
Educational Theory and Practice

**Wang, Ying**

Professor  
Business Administration

**Westbrook, Elaine**

Assistant Professor  
Educational Theory and Practice

**White, Victor**

Instructor, Level II  
Nursing, Health & Public Safety

**Whitlatch, Christine**

Instructor, Level II  
General Education & Transfer

**Wilathgamuwa, Don**

Associate Professor

## Mathematics

**Wiles, Steven**

Adjunct Assistant Professor  
Biological and Physical Sciences

**Willardson, Jeffery**

Assistant Professor  
Health and Human Performance

**Willems, Daniel**

Assistant Professor  
Biological and Physical Sciences

**Wodrich, Steven**

Instructor, Level I  
Transportation & Welding Technology

**Worley, Jerry**

Adjunct Instructor II  
Educational Theory and Practice

## Emeritus Faculty

Allard, Mr. W. Gregory *University Lecturer, Educational Theory and Practice* (2003-2018)

Amundson, Mr. Gary *Adjunct Instructor, Business Administration* (1998-2016)

Baack, Ms. Susan *Instructor, General Education-English* (1995-2008)

Barfield, Dr. Susan *Professor, Educational Theory & Practice* (1997-2015)

Behm, Dr. Gary *Professor, Music* (1979-2008)

Boden, Dr. Anneke-Jan *Professor, Communication Arts* (1964-1996)

Campbell, Mr. Michael *Professor, Accounting* (1978-2020)

Card, Dr. Kenneth *Professor, Special Education* (1964- 1981)

Cast, Mr. Brian *Professor, Art* (1987-2013)

Christensen, Mr. Alan, *Lecturer, Educational Theory & Practice* (2004-2021)

Christensen, Dr. Linda *Professor, Special Education* (1982-2008)

Coffman, Dr. Stephen L. *Professor, Communication and Theatre* (1977-2018)

Coffman, Dr. Victoria Marie Tait *Professor, Communication Arts* (1967-2004)

Dell, Dr. Cindy *Professor, Educational Theory & Practice* (2004-2020)

Dunlop, Dr. Lowell A. *Professor, Elementary and Secondary Education, Dean of Students* (1965-1989)

Fargo, Dr. Mumatz A. *Professor, History* (1969-2000)

Farsio, Dr. Farzad *Professor, Finance and Economics* (1987-2007)

Fishbaugh, Dr. Mary Susan E. *Dean of Education* (1990-2019)

Floyd, Dr. Joseph W. *Professor, Native American Studies, Political Science, and Sociology* (1978-2007)

Gabel, Dr. Kathie *Professor, Health and Human Performance* (2009-2017)

Groseth, Dr. Rolf S. *Chancellor* (2010-2014)

Gross, Dr. Daniel *Professor, Communication* (1991-2019)

Gulick, Dr. Walter B. *Professor, Philosophy, Humanities, and Religious Studies* (1974-2002)

Healey, Dr. James *Professor, English* (1975-1999)

Hecimovic, Dr. Anton *Professor, Educational Theory and Practice* (1990-2016)

Heiat, Dr. Abbas *Professor, Information Systems* (1987-2019)

Heiat, Dr. Nafiseh *Professor, Information Systems* (1988-2019)

Heidenreich, Dr. C. Adrian *Professor, Native American Studies* (1977-2006)

Heikes, Mr. Kenneth W. *Administrator Emeritus* (1967- 1992)

Hinthorne, Dr. Thomas *Professor, Management* (1993-2008)

Hobbs, Dr. Sharon F. *Professor, Educational Theory and Practice* (1996-2018)

Holman, Ms. Patricia *Adjunct Assistant Professor, Business Administration* (1993-2011)

Howard, Mr. C. Randy *Professor, Accounting* (1973-1996)

Howell, Dr. Joseph O. *Professor, Mathematics* (1980-2008)

Jensen, Dr. Theodore W. *Professor, Modern Languages and Literatures* (1974-2006)

Jussila, Mr. Neil R. *Professor, Art* (1969-2012)

Karnos, Dr. David D. *Professor, Philosophy* (1977-2006)

Kamowski, Dr. William *Professor, English* (1985-2018)

Kemmerer, Dr. Lisa *Professor, Philosophy* (2002-2020)

Khaleel, Dr. Tasneem *Professor, Biology* (1976-2017)

Kochner, Mr. Curtis *Vice Chancellor of Student Affairs Emeritus* (1984-2006)

LaCounte, Dr. Marlene *Professor, Education* (1982-2003)

Lin, Dr. Ruey-Lin *Professor, Sociology* (1974-2002)

Lord, Dr. Russell *Professor, Health and Human Performance* (1985-2016)

McNally, Dr. Mary *Professor, Management* (1987-2016)

Metheny, Dr. Dixie *Professor, Educational Theory and Practice & Mathematics* (1990-2012)

Miller, Dr. Kenneth *Professor, Educational Theory and Practice* (1992-2018)

Moses, Dr. Norton H. *Professor, History* (1969-2005).

Mossman, Dr. Beal *Professor, Psychology* (1967-1996)

Pollock, Mr. John W. *Professor, Art* (1974-2010)

Rietz, Dr. Sandra *Professor, Educational Theory and Practice* (1974-2015)

Sanders, Dr. Jeffrey *Professor, Native American Studies* (1996-2016)

Schulz, Dr. Dennis D. *Professor, Habilitative Services* (1967- 1987)

Selsor, Marcia L. *Professor, Art* (1975-2000)

Sexton, Dr. Ronald P. *Chancellor; Professor, Educational Theory and Practice* (1966-71, 1975-2010)

Shaw, Mr. John "Jay" H. *Associate Professor, Health and Human Performance* (1967-2014)

Sheridan, Ms. Joanne *Professor, Accounting* (1978-79, 1981-2002)

Smith, Dr. Kenyard E. *Professor, Music* (1987-1994)

Spicer, Dr. Janeth *Professor, Information Systems* (1972-2002)

Stannard, Dr. William *Professor, Mathematics* (1966- 1984)

Urbaniak, Dr. Timothy *Instructor, Computer Technology and Drafting and Design* (1987-2016)

Utroske, Mr. Walter F. *Associate Professor, English* (1966-2006)

Waltner, Dr. Richard H. *Professor, Sociology* (1981- 1993)

Wiatr, Dr. Stanley *Professor, Biology* (1979-2017)

Willett, Dr. Flora *Associate Professor, English* (1965- 1990)

Yazak, Dr. Daniel *Professor, Educational Theory and Practice* (1990-2018)

Young-Pelton, Dr. Cheryl, *Professor, Educational Theory & Practice* (2008-2021)

Zwick, Dr. Thomas T. *Professor, Geology* (1971-2007)

# Directory of The Montana University System

## Board of Regents of Higher Education

Name	Title
Loren Bough, 2027	Big Sky
Todd Buchanan, 2028	Red Lodge
Joyce Dombrowski, 2026	Missoula
Casey Lozar, 2025, Chair	Helena
Brianne Rogers, 2024	Bozeman
Amy Sexton, 2022, Student Regent	Billings
Jeff Southworth, 2029	Lewistown
Clayton Christian, Commissioner of Higher Education	Ex-Officio
Greg Gianforte, Governor	Ex-Officio
Elsie Arntzen, Superintendent of Public Instruction	Ex-Officio

## Officers of the Administration

Name	Title
Stefani Hicswa, Ph.D.	Chancellor
Sepehr Eskandari, Ph.D.	Provost & Academic Vice Chancellor
Kimberly Hayworth, Ph.D.	Vice Chancellor for Student Access & Success
Susan Simmers, M.B.A.	Vice Chancellor for Administration & Finance
Kurt Toenjes, Ph.D.	Dean, College of Health Professions and Science
Tami Haaland, M.F.A.	Interim Dean, College of Liberal Arts and Social Sciences
Ed Garding	Interim Dean, College of Business
Susan Gilbertz, Ph.D.	Interim Associate Dean, College of Business
Tami Haaland, M.F.A.	Interim Dean, College of Education
Kurt Toenjes, Ph.D.	Interim Associate Dean of Faculty, College of Education
Cheri Johannes, Ph.D.	Interim Associate Dean of Operations, College of Education
Vicki Trier, Ph.D.	Dean, City College

## Special Areas

Name	Title
Cheri Johannes, Ph.D.	Registrar
Ed Brown, B.S.	Admissions, Director
Kathy Kotecki, M.Ed.	Dean of Student Engagement
Jana Marcette, Ph.D.	Graduate Studies, Director and University Honors Program, Director
Thomas Valles	Financial Aid and Scholarships, Director
Michael Bazemore, M.S.	Intercollegiate Athletics, Director
Darlene Hert, M.L.S.	Library, Director
Brandon Gatlin	Security, Police Chief
Brett Weisz	Chief Information Officer
Michael Swavelly	Facilities Services, Interim Director
Paula Highlander, M.S.	Human Resources/EEO/AA, Director
Ken Siebert	KEMC/Yellowstone Public Radio, General Manager
Thomas Manthey, Ph.D.	Montana Center for Inclusive Education, Director
Maureen Brakke, M.P.A.	University Communications & Marketing, Director
Rita Rabe Meduna, B.A.	Catalog Editor

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# A&SC - Arts and Sciences

A&SC 101 College Success Strategies. Pass/No Pass Orients students to the expectations of college-level study and introduces basic strategies for success (such as time management, goal setting, choosing a major, study skills, and test taking). Lecture Hours 1 Department: Arts and Sciences	1 Credit
A&SC 111 First Year Seminar. Term Typically Offered: Fall, Spring Provides resources, strategies, and learning environments that actively engage students in meeting their educational goals while increasing their knowledge of community, civic engagement, and service learning. Students who are taking, or have taken, A&SC 101 cannot enroll in A&SC 111. Lecture Hours 2 Department: EDCI/EDF	2 Credits
A&SC 194 Seminar/Workshop. Department: Arts and Sciences	0 Credits

A&SC 292 Independent Study. V1-3cr. (1-3 lec/wk) Provides an opportunity to receive credit for individualized or special experiential learning opportunities. Lecture Hours 1-3 Department: Arts and Sciences	1-3 Credits
A&SC 294 Seminar/Workshop. Department: Arts and Sciences	2 Credits
A&SC 297 Service Learning. Pass/No Pass . Introduces students to basic skills as a volunteer; offers credit for a variety of service activities including volunteer work with the needy, tutoring, and helping service organizations; and helps students assess their experience. Lecture Hours 1 Department: Arts and Sciences	1 Credit
A&SC 298 Student Leadership Development. Pass/No Pass . Provides a leadership training component to supplement student involvement in a student leadership position. No student officer or participant in student organization need take this course as a condition for his or her participation. Lecture Hours 1 Department: Arts and Sciences	1 Credit
A&SC 492 Independent Study. V1-3cr. (1-3 lec/wk) Provides an opportunity to receive credit for individualized or special experiential learning opportunities. Lecture Hours 1-3 Department: Arts and Sciences	1-3 Credits

## ABDY - Autobody

ABDY 101 Introduction to Estimating. Term Typically Offered: Fall Understand the basics of writing estimates using both hand written and computer based estimating systems. Learn techniques for estimating repair times as well as the estimating abbreviations and terminology. Lecture Hours 2 Department: Transportation - COT	2 Credits
ABDY 110 Intro to Collision Repair. Term Typically Offered: Fall Identify the names of all the body panels and how to remove them. Students will learn what types of fasteners are used on modern vehicles as well as how to align the various body panels. Lecture Hours 4 Department: Transportation - COT	4 Credits
ABDY 111 Intro to Auto Body Repair. Term Typically Offered: Fall Covers the basic methods and techniques used in the repair of non-structurally damaged automobile sheet metal panels, the use and care of basic hand tools, identifying metal composition, automobile body construction, set up and use of a metal inert gas (MIG) and resistance welding equipment. Lecture Hours 2, Lab Hours 3 Department: Transportation - COT	5 Credits



<p>ABDY 112 Minor Collision Repair. 6 Credits            Term Typically Offered: Fall            Prerequisite(s): ABDY 111.            Covers training in removal, replacement, and alignment of various panels and parts, including glass. Diagnosis and correcting body component malfunctions. Advanced training in panel repair, damage analysis and estimating using manuals and computer software programs.            Lecture Hours 2, Lab Hours 4            Department: Transportation - COT</p>	<p>ABDY 142 Intro Paint Blend &amp; Color Mtch. 7 Credits            Term Typically Offered: Fall            Prerequisite(s): ABDY 131, ABDY 132 and ABDY 141.            Develops mental and optical skills in the art of color matching. Alternate processes in spot repairing solid, metallic, and MICA finishes are also covered. Skills in equipment adjustment and techniques provide for blendable repair procedures.            Lecture Hours 3, Lab Hours 4            Department: Transportation - COT</p>
<p>ABDY 120 Non-Structural Collision Repair. 6 Credits            Term Typically Offered: Fall            Demonstrate how to remove damage from panels involved in minor collisions. Teaches metal-straightening techniques as well as how to repair plastics and the proper use of body fillers. Students will learn some basic paintless dent repair procedures.            Lecture Hours 6            Department: Transportation - COT</p>	<p>ABDY 150 Refinish Safety. 2 Credits            Term Typically Offered: Fall            Explains the hazards in the refinish facility and how to avoid them. Teaches proper handling of the various chemicals present in the refinish facility and proper equipment maintenance.            Lecture Hours 2            Department: Transportation - COT</p>
<p>ABDY 121 Automobile Body Repair. 6 Credits            Term Typically Offered: Spring            Prerequisite(s): ABDY 111.            Covers the inspection, measurements, and repair of automobile bodies. Methods and techniques recommended by the manufacturers are studied and utilized. Tasks and procedures which are promoted by ASE and I-CAR programs are incorporated into the training. Repair of plastic body parts as recommended by manufacturers is practiced.            Lecture Hours 2, Lab Hours 4            Department: Transportation - COT</p>	<p>ABDY 160 Automotive Undercoats. 4 Credits            Term Typically Offered: Fall            Teaches how to prepare a vehicle for paint using various types of primers and other undercoats used on modern vehicles.            Lecture Hours 4            Department: Transportation - COT</p>
<p>ABDY 122 Automobile Collision. 5 Credits            Term Typically Offered: Spring            Includes the removal, replacement, and service of mechanical and electrical components in repairing collision damaged automobiles. Components include suspension, steering, brakes, drive train, cooling system, fuel system and restraint system.            Lecture Hours 5            Department: Transportation - COT</p>	<p>ABDY 170 Automotive Topcoats. 6 Credits            Term Typically Offered: Fall            Understand the various types of topcoats applied to modern vehicles. Learn proper techniques for spraying everything from industrial single stage paint to base-coat/clear-coat. Learn how to spray metallic and pearl paints as well as how to identify the type of paint and location of the paint code.            Lecture Hours 6            Department: Transportation - COT</p>
<p>ABDY 131 Intro Refinishing Principles. 6 Credits            Term Typically Offered: Spring            Provides the student with entry level training in job safety, refinishing basic application techniques, tools and equipment, and the skills necessary to prepare a vehicle for the refinishing process.            Lecture Hours 6            Department: Transportation - COT</p>	<p>ABDY 201 Advanced Estimating. 1 Credit            Term Typically Offered: Spring            Provides instruction on advanced estimating techniques such as researching factory procedures to repair a vehicle properly. Offers negotiation strategies when working with insurance companies.            Lecture Hours 1            Department: Transportation - COT</p>
<p>ABDY 132 Intro to Auto Undercoats. 6 Credits            Term Typically Offered: Spring            Prerequisite(s): ABDY 131.            Provides the student with entry level access to knowledge in automotive refinishing undercoats: types, specific usages, and application. The course also provides the student with automotive plastic identifications, alternate repair procedures, and refinishing.            Lecture Hours 2, Lab Hours 4            Department: Transportation - COT</p>	<p>ABDY 220 Structural Collision Repair. 6 Credits            Term Typically Offered: Spring            Demonstrates how to repair major collision damage and determine the integrity of the structure. Explores frame and unibody straightening techniques as well as structural panel replacement.            Lecture Hours 6            Department: Transportation - COT</p>
<p>ABDY 141 Advanced Auto Refinishing. 6 Credits            Term Typically Offered: Fall            Prerequisite(s): ABDY 131 and ABDY 132.            Provides the student with training in application and paint makeup of current automotive finishes. Causes and the possible cures of surface defects and the art of finesse polishing are also studied. The student is exposed to the latest techniques in duplicating original factory paint finishes.            Lecture Hours 2, Lab Hours 4            Department: Transportation - COT</p>	<p>ABDY 240 Aluminum Repair. 4 Credits            Term Typically Offered: Spring            Applies proper techniques for repairing aluminum that has been damaged in a collision. Teaches how to weld aluminum as well as distinguish the differences between aluminum and steel.            Lecture Hours 4            Department: Transportation - COT</p>
	<p>ABDY 270 Advanced Refinishing. 6 Credits            Term Typically Offered: Spring            Develops the understanding of automotive topcoats by teaching color-blending techniques. Students will also learn how to spray three-stage paints as well as how and when to tint.            Lecture Hours 6            Department: Transportation - COT</p>

ABDY 275 Waterborne Paint Systems. Term Typically Offered: Spring Differentiates between waterborne paint and solvent-based paint. Teaches blending techniques specific to waterborne paint and various aspects of the different systems. Lecture Hours 3 Department: Transportation - COT	3 Credits	ACT 119 Beginning Nordic Skiing. Presents skills needed in cross country skiing including equipment, base preparation, waxing, and classical and skating techniques. Depending on time constraints and student interest, basic winter risk management will also be included. Lecture Hours 1 Department: Health & Human Performance	1 Credit
ABDY 280 Custom Painting. Term Typically Offered: Spring Applies custom painting techniques on vehicles. Introduces airbrush techniques, proper use of candy paints, and other custom finishes. Lecture Hours 5 Department: Transportation - COT	5 Credits	ACT 120 Beginning Alpine Skiing. Covers the basics of downhill skiing for students without prior experience. Lecture Hours 1 Department: Health & Human Performance	1 Credit
ABDY 298 Internship/Cooperative Educ. Pass/No Pass (45 hours/credit) Provides university credit for a sophomore work experience in the area of Automobile Collision Repair and Refinishing Technology, supervised by faculty. Learning agreement must be completed prior to registration (restricted). Department: Transportation - COT	1-9 Credits	ACT 121 Beginning Snowboarding. Covers the basics of snowboarding equipment, safety, mechanics and techniques. Lecture Hours 1 Department: Health & Human Performance	1 Credit
<b>ACT - Activities: General</b>			
ACT 104 Beginning Bowling. Term Typically Offered: Fall Bowling is a lifetime sport. Students participate in bowling instruction, bowl and record assigned minimum number of games, and demonstrate understanding of rules, etiquette and scoring procedures. (Special fee required.) Lecture Hours 1 Department: Health & Human Performance	1 Credit	ACT 122 Skiing, Snowboarding, Tele. Learn, understand, and demonstrate telemark skiing techniques and proper equipment needs for the sport of telemark skiing. Lecture Hours 2 Department: Health & Human Performance	2 Credits
ACT 109 Beginning Racquetball. Term Typically Offered: Spring Designed to teach students the basics of racquetball. Course will focus on racquetball rules, skill development, competition strategies, and safety/injury prevention. Lecture Hours 1 Department: Health & Human Performance	1 Credit	ACT 140 Beginning Basketball. Term Typically Offered: Fall Designed to provide students with entry-level knowledge of the game of basketball. Students will gain an understanding of basic skills, rules, and team principles of basketball. Lecture Hours 1 Department: Health & Human Performance	1 Credit
ACT 110 Beginning Weight Training. Term Typically Offered: Fall, Spring Teaches students how to develop fitness programs and tailor them to meet individual needs in helping promote lifelong health skills. Various components of fitness (cardiorespiratory fitness, muscular strength, muscular endurance, flexibility, and body composition) are explored. Students will develop an understanding of aerobic and anaerobic energy production systems, overload principles, and specificity of training while learning to utilize systems of isometric, isokinetic, and progressive exercises. This course is a hands-on activity course, but also includes an academic component where students investigate the above principles. Lecture Hours 2 Department: Health & Human Performance	2 Credits	ACT 146 Beginning Golf. Term Typically Offered: Fall, Spring Covers the mechanics, skills and strategies of playing golf. (Special fee required.) Lecture Hours 1 Department: Health & Human Performance	1 Credit
ACT 113 Beginning Softball. Term Typically Offered: Spring Teaches the basic playing skills of softball at the beginner level as well as strategies, safety, offensive, and defensive elements. Lecture Hours 1 Department: Health & Human Performance	1 Credit	ACT 150 Beginning Yoga. Term Typically Offered: Fall, Spring Promotes lifelong health skills through presenting history and philosophy of yoga while providing opportunities for students to learn a variety of yoga poses designed to increase flexibility, strength, and endurance. This class provides an opportunity to learn stress management skills, improve balance and body control, incorporate breathing techniques that foster development in yoga, and enhance well-being. Lecture Hours 2 Department: Health & Human Performance	2 Credits
ACT 114 Beginning Rock Climbing. Introduces students to the basic concepts associated with spotting and belaying techniques and bouldering and top rope climbing techniques in both an indoor and outdoor setting. Lecture Hours 1 Department: Health & Human Performance	1 Credit	ACT 153 Beginning Badminton. Term Typically Offered: Spring Covers fundamental skills, equipment, strategy, rules and etiquette of badminton. Lecture Hours 1 Department: Health & Human Performance	1 Credit
		ACT 155 Beginning Judo. Term Typically Offered: Fall, Spring Promotes lifelong health skills through presenting judo history, philosophy, and etiquette. Specific throwing and grappling skills designed to improve strength and endurance are presented. Also the course seeks to provide the student with some personal self-defense skills. Teaches how to fall safely in judo play or in self-defense situations. Develops understanding of body mechanics through the study of techniques sport-specific to judo such as grip, Kumikata; throwing, Nagewaza; falling, Ukemi; and grappling skills, Katamewaza. Lecture Hours 2 Department: Health & Human Performance	2 Credits

ACT 161 Wilderness Survival. Understand and demonstrate basic wilderness survival recommendations including methods of staying warm and building shelters, signaling, natural indicators of direction, fire building, and accessing water. Lecture Hours 2 Department: Health & Human Performance	2 Credits	ACT 178 Canoeing. Learn, understand, and apply canoeing terminology, principles, and equipment. Included will be canoe design affects, paddle selection, carrying the canoe efficiently and safely, and tandem canoeing. Lecture Hours 1 Department: Health & Human Performance	1 Credit
ACT 167 Mountain Biking. Teaches students how to choose the correct size bicycle, develop students' mountain biking skills, develop awareness of risk management in mountain biking, develop students' ability to negotiate mountain bike terrain with proper technique, and develop students' ability to maintain and fix common problems that they may encounter on a mountain bike ride. Lecture Hours 1 Department: Health & Human Performance	1 Credit	ACT 180 Beginning Volleyball. Term Typically Offered: Fall Designed to teach students the fundamental skills and basic strategies of volleyball and their application in a game situation. Lecture Hours 1 Department: Health & Human Performance	1 Credit
ACT 169 Beginning Tennis. Term Typically Offered: Fall, Spring Practice basic tennis fundamentals: forehand, backhand, and serve. Covers equipment, strategy, rules and etiquette. Lecture Hours 1 Department: Health & Human Performance	1 Credit	ACT 235 Belly Dancing-Activity. Term Typically Offered: Fall, Spring Promotes lifelong health skills through presenting the philosophy of belly dance while providing opportunities for students to learn a variety of belly dance movements and techniques. Dance movements are designed to increase flexibility, strength, and balance, as well as creativity, body awareness, and confidence. This class provides an opportunity to learn a cultural dance, improve coordination and body control, and enhance well-being. Lecture Hours 1 Department: Health & Human Performance	1 Credit
ACT 170 Beginning Swimming. Term Typically Offered: Fall Course includes learning to swim front crawl, backstroke, elementary backstroke, breaststroke, treading water and survival float. Additionally an introduction to aquatic exercise is included. Lecture Hours 1 Department: Health & Human Performance	1 Credit	ACT 236 Belly Dancing II. Term Typically Offered: Fall, Spring Promotes lifelong health skills and provides an increased variety of belly dance movements and techniques designed to increase flexibility, strength, and balance, as well as creativity, body awareness, and confidence. As the advanced class, it will provide an opportunity to learn another cultural dance, create choreography and improvisational solo dances, plus improve coordination and body control, and enhance well-being. Lecture Hours 1 Department: Health & Human Performance	1 Credit
ACT 173 Beg Fly Fishing/Fly Tying. Builds the necessary skills and self-confidence to learn the sport of fly fishing. This course is an entry-level fly fishing class designed to develop all the skills and understanding necessary to catch wild fish on a fly rod. Class sessions will cover the mechanics of casting, proper equipment, the basic cast, variations of the basic cast, knots, entomology as it relates to fly selection, and conservation and safety of the sport. Lecture Hours 1 Department: Health & Human Performance	1 Credit	ACT 250 Pilates. Term Typically Offered: Fall, Spring Teaches students how to safely perform five movement patterns, which strengthen major muscles of the core. Students will adapt exercises to changing physical needs and identify locations, names, and actions of five core muscles. Students will understand the evolving role of Pilates within the scope of physical fitness traditions. Lecture Hours 2 Department: Health & Human Performance	2 Credits
ACT 175 Orienteering. Provides an introduction and application of the history, equipment, and techniques of land navigation and orienteering. Included will be sections on map reading, compass use, GPS use, map and compass techniques, orienteering principles, and orienteering course design. Lecture Hours 1 Department: Health & Human Performance	1 Credit	ACT 254 Self Defense. Term Typically Offered: Fall, Spring Introduces and develops defensive skills to protect the student from aggressive physical attack that could result in physical or emotional harm. The course will present dynamics of assault situations with discussions to include environmental and personal issues as well as the use of physical skill development. Defense techniques will include the use of strikes, kicks, takedowns, blocks, and the use of personal items such as weapons. The student will also be introduced to and practice some falling techniques to help enhance safety. This course will involve some intense physical activity. Lecture Hours 2 Department: Health & Human Performance	2 Credits
ACT 176 Fnd of Whitewater Rafting. Learn to identify rafting equipment, awareness of preplanning considerations, proper raft carrying techniques, execution of proper rowing and oar strokes, foundational execution of rescue maneuvers, and a thorough understanding of safety considerations. Lecture Hours 1 Department: Health & Human Performance	1 Credit	ACT 269 Intermediate Tennis. Term Typically Offered: Fall, Spring Provides further development of groundstrokes, serve, volley, and lob. Advanced singles and doubles strategies. Lecture Hours 1 Department: Health & Human Performance	1 Credit
ACT 177 Fundamentals of Kayaking. Learn, understand, and execute kayaking skills such as getting into a kayak, forward and backward paddling strokes, stopping techniques, forward and reverse sweep stroke, and draw stroke. Included are safety and rescue methods recommended in kayaking. Lecture Hours 1 Department: Health & Human Performance	1 Credit		

ACT 270 Intermediate Swimming. 1 Credit  
 Term Typically Offered: Fall  
 Prerequisite(s): ACT 170 or consent of instructor.

Course seeks to improve skills taught in ACT 170. Additionally, the side stroke, single trudgen and single trudgen crawl strokes are taught, as are skills such as open turns, simple rescue and aquatic safety.

Lecture Hours 1

Department: Health & Human Performance

ACT 271 Swimming for Fitness. 2 Credits  
 Term Typically Offered: Fall, Spring  
 Prerequisite(s): Consent of instructor.

Seeks to develop awareness and foster application of fitness principles through reading, lab activities, and development of personal fitness program to meet personal goals through swimming, kicking, pulling, and participation in swimming and aquatic exercise routines.

Lecture Hours 2

Department: Health & Human Performance

ACT 294 Seminar/Workshop. 1-3 Credits  
 Term Typically Offered: Fall, Spring

Provides students an opportunity to investigate intensively topics pertinent to the field of Physical Education.

Department: Health & Human Performance

ACT 298 Internship/Cooperative Educ. 1-3 Credits

Provides students with practical selected experiences related to Health and Human Performance. In-field contact time is 45 hours per semester credit.

Lecture Hours 1-3

Department: Health & Human Performance

ACT 395 Field Work. 1 Credit  
 Term Typically Offered: Fall, Spring

Pass/No Pass

Provides the student the opportunity to engage in 45 hours of supervised practical experience in the health enhancement classroom. This experience is to include: structured observation focusing on cultural and developmental characteristics of children; working with teachers in individual diagnosis of student needs and prescription of student activities; assisting with small groups or in one-on-one settings to accomplish learning tasks. Where appropriate, the student will also gain practical experience with school athletic programs. This course is offered as a Pass/No Pass course only. The student must receive a passing grade to complete graduation requirements. Field placements are arranged through the Office of Licensure, Standards and Clinical Practice.

Lecture Hours 1

Department: Health & Human Performance

ACT 492 Independent Study. 0.5-3 Credits

Provides an opportunity for students of superior academic standing to explore material not covered by the regular college courses.

Lecture Hours .5-3

Department: Health & Human Performance

ACT 494 Seminar/Workshop. 1-6 Credits

Provides students of superior academic standing to explore material not covered by the regular college courses.

Lecture Hours 1-6

Department: Health & Human Performance

ACT 498 Internship/Cooperative Educ. 1-3 Credits  
 Term Typically Offered: Fall, Spring

Provides supervised practical experience related to the HHP options and serves as an introduction to professional fields. In-field contact time is 45 hours per semester credit.

Lecture Hours 1-3

Department: Health & Human Performance

ACT 499 Senior Thesis/Capstone. 3-6 Credits  
 Term Typically Offered: Fall, Spring

Provides students the opportunity to conduct a research project under faculty supervision. Students engage in the scholarly activities needed to conceptualize and design a relevant research topic; conduct the research including data collection, analysis, and interpretation; and present the research as a written thesis that is orally defended in a meeting open to faculty and students outside of the committee.

Lecture Hours 3-6

Department: Health & Human Performance

## ACTG - Accounting

ACTG 101 Accounting Procedures I. 3 Credits  
 Term Typically Offered: Fall, Spring

Introduces fundamental double-entry accounting concepts and terminology for a service-oriented enterprise. Emphasizes the analysis and recording of business transactions including adjusting and closing entries and financial statements. Covers procedures for banking and cash funds and the preparation of payroll and employer payroll taxes. Includes the study of accounting for a merchandising concern with the use of special journals.

Lecture Hours 3

Department: Business Management - COT

ACTG 102 Accounting Procedures II. 3 Credits  
 Term Typically Offered: Fall, Spring

Prerequisite(s): ACTG 101.

Introduces accounting for notes payable and receivable as well as valuation for receivables, inventories, and plant assets. Introduces advanced accounting topics including accounting procedures for corporations, statement of cash flows, analysis of financial statements, and an overview of departmental and manufacturing accounting.

Lecture Hours 3

Department: Business Management - COT

ACTG 103 Accounting Procedures III. 3 Credits  
 Term Typically Offered: Fall, Spring

Prerequisite(s): ACTG 102.

Introduces advanced accounting topics. Includes voucher systems, accounting procedures for partnerships and corporations, statement of cash flows, analysis of financial statements, and an overview of departmental and manufacturing accounting.

Lecture Hours 3

Department: Business Management - COT

ACTG 125 QuickBooks. 3 Credits  
 Prerequisite(s): ACTG 101.

Studies QuickBooks, an accounting system for small-business owners and bookkeepers. Topics of this course 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.

Lecture Hours 3

Department: Business Management - COT

ACTG 180 Payroll Accounting. Term Typically Offered: Fall, Spring Prerequisite(s): ACTG 101. Introduces the various aspects of the Fair Labor Standards Act and other laws that affect payroll operations and employment practices. Emphasizes the methods of computing wages and salaries, the methods of keeping records, and the preparation of government reports. Includes a project requiring students to record all of the payroll information for a business. Lecture Hours 3 Department: Business Management - COT	3 Credits	ACTG 298 Internship. Lecture Hours 1-9 Department: College of Business-All Depts	1-9 Credits
ACTG 201 Principles of Fin Acct. Term Typically Offered: Fall, Spring, Summer Corequisite(s): M 095 or M 098 or student has tested out of M 095 or M 098. Introduces the concepts and terminology of accounting and financial reporting for modern business enterprises. The course will focus on analyzing and interpreting accounting information for use in making decisions about organizations. Problem solving, critical thinking, and communication skills that are necessary to use accounting information, to form conclusions about businesses and to communicate these conclusions to others will be emphasized. Lecture Hours 3 Department: College of Business-All Depts	3 Credits	ACTG 320 Accounting Data Analytics. Term Typically Offered: Fall 3cr. Develop data analytics skills for accountants. This specialization develops students' skills of data preparation, data visualization, data analysis, data interpretation, and machine learning algorithms and their applications to real-world problems. Lecture Hours 3 Department: College of Business-All Depts	3 Credits
ACTG 202 Principles of Managerial Acct. Term Typically Offered: Fall, Spring, Summer Prerequisite(s): ACTG 201. Introduces the concepts and terminology of accounting and managerial reporting for modern business enterprises. The course will focus on the selection and analysis of accounting information for internal use by management. Problem solving, critical thinking, and communication skills that are necessary to use accounting information, to form conclusions about businesses and to communicate these conclusions to others will be emphasized. Lecture Hours 3 Department: College of Business-All Depts	3 Credits	ACTG 321 Acct Information Systems I. Term Typically Offered: Spring Prerequisite(s): Admission to upper division standing and ACTG 302. Reviews the components of automated accounting systems and emphasizes control considerations in these systems. Lecture Hours 3 Department: College of Business-All Depts	3 Credits
ACTG 205 Computerized Accounting. Term Typically Offered: Fall, Spring Prerequisite(s): ACTG 101. Uses a hands-on approach to emulate commercial software packages. Provides a capstone experience as students complete the accounting cycle for merchandise or service businesses including entries for voucher systems, departmentalized accounting, financial statement analysis, depreciation, inventory, and payroll. Offered ONLY Online. Lecture Hours 3 Department: Business Management - COT	3 Credits	ACTG 327 Inter Fin Acct & Reporting I. Term Typically Offered: Fall Prerequisite(s): ACTG 201 and ACTG 202. 3cr. Offers an in-depth study of the theory of financial accounting and reporting and its application to cash, current, and long-term receivables; inventories; plant assets; natural resources; intangible assets; asset impairments; current liabilities; long-term debt; and contingencies. Fair value concepts, present value measurements, and comparisons between U.S. and international accounting standards will be incorporated. Lecture Hours 3 Department: College of Business-All Depts	3 Credits
ACTG 211 Income Tax Fundamentals. Term Typically Offered: Spring Prerequisite(s): ACTG 102. Presents an overview of the U.S. Federal taxation process. This course leads the student through the basic terminology, principles, concepts, and procedures pertaining to individual, sole proprietorship, partnership, and corporate requirements of the Federal Internal Revenue Service. Material is presented using a forms approach, incorporating a computerized Learning Management System (LMS). Lecture Hours 3 Department: Business Management - COT	3 Credits	ACTG 328 Inter Fin Acct & Reporting II. Term Typically Offered: Spring Prerequisite(s): ACTG 327. 3cr. Offers the theory and practice of financial accounting and reporting. A study of stockholders' equity, dilutive securities, earnings per share, investments, revenue recognition, deferred income taxes, pensions, leases, accounting changes, error analysis, the statement of cash flows, and full disclosure in financial accounting. Lecture Hours 3 Department: College of Business-All Depts	3 Credits
ACTG 292 Independent Study. Department: College of Business-All Depts	1-5 Credits	ACTG 401 Federal Income Taxation. Term Typically Offered: Fall Prerequisite(s): Admission to upper division standing and ACTG 301. Covers the federal income tax code and regulations as applied to individual taxpayers. Emphasizes understanding tax law with less attention given to preparing tax returns. Lecture Hours 3 Department: College of Business-All Depts	3 Credits
ACTG 294 Seminar/Workshop. Provides students an opportunity to investigate topics pertinent to the field of Accounting. Department: College of Business-All Depts	1-3 Credits	ACTG 402 Advanced Income Tax. Term Typically Offered: Spring Prerequisite(s): Admission to upper division standing and ACTG 401. Covers advanced topics in federal tax law as applied to corporations, S corporations, partnerships, and other selected topics. Emphasizes understanding tax law with less attention given to preparing tax returns. Lecture Hours 3 Department: College of Business-All Depts	3 Credits



ACTG 403 Topics in Tax, Research, Plan. Term Typically Offered: Spring, Summer Prerequisite(s): ACTG 401. Corequisite(s): ACTG 402. 3cr. Develops skills for tax research and planning, including the requirements for implementing the planning. Also develops skills in tax topics: deduction for qualified business income, exempt organization, multistate taxation, and taxation of international transactions. Lecture Hours 3 Department: College of Business-All Depts	3 Credits	ACTG 438 Forensic Accounting & Fraud. Term Typically Offered: Spring 3cr. Learn from real-life case studies to develop an understanding of the fundamentals of forensic accounting, including its applications in fraud investigation, fraud prevention, corporate and regulatory compliance, litigation support, and white-collar crimes. Topics include leading practices in executing forensic assignments; relevant accounting professional standards; the regulations and legal requirements affecting engagements; and the linkages between forensic accounting and auditing, internal control, and corporate governance. Students will also explore the ways that forensic and fraud investigation techniques can inform the work of accounting practitioners who serve in more traditional management, financial reporting, taxation, and auditing roles. The course will also emphasize approaches to white collar investigations, including through the application of forensic accounting. Lecture Hours 3 Department: College of Business-All Depts	3 Credits
ACTG 410 Cost/Mgmt Acct I. Term Typically Offered: Fall Prerequisite(s): ACTG 202. Admission to upper division standing is not required. Considers the fundamental principles of cost accounting as applied to job order, process, and standard cost systems, and introduces the use of cost information by management in the decision-making process. Lecture Hours 3 Department: College of Business-All Depts	3 Credits	ACTG 491 Special Topics. Term Typically Offered: Fall, Spring, Summer Prerequisite(s): Admission to upper division standing. Provides advanced students an opportunity to intensively investigate topics pertinent to the field of Accounting. Department: College of Business-All Depts	1-3 Credits
ACTG 411 Auditing I. Term Typically Offered: Fall Prerequisite(s): Admission to upper division standing and ACTG 302. Presents a theory of auditing by considering the auditing environment, auditing standards, professional ethics, techniques of internal control, audit evidence, audit approaches and the auditor's report. Lecture Hours 3 Department: College of Business-All Depts	3 Credits	ACTG 492 Independent Study. Term Typically Offered: Fall, Spring, Summer Prerequisite(s): Admission to upper division standing, consent of department, and approval of the College of Business Academic Programs Committee (CBAPC). Provides outstanding junior and senior students an opportunity to explore material not covered by regular Accounting courses. Students must complete a Request for Independent Study form and have it approved by the instructor and the Department Chair. Department: College of Business-All Depts	1-3 Credits
ACTG 415 Gvnt & Not-for-Profit Acct I. Term Typically Offered: Spring Prerequisite(s): ACTG 201, ACTG 202, ACTG 301 (Admission to upper division standing is not required). Includes accounting principles, budgeting and cost determination as they apply to governmental units and nonprofit organizations. Lecture Hours 3 Department: College of Business-All Depts	3 Credits	ACTG 494 Seminar/Workshop. Term Typically Offered: Fall, Spring, Summer Department: College of Business-All Depts	1-3 Credits
ACTG 435 VITA. Term Typically Offered: Spring Provides practical experience preparing federal and state income tax returns for low-income taxpayers. Department: College of Business-All Depts	3 Credits	ACTG 498 Internship/Cooperative Educ. Term Typically Offered: Fall, Spring, Summer Department: College of Business-All Depts	3-9 Credits
ACTG 436 Advanced Accounting. Term Typically Offered: Fall Prerequisite(s): Admission to upper division standing, ACTG 327 and ACTG 328. 3cr. Introduces the theory and practice relative to business combinations and foreign currency transactions and translations. Lecture Hours 3 Department: College of Business-All Depts	3 Credits		

## AHAT - Allied Health: Athletic Training

AHAT 210 Prev & Care Athletic Injuries. Term Typically Offered: Fall Explores concepts and techniques concerned with the scientific and clinical foundations of athletic training. Lecture Hours 3 Department: Health & Human Performance	3 Credits
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## AHMS - Allied Health: Medical Support

AHMS 105 Health Care Delivery. Term Typically Offered: Spring Develops the student's understanding of the history of health care delivery in the United States; American beliefs and values regarding health care delivery; barriers to accessing health care services; how health care is paid for in the United States; as well as current laws, developments, and key forces that are likely to shape the delivery of health care services in the future. Offered ONLY Online. Lecture Hours 3 Department: Health Occupations - COT	3 Credits
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<p>AHMS 144 Medical Terminology. 3 Credits            Term Typically Offered: Fall, Spring, Summer            Introduces the student to the specialized language of the medical profession and builds a background vocabulary in this area using a word-building system which provides a solid foundation for understanding medical terms. Basic word-building concepts are taught with emphasis on spelling, pronunciation, and definitions.            Lecture Hours 3            Department: Health Occupations - COT</p>	<p>AHMS 210 Basic Medical Coding. 3 Credits            Term Typically Offered: Fall            Develops the student's ability to extract necessary information from the medical record to find Diagnosis and Procedure, use the Index and Tabular List in the code book to find the Diagnosis code that will prove medical necessity, use the Index and Tabular List in the code book to find the Procedure Code associated with the diagnosis and procedure, and analyze and accurately interpret evidence to make appropriate decisions based on professional standards. Offered ONLY Online.            Lecture Hours 3            Department: Health Occupations - COT</p>
<p>AHMS 154 Advanced Medical Terminology. 3 Credits            Term Typically Offered: Fall            Prerequisite(s): AHMS 144.            Builds on the knowledge obtained in AHMS 144. Develops the student's understanding of medical terminology as it applies to diseases, disease processes, treatments, and surgical techniques as they apply to each body system. Offered ONLY Online.            Lecture Hours 3            Department: Health Occupations - COT</p>	<p>AHMS 220 Medical Office Procedures. 3 Credits            Term Typically Offered: Fall, Spring            Emphasizes the standards for accuracy in health insurance claims processing and professional reporting which includes accurate claim form completion, an introduction to national coding requirements, medical ethics and legal responsibilities, and medical and insurance terminology.            Lecture Hours 3            Department: Health Occupations - COT</p>
<p>AHMS 156 Medical Billing Fundamentals. 3 Credits            Term Typically Offered: Fall            Develops the student's understanding of common commercial, managed care, and federal health insurance plans in the U.S. Teaches billing processes and procedures, as well as legal, regulatory, and ethical issues in health insurance. Offered ONLY Online.            Lecture Hours 3            Department: Health Occupations - COT</p>	<p>AHMS 250 Advanced Medical Coding. 3 Credits            Term Typically Offered: Fall, Spring            Develops the knowledge, skills, and abilities necessary for students to correlate a numerical code to a handwritten or typed procedure description generated by clinical staff in the health care setting for insurance purposes utilizing the principles of CPT-4, ICD-CM, and HCPCS Coding. This course is required for the Medical Coding and Insurance Billing Certificate.            Department: Health Occupations - COT</p>
<p>AHMS 160 Beginning Procedural Coding. 3 Credits            Term Typically Offered: Fall, Spring            Develops the knowledge, skills, and abilities necessary for students to correlate a numerical code to a handwritten or typed procedure description generated by clinical staff in the health care setting for insurance purposes utilizing the principles of Current Procedural Terminology 4th edition (CPT-4). This course is required for the Medical Coding and Insurance Billing Certificate.            Lecture Hours 3            Department: Health Occupations - COT</p>	<p>AHMS 299 Capstone Project. 1 Credit            Evaluates and expands the student's knowledge of medical coding, insurance billing, and individual professionalism through job shadowing with a local coder, completing a resume building session, and attending test preparation sessions with focus on the national coding exam.            Lecture Hours 1            Department: Health Occupations - COT</p>
<p>AHMS 162 Beginning Diagnosis Coding. 3 Credits            Term Typically Offered: Fall, Spring            Develops the knowledge, skills, and abilities necessary for a student to correlate a numerical code to a handwritten or typed diagnosis description generated by clinical staff in the health care setting for insurance purposes utilizing published ICD-CM. Also emphasizes the standards for accuracy in medical coding. This course is required for the Medical Coding and Insurance Billing Certificate.            Lecture Hours 3            Department: Health Occupations - COT</p>	<p><b>AHUS - Allied Health: Ultrasound</b></p> <p>AHUS 100 Introduction to Ultrasound. 3 Credits            Term Typically Offered: Fall            Prerequisite(s): Admission to the Ultrasound Technology program.            Corequisite(s): AHUS 101, AHUS 102, AHUS 104.            Introduces the student to the profession of sonography and the role of the sonographer. Emphasis on medical terminology, ethical/legal aspects, written and verbal communication, and professional issues relating to registry, accreditation, professional organizations, and history of the profession. Offered ONLY Online.            Lecture Hours 3            Department: Health Occupations - COT</p>
<p>AHMS 175 Medical Law and Ethics. 3 Credits            Term Typically Offered: Spring            Addresses legal and ethical issues relevant to the healthcare field. Students will learn the importance of a professional code of ethics and the consequences of illegal or unethical behavior in health care. The course will also help the student distinguish among law, ethics, bioethics, etiquette, and protocol.            Lecture Hours 3            Department: Health Occupations - COT</p>	<p>AHUS 101 Ultrasound Instrumentation. 3 Credits            Term Typically Offered: Fall            Prerequisite(s): Admission to the Ultrasound Technology program.            Corequisite(s): AHUS 100, AHUS 102, AHUS 104.            Introduces students to ultrasound equipment operation. Topics include ultrasound wave generation and propagation, transducers, pulse echo instruments, pulse echo imaging, image storage and display, Doppler, artifacts, quality assurance, bioeffects, and safety. Offered ONLY Online.            Lecture Hours 3            Department: Health Occupations - COT</p>

<p>AHUS 102 Abdominal Sonography. <span style="float: right;">3 Credits</span>            Term Typically Offered: Fall            Prerequisite(s): Admission to the Ultrasound Technology program.            Corequisite(s): AHUS 100, AHUS 101, AHUS 104.            Introduces students to an in-depth study of anatomy, physiology, and spatial relationships of the abdomen, retroperitoneal cavity, and superficial structures. Emphasis will be placed on related clinical signs and symptoms, and normal and abnormal sonographic patterns. Harmonic imaging and two-dimensional Doppler color imaging will be used to evaluate the sonographic appearance of abdominal organs such as the liver, gallbladder, biliary tree, spleen, pancreas, great vessels, kidneys, and urinary tract. Offered ONLY Online.            Lecture Hours 3            Department: Health Occupations - COT</p>	<p>AHUS 108 Clinical Experience III. <span style="float: right;">4 Credits</span>            Term Typically Offered: Summer            Prerequisite(s): Admission to the Ultrasound Technology program.            Corequisite(s): AHUS 107.            (12 clinical/wk) Instructs students in the hands-on scanning of patients via ultrasonography at clinical sites. Students will obtain hands-on clinical experience performing ultrasound examinations under the direct supervision of the clinical instructor or certified ultrasonographer.            Department: Health Occupations - COT</p>
<p>AHUS 103 OB and GN Sonography. <span style="float: right;">3 Credits</span>            Term Typically Offered: Spring            Prerequisite(s): Admission to the Ultrasound Technology program.            Corequisite(s): AHUS 105, AHUS 106.            Introduces students to OB/GYN sonography and the female reproductive and urogenital systems as they pertain to performing ultrasound examinations of that area. Normal and abnormal anatomy and physiology, instrumentation set-up, patient preparation, proper scanning technique, and normal and abnormal findings are presented. Offered ONLY Online.            Lecture Hours 3            Department: Health Occupations - COT</p>	<p>AHXR 101 Patient Care in Radiology. <span style="float: right;">3 Credits</span>            Term Typically Offered: Fall            Provides students with an introduction to radiologic technology including the history of radiology, patient care and the radiographer's role in health care, medical ethics, infection control, radiology organizations, and radiologic technology certification.            Lecture Hours 3            Department: Health Occupations - COT</p>
<p>AHUS 104 Clinical Experience I. <span style="float: right;">4 Credits</span>            Term Typically Offered: Fall            Prerequisite(s): Admission to the Ultrasound Technology program.            Corequisite(s): AHUS 100, AHUS 101, AHUS 102.            (12 clinical/wk) Instructs students in the hands-on scanning of patients via ultrasonography at clinical sites. Students will obtain hands-on clinical experience performing ultrasound examinations under the direct supervision of the clinical instructor or certified ultrasonographer.            Department: Health Occupations - COT</p>	<p>AHXR 108 Intro to Radiologic Physics. <span style="float: right;">3 Credits</span>            Corequisite(s): AHXR 150, AHXR 195A. (F)            X-ray production and the interaction of radiation with matter are examined in detail.            Lecture Hours 3            Department: Health Occupations - COT</p>
<p>AHUS 105 Clinical Experience II. <span style="float: right;">4 Credits</span>            Term Typically Offered: Spring            Prerequisite(s): Admission to the Ultrasound Technology program.            Corequisite(s): AHUS 103, AHUS 106.            (12 clinical/wk) Instructs students in the hands-on scanning of patients via ultrasonography at clinical sites. Students will obtain hands-on clinical experience performing ultrasound examinations under the direct supervision of the clinical instructor or certified ultrasonographer.            Department: Health Occupations - COT</p>	<p>AHXR 150 Radiological Technology I. <span style="float: right;">3 Credits</span>            Term Typically Offered: Fall            Corequisite(s): AHXR 195A &amp; AHXR 151.            Presents the fundamentals of producing radiographic images, radiation protection, and radiographic equipment. Radiographic positioning and anatomy are included for chest, abdomen, and extremity procedures.            Lecture Hours 3            Department: Health Occupations - COT</p>
<p>AHUS 106 Sectional Anatomy. <span style="float: right;">3 Credits</span>            Term Typically Offered: Spring            Prerequisite(s): Admission to the Ultrasound Technology program.            Corequisite(s): AHUS 103, AHUS 105.            Introduces students to sectional anatomy in the transverse, longitudinal, and coronal planes, with emphasis on the organs of sonographic interest within the abdomino-pelvic cavity. Offered ONLY Online.            Lecture Hours 3            Department: Health Occupations - COT</p>	<p>AHXR 151 Radiology I Positioning Lab. <span style="float: right;">1 Credit</span>            Corequisite(s): AHXR 150 &amp; AHXR 195A. (F)            Lab Hours 1            Department: Health Occupations - COT</p>
<p>AHUS 107 Ultrasound Physics. <span style="float: right;">3 Credits</span>            Term Typically Offered: Summer            Prerequisite(s): Admission to the Ultrasound Technology program.            Corequisite(s): AHUS 108.            Introduces students to the physical principles of diagnostic medical sonography. Topics include the characteristics of real-time ultrasound transducers, the ultrasound beam, and the ultrasound instrumentation. Offered ONLY Online.            Lecture Hours 3            Department: Health Occupations - COT</p>	<p>AHXR 160 Radiological Technology II. <span style="float: right;">4 Credits</span>            Prerequisite(s): AHXR 150.            Corequisite(s): AHXR 161 and AHXR 195B. (Sp)            Lecture Hours 4            Department: Health Occupations - COT</p>
<p>AHUS 108 Clinical Experience III. <span style="float: right;">4 Credits</span>            Term Typically Offered: Summer            Prerequisite(s): Admission to the Ultrasound Technology program.            Corequisite(s): AHUS 107.            (12 clinical/wk) Instructs students in the hands-on scanning of patients via ultrasonography at clinical sites. Students will obtain hands-on clinical experience performing ultrasound examinations under the direct supervision of the clinical instructor or certified ultrasonographer.            Department: Health Occupations - COT</p>	<p>AHXR 161 Radiology II Positioning Lab. <span style="float: right;">1 Credit</span>            Corequisite(s): AHXR 160 &amp; AHXR 195B. (Sp)            Lab Hours 1            Department: Health Occupations - COT</p>
<p>AHUS 109 Clinical Experience IV. <span style="float: right;">4 Credits</span>            Term Typically Offered: Summer            Prerequisite(s): Admission to the Ultrasound Technology program.            Corequisite(s): AHUS 107.            (12 clinical/wk) Instructs students in the hands-on scanning of patients via ultrasonography at clinical sites. Students will obtain hands-on clinical experience performing ultrasound examinations under the direct supervision of the clinical instructor or certified ultrasonographer.            Department: Health Occupations - COT</p>	<p>AHXR 181 Radiology III Positioning Lab. <span style="float: right;">1 Credit</span>            Corequisite(s): AHXR 195C. (Su)            Lab Hours 1            Department: Health Occupations - COT</p>
<p>AHUS 110 Clinical Experience V. <span style="float: right;">4 Credits</span>            Term Typically Offered: Summer            Prerequisite(s): Admission to the Ultrasound Technology program.            Corequisite(s): AHUS 107.            (12 clinical/wk) Instructs students in the hands-on scanning of patients via ultrasonography at clinical sites. Students will obtain hands-on clinical experience performing ultrasound examinations under the direct supervision of the clinical instructor or certified ultrasonographer.            Department: Health Occupations - COT</p>	<p>AHXR 195 Clinical Radiology Intercession. <span style="float: right;">1 Credit</span>            Prerequisite(s): AHXR 150 &amp; AHXR 195A. (Sp)            (40 total)            Lecture Hours 1            Department: Health Occupations - COT</p>

## AHXR - Allied Health: Radiologic Technology

<p>AHXR 195A Radiographic Clinical I. 5 Credits Term Typically Offered: Fall Corequisite(s): AHXR 150 &amp; AHXR 151. (15 clinical/wk) Instructs students in radiographic examinations in the clinical environment. The students are required to perform radiographic examinations on patients and to participate in scheduled clinicals under the direct supervision of the clinical instructor or registered technologist. Students will be oriented into patient care methodologies. CPR certification is required. Department: Health Occupations - COT</p>	<p>AHXR 295A Radiographic Clinical IV. 8 Credits Term Typically Offered: Fall Prerequisite(s): AHXR 195C. Corequisite (24 clinical/wk) Provides sequential clinical instruction of the analysis and evaluation of concepts and theories required to perform radiographic procedures. Patient-centered clinical practice labs will be taught through competency-based assignments in the clinical setting. Department: Health Occupations - COT</p>
<p>AHXR 195B Radiographic Clinical II. 6 Credits Term Typically Offered: Spring Prerequisite(s): AHXR 150 &amp; AHXR 195A. Corequisites (18 clinical/wk) Provides sequential clinical instruction on application, critical analysis, integration, synthesis, and evaluation of concepts and theories required to perform radiologic procedures. Patient centered clinical practice labs and professional development will be taught through competency-based assignments in the clinical setting. Department: Health Occupations - COT</p>	<p>AHXR 295B Radiographic Clinical V. 8 Credits Term Typically Offered: Spring Prerequisite(s): AHXR 250. Corequisite(s): AHXR 260. (24 clinical/wk) Provides the clinical practice and experience necessary for the performance of advanced radiographic procedures. Includes the study of pathology and rotations through the different modalities within radiology. Department: Health Occupations - COT</p>
<p>AHXR 195C Radiographic Clinical III. 9 Credits Term Typically Offered: Summer Prerequisite(s): AHXR 195B. Corequisite (27 clinical/wk) Continues to provide sequential clinical instruction in radiographic procedures. Patient-centered clinical practice labs and professional development will be taught through competency-based assignments in the clinical setting. Department: Health Occupations - COT</p>	<p><b>ANTY - Anthropology</b></p> <p>ANTY 220 Culture &amp; Society. 3 Credits The meaning and significance of culture. Survey of world culture areas and peoples; organization and functioning of societies, their diverse forms and degrees of elaboration. Symbolic behavior systems and expression. Intercultural contacts and relations. Dynamics of cultural change and continuity. History and methods of cultural anthropology. Lecture Hours 3 Department: NAS/PS/SOCL</p>
<p>AHXR 225 Radiobiology/Radiation Ptrctn. 3 Credits Term Typically Offered: Spring Emphasizes radiation safety and the biological effects of radiation on the human body. Explores the various modalities including equipment requirements, design and quality assurance. Lecture Hours 3 Department: Health Occupations - COT</p>	<p><b>ARTH - Art History</b></p> <p>ARTH 150 Introduction to Art History. 3 Credits Term Typically Offered: Fall, Spring, Summer Surveys world art from prehistory through the present day with the objective of developing a critical understanding of art forms in their historical and cultural context. Department: Art</p>
<p>AHXR 250 Radiological Technology III. 4 Credits Prerequisite(s): AHXR 160. Corequisite(s): AHXR 295A. (F) Includes fluoroscopic and other diagnostic imaging modalities. Lecture Hours 4 Department: Health Occupations - COT</p>	<p>ARTH 160 Global Visual Culture. 3 Credits Term Typically Offered: Fall, Spring, Summer Examines visual culture, which includes painting, sculpture, photography, the Internet, performance, cinema, advertising, and television, as our primary means of communication and of understanding our postmodern world. Explores the effects of global visual culture on specific cultures and societies. Special emphasis on the importance of race, ethnicity, gender, sexuality, and the body in visual culture. Lecture Hours 3 Department: Art</p>
<p>AHXR 260 Radiological Technology IV. 2 Credits Prerequisite(s): AHXR 250. Corequisite(s): AHXR 295B. (Sp) Includes a review of program content in conjunction with registry review. Lecture Hours 2 Department: Health Occupations - COT</p>	<p>ARTH 252 Visual Theory &amp; Criticism. 3 Credits Term Typically Offered: Fall Prerequisite(s): ARTH 150, WRIT 101. 3cr. Introduces different genres of writing about art. Provides overview of historic and contemporary art critics and theoreticians. Students learn to critically evaluate the merits and limitations of different visual theories and relate them to the practices of creating and interpreting art. Lecture Hours 3 Department: Art</p>
<p>AHXR 270 Radiographic Registry Review. 2 Credits Term Typically Offered: Spring Prerequisite(s): AHXR 250. Provides a comprehensive review of the Radiologic Technology course material in preparation for the national certification examination. Lecture Hours 2 Department: Health Occupations - COT</p>	
<p>AHXR 294 Seminar/Workshop. 1 Credit Department: Health Occupations - COT</p>	

- ARTH 321 Renaissance & Baroque Art. 3 Credits  
 Term Typically Offered: Fall (even years)  
 Prerequisite(s): ARTH 150 or consent of instructor.  
 Surveys the major artistic developments in Europe from the fifteenth through the seventeenth centuries. In addition to examining the stylistic evolution of Renaissance and Baroque art, this course also addresses the relationship of cultural production to social customs, intellectual trends, political systems, and religious beliefs. Emphasis on the works of Jan Van Eyck, Donatello, Botticelli, Leonardo daVinci, Michelangelo, Albrecht Durer, Titian, Caravaggio, Artemisia Gentileschi, Bernini, Rubens, Velazquez, and Rembrandt.  
 Department: Art
- ARTH 342 Modern Art. 3 Credits  
 Term Typically Offered: Spring (even years)  
 Prerequisite(s): ARTH 150 or consent of instructor.  
 Surveys major developments in European and American art from the late eighteenth century to the present. Focuses on the aesthetics and philosophies of modernism and postmodernism and their cultural and political contexts.  
 Department: Art
- ARTH 436 The History of Women in Art. 3 Credits  
 Term Typically Offered: Fall (odd years)  
 Prerequisite(s): WRIT 101; Preferred background ARTH 150.  
 Provides a thematic and chronological survey of women as creators, collectors, and the subject of art, beginning with the medieval period and finishing in the present day. Emphasizes the institutional and ideological factors that have made it difficult for women to achieve equal status in the arts, the Women's Art Movement of the 1970's, and contemporary feminist art.  
 Lecture Hours 3  
 Department: Art
- ARTH 439 American Indian Art. 3 Credits  
 Term Typically Offered: Fall (even years)  
 Presents an overview and analysis of Native American art forms, techniques, and traditions. Background and interpretation of traditional and contemporary styles and symbols important to both tribal and individual expression. Includes discussion of tribal arts and crafts associations, markets and exhibitions, and federal laws.  
 Lecture Hours 3  
 Department: Art
- ARTH 451 Contemporary Art. 3 Credits  
 Term Typically Offered: Spring (odd years)  
 Prerequisite(s): WRIT 101; Preferred background ARTH 150.  
 Surveys developments in the world of art since 1970.  
 Lecture Hours 3  
 Department: Art
- ARTH 452 History of Time-Based Arts. 3 Credits  
 Term Typically Offered: Fall  
 Prerequisite(s): ARTH 150; ARTH 160 recommended.  
 3cr. Offers overview of key historical, critical, and theoretical issues in time-based arts from emergence of modernist avant-garde in Europe at beginning of the 20th century to the post-postmodern and post-photographic present, global moment. Reviews aesthetic movements in time-based media since the invention of photography. Topics include: the impact of commercial imagery on time-based arts, stylistic and ethical approaches to time-based arts, the politics of the museum & gallery in response to technological evolution, and influence of digital technology and the internet on artistic production and reception.  
 Lecture Hours 3  
 Department: Art
- ARTH 455 Art & the Environment. 3 Credits  
 Term Typically Offered: Spring (even years)  
 Prerequisite(s): WRIT 101 or ENST 210; Preferred background ARTH 150.  
 Explores the relationship between artistic expression and the natural environment from a cross-cultural and historical perspective. Emphasis on landscape painting, architectural site planning, earthworks, land art and the impact of environmentalism, eco-feminism and holistic worldviews on contemporary art production.  
 Lecture Hours 3  
 Department: Art
- ARTH 492 Independent Study. 1-5 Credits  
 Prerequisite(s): consent of instructor and department chairperson.  
 Provides outstanding students an opportunity to explore material not covered by regular Art courses.  
 Lecture Hours 1-5  
 Department: Art
- ARTH 494 Seminar/Workshop. 1-5 Credits  
 Provides advanced students an opportunity to intensively investigate topics pertinent to the field of Art.  
 Lecture Hours 1-5  
 Department: Art
- ARTH 495 Practicum in Art. 1-5 Credits  
 Prerequisite(s): consent of instructor.  
 Provides experience in a responsible appointment as an assistant in some specialized area of the Art Program.  
 Lecture Hours 1-5  
 Department: Art
- ARTH 498 Internship/Cooperative Educ. 1-9 Credits  
 Provides university credit for a work experience in the area of Art supervised by faculty. Learning agreement must be completed prior to registration (restricted).  
 Department: Art
- ## ARTZ - Art: Visual Arts
- ARTZ 101 Art Fundamentals. 3 Credits  
 Term Typically Offered: Fall, Spring  
 (Stu) Encourages enhancement of two- and three-dimensional artistic skills for the general student. Traditional and experimental materials, techniques, and concepts are emphasized. Expect improvement of individual art abilities and understandings. (Lab fee)  
 Lecture Hours 3  
 Department: Art
- ARTZ 102 Fund of Art for Elem Teachers. 2 Credits  
 Term Typically Offered: Fall, Spring  
 Prerequisite(s): Restricted to majors in Elementary Education and Special Education. (Stu) Provides experiences with two-and three-dimensional materials and techniques appropriate for elementary teachers. Includes selected components of art history, art criticism and aesthetics (modern paradigm) and the post-modern paradigm. (Lab fee)  
 Lecture Hours 2  
 Department: Art
- ARTZ 104 Studio Safety. 1 Credit  
 Term Typically Offered: Fall, Spring  
 Corequisite(s): ARTZ 108.  
 Provides students with safety protocols and information throughout multiple disciplines in art creation. Includes information on material handling, personal protective equipment, proper use of equipment, and mitigation of hazardous environments.  
 Lecture Hours 1  
 Department: Art

ARTZ 105 Visual Language-Drawing. Term Typically Offered: Fall, Spring 3cr. (4.5 other/wk) (Stu) Explores the basic fundamentals of drawing and linear perspective in this studio course appropriate for students at all drawing levels. Students will convey line, form, value, composition, and linear perspective through the application of various methods and materials in a contemporary drawing focus. Lab fee. Department: Art	3 Credits	ARTZ 258 New Media I. Term Typically Offered: Spring Prerequisite(s): ARTZ 106 or consent of instructor. Explores the creative potential of computer-based digital technology on an introductory level: creative research and experimentation in contemporary artistic expression including two-dimensional and three-dimensional digital applications, and large-format printing. Work includes instruction on software programs used by studio artists with emphasis on theory, aesthetics, and technology for fine art applications. Digital camera required. (Lab fee) Department: Art	4 Credits
ARTZ 106 Visual Language-2-D Fndtns. Term Typically Offered: Fall, Spring 3cr. (4.5 other/wk) (Stu) Provides the student with the basic fundamentals to plan and organize two-dimensional expression through painting, graphic design, color theory and composition. Student will be exposed to both content (what artists want to say) and form (how an artist says it). An emphasis will be placed on creativity and critical thinking skills. Lab fee. Department: Art	3 Credits	ARTZ 271 Printmaking I. Term Typically Offered: Spring Prerequisite(s): ARTZ 106 and ARTZ 105 or consent of instructor. 4cr. (6 other/wk) (Rct 2, Stu 2) (even Sp) Provide basic concepts in areas of serigraphy, intaglio, and relief as means of contemporary expression. (Lab fee) Department: Art	4 Credits
ARTZ 108 Visual Language-3-D Fndtns. Term Typically Offered: Fall, Spring 3cr. (4.5 other/wk) (Stu) Introduces the basic principles of designing in three dimensions with an emphasis on form, structure, and terminology in media such as wood, paper fibers, metal, plaster, clay, etc. Assignments focus on aesthetic concepts and technical skills and involve broad-based themes of art, the role of the artist, and creative and critical thinking skills. Lab fee. Department: Art	3 Credits	ARTZ 284 Photo I-Techniques & Processes. Term Typically Offered: Fall Prerequisite(s): ARTZ 106. 4cr. Provides instruction in lens-based image creation while investigating problems of design, content, criticism and expression in the photographic medium with emphasis on theory, aesthetics, and technology for fine art applications. Studio practices emphasize photographic techniques, process, and workflow within the digital and chemical photographic lab. Required: Portable Hard-Drive, DSLR/Mirrorless Camera recommended (Lab fee). Lecture Hours 3, Lab Hours 3 Department: Art	4 Credits
ARTZ 131 Ceramics for Non-Majors. Term Typically Offered: Fall, Spring 3cr. (4.5 other/wk) (Stu) Develops the ability to design three-dimensional clay forms using manual dexterity. Provides the individual with opportunities for creative experiences and an understanding of basic artistic developments in design, process and content of the ceramic object. (Lab fee) Department: Art	3 Credits	ARTZ 294 Seminar/Workshop. Provides an opportunity for study in an area of Art. Lecture Hours 1-4 Department: Art	1-4 Credits
ARTZ 211 Drawing I. Term Typically Offered: Fall Prerequisite(s): ARTZ 105. (Rct 2, Stu 2) Continues and expands on the understanding of the fundamentals, the theories and the content of drawing with an emphasis on the human figure. Lab fee. Department: Art	4 Credits	ARTZ 298 Internship/Cooperative Educ. Provides university credit for a sophomore work experience in the area of Art supervised by faculty. Learning agreement must be completed prior to registration (restricted). Lecture Hours 1-9 Department: Art	1-9 Credits
ARTZ 221 Painting I. Term Typically Offered: Spring Prerequisite(s): ARTZ 105 and ARTZ 106 or consent of instructor. 4cr. (6 other/wk) (Rct 2, Stu 2) Introduces the principles and practices of painting through exploration of materials with an emphasis on historical and contemporary painting practices and aesthetics. Students will investigate paint related solutions associated with color theory, composition, and self-expression. Lab fee. Department: Art	4 Credits	ARTZ 311 Drawing II. Term Typically Offered: Spring Prerequisite(s): ARTZ 211. (Rct 2, Stu 2) Continues application of drawing methods as a contemporary art practice while building on concepts of innovation, critical thinking, and expression. Explores various mediums and formats within guided projects. Lab fee. Department: Art	4 Credits
ARTZ 231 Ceramics I. Term Typically Offered: Spring 4cr. (6 other/wk) (Rct 2, Stu 2) Preferred background ARTZ 108. Introduces basic forming skills, glaze techniques and firing processes with emphasis on craftsmanship and aesthetic judgment. (Lab fee) Department: Art	4 Credits	ARTZ 321 Painting II. Term Typically Offered: Fall Prerequisite(s): ARTZ 221. (Rct 2, Stu 2) Continues examination of contemporary painting practices while innovating self-expression in two-dimensional art research. Focuses development of critical thinking, aesthetics, and material exploration through guided projects. Lab fee. Department: Art	4 Credits
ARTZ 251 Sculpture I. Term Typically Offered: Fall Prerequisite(s): ARTZ 108 or consent of instructor. (Rct 2, Stu 2) Introduces the basic concepts of space and volume as they relate to sculpture as well as the basic methods of forming various materials into sculpture. Lab fee. Department: Art	4 Credits	ARTZ 331 Ceramics II. Term Typically Offered: Fall Prerequisite(s): ARTZ 231. (Rct 2, Stu 2) Develops technical skills in the forming of clay design concepts and glaze technology. Emphasis is placed on the growth of personal development. (Lab fee) Department: Art	4 Credits



<p>ARTZ 351 Sculpture II. 4 Credits            Term Typically Offered: Spring            Prerequisite(s): ARTZ 251.            (Rct 2, Stu 2) Provides exploration and laboratory experience in a variety of materials in the production of three-dimensional art forms. (Lab fee)            Department: Art</p>	<p>ARTZ 406 Gallery Professional Practices. 3 Credits            Term Typically Offered: Spring (odd years)            Introduces students to standards, practices, and methods of the art gallery profession. Provides hands-on training in all aspects of the operations of the Northcutt Steele Gallery. Includes assigned readings, writings, guest presentations, visits to local/regional art institutions, and a research project that connects hands-on experiences to broader issues in contemporary gallery and museum practices.            Lecture Hours 3            Department: Art</p>
<p>ARTZ 358 New Media II. 4 Credits            Term Typically Offered: Fall            Prerequisite(s): ARTZ 258.            4cr. (6 other/wk) (Stu 6 hrs/wk) Continues the development of new media skills on an intermediate level: creative research and experimentation in contemporary artistic expression with an emphasis on time-based and interactive applications, including video installation, media performance, and interactive animation. Work includes instruction on software programs used by studio artists with emphasis on theory, aesthetics, and technology for fine art applications. Digital camera required; video camera recommended. (Lab fee)            Department: Art</p>	<p>ARTZ 409 Advncd Professional Practices. 1 Credit            Term Typically Offered: Fall            Prerequisite(s): Junior or senior level standing; Art majors and minors only.            Focuses on preparation for the Senior Project/Capstone Exhibition and introduces elements related to a career as a professional artist. Topics include development of visual and/or written portfolio, writing a resume and artist statement, exhibition opportunities, graduate programs, online portfolios and marketing. Class may be taken concurrently with ARTZ 499 Senior Project/Capstone.            Lecture Hours 1            Department: Art</p>
<p>ARTZ 384 Photo II-Thry,Crtcsm,Practice. 4 Credits            Term Typically Offered: Spring            Prerequisite(s): ARTZ 284.            4cr. Continues development of photographic skills while advancing concepts of design, content and expression through lens and light-based photographic mediums. Course is taught using a variety of photographic techniques and processes, while exploring experimental and spatial possibilities of the medium. Emphasis on photo theory, aesthetics and criticism in contemporary lens-based imaging practices. Required: Portable Hard-Drive. Digital SLR and Analogue/Film cameras will be available for checkout. (Lab fee).            Lecture Hours 3, Lab Hours 3            Department: Art</p>	<p>ARTZ 410 Advanced Research-Drawing. 4 Credits            Term Typically Offered: Spring            Prerequisite(s): ARTZ 105, ARTZ 211, ARTZ 311.            R-24. Explores development of personal research and aesthetics through drawing methodologies and incorporates principles and theories of drawing found in historic and contemporary art. Emphasis will be placed on building self-proposed and guided thematic projects that incorporate critical thinking skills and research demonstrated through drawing. Lab fee.            Department: Art</p>
<p>ARTZ 402 Teaching Art I--K-12. 3 Credits            Term Typically Offered: Fall            Prerequisite(s): Admission to Educator Preparation Program and ARTH 150, ARTZ 106, and ARTZ 108.            Provides pre-service K-12 art teachers with modern and postmodern theories and practical strategies for planning, facilitating, and assessing student learning. Art production, history/heritage, criticism, and aesthetics are addressed from age-appropriate perspectives and as related to the disciplines. Field experience is a focus. Presents an overview of technology, inclusion of special populations, health/safety aspects, and art-related career opportunities. Offered in the fall of even years.            Lecture Hours 3            Department: Art</p>	<p>ARTZ 420 Advanced Research-Painting. 4 Credits            Term Typically Offered: Fall            Prerequisite(s): ARTZ 221, ARTZ 321.            4cr. (6 other/wk) (Rct 2, Stu 2) R-24. Explores development of personal research and aesthetics through painting methodologies and incorporates principles and theories of painting found in historic and contemporary art. Emphasis will be placed on building self-proposed and guided thematic projects that incorporate critical thinking skills and research demonstrated in a painting perspective. Lab fee.            Department: Art</p>
<p>ARTZ 403 Teaching Art II--K-12. 3 Credits            Term Typically Offered: Spring            Prerequisite(s): ARTZ 402.            Corequisite(s): EDU 354.            3cr. (3 other/wk) Investigates and evaluates art-specific classroom management and assessment methods. Continues to apply K-12 grade-level art teaching strategies discovered in ARTZ 402. Diverse studio practices, aesthetics, criticism, art history, and legal topics are further examined through experiences concurrently engaged in EDU 354. Includes collaboration methods, examination and practice with technology for art teaching and learning, and preparation for transition into life as a professional Art Educator or related field. (Lab fee).            Department: Art</p>	<p>ARTZ 430 Advanced Research-Ceramics. 4 Credits            Term Typically Offered: Fall, Spring            Prerequisite(s): ARTZ 331.            (Rct 2, Stu 2) R-24. Employs advanced technical problems and emphasizes personal expression in the medium. (Lab fee)            Department: Art</p>
	<p>ARTZ 451 Advanced Research-Sculpture. 4 Credits            Term Typically Offered: Fall, Spring            Prerequisite(s): ARTZ 351.            (Rct 2, Stu 2) R- 24. Involves advanced level sculptural exploration emphasizing personal expression and style. (Lab fee)            Department: Art</p>
	<p>ARTZ 458 New Media III. 4 Credits            Term Typically Offered: Fall            Prerequisite(s): ARTZ 358.            R-24 Explores the creative potential of computer-based digital technology on an advanced level. Students will create several assignment-guided and self-proposed projects. These can include site-specific media installation, video installation, net art, art video games, media performances, community projects, etc. Work includes instruction on software programs used by studio artists with emphasis on theory, aesthetics, and technology for fine art applications. (Lab fee)            Department: Art</p>



ARTZ 486 Advanced Research-Photography. Term Typically Offered: Spring Prerequisite(s): ARTZ 384. (Rct 2, Stu 2) R-24. Involves advanced level photographic exploration and production emphasizing photography as a fine art medium and a means to personal expression. Students will create several assignment-guided and self-proposed projects. Required: manual film SLR camera and digital camera (digital SLR recommended). (Lab fee) Department: Art	4 Credits	AST 115 Automotive Brakes Lab. Term Typically Offered: Spring Corequisite(s): AST 114. Provides a study in the diagnosis and service of today's sophisticated braking and related systems. Subject matter includes brake system safety, master cylinders, power assist units hydraulic lines and valves, disk and drum brakes, antilock systems, parking brakes, and brake electrical/electronic components. Lab Hours 2 Department: Transportation - COT	2 Credits
ARTZ 492 Independent Study. Prerequisite(s): consent of instructor and department chairperson. Provides outstanding students an opportunity to explore material not covered by regular Art courses. Lecture Hours 1-5 Department: Art	1-5 Credits	AST 162 Automotive Engine Diagnostics. Term Typically Offered: Spring Prerequisite(s): TRID 170 and TRID 180. Studies the theory of fuel systems, emission control systems, ignition systems, and engine mechanical tests. Proper testing with modern diagnostic equipment will also be discussed. Lecture Hours 3 Department: Transportation - COT	3 Credits
ARTZ 494 Seminar/Workshop. Department: Art	1-5 Credits	AST 163 Auto Engine Diagnostics Lab. Term Typically Offered: Spring Prerequisite(s): TRID 170 & TRID 180. Corequisite(s): AST 162. Examines diagnosis, testing, and repair of fuel systems, emission control systems, ignition systems, and engine mechanical tests. This course provides training on the proper uses of modern engine diagnostic equipment. Lab Hours 3 Department: Transportation - COT	3 Credits
ARTZ 495 Practicum in Art. Prerequisite(s): Senior level standing in Art and consent of department chairperson. Provides experience in a responsible appointment as an assistant in some specialized area of the Art Program. Lecture Hours 1-5 Department: Art	1-5 Credits	AST 175 Engine Rebuild Lab. Term Typically Offered: Spring Prerequisite(s): TRID 170. Gives an overview of the design, operation, diagnosis, and service procedures of modern automotive engines. Students participate in the disassembly and re-assembly of engine units. Service and technical engine data are presented to prepare the students for practical experience in engine servicing. Lecture Hours 5 Department: Transportation - COT	5 Credits
ARTZ 498 Internship/Cooperative Educ. Department: Art	1-9 Credits	AST 220 Auto Steering and Suspension. Term Typically Offered: Fall Prerequisite(s): M 111 or equivalent. Provides a study in the design and operation of modern automotive suspension, steering, and related systems. Lecture Hours 2 Department: Transportation - COT	2 Credits
ARTZ 499 Senior Project/Capstone. Term Typically Offered: Fall, Spring Prerequisite(s): Junior or senior level standing in Art. Art majors or minors only. Involves arranging for all details necessary to present a show of work done during the two years prior to graduation in conjunction with a formal review. The art history student will prepare for the formal review through written documents and recitation. The student will work with his/her advisor. Department: Art	1 Credit	AST 221 Auto Steering/Suspension Lab. Term Typically Offered: Fall Prerequisite(s): M 111 or equivalent. Corequisite(s): AST 220. Provides a practical study in the diagnosis and service of modern automotive suspension, steering, and related systems. Alignments are performed on computerized four-wheel alignment systems. This class is designed to provide the student with the training necessary to perform chassis-related service on automobiles and light trucks. Lab Hours 2 Department: Transportation - COT	2 Credits
<b>AST - Auto Service Technician</b>			
AST 106 Auto Manual Drive Train/Axles. Term Typically Offered: Fall Includes a study of the basic theory and principles of gearing, and reconditioning of automotive power train components. Components covered include clutches, transmissions, differentials, axles, transaxles, and transfer cases. Lecture Hours 2 Department: Transportation - COT	2 Credits		
AST 107 Auto Man Drive Train/Axles Lab. Term Typically Offered: Fall Corequisite(s): AST 106. Provides a study of the service, repair, and reconditioning of automotive power train components. Components covered include clutches, transmissions, differentials, axles, transaxles, and transfer cases. Lab Hours 2 Department: Transportation - COT	2 Credits		
AST 114 Automotive Brakes. Term Typically Offered: Spring Provides a study in the design and operation of today's sophisticated braking and related systems. Subject matter includes brake systems fundamentals, safety, master cylinders, power assist units, hydraulic lines and valves, disk and drum brakes, antilock systems, parking brakes, and brake electrical and electronic components. Lecture Hours 2 Department: Transportation - COT	2 Credits		

<p>AST 230 Elec/Elctrncs Sys II. 2 Credits            Term Typically Offered: Fall            Prerequisite(s): TRID 180.            Studies electrical/electronic systems and applications found in today's automotive industry. This course is designed to give the student a strong background in the theory of operation of electrical and electronic systems. Upon completion of this course, the student will have acquired the knowledge necessary to effectively diagnose modern automobiles.            Lecture Hours 2            Department: Transportation - COT</p>	<p>AST 280 Applied Lab Exp/Light Repair. 4 Credits            Term Typically Offered: Spring            Prerequisite(s): TRID 150, TRID 152, TRID 170, TRID 180, AST 106, AST 114, AST 220, AST 162, AST 230.            Provides in-depth, practical analysis and repair of components related to engine, chassis, power trains systems, and standard power trains systems. This course simulates service department operations as found in industry.            Lab Hours 4            Department: Transportation - COT</p>
<p>AST 231 Elec/Elctrncs Sys II Lab. 2 Credits            Term Typically Offered: Fall            Prerequisite(s): TRID 180.            Corequisite(s): AST 230.            Studies electrical/electronic systems and applications found in today's automotive industry. This course is designed to give the student a strong background in the operation, diagnosis, and repair of electrical/electronic systems. Upon completion of this course, the student will have acquired the knowledge and developed the skills necessary to effectively diagnose and repair the vehicles and equipment presently used in the industry.            Lab Hours 2            Department: Transportation - COT</p>	<p>AST 285 ASE Exam Prep: Section One. 1 Credit            Term Typically Offered: Fall, Spring            Prerequisite(s): TRID 170, TRID 150, TRID 180, AST 106, AST 162, AST 175, or consent of instructor.            Prepares students for automotive technician ASE exams in the Automobile/Light Truck Test Series including eight certification areas: Engine Repair (A1), Automatic Transmission/Transaxle (A2), Manual Drive Train and Axles (A3), Suspension and Steering (A4), Brakes (A5), Electrical/Electronic Systems (A6), Heating and Air Conditioning (A7), and Engine Performance (A8). Emphasis of certification areas covered will be determined by the general make up of the student body per semester (i.e., if all students are registering for A5-Brakes, the course content will use examples from the brakes area). At the conclusion of this course, students will take four of the automotive technician ASE certification exams.            Lecture Hours 1            Department: Transportation - COT</p>
<p>AST 260 Advanced Auto Diagnostics. 3 Credits            Term Typically Offered: Spring            Prerequisite(s): TRID 170, TRID 180, AST 162, AST 230.            Covers the theory of operation for General Motors, Ford, Chrysler, Toyota, and Bosch computerized systems. The student will obtain the necessary knowledge required to use the specialized test equipment designed for diagnosis and repair of domestic and foreign automotive systems.            Lecture Hours 3            Department: Transportation - COT</p>	<p>AST 292 Independent Study. 1-5 Credits            Department: Transportation - COT</p>
<p>AST 261 Advanced Auto Diagnostics Lab. 3 Credits            Term Typically Offered: Spring            Prerequisite(s): TRID 170, TRID 180, AST 162, AST 230.            Corequisite(s): AST 260.            Covers operation and testing for General Motors, Ford, Chrysler, Toyota, and Bosch computerized systems during practical exercises. This course focuses on the diagnosis and repair of computerized engine control systems. The student will obtain the necessary hands-on training required to use the specialized test equipment to diagnose and repair domestic and foreign automotive systems.            Lab Hours 3            Department: Transportation - COT</p>	<p>AST 294 Seminar/Workshop. 0.5-6 Credits            Provides students an opportunity to investigate intensively topics pertinent to the field of automotive technology.            Department: Transportation - COT</p>
<p>AST 270 Auto Transmissions/Transaxles. 3 Credits            Term Typically Offered: Spring            Prerequisite(s): AST 106, TRID 180.            Covers automatic transmissions including theory of operation, design, and construction for the purpose of understanding the functions, servicing, and trouble-shooting procedures of modern automatic transmissions and transaxles.            Lecture Hours 3            Department: Transportation - COT</p>	<p>AST 298 Internship/Cooperative Educ. 1-9 Credits            Term Typically Offered: Fall, Spring, Summer            (45 hours/credit) Provides university credit for a sophomore work experience in the area of Automotive Technology, supervised by faculty. Learning agreement must be completed prior to registration (restricted).            Department: Transportation - COT</p>
<p>AST 271 Auto Transmissns/Transxls Lab. 3 Credits            Term Typically Offered: Spring            Prerequisite(s): AST 106, TRID 180.            Corequisite(s): AST 270.            Covers automatic transmissions including demonstration and student participation in disassembly and re-assembly of selected transmissions for the purpose of understanding function, construction, operation, servicing, and trouble-shooting procedures of modern automatic transmissions and transaxles.            Lab Hours 3            Department: Transportation - COT</p>	<h2 style="text-align: center;">ASTR - Astronomy</h2> <p>ASTR 110 Introduction to Astronomy. 3 Credits            Term Typically Offered: Spring            Surveys the historical highlights and traditional topics in classical and modern astronomy, such as the solar system, sun, planets, galaxies, and the universe. Examines exotic objects such as quasars, pulsars, and black holes. Presents discussion of recent discoveries, modern cosmological theories, and current unsolved problems. Background in high school algebra is strongly advised.            Lecture Hours 3            Department: Sciences - Biology &amp; Phys Sci</p> <p>ASTR 111 Introduction to Astronomy Lab. 1 Credit            Term Typically Offered: Spring            Corequisite(s): ASTR 110.            Introduces students to the night sky. Illustrates the difference between real and apparent motions in the heavens. Develops useful observational techniques and an appreciation by the student of the broad range of phenomena in the Universe.            Lab Hours 1            Department: Sciences - Biology &amp; Phys Sci</p>

ASTR 191 Special Topics. 3 Credits  
 Prerequisite(s): ASTR 110.  
 Provides the opportunity for students who have completed the survey course to explore a number of special topics in depth. These may include the Big Bang and alternate cosmologies, the dark matter problem, the galaxy formation problem, the dark sky paradox, supernovae, black holes, and/or other topics of current interest.  
 Lecture Hours 3  
 Department: Sciences - Biology & Phys Sci

## BCH - Biochemistry

BCH 380 Biochemistry. 3 Credits  
 Term Typically Offered: Fall  
 Prerequisite(s): BIOB 160, CHMY 211 or CHMY 323.  
 Corequisite(s): BCH 381.  
 Covers structure and function of biomolecules, biocatalysis, bioenergetics, as well as metabolism and its control.  
 Lecture Hours 3  
 Department: Sciences - Biology & Phys Sci

BCH 381 Biochemistry Lab. 1 Credit  
 Term Typically Offered: Fall  
 Corequisite(s): BCH 380.  
 Complements the lecture material presented in the corequisite.  
 Lab Hours 1  
 Department: Sciences - Biology & Phys Sci

BCH 480 Advanced Biochemistry I. 3 Credits  
 Term Typically Offered: Spring  
 Prerequisite(s): BCH 380.  
 Corequisite(s): BCH 481.  
 Provides students with an opportunity to study advanced topics in biochemistry. Serves as an extension of BCH 380 exposing students to advanced aspects of biomolecular structure and function as well as metabolism and its regulation.  
 Department: Sciences - Biology & Phys Sci

BCH 481 Advanced Biochemistry I Lab. 1 Credit  
 Term Typically Offered: Spring  
 Prerequisite(s): BCH 380.  
 Corequisite(s): BCH 480.  
 Exposes students to advanced research methodologies in biochemistry. Utilizes project-based labs to complement the lecture material in the corequisite.  
 Department: Sciences - Biology & Phys Sci

BCH 491 Special Topics. 1-12 Credits  
 Prerequisite(s): determined as needed.  
 Provides students with an opportunity to take courses not required in any curriculum for which there is a particular need, or given on a trial basis to determine acceptability and demand before requesting a regular course number.  
 Department: Sciences - Biology & Phys Sci

## BFIN - Business: Finance

BFIN 305 Financial Planning. 3 Credits  
 Term Typically Offered: Spring, Summer  
 Prerequisite(s): Junior standing.  
 Organizing and Managing Your Financial Resources, Protecting Your Financial Resources, and Investing and Long-Term Planning. Provides students of all disciplines with an understanding of the strategies and techniques necessary for analyzing financial situations and investment opportunities from an individual's perspective. Offered ONLY Online.  
 Lecture Hours 3  
 Department: College of Business-All Depts

BFIN 316 Quantitative Mthds Bus & Econ. 3 Credits  
 Term Typically Offered: Fall, Spring  
 Prerequisite(s): Admission to upper division standing or consent of department chair.  
 Focuses on basic quantitative techniques and models used by business, finance, and economic decision makers to make optimum decisions in real world situations.  
 Lecture Hours 3  
 Department: College of Business-All Depts

BFIN 322 Business Finance. 3 Credits  
 Term Typically Offered: Fall, Spring, Summer  
 Prerequisite(s): Admission to upper division standing or consent of department.  
 Treats all forms of business organizations. Emphasizes control, corporate securities, capital and income management, valuation and capitalization, security markets, and other selected topics.  
 Lecture Hours 3  
 Department: College of Business-All Depts

BFIN 420 Investments. 3 Credits  
 Term Typically Offered: Fall  
 Prerequisite(s): Admission to upper division standing and BFIN 322 or consent of department.  
 Acquaints students with the characteristics of various types of investment securities, the evaluation of certain risks and rewards associated with investment securities, and an understanding of the principles underlying the selection of a portfolio of investment securities.  
 Lecture Hours 3  
 Department: College of Business-All Depts

BFIN 422 Intermediate Business Finance. 3 Credits  
 Term Typically Offered: Fall  
 Prerequisite(s): Admission to upper division standing and BFIN 322 or consent of department.  
 Gives students who are especially interested in finance an opportunity to learn in greater detail subjects covered in BFIN 322 and to study advanced concepts and techniques useful in the financial world by use of real world case analyses.  
 Lecture Hours 3  
 Department: College of Business-All Depts

BFIN 430 Financial Modeling. 3 Credits  
 Term Typically Offered: Fall, Spring, Summer  
 Prerequisite(s): BFIN 322.  
 (1.5 lec/1.5 lab/wk) Applies financial concepts and theories to realistic situations encountered in business and finance. Employs quantitative modeling techniques using spreadsheets for solving corporate finance and investment problems.  
 Combines finance and business metrics to forecast and make decisions related to pricing securities, investments, divestitures, mergers and acquisitions, and capital budgeting.  
 Lecture Hours 3  
 Department: College of Business-All Depts

BFIN 439 Fin Mgmt II: Analysis/Problems. 3 Credits  
 Term Typically Offered: Fall, Spring, Summer  
 Prerequisite(s): BFIN 322.  
 3 cr Applies financial theories to business scenarios using case studies. Integrates the use of financial concepts and tools to make strategic financial decisions in a wide variety of business situations by analyzing, evaluating, and critiquing cases. Covers topics related to corporate finance, investments, risk management, and financial markets.  
 Lecture Hours 3  
 Department: College of Business-All Depts

<p>BFIN 441 Adv Analysis Finan Statements. 3 Credits            Term Typically Offered: Fall, Spring, Summer            Prerequisite(s): BFIN 322.            Analyzes corporate financial statements for decision making. Uses horizontal, vertical, and ratio analyses to dissect financial statements for investment purpose. Employs time series and cross sectional analysis to decipher the balance sheet, income statement, and cash flow statement to monitor the firm internally and assess its financial performance.            Lecture Hours 3            Department: College of Business-All Depts</p>	<p>BFIN 473 Multinational Financial Mgmt. 3 Credits            Term Typically Offered: Fall, Spring, Summer            Prerequisite(s): BFIN 322.            Focuses on financial decision making process in a complex international environment. Explores the financial opportunities and challenges to firms operating globally. Defines exchange rate risk and the options available to mitigate that risk. Explains debt and equity financing techniques in foreign markets, cross-border mergers and acquisitions, and international investments.            Lecture Hours 3            Department: College of Business-All Depts</p>
<p>BFIN 455 Money and Banking. 3 Credits            Term Typically Offered: Fall, Spring            Prerequisite(s): Admission to upper division standing and BFIN 322, or consent of department.            Covers the mechanics of financial markets, the impact of fiscal and monetary policies, banking and financial institutions and instruments used by business and government, the relationships between interest rates, security prices, risk, exchange rates and world financial markets.            Lecture Hours 3            Department: College of Business-All Depts</p>	<p>BFIN 490 Undergraduate Research. 3 Credits            Prerequisite(s): ECNS 300, ECNS 302, ECNS 403 or consent of department.            Combines statistical and econometric techniques with economic and financial theories to conduct rigorous research projects in the areas of economics and finance. The project is similar to a thesis and is the sole factor used to determine the course grade.            Department: College of Business-All Depts</p>
<p>BFIN 459 Credit Risk Analysis. 3 Credits            Term Typically Offered: Summer            Prerequisite(s): BFIN 322.            3cr. Teaches students how to analyze business financial statements regarding liquidity, cash flow, and most importantly, borrower ability to repay a loan. The course will also use case studies to familiarize students with the concept of the cash flow available to make loan payments by analyzing income and expense payments.            Offered ONLY Online.            Lecture Hours 3            Department: College of Business-All Depts</p>	<p>BFIN 492 Independent Study. 1-3 Credits            Term Typically Offered: Fall, Spring, Summer            Prerequisite(s): Admission to upper division standing, consent of department, and approval of the College of Business Academic Policy Committee (CBAPC).            Provides outstanding junior and senior students an opportunity to explore material not covered by regular Finance courses. Students must complete a Request for Independent Study form and have it approved by CBAPC.            Department: College of Business-All Depts</p>
<p>BFIN 460 Derivatives and Risk Managemen. 3 Credits            Term Typically Offered: Spring            Prerequisite(s): BFIN 322, BFIN 455, BFIN 420 or consent of department.            Provides an introduction to derivative securities, their markets and the relation to the markets for real and financial assets. Focuses on the trading and valuation of futures, options and swaps; their uses and misuses; and their role in financial risk management.            Lecture Hours 3            Department: College of Business-All Depts</p>	<p>BFIN 494 Seminar/Workshop. 1-3 Credits            Term Typically Offered: Fall, Spring, Summer            Prerequisite(s): Admission to upper division standing and consent of department.            Provides advanced students an opportunity to intensively investigate topics pertinent to the field of Finance.            Department: College of Business-All Depts</p>
<p>BFIN 461 Portfolio Management. 3 Credits            Term Typically Offered: Fall, Spring, Summer            Prerequisite(s): BFIN 420.            Provides a basic understanding of the principles of security analysis and investment management and reinforces this through practical application. Students learn different techniques to value stocks and to generate comprehensive company research reports. This course explores various methods to structure an investment portfolio and to measure its performance.            Lecture Hours 3            Department: College of Business-All Depts</p>	<p><b>BGEN - Business: General</b></p> <p>BGEN 105A Introduction to Business. 3 Credits            Term Typically Offered: Fall, Spring, Summer            Surveys several aspects of business including the U.S. economic environment, social responsibility of business, small business and alternative forms of ownership. Presents concepts of general management, human resource management, marketing, finance, accounting and management information systems for decision making.            Lecture Hours 3            Department: College of Business-All Depts</p>
<p>BFIN 464 Fixed Income Analysis. 3 Credits            Term Typically Offered: Fall, Spring, Summer            Prerequisite(s): BFIN 322.            Corequisite(s): BFIN 460.            Introduces students to various types of fixed income securities. Covers fixed income risk and return, fundamentals of credit analysis, asset backed securities, and credit derivatives. Uses advanced techniques to value fixed income securities and their allocations in a portfolio of financial assets.            Lecture Hours 3            Department: College of Business-All Depts</p>	<p>BGEN 105B Introduction to Business. 3 Credits            Term Typically Offered: Fall, Spring            Provides an overall picture of business operations. Specialized fields within business organizations are presented and analyzed. The role of business in today's society is examined and career opportunities in business are explored.            Lecture Hours 3            Department: Business Management - COT</p>
	<p>BGEN 110 Applied Business Leadership. 3 Credits            Term Typically Offered: Fall            Focuses on the aspect of leadership in business and management. Topics include leadership skills for motivation, organizational change, teamwork, empowerment, ethics, communication, decision-making, conflict management, and diversity. Personality traits will be examined and how personalities contribute to team dynamics.            Lecture Hours 3            Department: Business Management - COT</p>

BGEN 220 Bus Ethics & Soc Responsibility. Term Typically Offered: Spring, Summer Provides students with an overview of business ethics and ethical management practices with emphasis on the process of ethical decision-making and working through contemporary ethical dilemmas faced by business organizations, managers, and employees. The course is intended to demonstrate how ethics can be integrated into strategic business decisions, and can be applied to students' careers. The course uses a case study approach to encourage the student in developing analytical, problem solving, critical thinking, and decision-making skills. Lecture Hours 3 Department: Business Management - COT	3 Credits	BGEN 299 Capst: Brewing & Fermentation. Pass/No Pass (90 hours) Provides students an individual opportunity to engage in education and training not covered by regular coursework. Students will be working directly for a brewery, distillery, or winery. Students, through advising with course instructor, must select either the 90 hour professional internship or professional project option (business, scientific, brew house/mechanical, etc.) in consultation with the site supervisor for their capstone experience. Department: Business Management - COT	2 Credits
BGEN 235 Business Law. Term Typically Offered: Fall, Spring, Summer Covers the nature, origin and philosophy of law and civil procedure. Provides a comprehensive treatment of contracts and also emphasizes the advantages and disadvantages of different organizational forms. Lecture Hours 3 Department: College of Business-All Depts	3 Credits	BGEN 315 Applied Business Decisions. Term Typically Offered: Fall, Spring Prerequisite(s): Admission to upper division standing. Provides opportunity to reinforce and integrate fundamental business knowledge including accounting, economics, quantitative and technology in applied decision making. Focuses on commonly used, business decision-making practices including financial statement analysis, market analysis using descriptive statistics, and risk analysis. Students will participate in an integrated business simulation using business knowledge and technology. Lecture Hours 3 Department: College of Business-All Depts	3 Credits
BGEN 235B Business Law. Covers the nature, origin and philosophy of law and civil procedure. Provides a comprehensive treatment of contracts and also emphasizes the advantages and disadvantages of different organizational forms. Lecture Hours 3 Department: Business Management - COT	3 Credits	BGEN 360 International Business. Term Typically Offered: Spring Prerequisite(s): Admission to upper division standing and BMGT 335 or consent of department. Engages students with the complexities and challenges of doing business in a global economy. Emphasis is on learning about cultural diversity and different approaches to management and negotiation, theories of international trade, exchange rates, and an introduction to elements of importing and exporting. Country analyses and a cross national negotiation simulation are required. Lecture Hours 3 Department: College of Business-All Depts	3 Credits
BGEN 240 Intro Business Data Analysis. Term Typically Offered: Fall, Spring, Summer Applies basic quantitative techniques to solve business problems. Analyzes business data using spreadsheets and other technologies to make optimum decisions. Lecture Hours 3 Department: College of Business-All Depts	3 Credits	BGEN 405 Laws, Regulations & Research. Term Typically Offered: Spring Prerequisite(s): Admission to upper division standing and BGEN 235. Covers legal topics, such as a professional's legal liability and ethical issues, secured transactions, debtor-creditor relationships, agency, bankruptcy, and negotiable instruments. Coverage also includes additional topics such as administrative law, consumer, labor, and includes employment, antitrust, landlord tenant, real and personal property and insurance law. Lecture Hours 3 Department: College of Business-All Depts	3 Credits
BGEN 280 Business Planning. Term Typically Offered: Spring Prerequisite(s): BMGT 210, BMGT 235, BMKT 225. Corequisite(s): ACTG 102. Provides students with knowledge and skills necessary for a small business manager or entrepreneur to develop a business plan. Topics include concepts of mission statements, goals and objectives, business and community compatibility, development of product or service idea, determination of market feasibility, determination of financial feasibility, development of marketing strategy, development of operations outline, and application of financial concepts. Lecture Hours 3 Department: Business Management - COT	3 Credits	BGEN 440 Business and the Environment. Term Typically Offered: Fall Prerequisite(s): Admission to upper division standing and BMGT 335 or consent of instructor. Investigates the interaction between business and its physical environment. Material comes from a variety of sources and perspectives, including ecology, economics and public policy. Emphasis is on the evolving concept of sustainability, and emerging best practices in areas of eco-efficiency, product/service design, and closed loop manufacturing. Lecture Hours 3 Department: College of Business-All Depts	3 Credits
BGEN 292 Independent Study. Lecture Hours 1-6 Department: Business Management - COT	1-6 Credits		
BGEN 294 Seminar/Workshop. Provides students an opportunity to investigate topics pertinent to the field of Business. Lecture Hours 1-3 Department: Business Management - COT	1-3 Credits		
BGEN 298 Internship/Cooperative Educ. V1-9. Provides university credit for work experience in the business area, supervised by faculty. Learning agreement must be completed prior to registration (restricted). One hour of seminar per week. Department: College of Business-All Depts	1-9 Credits		



<p>BGEN 492 Independent Study. <span style="float: right;">1-4 Credits</span>            Term Typically Offered: Fall, Spring, Summer            Prerequisite(s): Admission to upper division standing, consent of department, and approval of the College of Business Academic Policy Committee (CBAPC).            V1-4cr. (1-4 other/wk) Provides outstanding junior and senior students an opportunity to explore material not covered by regular General Business courses. Students must complete a Request for Independent Study form and have it approved by CBAPC.            Department: College of Business-All Depts</p>	<p>BIOB 121 Fund of Bio for Allied Health. <span style="float: right;">3 Credits</span>            Term Typically Offered: Fall, Spring            Includes discussion of basic biological principles, beginning with the molecules of life and ending with the evolution of the major human organ systems. Emphasizes the fields of biochemistry, cell biology, genetics, and evolution, focusing specifically on the roles they play in current human form and function. Recommended General Education course for non-science majors pursuing a career in health care.            Lecture Hours 3            Department: Sciences - Biology &amp; Phys Sci</p>
<p>BGEN 494 Seminar/Workshop. <span style="float: right;">1-3 Credits</span>            Term Typically Offered: Fall, Spring, Summer            Prerequisite(s): Admission to Upper Division Standing.            Provides advanced students an opportunity to intensively investigate topics pertinent to the field of Business.            Lecture Hours 1-3            Department: College of Business-All Depts</p>	<p>BIOB 123 Fund Bio: Nature of Nutrition. <span style="float: right;">3 Credits</span>            Term Typically Offered: Fall, Spring            Addresses the core principles of biology from the perspective of nutrition science. Focuses on the roles of biological molecules in animal and plant organisms, cellular function and energy metabolism, genetic expression and mutations, evolution of mechanisms for nutrient procurement and utilization, and the human role in the food chain and its impact on the biosphere. Introduces contemporary issues such as genetically-modified organisms, microbiota and food-borne illness, and sustainability of food supplies. Recommended General Education course for non-science majors pursuing a career in education, social or health sciences, or human services.            Lecture Hours 3            Department: Sciences - Biology &amp; Phys Sci</p>
<p>BGEN 498 Internship/Cooperative Educ. <span style="float: right;">1-9 Credits</span>            Term Typically Offered: Fall, Spring, Summer            Prerequisite(s): Admission to upper division standing.            Provides student managerial level work experience integrating theoretical and applied learning in a business setting. Requires written assignments and classroom participation supervised by faculty. Position and student must be approved through the Guidelines outlined by the College of Business. (Guidelines available in the COB Student Service Center or the Career Services.)            Department: College of Business-All Depts</p>	<p>BIOB 160 Principles of Living Systems. <span style="float: right;">3 Credits</span>            Term Typically Offered: Fall, Spring            Corequisite(s): BIOB 161 and CHMY 141 or CHMY 104.            Emphasizes principles of biology related to the unity of life. Covers cell structure and function, cellular metabolism and mechanisms of energy trapping, cellular reproduction, genetics, evolution, and a brief introduction to ecology, classification and biological diversity.            Lecture Hours 3            Department: Sciences - Biology &amp; Phys Sci</p>
<p>BGEN 499 Capstone. <span style="float: right;">3 Credits</span>            Term Typically Offered: Fall, Spring, Summer            Prerequisite(s): Completion of all business core courses and senior standing or consent of department.            3cr. Enables students to analyze and formulate business strategies to attain a competitive advantage. Students use critical thinking, problem-solving, and change management methods in the course. This course is the capstone business course in the Bachelor of Science in Business Administration for all degree options.            Lecture Hours 3            Department: College of Business-All Depts</p>	<p>BIOB 161 Principles Living Systems Lab. <span style="float: right;">1 Credit</span>            Term Typically Offered: Fall, Spring            Corequisite(s): BIOB 160.            Includes laboratory exercises related to topics discussed in BIOB 160.            Lab Hours 1            Department: Sciences - Biology &amp; Phys Sci</p>
<b>BIOB - Biology: General</b>	
<p>BIOB 101 Discover Biology. <span style="float: right;">3 Credits</span>            Term Typically Offered: Fall, Spring, Summer            Includes discussion of the most important concepts in biology. Lectures cover cells (structure and physiology), genetics (cellular reproduction, genes, the nature of heredity and evolution), and the diversity of life (plants, animals, microorganisms and their ecological relationships). General Education course for non-science majors.            Lecture Hours 3            Department: Sciences - Biology &amp; Phys Sci</p>	<p>BIOB 170 Principles of Bio Diversity. <span style="float: right;">3 Credits</span>            Term Typically Offered: Spring            Prerequisite(s): BIOB 160.            Corequisite(s): BIOB 171.            Emphasizes the diversity of life. Covers viruses, bacteria, protists, fungi, plants and animals. Focuses on eukaryotes.            Lecture Hours 3            Department: Sciences - Biology &amp; Phys Sci</p>
<p>BIOB 102 Discover Biology Lab. <span style="float: right;">1 Credit</span>            Term Typically Offered: Fall, Spring, Summer            Corequisite(s): BIOB 101.            Includes laboratory exercises from different areas of Biology. Introduces students to experiments designed to examine major conceptual ideas in Biology such as cells, cell reproduction, metabolism, molecular genetics, evolution, and diversity. Students currently enrolled in an online section of BIOB 101 will be given preferential access to an online section of BIOB 102.            Lab Hours 1            Department: Sciences - Biology &amp; Phys Sci</p>	<p>BIOB 171 Principles Bio Diversity Lab. <span style="float: right;">1 Credit</span>            Term Typically Offered: Spring            Corequisite(s): BIOB 170.            Includes laboratory exercises related to topics discussed in BIOB 170.            Lab Hours 1            Department: Sciences - Biology &amp; Phys Sci</p>



<p>BIOB 260 Cellular &amp; Molecular Biology. 3 Credits            Term Typically Offered: Fall            Prerequisite(s): BIOB 160, BIOB 161.            Corequisite(s): BIOB 261.            Covers the molecular basis of eukaryotic cell structure and function. Topics include nuclear structure and function, intracellular compartmentalization and protein storing, membrane structure and function, signal transduction pathways, mechanisms and regulation of the mitotic and meiotic cell cycles, and tissue formation and maintenance.            Lecture Hours 3            Department: Sciences - Biology &amp; Phys Sci</p>	<p>BIOB 410 Immunology. 3 Credits            Term Typically Offered: Spring (odd years)            Prerequisite(s): BIOB 260, BIOB 375, BIOB 425 is recommended.            Includes fundamentals of immuno-chemistry, cellular immunology, immunogenetics and clinical immunology. Lab required.            Lecture Hours 3            Department: Sciences - Biology &amp; Phys Sci</p>
<p>BIOB 261 Cellular &amp; Molecular Biol Lab. 1 Credit            Term Typically Offered: Fall            Prerequisite(s): BIOB 160, BIOB 161.            Corequisite(s): BIOB 260.            Complements the lecture material presented in the corequisite.            Lab Hours 1            Department: Sciences - Biology &amp; Phys Sci</p>	<p>BIOB 425 Adv Cell &amp; Molecular Biology. 3 Credits            Term Typically Offered: Spring            Prerequisite(s): BIOB 375, BIOB 376, BCH 380, BCH 381 and CHMY 323.            Corequisite(s): BIOB 426.            Covers the molecular basis of gene expression and inheritance in prokaryotic and eukaryotic cells. Topics include transcription, RNA processing, translation, regulation of gene expression and DNA replication. Emphasis is placed on understanding the experimental underpinnings of molecular biology.            Lecture Hours 3            Department: Sciences - Biology &amp; Phys Sci</p>
<p>BIOB 294 Seminar/Workshop. 1-6 Credits            Provides students with specific deficiencies the opportunity to take selected portions of the required Biology sequence. Lectures and laboratories to be attended, and credits to be earned are determined by biology faculty.            Lecture Hours 1-6            Department: Sciences - Biology &amp; Phys Sci</p>	<p>BIOB 426 Adv Cell &amp; Molecular Biol Lab. 1 Credit            Term Typically Offered: Spring            Corequisite(s): BIOB 425.            This laboratory complements the lecture material presented in the corequisite.            Lab Hours 1            Department: Sciences - Biology &amp; Phys Sci</p>
<p>BIOB 298 Internship/Cooperative Educ. 1-9 Credits            Provides university credit for a sophomore work experience in the area of Biology, supervised by faculty. Learning agreement must be completed prior to registration (restricted).            Department: Sciences - Biology &amp; Phys Sci</p>	<p>BIOB 487 Bioinformatics. 3 Credits            Term Typically Offered: Fall (odd years)            Prerequisite(s): BIOB 375.            Corequisite(s): BCH 380.            Introduces the field of bioinformatics through a combined lecture-computer laboratory format. Provides students with an overall view of genomics and proteomics through hands-on experience with biologically relevant databases, DNA sequence comparisons, structure analysis of macromolecules, phylogenetics, microarrays and proteomics.            Lecture Hours 3            Department: Sciences - Biology &amp; Phys Sci</p>
<p>BIOB 315 Animal Development. 3 Credits            Term Typically Offered: Fall (even years)            Prerequisite(s): BIOB 260.            Introduces the reproductive and developmental patterns in animals. Covers the embryonic and postembryonic developmental processes emphasizing cellular differentiation, the generation of form and shape, growth regulation, and developmental control mechanisms. The second half of the course emphasizes the genetic and molecular control of development, organized around our current understanding of commonly studied model organisms.            Lecture Hours 3            Department: Sciences - Biology &amp; Phys Sci</p>	<p>BIOB 490 Undergraduate Research. 1-6 Credits            Prerequisite(s): Junior standing in Biology or consent of advisor.            Involves intensive study of a specific problem related to biology. A contract describing the study must be completed at the time of enrollment.            Department: Sciences - Biology &amp; Phys Sci</p>
<p>BIOB 375 General Genetics. 3 Credits            Term Typically Offered: Spring            Prerequisite(s): BIOB 260, BIOB 261.            Corequisite(s): BIOB 376.            Covers the basic principles of genetics from both the classical and molecular point of view. Topics include Mendelian and non-Mendelian concepts, chromosome theory of inheritance, linkage and gene mapping, structure and function of DNA, regulation of gene expression, mutations and fundamentals of population genetics.            Lecture Hours 3            Department: Sciences - Biology &amp; Phys Sci</p>	<p>BIOB 491 Special Topics. 1-12 Credits            Prerequisite(s): determined as needed.            Provides students with an opportunity to take courses not required in any curriculum for which there is a particular need, or given on a trial basis to determine acceptability and demand before requesting a regular course number.            Department: Sciences - Biology &amp; Phys Sci</p>
<p>BIOB 376 General Genetics Lab. 1 Credit            Term Typically Offered: Spring            Corequisite(s): BIOB 375.            Includes laboratory exercises related to topics in BIOB 375.            Lab Hours 1            Department: Sciences - Biology &amp; Phys Sci</p>	<p>BIOB 492 Independent Study. 1-3 Credits            Prerequisite(s): Junior standing in Biology or consent of instructor.            Provides advanced students an opportunity to explore material not covered by regular Biology courses. A contract describing the study must be completed at the time of enrollment.            Lecture Hours 1-3            Department: Sciences - Biology &amp; Phys Sci</p>
	<p>BIOB 494 Seminar/Workshop. 1-3 Credits            Prerequisite(s): Junior standing in Biology or consent of instructor.            Provides advanced students an opportunity to investigate intensively topics pertinent to the field of Biology.            Department: Sciences - Biology &amp; Phys Sci</p>

BIOB 495 Fieldwork. 1-3 Credits

Prerequisite(s): BIOB 170 and BIOB 171 or consent of instructor.  
Provides an opportunity through summer field experience at the MSU Billings Biological Field Station or tour courses to study quantitatively and/or qualitatively the fauna and flora of ecosystems.  
Department: Sciences - Biology & Phys Sci

BIOB 498 Internship/Cooperative Educ. 1-9 Credits

Term Typically Offered: Fall, Spring, Summer  
Prerequisite(s): Consent of instructor.  
V1-9cr. (1-9 other/wk) Provides university credit for a work experience in the area of Biology, supervised by faculty. Learning agreement must be completed prior to registration (restricted). Also allows students to earn credit for assisting in teaching biology laboratory classes.  
Department: Sciences - Biology & Phys Sci

BIOB 499 Senior Thesis/Capstone. 1 Credit

Term Typically Offered: Fall, Spring  
Prerequisite(s): Senior standing in Biology.  
Exit course that integrates and synthesizes knowledge and experience developed through the various courses in the biology program. Provides students opportunities to learn about current research in various scientific fields by attendance at seminars presented by science faculty and other guest speakers. Also provides a forum for students to present results of independent research projects and topics as assigned.  
Department: Sciences - Biology & Phys Sci

## BIOE - Biology: Ecology

BIOE 202 Intro to Environmental Ecology. 3 Credits

Term Typically Offered: Spring  
Prerequisite(s): BIOB 101 or BIOB 160.  
Introduces interactions of organisms with each other and with their physical surroundings in the context of populations, communities, ecosystems, and landscapes. Emphasizes major global problems, energy resources, pollution, and sustaining biodiversity and ecological integrity.  
Lecture Hours 3  
Department: Sciences - Biology & Phys Sci

BIOE 370 General Ecology. 3 Credits

Term Typically Offered: Fall  
Prerequisite(s): BIOB 160, BIOB 161.  
Corequisite(s): BIOE 371.  
Covers the concepts of evolution and ecology. Includes speciation, physiological, behavioral, population and community ecology as well as energetics and nutrient cycling.  
Lecture Hours 3  
Department: Sciences - Biology & Phys Sci

BIOE 371 General Ecology Lab. 1 Credit

Term Typically Offered: Fall  
Corequisite(s): BIOE 370.  
Includes laboratory exercises related to topics in BIOE 370.  
Lab Hours 1  
Department: Sciences - Biology & Phys Sci

BIOE 483 Evolution & Ecology. 3 Credits

Term Typically Offered: Spring (odd years)  
Prerequisite(s): BIOE 370 and BIOE 371.  
Corequisite(s): BIOE 484.  
Examines advanced topics in evolutionary biology and ecology, focusing on critical discussion of theory and the literature. Content varies but topics may include mechanisms of evolutionary change, evolutionary genetics, sexual selection, evolutionary biogeography, coevolution, and evolutionary developmental biology among others.  
Lecture Hours 3  
Department: Sciences - Biology & Phys Sci

BIOE 484 Evolution & Ecology Lab. 1 Credit

Term Typically Offered: Spring (odd years)  
Corequisite(s): BIOE 483.  
Includes discussion of primary literature and computer simulations related to topics in BIOE 483.  
Lab Hours 1  
Department: Sciences - Biology & Phys Sci

## BIOH - Biology: Human

BIOH 104 Basic Human Biology. 3 Credits

Term Typically Offered: Fall, Spring, Summer  
Provides students with a basic understanding of human anatomy and physiology. Concepts of the body plan and homeostasis will be introduced. Students will also learn the basic structure, function, and interaction of the integumentary, skeletal, muscular, nervous, endocrine, blood, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems.  
Lecture Hours 3  
Department: Health Occupations - COT

BIOH 105 Basic Human Biology Lab. 1 Credit

Term Typically Offered: Fall, Spring  
Corequisite(s): BIOH 104.  
Introduces the student to the structure and function of the human body in a lab course. Offered ONLY Online.  
Lab Hours 1  
Department: Health Occupations - COT

BIOH 201 Human Anatomy & Physiology I. 3 Credits

Corequisite(s): BIOH 202.  
Introduces functional human anatomy and physiology at the molecular, cellular, tissue, and organ levels. This course is appropriate for those individuals entering allied health fields. Topics include chemistry, cell biology, histology, and a detailed overview of the anatomy and physiology of the integumentary, skeletal, muscular, and nervous systems. Entry is restricted to City College at MSU Billings students only.  
Lecture Hours 3  
Department: Health Occupations - COT

BIOH 202 Human Anatomy & Phys I Lab. 1 Credit

Corequisite(s): BIOH 201.  
Supplements concepts of human anatomy and physiology introduced in BIOH 201 with hands-on laboratory experience. Entry is restricted to City College at MSU Billings students only.  
Lab Hours 1  
Department: Health Occupations - COT

<p>BIOH 211 Human Anatomy &amp; Physiology II. 3 Credits  Prerequisite(s): BIOH 201, BIOH 202.  Corequisite(s): BIOH 212.  Continues the examination of functional human anatomy and physiology at the molecular, cellular, tissue, and organ levels introduced in BIOH 201. Topics include the sensory, endocrine, blood, cardiovascular, respiratory, lymphatic, digestive, urinary, and reproductive systems. Entry is restricted to City College at MSU Billings students only.  Lecture Hours 3  Department: Health Occupations - COT</p>	<p>BIOH 382 Fundmntls of Medical Histology. 2 Credits  Prerequisite(s): BIOH 301 or consent of instructor.  (Odd Sp) Provides a focused study of microscopic structure and function of human cells, tissues, and organs. The course integrates both lecture and laboratory experiences. Laboratory experience will emphasize identification of specimens via light microscopy.  Lecture Hours 2  Department: Sciences - Biology &amp; Phys Sci</p>
<p>BIOH 212 Human Anatomy &amp; Phys II Lab. 1 Credit  Prerequisite(s): BIOH 201, BIOH 202.  Corequisite(s): BIOH 211.  Supplements concepts of human anatomy and physiology introduced in BIOH 211 with hands-on laboratory experience. Entry is restricted to City College at MSU Billings students only.  Lab Hours 1  Department: Health Occupations - COT</p>	<p>BIOH 383 Biology of Human Reproduction. 2 Credits  Prerequisite(s): BIOH 301 or consent of instructor.  (Even Sp) Provides a focused study of the structure and function of the various human reproductive organs. Emphasis will be placed on the roles of the endocrine and nervous systems in influencing virtually all aspects of human reproduction. Clinical correlations involving typical pathologies will be included.  Lecture Hours 2  Department: Sciences - Biology &amp; Phys Sci</p>
<p>BIOH 301 Human Anatomy &amp; Physiology I. 3 Credits  Term Typically Offered: Fall  Prerequisite(s): CHMY 121 or CHMY 141 and one General Education course chosen from the Life Sciences category (BIOB 121 is preferred).  Recommended: CHMY 123. Includes detailed study of the physiology of cells, tissues, bone, muscle, and the nervous system. This is primarily a course for pre-professional students and those with a major in the health sciences.  Lecture Hours 3  Department: Sciences - Biology &amp; Phys Sci</p>	<p>BIOH 405 Hematology. 3 Credits  Term Typically Offered: Fall (odd years)  Prerequisite(s): BIOH 301, BIOH 302, BIOH 311, BIOH 312.  Corequisite(s): BIOH 406.  Studies the function, biochemistry, cell biology, and pathology of blood and its constituents.  Lecture Hours 3  Department: Sciences - Biology &amp; Phys Sci</p>
<p>BIOH 302 Human Anatomy &amp; Phys I Lab. 1 Credit  Term Typically Offered: Fall  Prerequisite(s): One General Education course chosen from the Life Sciences category or concurrent enrollment in BIOH 301.  Includes detailed study of the anatomy of skeletal, integumentary, muscle, and nervous systems. Involves examination of body parts at both the gross and microscopic levels.  Lab Hours 1  Department: Sciences - Biology &amp; Phys Sci</p>	<p>BIOH 406 Hematology Lab. 1 Credit  Term Typically Offered: Fall (odd years)  Prerequisite(s): BIOH 301, BIOH 302, BIOH 311, BIOH 312.  Corequisite(s): BIOH 405.  Covers methods for examining white blood cells, red blood cells, and platelets. Includes the examination of abnormal blood cells, hemostasis, and fluorescent antibody cell sorting analysis.  Lab Hours 1  Department: Sciences - Biology &amp; Phys Sci</p>
<p>BIOH 311 Human Anatomy &amp; Physiology II. 3 Credits  Term Typically Offered: Spring  Prerequisite(s): A grade of "C-" or better in BIOH 301, or consent of instructor.  Corequisite(s): BIOH 312.  Includes detailed study of sensory physiology, cardiovascular system, respiratory physiology, gastrointestinal system, renal physiology, endocrinology, and reproduction. Lab required.  Lecture Hours 3  Department: Sciences - Biology &amp; Phys Sci</p>	<p>BIOH 470 Summer Clinical Lab. 12-15 Credits  Prerequisite(s): Consent of instructor.  Studies clinical immunohematology, clinical chemistry theory, theory and practice of phlebotomy, clinical hemostasis, clinical microscopy and urinalysis, clinical body fluids, theory of modern transfusion techniques, and theory of clinical microbiology. This is the first part of the year-long professional training core. Clinical lab science fee applies.  Lab Hours 12-15  Department: Sciences - Biology &amp; Phys Sci</p>
<p>BIOH 312 Human Anatomy &amp; Phys II Lab. 1 Credit  Term Typically Offered: Spring  Corequisite(s): BIOH 311.  Includes a study of physiology of the nervous, cardiovascular, endocrine, respiratory, renal, gastrointestinal, and reproductive systems using the laboratory approach.  Lab Hours 1  Department: Sciences - Biology &amp; Phys Sci</p>	<p>BIOH 471 Professional Training I. 12-15 Credits  Prerequisite(s): Consent of Instructor.  Provides training at a clinical laboratory affiliate. Reviews clinical immunohematology, clinical chemistry theory, theory and practice of phlebotomy, clinical hemostasis, clinical microscopy and urinalysis, clinical body fluids, theory of modern transfusion techniques, and theory of clinical microbiology. Performs actual patient laboratory testing under the guidance of trained professionals. This is the second part of the year-long professional training core. Clinical lab science fee applies.  Lab Hours 12-15  Department: Sciences - Biology &amp; Phys Sci</p>

BIOH 472 Professional Training II. 12-15 Credits  
 Prerequisite(s): Consent of Instructor.  
 Provides training at a clinical laboratory affiliate. Covers financial and quality management information for the clinical laboratory, advanced immunohematology, clinical chemistry, clinical microbiology, and clinical hematology. This is the third part of the year-long professional training core. Clinical lab science fee applies.  
 Lecture Hours 12-15  
 Department: Sciences - Biology & Phys Sci

BIOH 491 Special Topics. 1-12 Credits  
 Prerequisite(s): determined as needed.  
 R-3 Provides students with an opportunity to take courses not required in any curriculum for which there is a particular need, or given on a trial basis to determine acceptability and demand before requesting a regular course number.  
 Lecture Hours 1-12  
 Department: Sciences - Biology & Phys Sci

## BIOM - Biology: Micro

BIOM 208 Applied Brewing Microbiology. 3 Credits  
 Term Typically Offered: Fall  
 Introduces the fundamental aspects of yeast fermentation and microbiology relevant to brewing. Some basic microbiological principles will be presented, followed by explanations of the various brewing/quality-impacting processes brought about by biological activity, as well as means of monitoring the brewing process. This course includes laboratory exercises.  
 Department: Sciences - Biology & Phys Sci

BIOM 250 Microbiology for Hlth Sciences. 3 Credits  
 Term Typically Offered: Fall, Spring, Summer  
 Prerequisite(s): One General Education course chosen from the Life Sciences category or BIOH 201.  
 Recommended: CHMY 123 and BIOH 301. Surveys the fundamental principles of microbiology, while emphasizing the relationship of microorganisms to infectious disease. Designed as an introductory course in microbiology for nurses and health-related majors. Lab optional.  
 Lecture Hours 3  
 Department: Sciences - Biology & Phys Sci

BIOM 251 Microbiology Hlth Sciences Lab. 1 Credit  
 Term Typically Offered: Fall, Spring  
 Corequisite(s): BIOM 250.  
 Emphasizes techniques for the isolation, identification and control of microorganisms. The lab is intended for allied health science students requiring an introductory microbiology laboratory.  
 Lab Hours 1  
 Department: Sciences - Biology & Phys Sci

BIOM 360 General Microbiology. 3 Credits  
 Term Typically Offered: Fall  
 Prerequisite(s): BIOB 260, BIOB 261, two years of Chemistry.  
 Corequisite(s): BIOM 361.  
 Introduces the anatomy, physiology, metabolism and genetics of bacteria and viruses. Surveys the roles of microorganisms in industrial and environmental microbiology as well as infectious disease.  
 Lecture Hours 3  
 Department: Sciences - Biology & Phys Sci

BIOM 361 General Microbiology Lab. 1 Credit  
 Term Typically Offered: Fall  
 Corequisite(s): BIOM 360.  
 Emphasizes fundamental techniques for the isolation, manipulation and identification of bacteria. An experimental approach is used to solving problems in microbiology.  
 Lab Hours 1  
 Department: Sciences - Biology & Phys Sci

BIOM 400 Medical Microbiology. 3 Credits  
 Term Typically Offered: Spring (even years)  
 Prerequisite(s): BIOM 250 or BIOM 360.  
 Includes a study of pathogenic microorganisms and the diseases they cause. Pathogenic mechanisms, host resistance, control and epidemiology of the major bacterial, viral, fungal and protozoan diseases are discussed. Lab optional.  
 Lecture Hours 3  
 Department: Sciences - Biology & Phys Sci

BIOM 401 Medical Microbiology Lab. 1 Credit  
 Term Typically Offered: Spring (even years)  
 Prerequisite(s): BIOM 251 or BIOM 361.  
 The laboratory emphasizes diagnostic methods and culturing techniques.  
 Lab Hours 1  
 Department: Sciences - Biology & Phys Sci

BIOM 427 General Parasitology. 2 Credits  
 Term Typically Offered: Spring (odd years)  
 Prerequisite(s): BIOB 260, BIOB 375.  
 Studies the life cycles, biochemistry, molecular parasitology, pathogenesis, identification and treatment of the major parasitic groups, including parasitic protozoa, monogeneans, digeneneans, cestodes, nematodes, acanthocephalans, and parasitic arthropods.  
 Lecture Hours 2  
 Department: Sciences - Biology & Phys Sci

BIOM 491 Special Topics. 1-12 Credits  
 Prerequisite(s): determined as needed.  
 Provides students with an opportunity to take courses not required in any curriculum for which there is a particular need, or given on a trial basis to determine acceptability and demand before requesting a regular course number.  
 Department: Sciences - Biology & Phys Sci

## BIOO - Biology: Organismal

BIOO 320 General Botany. 3 Credits  
 Term Typically Offered: Spring  
 Prerequisite(s): BIOB 160 and BIOB 170, or consent of instructor.  
 Provides an overview of the foundational concepts of botany. Topics covered include anatomy, physiology, diversity, and ethnobotany.  
 Lecture Hours 3  
 Department: Sciences - Biology & Phys Sci

BIOO 321 General Botany Lab. 1 Credit  
 Term Typically Offered: Spring  
 Corequisite(s): BIOO 320.  
 Provides an experimental learning opportunity for topics covered in General Botany.  
 Lab Hours 3  
 Department: Sciences - Biology & Phys Sci

BIOO 433 Plant Physiology. 3 Credits  
 Term Typically Offered: Spring (odd years)  
 Prerequisite(s): BIOO 320.  
 Corequisite(s): BIOO 434.  
 Examines the physiological basis of plant survival, including water movement, mineral nutrition, gas exchange, solute transport, photosynthesis and environmental plant physiology. Includes physiological aspects of plant growth and development, including hormones, morphogenesis, biological clocks and plant responses to temperature. Integrates plant physiology from biochemical and physiological perspectives.  
 Lecture Hours 3  
 Department: Sciences - Biology & Phys Sci

<p>BIOO 434 Plant Physiology Lab. <span style="float: right;">1 Credit</span>            Term Typically Offered: Spring (odd years)            Corequisite(s): BIOO 433.            Includes exercises related to lecture topics in BIOO 433, with emphasis on the physiology of selected plants in Montana. Examines physiological aspects of plant growth, development and survival by acquainting students with a variety of methods used to investigate physiological processes in plants.            Lab Hours 1            Department: Sciences - Biology &amp; Phys Sci</p>	<p>BMGT 210 Small Business Entrepreneurship. <span style="float: right;">3 Credits</span>            Term Typically Offered: Spring            Prerequisite(s): BGEN 105B, BGEN 110, ACTG 101, BMKT 225.            Corequisite(s): BGEN 235.            Introduces the essentials of starting, managing, and growing a small business. Topics will include the role of the entrepreneur, pricing, advertising, financing, layout of facilities, inventory control, staffing, purchasing, vendor selection, and relevant laws affecting small business.            Lecture Hours 3            Department: Business Management - COT</p>
<p>BIOO 435 Plant Systematics. <span style="float: right;">2 Credits</span>            Term Typically Offered: Fall (even years)            Prerequisite(s): BIOO 320.            Corequisite(s): BIOO 436.            Includes systems and methods of plant classifications as well as collection, identification and preservation of the local flora.            Lecture Hours 2            Department: Sciences - Biology &amp; Phys Sci</p>	<p>BMGT 222 Princ of Project Management. <span style="float: right;">3 Credits</span>            Term Typically Offered: Spring, Summer            Covers project management concepts including project definition, strategic planning process, organizational structure, culture, roles, stakeholder management, portfolio management, leadership, teambuilding, conflict management, risk management, cost estimation and budgeting, scheduling and project closeout, and termination. Critical Project Management Body of Knowledge elements are also covered in this course.            Lecture Hours 3            Department: Business Management - COT</p>
<p>BIOO 436 Plant Systematics Lab. <span style="float: right;">2 Credits</span>            Term Typically Offered: Fall (even years)            Corequisite(s): BIOO 435.            This laboratory complements the lecture material presented in the corequisite.            Lab Hours 2            Department: Sciences - Biology &amp; Phys Sci</p>	<p>BMGT 230 Business Logistics. <span style="float: right;">3 Credits</span>            Term Typically Offered: Spring            Provides a general knowledge of current management practices in logistics management. The focus of the course will be planning, organizing, and controlling of these activities. The course will introduce the student to transport, inventory, location strategies, customer service goals, and organization control.            Lecture Hours 3            Department: Business Management - COT</p>
<p>BIOO 450 Vertebrate Zoology. <span style="float: right;">3 Credits</span>            Term Typically Offered: Spring (even years)            Prerequisite(s): BIOB 170 and BIOB 171.            Surveys the vertebrate classes, focusing on classification, morphology, physiology, ecology, behavior, and evolutionary history of each group.            Lecture Hours 3            Department: Sciences - Biology &amp; Phys Sci</p>	<p>BMGT 235 Management. <span style="float: right;">3 Credits</span>            Introduces students to the study of management and organizational principles of business firms. Emphasis is on effectively working through others to achieve objectives. This is done by exploring planning, decision making, organizing, leading, staffing, controlling, EEOC requirements, appraising performance, and handling disciplinary problems.            Lecture Hours 3            Department: Business Management - COT</p>
<p>BIOO 451 Vertebrate Zoology Lab. <span style="float: right;">1 Credit</span>            Term Typically Offered: Spring (even years)            Corequisite(s): BIOO 450.            Complements the lecture material presented in the corequisite, with an emphasis on identification of Montana vertebrates.            Lab Hours 1            Department: Sciences - Biology &amp; Phys Sci</p>	<p>BMGT 237 Human Relations in Business. <span style="float: right;">3 Credits</span>            Term Typically Offered: Fall            Focuses on the aspects of human relations and effective communication in the business environment. This course will include focus on creating strong one-on-one and group communication channels that promote healthy interaction with others for effective and strong business relationships. Subsets of the course will include communication, empathy, stress management, conflict resolution, tactfulness, dealing with conflict, listening skills, and establishing rapport.            Lecture Hours 3            Department: Business Management - COT</p>

## BMGT - Business: Management

<p>BMGT 102 Bus Basics Brewing/Distillery. <span style="float: right;">3 Credits</span>            Term Typically Offered: Spring            Provides an overall picture of business operations in micro-brewing and distillery. Specialized business concepts within brewery business are presented and analyzed. This course will cover functional concepts and fundamentals required to start and operate a craft brewery. Areas of focus include regulations, operations, finance, and marketing.            Department: Business Management - COT</p>	<p>BMGT 245 Customer Service Management. <span style="float: right;">3 Credits</span>            Term Typically Offered: Spring            Focuses on the relationship between business and consumer. This course will enable the student to understand the relationship of self to customers, problem solve, and learn the importance of communicating effectively with customers. Specific emphasis is given to managing customer expectations by building positive customer rapport.            Lecture Hours 3            Department: Business Management - COT</p>
<p>BMGT 180 Employment Law and Practices. <span style="float: right;">3 Credits</span>            Term Typically Offered: Fall, Spring            Introduces students to laws and practices affecting the employer-employee relationship. Students gain a general knowledge of employment law, diversity management, equal employment opportunity, record-keeping requirements, and affirmative action.            Lecture Hours 3            Department: Business Management - COT</p>	



<p>BMGT 250 Employment &amp; Comp Strategies. 3 Credits            Term Typically Offered: Fall            Introduces students to the recruiting and selection process, including interviewing techniques and the legal implications in the recruiting and hiring process. Explores different labor market approaches and organizational recruiting activities. Examines compensation practices and differentiates organizational culture, philosophies, strategies, and objectives that impact compensation.            Lecture Hours 3            Department: Business Management - COT</p>	<p>BMGT 335 Management &amp; Organization. 3 Credits            Term Typically Offered: Fall, Spring, Summer            Prerequisite(s): Junior standing or consent of department.            Introduces the principles of managing organizations (both public and private). The course familiarizes the student with the skills needed by managers and the best practices used by organizations in a changing global environment. Topics include diversity, globalization, motivation, social responsibility, leadership, strategic planning, group dynamics, and organizational change.            Lecture Hours 3            Department: College of Business-All Depts</p>
<p>BMGT 281 Risk Mgmt, Safety &amp; Security. 3 Credits            Term Typically Offered: Fall, Spring            Introduces students to legal and record-keeping requirements affecting health and safety. Students explore safety management activities and policies, workplace health issues, health promotion, workplace violence, and security management.            Lecture Hours 3            Department: Business Management - COT</p>	<p>BMGT 353 Organizational Behavior. 3 Credits            Term Typically Offered: Fall            Prerequisite(s): BMGT 335 or consent of department and Admission to upper division standing.            Studies individual and group behavior in organizations. The course examines how issues such as personality, attitudes, motivation, group dynamics, power, leadership, and conflict management affect individual and organizational performance. The course focuses on how these issues can be managed and utilized to improve employee performance in the workplace.            Lecture Hours 3            Department: College of Business-All Depts</p>
<p>BMGT 282 Organizational Training &amp; Dev. 3 Credits            Introduces students to the training and change management process associated with organizational development and planning. The student will explore training needs and objectives, delivery approaches, levels of training evaluation, adult learning techniques, and coaching strategies .            Lecture Hours 3            Department: Business Management - COT</p>	<p>BMGT 422 Project Management. 3 Credits            Term Typically Offered: Fall, Spring            Prerequisite(s): BMGT 335 and BMGT 322, or consent of department.            Covers all aspects of project management including project definition, methods and strategy, resource scheduling and allocation, leadership, managing teams, partnering, minimizing risks, benchmarking project progress and performance and project termination and review. Students utilize Microsoft Project to implement and manage a project.            Lecture Hours 3            Department: College of Business-All Depts</p>
<p>BMGT 292 Independent Study. 1-5 Credits            Department: College of Business-All Depts</p>	<p>BMGT 448 Entrepreneurship. 3 Credits            Term Typically Offered: Fall            Prerequisite(s): BMGT 335, BMKT 325, BFIN 322.            Addresses issues typically faced by managers of businesses. Accounting and inventory systems, financial analysis, means of raising capital, management and marketing techniques, and guidelines for writing a business plan are presented. Students will write a business plan. Offered ONLY Online.            Lecture Hours 3            Department: College of Business-All Depts</p>
<p>BMGT 294 Seminar/Workshop. 1-3 Credits            Lecture Hours 1-3            Department: Business Management - COT</p> <p>BMGT 298 Internship/Cooperative Educ. 1-9 Credits            (45 hours/credit) Provides students with an opportunity for experimental study in the varied areas of human resource management. Students complete a specific assignment in a pre-arranged employer setting. Examples of assignments may include developing an Exit Interview, New Employee Orientation Program, or Training Program, auditing records, assisting with personnel files, or writing job descriptions.            Lecture Hours 1-9            Department: Business Management - COT</p>	<p>BMGT 461 Small Business Management. 3 Credits            Term Typically Offered: Fall, Spring            Prerequisite(s): BGEN 315, BMGT 335, BMKT 325, BFIN 322, or consent of department.            Addresses issues typically faced by managers of smaller businesses. Accounting and inventory systems, financial analysis, means of raising capital, management and marketing techniques, and guidelines for writing a business plan are presented, emphasizing the needs of smaller businesses. Students will write a business plan.            Lecture Hours 3            Department: College of Business-All Depts</p>
<p>BMGT 322 Operations Management. 3 Credits            Term Typically Offered: Fall, Spring, Summer            Prerequisite(s): Admission to upper division standing or consent of department.            Surveys the tasks which must be accomplished in that part of the organization which produces its service or products. Presents selected critical quantitative models from a managerial perspective. Introduces students to the design of services and products, planning and control, inventory systems and the management of quality.            Lecture Hours 3            Department: College of Business-All Depts</p>	<p>BMGT 492 Independent Study. 1-3 Credits            Term Typically Offered: Fall, Spring, Summer            Prerequisite(s): Admission to upper division standing, consent of department, and approval of the College of Business Academic Policy Committee (CBAPC).            Provides outstanding junior and senior students an opportunity to explore material not covered by regular Management courses. Students must complete a Request for Independent Study form and have it approved by CBAPC.            Department: College of Business-All Depts</p>
<p>BMGT 329 Human Resource Management. 3 Credits            Term Typically Offered: Fall, Spring            Prerequisite(s): BMGT 335 and Admission to upper division standing, or consent of department.            Presents an overview of the laws and practices involved in providing an organization with the needed skilled workforce. Topics include best practices for handling recruiting and selecting employees, evaluating employee performance, making promotion and discipline decisions, creating fair compensation systems, dealing with sexual harassment and various discrimination issues, and handling union-management relations.            Lecture Hours 3            Department: College of Business-All Depts</p>	



BMGT 494 Seminar/Workshop. 1-3 Credits  
 Term Typically Offered: Fall, Spring, Summer  
 Prerequisite(s): Admission to upper division standing or consent of department.  
 Provides senior students an opportunity to intensively investigate topics pertinent to the field of Management.  
 Department: College of Business-All Depts

## BMIS - Business: Management Information Systems

BMIS 150 Cyber Security & Electronic Co. 3 Credits  
 Term Typically Offered: Fall, Spring  
 Explores access to information, organization of information, retrieval, and decision-making models for analysis and presentation of information in a wide variety of environments and formats. This includes topics in the field of electronic communication and specifically cyber security.  
 Lecture Hours 3  
 Department: College of Business-All Depts

BMIS 210 System Analysis and Design. 3 Credits  
 Term Typically Offered: Fall  
 Prerequisite(s): BMIS 352 or CAPP 158.  
 Introduces the theory, principles and methodologies of systems analysis and design. Seniors will complete a major project assignment. (crosslisted with City College)  
 Lecture Hours 3  
 Department: College of Business-All Depts

BMIS 294 Seminar/Workshop. 1-3 Credits  
 Provides an opportunity for students to investigate areas of Information Systems.  
 Department: College of Business-All Depts

BMIS 310 Web Dsgn, Dev & Implementation. 3 Credits  
 Term Typically Offered: Fall, Spring, Summer  
 Provides students with basic concepts, theories, and tools to design, develop and implement Web pages. Includes advanced Internet researching techniques and skills.  
 Lecture Hours 3  
 Department: College of Business-All Depts

BMIS 311 Management Information Systems. 3 Credits  
 Term Typically Offered: Fall, Spring, Summer  
 3cr. Introduces the fundamental concepts of management information systems in business organizations.  
 Lecture Hours 3  
 Department: College of Business-All Depts

BMIS 352 Microcomp DB Design & Implem. 3 Credits  
 Term Typically Offered: Summer  
 Covers the concepts and design of microcomputer database management systems. Extensive hands-on with data base programs. Students complete a large database management system for a small business.  
 Lecture Hours 3  
 Department: College of Business-All Depts

BMIS 360 Advanced Database Programming. 3 Credits  
 Prerequisite(s): Admission to upper division standing.  
 Introduces fourth generation languages using database programming techniques. The application of SQL programming language on micro-computers will be included. 4GL programming will include RISC environment applications.  
 Lecture Hours 3  
 Department: College of Business-All Depts

BMIS 492 Independent Study. 1-3 Credits  
 Term Typically Offered: Fall, Spring, Summer  
 Prerequisite(s): Admission to upper division standing, consent of department, and approval of the College of Business Academic Policy Committee (CBAPC).  
 Provides outstanding junior and senior students an opportunity to explore material not covered by regular Information System courses. Students must complete a Request for Independent Study form and have it approved by CBAPC.  
 Department: College of Business-All Depts

BMIS 494 Seminar/Workshop. 1-3 Credits  
 Term Typically Offered: Fall, Spring, Summer  
 Prerequisite(s): Admission to upper division standing.  
 Provides students an opportunity to extensively investigate topics pertinent to Information Systems.  
 Department: College of Business-All Depts

BMIS 499 Capstone. 3 Credits  
 Term Typically Offered: Fall  
 Prerequisite(s): BMIS 352 or CAPP 158.  
 Introduces the theory, principles and methodologies of systems analysis and design. Seniors will complete a major project assignment.  
 Lecture Hours 3  
 Department: College of Business-All Depts

## BMKT - Business: Marketing

BMKT 112 Applied Sales. 3 Credits  
 Term Typically Offered: Fall  
 Provides basic principles and techniques for selling, and practical application. Includes selling as a profession, preparation for relationship selling, the selling process, and planning and managing a sales territory.  
 Lecture Hours 3  
 Department: Business Management - COT

BMKT 225 Marketing. 3 Credits  
 Provides students with the fundamental principles and concepts of sales practices and procedures as well as an introduction into marketing terminology and strategies. Topics covered include: personal selling, product development, the marketing concept, consumer behavior, marketing research, pricing, channels of distribution, and promotion.  
 Lecture Hours 3  
 Department: Business Management - COT

BMKT 325 Principles of Marketing. 3 Credits  
 Term Typically Offered: Fall, Spring, Summer  
 Prerequisite(s): Junior standing or consent of department.  
 Presents behavioral patterns and legal and economic constraints affecting marketing decisions. Introduces analytic and control techniques for effective product planning, promotion, pricing and physical distribution.  
 Lecture Hours 3  
 Department: College of Business-All Depts

BMKT 337 Consumer Behavior. 3 Credits  
 Term Typically Offered: Spring, Summer  
 Prerequisite(s): Upper division standing, BMKT 325 or consent of department.  
 Covers the consumer-firm relationship using concepts from contemporary behavioral sciences. Emphasizes the many problems encountered in marketing to various groups of consumers and the role theory plays in problem solving.  
 Lecture Hours 3  
 Department: College of Business-All Depts

<p>BMKT 342 Marketing Research. <span style="float: right;">3 Credits</span>            Term Typically Offered: Fall, Spring            Prerequisite(s): Admission to upper division standing, BMKT 325, or consent of department.            Surveys the influence of market research on the decision-making process. Includes problem formulation, research design, observational and sampling requirements, data analysis, interpretation and reporting.            Lecture Hours 3            Department: College of Business-All Depts</p>	<p>BMKT 446 Marketing for Entrepreneurs. <span style="float: right;">3 Credits</span>            Term Typically Offered: Fall            Prerequisite(s): BMKT 325 and Admission to upper division standing, or consent of department.            Develops the student's knowledge of marketing entrepreneurship, including having online students work with community clients to understand how to identify opportunities and create value. Offered ONLY Online.            Lecture Hours 3            Department: College of Business-All Depts</p>
<p>BMKT 343 Integrated Marketing Comm. <span style="float: right;">3 Credits</span>            Term Typically Offered: Fall            Prerequisite(s): Admission to upper division standing and BMKT 325 or consent of department.            Emphasizes theories and practices of advertising, sales promotion and public relations in the marketing program. Includes promotional planning and strategy, program integration and effectiveness and relevant communications concepts.            Lecture Hours 3            Department: College of Business-All Depts</p>	<p>BMKT 449 Strategic Marketing Mgmt. <span style="float: right;">3 Credits</span>            Term Typically Offered: Spring            Prerequisite(s): Admission to upper division standing, BMKT 325, BMKT 337 and BMKT 342 or consent of department.            Covers the methods and techniques employed in marketing management, including study of consumers, retailers, product, and controlling the total marketing program.            Lecture Hours 3            Department: College of Business-All Depts</p>
<p>BMKT 411 Services/Relationship Mktg. <span style="float: right;">3 Credits</span>            Term Typically Offered: Spring            Prerequisite(s): Upper division standing, BMKT 325 and BMGT 335.            Provides practical techniques for defining and meeting the needs of each set of an organization's external and internal customers. Emphasizes the key drivers of service, e.g., creating a culture of service, customer focused information systems, incentives for customer service, empowered employees, customer satisfaction, and market orientation. Additionally, the leadership role of senior, middle, and lower levels of management will be examined.            Lecture Hours 3            Department: College of Business-All Depts</p>	<p>BMKT 460 Marketing High-Tech Prod/Innov. <span style="float: right;">3 Credits</span>            Term Typically Offered: Spring            Prerequisite(s): BMKT 325 and Admission to upper division standing, or consent of department.            Develops the student's knowledge of product development, marketing, and competitive positioning from the customer's perspective. Offered ONLY Online.            Lecture Hours 3            Department: College of Business-All Depts</p>
<p>BMKT 420 Integrated Online Marketing. <span style="float: right;">3 Credits</span>            Term Typically Offered: Fall            Prerequisite(s): BMKT 325 or consent of instructor.            Explores the background, concepts, and skills of the social media manager. Students are given many opportunities to practice the requisite skill, as well as discuss related topics of diversity, globalization, quality, ethics, and social responsibility as it pertains to social media marketing.            Lecture Hours 3            Department: College of Business-All Depts</p>	<p>BMKT 470 Supply Chain Management. <span style="float: right;">3 Credits</span>            Prerequisite(s): BMKT 325 and Upper division standing.            Provides the fundamentals of supply chain management through class lecture, cases, and discussions. Topics include internal and external environments, customer service, logistics, strategy, global dimensions, distribution, planning and forecasting.            Department: College of Business-All Depts</p>
<p>BMKT 436 Sales and Sales Management. <span style="float: right;">3 Credits</span>            Term Typically Offered: Fall, Spring            Prerequisite(s): Admission to upper division standing.            Corequisite(s): BMKT 325 or consent of department.            Includes the principles of professional selling through strategically planning, making the sales call, strengthening communications, and building partnerships.            Lecture Hours 3            Department: College of Business-All Depts</p>	<p>BMKT 490 Undergraduate Research. <span style="float: right;">3 Credits</span>            Prerequisite(s): Admission to upper division standing, BMKT 325 and consent of department.            Provides senior level students with an opportunity to research, develop, and present a professional quality advertising campaign to a nationally recognized panel of professionals and clients. Relies on a team approach and group projects.            Lecture Hours 3            Department: College of Business-All Depts</p>
<p>BMKT 441 International Marketing. <span style="float: right;">3 Credits</span>            Prerequisite(s): BMKT 325.            Explores the unique aspects of international marketing for both small entrepreneurial firms and for large multinational corporations. Operating in an international context provides unique challenges for small businesses. In order to be successful, firms must adapt to the social, technological, economic, and political environment (STEP) in which they operate. The first part of the course examines how the STEP environment alters international marketing practice. The second part of the course is designed to help students manage the marketing mix (product, promotion, pricing, distribution) in international markets.            Lecture Hours 3            Department: College of Business-All Depts</p>	<p>BMKT 492 Independent Study. <span style="float: right;">1-3 Credits</span>            Term Typically Offered: Fall, Spring, Summer            Prerequisite(s): Admission to upper division standing, consent of department, and approval of the College of Business Academic Policy Committee (CBAPC).            Provides outstanding junior and senior students an opportunity to explore material not covered by regular Marketing courses. Students must complete a Request for Independent Study form and have it approved by CBAPC.            Department: College of Business-All Depts</p>
<p>BMKT 441 International Marketing. <span style="float: right;">3 Credits</span>            Prerequisite(s): BMKT 325.            Explores the unique aspects of international marketing for both small entrepreneurial firms and for large multinational corporations. Operating in an international context provides unique challenges for small businesses. In order to be successful, firms must adapt to the social, technological, economic, and political environment (STEP) in which they operate. The first part of the course examines how the STEP environment alters international marketing practice. The second part of the course is designed to help students manage the marketing mix (product, promotion, pricing, distribution) in international markets.            Lecture Hours 3            Department: College of Business-All Depts</p>	<p>BMKT 494 Seminar/Workshop. <span style="float: right;">1-3 Credits</span>            Term Typically Offered: Fall, Spring, Summer            Prerequisite(s): Admission to upper division standing or consent of department.            Provides senior students an opportunity to intensively investigate topics pertinent to the field of Marketing.            Department: College of Business-All Depts</p>

## CAPP - Computer Applications

CAPP 103 Quickbooks Fundamentals. 2 Credits  
Term Typically Offered: Fall

Provides a step-by-step introduction to the terminology, concepts, and techniques used in QuickBooks Pro. The course is designed for computer users who want a basic understanding of the capabilities of QuickBooks Pro and covers journal entries, customer and vendor activities, payroll, and closing activities for both service-based and merchandising-based businesses.

Lecture Hours 2  
Department: Computer Technologies - COT

CAPP 110 Short Courses: MS Outlook. 1 Credit  
Prerequisite(s): CAPP 120.

Instructs students in the full functional usage of Microsoft Outlook as a tool. Students will learn the special features for the application such as: Scheduling, Managing Contacts and Emails, and Integrating Outlook with other applications.

Lab Hours 2  
Department: Computer Technologies - COT

CAPP 120 Introduction to Computers. 3 Credits

Instructs students in fundamental computing skills. Concepts include the creation and manipulation of files, use of a common Operating System, a basic understanding of computer hardware, and a functional knowledge of common business applications such as: word processing, spreadsheets, Internet and email, and presentation software. The course is performed in a lab setting with access to computers and necessary software.

Lecture Hours 3  
Department: Computer Technologies - COT

CAPP 131 Basic MS Office. 3 Credits

Term Typically Offered: Fall, Spring  
Provides introductory concepts of computers, Windows operating system, Internet, spreadsheets, and word processing. g.

Lecture Hours 3  
Department: College of Business-All Depts

CAPP 131E Basic MS Office Exam. 0 Credits

Department: College of Business-All Depts

CAPP 153 MS PowerPoint. 2 Credits

Prerequisite(s): CAPP 120.  
Instructs students in the features of PowerPoint and its usage as a tool for presentations. Students will learn the full host of features available in PowerPoint to create, modify, and enhance presentations and slide-shows. Further, students will be instructed in design techniques and how to give presentations.

Lecture Hours 1, Lab Hours 2  
Department: Computer Technologies - COT

CAPP 154 MS Word. 3 Credits

Prerequisite(s): CAPP 120.  
Provides hands-on experience in word processing on the microcomputer using Word for Windows software. The process of creating and formatting business documents includes editing, search and replace, pagination, document assembly, merging, macros, printing, headers and footers, columns and file management.

Lecture Hours 3  
Department: Computer Technologies - COT

CAPP 156 MS Excel. 3 Credits

Prerequisite(s): CAPP 120.  
Introduces students to business applications using spreadsheets. Emphasis is placed on the essential functions of spreadsheet operation, as well as introduction to some advanced functions such as lookup functions and database management. Content emphasizes mastery of spreadsheet concepts and applications and development of analytical thinking skills.

Lecture Hours 3  
Department: Computer Technologies - COT

CAPP 158 MS Access. 3 Credits

Prerequisite(s): CAPP 120.  
Examines the process of database design using a relational model. Use of applications software focuses on data query, report generation, multiple file relationships and interface techniques.

Lecture Hours 3  
Department: Computer Technologies - COT

CAPP 291 Special Topics. 1-3 Credits

Prerequisite(s): CAPP 120.  
Investigates intensively topics pertaining to an area of data processing.

Department: Computer Technologies - COT

## CHMY - Chemistry

CHMY 104 Preparation for Chemistry. 3 Credits

(F and/or Sp) Prepares students to succeed in the one-semester CHMY 121 or two-semester CHMY 141/CHMY 143 College Chemistry series by developing necessary mathematical and scientific problem-solving skills. This course focuses on developing the knowledge and skills required to look at the world on the atomic scale. Students will solidify thinking patterns used to solve chemical problems, such as recognizing mathematical relationships in data and manipulating mental models to explain macroscopic phenomena. The course will demystify the theories and concepts for incoming students. The course will focus on the following topics: scientific method and measurement, the periodic table, chemical formulas and equations, stoichiometry, and gas laws. Each topic will include a special focus on the procedural math associated with related problem-solving tasks.

Lecture Hours 3  
Department: Sciences - Biology & Phys Sci

CHMY 121 Intro to General Chemistry. 3 Credits

Term Typically Offered: Fall, Spring, Summer  
Prerequisite(s): M 095 or equivalent.  
Covers the fundamental definitions of chemistry, structure, chemical equations, solutions, equilibrium, oxidation-reduction, and acid/base chemistry. This is primarily a course for pre-nursing and allied health students.

Lecture Hours 3  
Department: Sciences - Biology & Phys Sci

CHMY 122 Intro to Gen Chem Lab. 1 Credit

Term Typically Offered: Fall, Spring, Summer  
Corequisite(s): CHMY 121.  
Provides laboratory experiences that complement and extend the lecture materials.

Lab Hours 1  
Department: Sciences - Biology & Phys Sci

CHMY 123 Intro to Organic & Biochem. 3 Credits

Term Typically Offered: Spring, Summer  
Prerequisite(s): CHMY 121 and CHMY 122.  
Covers the basic functional groups, nomenclature and reactions of organic chemistry and provides an overview of biomolecules, biocatalysis and metabolism with clinically relevant correlations.

Lecture Hours 3  
Department: Sciences - Biology & Phys Sci

CHMY 141 College Chemistry I. Term Typically Offered: Fall, Summer Prerequisite(s): M 095 or satisfactory math placement score. Corequisite(s): CHMY 142. Introduces the student to the fundamental concepts of chemistry, including: elements and compounds, the periodic table, atomic structure, chemical equations, stoichiometry, solution concentrations, gas laws, heat and energy, quantum theory, and chemical bonding. Primarily intended for science majors/minors, pre-engineering, and allied health students. Lecture Hours 3 Department: Sciences - Biology & Phys Sci	3 Credits	CHMY 211 Elements of Organic Chemistry. Term Typically Offered: Spring Prerequisite(s): CHMY 143, CHMY 144. Covers the unique characteristics of carbon, bonding, structure, reactions, nomenclature, and a look into the major organic functional groups. This is a one-semester introduction to organic chemistry. Department: Sciences - Biology & Phys Sci	3 Credits
CHMY 142 College Chemistry I Lab. Term Typically Offered: Fall, Summer Corequisite(s): CHMY 141. Lab to accompany CHMY 141. Introduces the tools and techniques of experimental chemistry such as weighing, solution preparation, titration and standardization. Lab Hours 1 Department: Sciences - Biology & Phys Sci	1 Credit	CHMY 212 Elements of Organic Chem Lab. Term Typically Offered: Spring Prerequisite(s): CHMY 143, CHMY 144. Corequisite(s): CHMY 211. Introduces the basic techniques used in an organic chemistry lab including crystallization, extraction, distillation, chromatography, and synthesis. Lab Hours 1 Department: Sciences - Biology & Phys Sci	1 Credit
CHMY 143 College Chemistry II. Term Typically Offered: Spring, Summer Prerequisite(s): CHMY 141 and CHMY 142. Corequisite(s): CHMY 144. Introduces the student to the additional fundamental concepts of chemistry, including: molecular geometry, solutions and condensed phases, chemical and phase equilibria, kinetics, thermodynamics, and electrochemistry. Lecture Hours 3 Department: Sciences - Biology & Phys Sci	3 Credits	CHMY 291 Special Topics. Prerequisite(s): determined as needed. Provides students with an opportunity to take courses not required in any curriculum for which there is a particular need, or given on a trial basis to determine acceptability and demand before requesting a regular course number. Department: Sciences - Biology & Phys Sci	1-12 Credits
CHMY 144 College Chemistry II Lab. Term Typically Offered: Spring, Summer Prerequisite(s): CHMY 142. Corequisite(s): CHMY 143. Lab to accompany CHMY 143. Introduces qualitative analysis and other topics to complement the lecture material. Lab Hours 1 Department: Sciences - Biology & Phys Sci	1 Credit	CHMY 292 Independent Study. Prerequisite(s): Consent of instructor and department chairperson. Provides an opportunity for freshman and sophomore students to explore material not covered by regular Chemistry courses. A contract describing this study must be completed at the time of enrollment. Department: Sciences - Biology & Phys Sci	1-4 Credits
CHMY 145 College Chemistry Recitation. Term Typically Offered: Fall, Spring Corequisite(s): CHMY 141 or CHMY 143. Provides a small class environment where students can ask questions that require answers too extensive or too specific for the lecture setting. The course is designed to enhance the CHMY 104/CHMY 141/CHMY 143 lecture experience by actively engaging students in real life chemical problem solving. Students will use their newly acquired chemistry skill sets to solve multi-faceted chemical problems in small group settings. Students can ask questions about lecture material or homework assignments and receive more individual attention. Lecture Hours 1 Department: Sciences - Biology & Phys Sci	1 Credit	CHMY 294 Seminar/Workshop. Department: Sciences - Biology & Phys Sci	1-8 Credits
CHMY 170 Applied Brewing Chemistry. Term Typically Offered: Fall Introduces the fundamental aspects of malting and fermentation chemistry. Some basic chemical principles will be presented, followed by explanations of the underlying chemistry of steps in the brewing process and quality control monitoring. This course includes laboratory exercises. Department: Sciences - Biology & Phys Sci	3 Credits	CHMY 298 Internship/Cooperative Educ. Provides university credit for a sophomore work experience in the area of Chemistry, supervised by faculty. Learning agreement must be completed prior to registration (restricted). Department: Sciences - Biology & Phys Sci	1-9 Credits
		CHMY 311 Analytical Chem-Quant Analysis. Term Typically Offered: Fall Prerequisite(s): CHMY 143 and CHMY 144. Corequisite(s): CHMY 312. Covers the theoretical foundations of quantitative chemical analysis, as well as an introduction to fundamental instrumental techniques. Lecture Hours 3 Department: Sciences - Biology & Phys Sci	3 Credits
		CHMY 312 Analytical Chem Lab-Quant Anlsys. Term Typically Offered: Fall Prerequisite(s): CHMY 144. Corequisite(s): CHMY 311. Lab to accompany CHMY 311 covering gravimetric, titrimetric, electrochemical and spectrometric analysis techniques. Lab Hours 1 Department: Sciences - Biology & Phys Sci	1 Credit
		CHMY 321 Organic Chemistry I. Term Typically Offered: Fall Prerequisite(s): CHMY 143 and CHMY 144. Corequisite(s): CHMY 322. Covers the nomenclature, structure, reactions and reaction mechanisms of organic functional groups - alkanes through alcohols. Lecture Hours 3 Department: Sciences - Biology & Phys Sci	3 Credits

CHMY 322 Organic Chemistry Lab I. Term Typically Offered: Fall Corequisite(s): CHMY 321. Introduces the common techniques used in an organic chemistry lab, including crystallization, extractions, distillations, chromatography, and synthesis. Lab Hours 1 Department: Sciences - Biology & Phys Sci	1 Credit	CHMY 401 Advanced Inorganic Chemistry. Term Typically Offered: Spring (even years) Prerequisite(s): CHMY 143 and CHMY 144. Corequisite(s): CHMY 402. Covers the chemistry of the main group and transition elements. The course includes group theory and its application to modern bonding theories. These bonding theories will be used to explore topics in coordination, organometallic, and bioinorganic chemistries. Lecture Hours 3 Department: Sciences - Biology & Phys Sci	3 Credits
CHMY 323 Organic Chemistry II. Term Typically Offered: Spring Prerequisite(s): CHMY 321 and CHMY 322. Corequisite(s): CHMY 324. Continuation of CHMY 321. Covers the functional groups: aromatics, aldehydes, ketones, acids, acid derivatives, and amines. Also introduces organic spectroscopy. Lecture Hours 3 Department: Sciences - Biology & Phys Sci	3 Credits	CHMY 402 Advanced Inorganic Chem Lab. Term Typically Offered: Spring (even years) Prerequisite(s): CHMY 143 and CHMY 144. Corequisite(s): CHMY 401. Includes advanced techniques in inorganic synthesis, spectroscopy, and computational chemistry. Lab Hours 1 Department: Sciences - Biology & Phys Sci	1 Credit
CHMY 324 Organic Chemistry Lab II. Term Typically Offered: Spring Corequisite(s): CHMY 323. Continuation of CHMY 322. Provides additional techniques and skills common in an organic chemistry lab, including synthesis and spectroscopic techniques. Lab Hours 1 Department: Sciences - Biology & Phys Sci	1 Credit	CHMY 411 Advanced Organic Chemistry. Term Typically Offered: Fall (odd years) Prerequisite(s): CHMY 323 and CHMY 324. Corequisite(s): CHMY 412. Covers additional and more advanced topics in organic synthesis, reaction mechanisms, and spectroscopy. Lecture Hours 3 Department: Sciences - Biology & Phys Sci	3 Credits
CHMY 371 Phys Chem-Qntm Chm & Spctrscpy. Term Typically Offered: Fall (odd years) Prerequisite(s): CHMY 323, M 171, M 172 and PHSX 232. Corequisite(s): CHMY 372. Introduces the fundamental concepts of quantum mechanics, atomic and molecular structure, chemical bonding, and the theoretical basis of experimental spectroscopy. Lecture Hours 3 Department: Sciences - Biology & Phys Sci	3 Credits	CHMY 412 Advanced Organic Chemistry Lab. Term Typically Offered: Fall (odd years) Corequisite(s): CHMY 411. Provides exposure to more advanced techniques used in organic synthesis and the spectroscopy used for structure determination. Lab Hours 1 Department: Sciences - Biology & Phys Sci	1 Credit
CHMY 372 Physical Chemistry Lab I. Term Typically Offered: Fall (odd years) Corequisite(s): CHMY 371. Demonstrates and amplifies concepts presented in CHMY 371. Lab Hours 1 Department: Sciences - Biology & Phys Sci	1 Credit	CHMY 421 Advanced Instrument Analysis. Term Typically Offered: Spring (odd years) Prerequisite(s): CHMY 311 and CHMY 371. Corequisite(s): CHMY 422. Covers the foundations of modern instrumental analysis theory and techniques. Techniques studied include instrumental design, atomic and molecular spectroscopy, electrochemistry and chromatography. Lab required. Lecture Hours 3 Department: Sciences - Biology & Phys Sci	3 Credits
CHMY 373 Phys Chem-Kntcs & Thrmdynmcs. Term Typically Offered: Spring (even years) Prerequisite(s): M 171, M 172, PHSX 232, CHMY 143. Corequisite(s): CHMY 374. Introduces the fundamental concepts of equilibrium, thermodynamics equilibria, and phenomenological kinetics. Lecture Hours 3 Department: Sciences - Biology & Phys Sci	3 Credits	CHMY 422 Adv Instrument Analysis Lab. Term Typically Offered: Spring (odd years) Prerequisite(s): CHMY 312. Corequisite(s): CHMY 421. Lab to accompany and demonstrate the techniques covered in CHMY 421. Lab Hours 2 Department: Sciences - Biology & Phys Sci	2 Credits
CHMY 374 Physical Chemistry Lab II. Term Typically Offered: Spring (even years) Corequisite(s): CHMY 373. Demonstrates and amplifies concepts presented in CHMY 373. Lab Hours 1 Department: Sciences - Biology & Phys Sci	1 Credit	CHMY 490 Undergraduate Research. Prerequisite(s): consent of instructor. Students will carry out a contained research project under the supervision of a faculty member, including library and experimental research as appropriate, analysis of the results and the submission of a formal research report upon completion of the project. Department: Sciences - Biology & Phys Sci	1-3 Credits



CHMY 491 Special Topics. 1-12 Credits  
Prerequisite(s): determined as needed.

Provides students with an opportunity to take courses not required in any curriculum for which there is a particular need, or given on a trial basis to determine acceptability and demand before requesting a regular course number.  
Department: Sciences - Biology & Phys Sci

CHMY 492 Independent Study. 1-3 Credits  
Prerequisite(s): Consent of instructor and department chairperson.

Provides outstanding students an opportunity for research in chemistry. A contract describing the study must be completed at the time of enrollment.  
Department: Sciences - Biology & Phys Sci

CHMY 494 Seminar/Workshop. 1-8 Credits  
Prerequisite(s): senior standing in a science major or consent of the instructor.

Students are expected to research and give an hour seminar on a topic from chemistry or a closely related field, and write a paper on the topic as if for publication.  
Department: Sciences - Biology & Phys Sci

CHMY 498 Internship/Cooperative Educ. 1-9 Credits  
Provides university credit for a work experience in the area of Chemistry, supervised by faculty. Learning agreement must be completed prior to registration (restricted).

Department: Sciences - Biology & Phys Sci

CHMY 499 Senior Thesis/Capstone. 1 Credit  
Prerequisite(s): Junior or Senior standing in Chemistry and/or concurrent enrollment in CHMY 490.

Involves an intensive study of a specific problem related to chemistry requiring the writing and submission of a thesis to graduate with departmental honors. To graduate with honors, it is also necessary to have an overall GPA of 3.25 or better and a GPA of 3.5 or better in the major. A thesis proposal describing the study and a thesis review committee must be completed at the time of enrollment.

Department: Sciences - Biology & Phys Sci

## CHTH - Community Health

CHTH 250 Introduction to Public Health. 3 Credits  
Term Typically Offered: Fall, Spring

Introduces students to the field of public health, essential public health services, and the complexities that are confronted as public policy meshes with the science that underlies understanding of health and disease. Explores the primacy of public health interventions rather than medical care as each affects life expectancy and quality of life. Focuses on evidence based decision-making, as the goals in policy decisions are seldom solely evidence based due to the complexity of conflicts between the diverse stakeholders involved in all public health interventions.

Lecture Hours 3

Department: Health & Human Performance

CHTH 317 Health Behavior Theories. 3 Credits  
Term Typically Offered: Fall, Spring

Provides an overview of the various behavior change theories with specific attention given to individual health behavior, interpersonal health behavior, and group intervention models of health behavior change. Behavior change theories are discussed in terms of their application to curriculum development and program planning models.

Lecture Hours 3

Department: Health & Human Performance

CHTH 355 Theory Pract Comm Hlth Ed. 3 Credits  
Term Typically Offered: Fall

Provides students with a comprehensive overview of the practical and theoretical skills needed to plan, implement, and evaluate health promotion programs in a variety of settings.

Lecture Hours 3

Department: Health & Human Performance

CHTH 410 High Lvl Wellness Thru Dcn Mkg. 3 Credits  
Term Typically Offered: Fall (even years)

Introduces the concept of wellness and presents strategies for adoption of a wellness life-style.

Lecture Hours 3

Department: Health & Human Performance

CHTH 435 Human Response To Stress. 3 Credits  
Term Typically Offered: Spring

Examines the interrelationship of human stress and emotions on health and performance. Explores theories, research and strategies to enhance human performance and manage stress.

Lecture Hours 3

Department: Health & Human Performance

CHTH 450 Worksite Health Promotion. 3 Credits  
Term Typically Offered: Spring (odd years)

Provides students with an overview of the theory and practice of occupational health promotion. It is assumed that the students have some background in health promotion and may be interested in pursuing a career as a health promotion specialist.

Lecture Hours 3

Department: Health & Human Performance

## CJUS - Criminal Justice

CJUS 226 Introduction to Probation. 3 Credits  
Prerequisite(s): SOCI 101 or SOCI 201 and SOCI 221.

Provides an in-depth examination of the role of probation in the criminal justice system. Topics include caseloads, pre-sentence investigations, practices and procedures, and issues associated with supervising offenders in the community.

Lecture Hours 3

Department: NAS/PS/SOCL

CJUS 227 Introduction to Policing. 3 Credits  
Prerequisite(s): SOCI 101 or SOCI 201 and SOCI 221.

Examines the police as a component of the criminal justice system. Provides an overview of law enforcement agencies at the local, state, and federal levels. Issues and trends in law enforcement will be examined.

Lecture Hours 3

Department: NAS/PS/SOCL

CJUS 294 Seminar/Workshop. 3 Credits  
Provides freshman and sophomores an opportunity to investigate intensively topics pertinent to the field of Criminal Justice.

Lecture Hours 3

Department: NAS/PS/SOCL

CJUS 362 Critical Issues in Policing. 3 Credits  
Term Typically Offered: Spring

Prerequisite(s): SOCI 101 or SOCI 201 and SOCI 221.

3cr. Examines a variety of critical issues in policing and law enforcement. Students will be encouraged to think critically about these topics and to use academic skills to investigate the relationship between police and citizens in democratic societies.

Lecture Hours 3

Department: NAS/PS/SOCL



CJUS 375 Inequality in Criminal Justice. 3 Credits

Term Typically Offered: Spring

Prerequisite(s): SOCI 101 or SOCI 102 and SOCI 221.

3cr. Explores the significance of social inequality for several crime and criminal justice issues. Examines inequality at each stage of the criminal justice system, including the unequal social conditions that foster crime, the creation of laws, inequality in arrests and the enforcement of laws, case processing and convictions, sentencing, and imprisonment and post-prison circumstances. This is a reading-intensive class.

Lecture Hours 3

Department: NAS/PS/SOCL

CJUS 421 Criminal Justice Ethics. 3 Credits

Prerequisite(s): SOCI 101 or SOCI 201 and SOCI 221.

Corequisite(s): WRIT 201 or WRIT 221 if not previously taken.

Examines ethical issues in law enforcement, courts, and corrections. Students will learn moral and ethical standards that can be used to resolve dilemmas they encounter in the criminal justice system.

Lecture Hours 3

Department: NAS/PS/SOCL

CJUS 427 Deviance and Social Control. 3 Credits

Term Typically Offered: Fall, Summer

Prerequisite(s): SOCI 101.

3cr. Examines deviant behavior in contemporary society. Explores why certain people and types of behaviors come to be defined as deviant. Introduces students to theoretical explanations of deviance. Offered ONLY Online.

Lecture Hours 3

Department: NAS/PS/SOCL

CJUS 491 Special Topics. 3 Credits

Term Typically Offered: Fall, Spring, Summer

Prerequisite(s): SOCI 101 or SOCI 201 and SOCI 400 and SOCI 402.

3cr. Investigates contemporary issues relevant to the field of criminal justice. Provides students with the opportunity to engage in in-depth study of emerging issues or specialized content which are not represented in the main curriculum.

Lecture Hours 3

Department: NAS/PS/SOCL

CJUS 494 Seminar/Workshop. 3 Credits

Prerequisite(s): SOCI 101 or SOCI 201.

Provides advanced students an opportunity to investigate intensively topics pertinent to the field of Criminal Justice.

Lecture Hours 3

Department: NAS/PS/SOCL

CJUS 498 Internship/Cooperative Educ. 1-12 Credits

Term Typically Offered: Fall, Spring, Summer

Prerequisite(s): Must be junior or senior standing and receive permission from advisor.

V1-12cr. (1-12 other/wk) Provides university credit for work experience in an area relevant to criminal justice. Encourages student to connect academic training with real-world experiences. Internship is supervised by academic advisor but learning agreement must be completed with Career Services prior to registration. Offered ONLY Online.

Department: NAS/PS/SOCL

CJUS 499 Senior Thesis/Capstone. 3 Credits

Term Typically Offered: Spring

Prerequisite(s): Senior status and consent of instructor.

3cr. Provides students with the opportunity to apply their knowledge of criminal justice and criminology to investigate social issues they have identified as holding importance to their local or regional communities. Relying on methodological and theoretical skills gained throughout the program, students will participate in a multi-step project in which they identify and research a problem, choose appropriate methods to assess the extent of the problem, and then based on the application of those methods report the findings from the project. Presentation is required.

Lecture Hours 3

Department: NAS/PS/SOCL

## CMP - Computer Apps

CMP 205 Computer Skills Aide. 2 Credits

Prerequisite(s): Approval from the appropriate instructor and department chairperson.

Allows students the opportunity to enhance their own skills while assisting other students in the development of technical and academic skills as a computer classroom instructional aide. The student must have completed the same course with a grade of "B" or better. Students are allowed to aide in one computer course per semester and only once per course.

Lecture Hours 2

Department: Computer Technologies - COT

CMP 236 Advanced Web Programming. 3 Credits

Prerequisite(s): CSCI 211.

Provides students with advanced programming skills to create and maintain dynamic web sites using technologies such as Java Server Pages and languages such as PHP and JavaScript. Students will gain skills in developing interactive web sites that perform both client-side and server-side processing while interacting with databases.

Lecture Hours 3

Department: Computer Technologies - COT

## COA - Coaching

COA 205 Introduction to Coaching. 3 Credits

Term Typically Offered: Fall

Covers introductory principles needed in becoming an effective coach. Topics include development of a coaching philosophy, basic sport psychology, sport safety, basic legal aspects, and program and athlete management principles.

Lecture Hours 3

Department: Health & Human Performance

COA 240 Coaching Volleyball. 3 Credits

Term Typically Offered: Spring

Acquaints the student with those skills necessary to teach volleyball on the secondary level. The course will cover such areas as volleyball rules, teaching individual skills, team strategies, offensive patterns, defensive patterns, organizing practices, and scouting. Course includes a 1 credit practicum.

Lecture Hours 3

Department: Health & Human Performance

COA 242 Coaching Football. 3 Credits

Acquaints the student with those skills necessary to coach football in high school. Course includes a 1 credit practicum.

Lecture Hours 3

Department: Health & Human Performance

COA 245 Coaching Basketball. Term Typically Offered: Spring Acquaints the student with those skills necessary to coach basketball in high school. Course includes a 1 credit practicum. Lecture Hours 3 Department: Health & Human Performance	3 Credits
COA 246 Coaching Softball/Baseball. Term Typically Offered: Spring Acquaints the student with a variety of methods for teaching basic softball/baseball skills, with particular emphasis on fastpitch softball. Emphasis is placed on teaching progression, practice drills and common error coaching hints. Current rules and regulations as well as strategies are also covered for all phases of the game. Course includes a 1 credit practicum. Lecture Hours 3 Department: Health & Human Performance	3 Credits
COA 248 Coaching Soccer. Prepares students to coach competitive/recreational soccer with a focus on teaching skills, techniques, and tactics. A one credit hour (minimum 45 contact hours) coaching practicum is included as a required element of this course. Lecture Hours 3 Department: Health & Human Performance	3 Credits
COA 256 Coaching Track/Field. Term Typically Offered: Spring Acquaints the student with those skills necessary to coach track and field in high school. Course includes a 1 credit practicum. Lecture Hours 3 Department: Health & Human Performance	3 Credits
COA 260 Coaching Gymnastics. Acquaints the student with skills necessary to coach beginning gymnastics. Course includes a 1 credit practicum. Lecture Hours 3 Department: Health & Human Performance	3 Credits
COA 291 Special Topics. Designed to present skills and strategies related to coaching a given sport. Course includes a 1 credit practicum. Lecture Hours 3 Department: Health & Human Performance	3 Credits
COA 395 Practicum: Coaching. Provides supervised practical experiences for students who wish to enter the coaching profession. Students work as a head or assistant coach for an athletic team for a minimum of 45 contact hours. Lecture Hours 1 Department: Health & Human Performance	1 Credit
COA 406 Legal Aspects of Sport. Prerequisite(s): consent of instructor. Analysis of the legal aspects of sport, athletics, and other physical activity in contemporary society. Includes use of the case study method. Particular emphasis is given to tort liability and risk management in coaching. Lecture Hours 3 Department: Health & Human Performance	3 Credits
COA 409 Psychology of Coaching. Term Typically Offered: Spring Covers the psychological aspects of coaching that are essential in all coaching, not specific to one sport. Examines both the intra- and interpersonal aspects of sport achievement from an applied perspective, emphasizing effective leadership of athletics. Connects study of the topical areas of sport psychology to coaching. Lecture Hours 3 Department: Health & Human Performance	3 Credits

## COMP - Computer Science

COMP 100 Topics in Comp Prog. Prerequisite(s): M 095 or equivalent. R-9. Introduces the logic and techniques of computer programming. Computer languages will vary; may be repeated for credit when different languages are offered. Possible topics include BASIC, LOGO or Introductory Pascal. Lecture Hours 3 Department: Math/Comp Sci/Statistics	3 Credits
COMP 311 Digital Logic Design. Prerequisite(s): CSCI 132. Corequisite(s): COMP 312. Covers number representation, fundamental codes, concepts of Boolean algebra, basic logic algorithms, arithmetic, logic units, and computer architecture. Lecture Hours 3 Department: Math/Comp Sci/Statistics	3 Credits
COMP 312 Logic Design Lab. Prerequisite(s): PHSX 205. Corequisite(s): COMP 311. Covers digital logic circuit design with software assistance. Hands-on experience in the design and construction of digital logic circuits. (Lab fee required.) Lab Hours 2 Department: Math/Comp Sci/Statistics	2 Credits
COMP 402 Artificial Intelligence. Prerequisite(s): CSCI 246 and some programming experience. Covers data representation, production systems, search strategies, expert systems. Leads to competence with an AI language such as LISP. Lecture Hours 3 Department: Math/Comp Sci/Statistics	3 Credits

## COMX - Communication

COMX 106 Comm in a Dynamic Workplace. Term Typically Offered: Fall, Spring, Summer Offers a theoretical and practical understanding of communication processes in the working environment, self-awareness in that environment, and the individual's participation in these relationships. The course aims to develop the student's perception and expression skill to communicate successfully in a variety of work contexts. Lecture Hours 3 Department: General Education - COT	3 Credits
COMX 111 Intro to Public Speaking. Term Typically Offered: Fall, Spring, Summer Develops the student's speaking abilities. Students acquire an understanding of basic rhetorical theory and its application in a variety of speech situations. Listening, speaking and critiquing abilities are emphasized. This course addresses the following topics: speech preparation and delivery, forming and fielding questions, audience analysis, listening skills, critiquing and speaker anxiety. Lecture Hours 3 Department: Communication	3 Credits
COMX 115 Intro to Interpersonal Comm. Term Typically Offered: Fall, Spring Empowers students to understand and apply effective interpersonal skills to improve their communication and bolster relationships. This course examines several vital areas of communication and relationships, including self-concept, perception, listening, language, nonverbal communication, conflict management, and culture. Lecture Hours 3 Department: Communication	3 Credits

COMX 210 Communication in Small Groups. Term Typically Offered: Fall 3cr. Increases the student's awareness of communication processes in small group discussions. The course should help the student to become more comfortable in group situations, to learn to observe discussions more capably, to listen carefully to the ideas of others, to develop techniques to facilitate group decision-making, and to become aware of the function of roles in communication situations. Lecture Hours 3 Department: Communication	3 Credits	COMX 330 Principles of Media Studies. Term Typically Offered: Fall, Summer Prerequisite(s): COMX 300 or consent of department chair. 3cr. Introduces students to each of the major media of mass communication, focusing on historical development, commercial functions, societal impact, cultural contributions, and contemporary controversies surrounding each. Media forms explored include television, radio, the Internet, magazines, newspapers, film, and recorded music. Media support industries (advertising, public relations), media regulation, and media ethics are also surveyed. For COMX majors concentrating in Media Studies, this class serves as the introduction to the "inner core" sequence of media study courses. Lecture Hours 3 Department: Communication	3 Credits
COMX 211 Advanced Public Speaking. Term Typically Offered: Spring Prerequisite(s): COMX 111 or Consent of Instructor. Enhances the public skills of students who have already mastered the basic principles of oral communication. Emphasizes audience analysis and adaptive speech behaviors with the goal of developing speakers with polished skills for a variety of real world situations. Lecture Hours 3 Department: Communication	3 Credits	COMX 340 Visual Rhetoric. Prerequisite(s): COMX 300 or consent of department chair. 3cr. Surveys the entire spectrum of visual media, and introduces students to the fundamentals of communication (theoretical models, the role of codes and conventions, etc.). Addresses formal developments in visual communication. Serves as a springboard to several of the more specialized offerings in the Media Studies program. Lecture Hours 3 Department: Communication	3 Credits
COMX 212 Intro to Intercultural Comm. Term Typically Offered: Fall, Spring Examines communicative encounters among people of different cultural, ethnic, and minority groups. Local, national, and global in scope, the course also analyzes identity, verbal and nonverbal communication, popular culture, intercultural relationships, and multicultural communication in applied settings. Practical guidelines for enhancing intercultural interactions will be offered while noting the layers of complexity in communicating across cultural boundaries. Lab Hours 3 Department: Communication	3 Credits	COMX 341 Public Advocacy. Term Typically Offered: Fall, Spring Prerequisite(s): COMX 300 or consent of department chair. 3cr. Explores theoretical, rhetorical, and argument concepts central to the study of persuasion. Provides students the opportunity to create public advocacy campaigns. Lecture Hours 3 Department: Communication	3 Credits
COMX 294 Seminar/Workshop. Prerequisite(s): consent of instructor. Provides students an opportunity to investigate intensively topics pertinent to the field of Communication and Theatre. Department: Communication	1-3 Credits	COMX 351 Principles of Public Relations. Term Typically Offered: Fall, Spring, Summer Prerequisite(s): COMX 300, or consent of department chair. 3cr. Explores the fundamentals of the public relations field and develops the skills necessary for the public relations practitioner, providing the student with practical experience in the development of public relations materials such as brochures and press releases, as well as the skills to implement communication programs. Lecture Hours 3 Department: Communication	3 Credits
COMX 298 Internship/Cooperative Educ. Provides university credit for a sophomore work experience in the area of Communication and Theatre supervised by faculty. Learning agreement must be completed prior to registration (restricted). Department: Communication	1-9 Credits	COMX 400 Communication Theory. Term Typically Offered: Fall, Spring Prerequisite(s): COMX 300, consent of department chair or junior standing. 3cr. (3 other/wk) Provides the student with a theoretical/conceptual framework for understanding human communication. Department: Communication	3 Credits
COMX 300 Exploring Comm Studies. Term Typically Offered: Fall, Spring, Summer 3cr. Explores the major strands of study in the discipline of communication while exposing students to the various contexts, methods, and expectations for the academic study of communication. The course is a prerequisite for all upper-level communication courses. Lecture Hours 3 Department: Communication	3 Credits	COMX 401 Communication Law and Ethics. Term Typically Offered: Spring Prerequisite(s): COMX 300. 3cr. Examines both legal responsibilities and ethical decisions in communication. Key principles and court rulings will be examined that are necessary for public communication professionals to understand. Topics include libel, privacy, press rights, advertising and broadcast regulations, and other cases relevant to contemporary legal issues. This course also examines ethical theories and moral responsibilities for practitioners in communication contexts. Lecture Hours 3 Department: Communication	3 Credits
COMX 320 Prin of Organizational Comm. Term Typically Offered: Fall, Spring Prerequisite(s): COMX 300 or consent of department chair. 3cr. Introduces material related to organizational socialization, structure, climate, leadership, power, and conflict management. Lecture Hours 3 Department: Communication	3 Credits		

<p>COMX 414 Comm in Personal Relationships. <span style="float: right;">3 Credits</span>  Prerequisite(s): COMX 300 or consent of department chair.  3cr. Presents theoretical materials and case studies related to the communicational foundation of human relationships. Issues considered include: perceptual variances in cross-cultural and familial interactions, gender differences, elements of verbal/nonverbal communication, listening, developing/sustaining/struggling/ending relationships, conversing with friends, and interpersonal communication in the workplace.  Lecture Hours 3  Department: Communication</p>	<p>COMX 435 Media Criticism. <span style="float: right;">3 Credits</span>  Prerequisite(s): COMX 300 and COMX 330, or consent of department chair.  3cr. Engages students in the in-depth exploration, analysis, and criticism of the media as foundational components of democracies, as economic institutions, as producers of text (rhetoric), and as meaning-making systems. Students will learn a variety of critical methods and apply them to the analysis of pressing contemporary issues of media and society.  Lecture Hours 3  Department: Communication</p>
<p>COMX 420 Issues in Organizational Comm. <span style="float: right;">3 Credits</span>  Term Typically Offered: Fall, Summer  Prerequisite(s): COMX 300, COMX 320 or consent of department chair.  3cr. Presents material related to the relationship between corporations and public decision-making, the nature of democracy in the workplace, a multiple stakeholder model of communication, diversity, negotiation, organizational politics, and dialogic communication.  Lecture Hours 3  Department: Communication</p>	<p>COMX 436 Pop Culture &amp; Cultural Studies. <span style="float: right;">3 Credits</span>  Prerequisite(s): COMX 300 and COMX 330, or consent of department chair.  3cr. Provides an introduction to the history, theory, and practice of studying popular culture. Explores a variety of theoretical approaches to pop culture, including classical Marxism, the Frankfurt School, structuralism, feminism, and postmodernism. Throughout the course, theoretical methodologies will be illustrated through their ability to interpret and/or decode cultural objects ranging from HBO television to science fiction to hip hop. Students will be encouraged to take these applications as models for their own work in choosing, reading, and analyzing specific instances of pop culture.  Lecture Hours 3  Department: Communication</p>
<p>COMX 424 Risk Crisis &amp; Comm. <span style="float: right;">3 Credits</span>  Prerequisite(s): COMX 300 and COMX 320.  3cr. Explores the communicative dynamics that both prevent and cause organizational crisis. Through well-known case studies, the course examines how people plan, communicate, and make good decisions in high-risk and crisis situations. The course also focuses on best practices and specific components of crisis communication to better understand how to anticipate, prevent, and manage organizational crisis.  Lecture Hours 3  Department: Communication</p>	<p>COMX 438 Multicultural Mass Comm. <span style="float: right;">3 Credits</span>  Prerequisite(s): COMX 300 and COMX 330, or consent of department chair.  3cr. Explores and critically analyzes mass mediated communication in a multicultural world and the U.S. as a multicultural nation. Provides an understanding of the roles of media corporations and media texts in the construction of cultural, subcultural, and individual identities. Considers media as transnational businesses, as expressive forms, and as mirrors and shapers of culture. Investigates theories, practices, and outcomes of mediated cultural imperialism and the unique role played by U.S. media organizations and U.S.-produced texts.  Lecture Hours 3  Department: Communication</p>
<p>COMX 426 Leadership and Communication. <span style="float: right;">3 Credits</span>  Prerequisite(s): COMX 300 or consent of department chair.  3cr. Presents material related to leadership theories, leader-participant relations, vision/mission/goals, structure and design, culture, capacity building, and social responsibility. Offered ONLY Online.  Lecture Hours 3  Department: Communication</p>	<p>COMX 452 Issues in Public Relations. <span style="float: right;">3 Credits</span>  Term Typically Offered: Summer  Prerequisite(s): COMX 300, COMX 351 or consent of department chair.  3cr. Explores advanced public relations strategies and the role of public relations in society. Topics may include (but are not limited to) Corporations and their publics, Not-for-profit public relations, Socially responsible marketing, Public relations theory, Crisis communication, and Public Relations for Multicultural Audiences.  Lecture Hours 3  Department: Communication</p>
<p>COMX 431 New Media Skills. <span style="float: right;">3 Credits</span>  Prerequisite(s): COMX 300 or consent of department chair.  3cr. (every other year) Provides students with knowledge of how social networks influence the communication processes of individuals and organizations in creating and maintaining online identities. Students learn how to develop a social media plan for an organization, and how to assess strengths and limitations of using social media to create lasting connections with target audiences.  Lecture Hours 3  Department: Communication</p>	<p>COMX 456 Case Studies in Public Rltns. <span style="float: right;">3 Credits</span>  Prerequisite(s): COMX 300 or consent of department chair.  3cr. Uses actual cases to assess strategic decisions concerning internal and external publics and appreciate the accompanying ethical, legal, economic, psychological, organizational, political, and media impact of such decisions.  Lecture Hours 3  Department: Communication</p>
<p>COMX 434 Political Communication. <span style="float: right;">3 Credits</span>  Prerequisite(s): COMX 300 or consent of department chair.  3cr. Explores communication methods and strategies employed by political campaigns to influence voters. Students will analyze political discourse produced by national, state, and local campaigns in order to understand the communication patterns and interactions that occur.  Lecture Hours 3  Department: Communication</p>	<p>COMX 460 Research Methods. <span style="float: right;">3 Credits</span>  Term Typically Offered: Fall  Prerequisite(s): COMX 300.  3cr. Surveys qualitative and quantitative research methods utilized in the field of communication. Reviews principles and purposes of communication research, engaging students in critical discussions of focus groups, interviews, mail surveys, phone/email surveys, internet surveys, communication audit, content analysis, and program evaluation. Teaches students to conduct original research, analyze, and present reports pertaining to practical communication research questions.  Lecture Hours 3  Department: Communication</p>

COMX 480 Health Communication. 3 Credits

Prerequisite(s): COMX 300 or consent of department chair.

3cr. (3 lec/3 other/wk) Explores key findings in health communication research and practice, focusing on a wide range of media (e.g., brochures, posters, radio, television, telephone hotlines, Internet) and a wide range of health objectives (e.g., STD/HIV prevention, smoking cessation, cardiovascular disease prevention). We will examine the literature and key health communication campaigns to determine what are the key ingredients of successful or effective approaches in each medium, for different types of messages and target audiences.

Lecture Hours 3

Department: Communication

COMX 481 Campaign Planning. 3 Credits

Prerequisite(s): COMX 300 or consent of department chair.

3cr. Examines the application of commercial campaign technologies to the analysis, planning, execution, and evaluation of programs designed to influence the voluntary behavior of target audiences in order to improve their personal welfare and that of their society.

Lecture Hours 3

Department: Communication

COMX 482 Gender, Media, and Society. 3 Credits

Prerequisite(s): COMX 300, COMX 330.

3cr. Provides a critical look at representations of gender in various media industries. Major theoretical methodologies will be used to interpret and/or decode cultural objects ranging from social media to film to television.

Lecture Hours 3

Department: Communication

COMX 491 Special Topics. 3 Credits

Prerequisite(s): Senior class standing or consent of instructor.

Provides Senior students with the opportunity to research, prepare, and present before the faculty a final project that exemplifies the culmination of their course of study as Communication and Theatre majors.

Lecture Hours 3

Department: Communication

COMX 492 Independent Study. 1-6 Credits

Prerequisite(s): consent of instructor and chairperson of department.

Provides an opportunity for students of outstanding ability to explore material not covered by regular Communication and Theatre courses.

Department: Communication

COMX 494 Seminar/Workshop. 1-3 Credits

Prerequisite(s): consent of instructor.

Provides students an opportunity to investigate intensively topics pertinent to the field of Communication and Theatre. This course may be Offered ONLY Online.

Department: Communication

COMX 498 Internship/Cooperative Educ. 1-9 Credits

Term Typically Offered: Fall, Spring, Summer

Prerequisite(s): consent of instructor.

Provides on-site observational opportunities.

Department: Communication

COMX 499 Capstone. 3 Credits

Term Typically Offered: Fall, Spring, Summer

Prerequisite(s): COMX 300 and consent of department chair.

3cr. Explores how people apply their knowledge of communication in practical contexts. Addresses applied topics such as dealing with conflict, conducting meetings, leading effectively, managing rumors, advocacy, and political communication.

Lecture Hours 3

Department: Communication

## CRWR - Creative Writing

CRWR 240 Intro Creative Writing Wrkshp. 3 Credits

Term Typically Offered: Fall, Spring

Introduces the principles and techniques of various kinds of creative writing, ranging from personal expression in simple narrative and description to basic elements of fiction and poetry.

Lecture Hours 3

Department: English & Philosophy

CRWR 291 Special Topics. 1-3 Credits

Department: English & Philosophy

CRWR 294 Seminar/Workshop. 1-3 Credits

Provides freshmen and sophomores an opportunity to investigate intensively topics pertinent to the fields of composition, literature and language.

Department: English & Philosophy

CRWR 310 Intermediate Fiction Workshop. 3 Credits

Term Typically Offered: Fall

Prerequisite(s): CRWR 240 or consent of instructor.

Provides extensive practice in the writing of the short story. Considers various narrative and stylistic techniques through discussion of selected professional and class-produced work and through exercises. Promotes versatility in writing style. Affords individual conferences.

Lecture Hours 3

Department: English & Philosophy

CRWR 311 Intermediate Poetry Workshop. 3 Credits

Term Typically Offered: Spring

Prerequisite(s): CRWR 240 or consent of instructor.

Promotes the writing of fresh, imaginative, distinctive poetry. Covers many elements of the writing process, including the use of imagery, figurative language, metrical techniques, and specific poetic forms. Enables students, through the production of numerous poems, to sharpen their sensitivity to the precise employment of their own language.

Lecture Hours 3

Department: English & Philosophy

CRWR 312 Intern Nonfiction Workshop. 3 Credits

Term Typically Offered: Spring

Prerequisite(s): CRWR 240.

Provides extensive practice in the writing of creative nonfiction. Considers various stylistic and technical approaches through discussion of selected professional and student-produced work and through exercises. Promotes versatility. Includes individual conferences. (\$10 photocopying fee).

Lecture Hours 3

Department: English & Philosophy

CRWR 360 Magazine Article Writing. 1-3 Credits

Term Typically Offered: Spring (odd years)

Prerequisite(s): WRIT 101 or consent of instructor.

Provides guidance and practice in all stages of the magazine article writing process from idea through publication. Completed articles will be the primary basis for student evaluation and the objectives of the course will be met through submission/publication of at least one article.

Lecture Hours 1-3

Department: English & Philosophy

CRWR 398 Cooperative Educ/Internship. 1 Credit

Lecture Hours 1

Department: English & Philosophy



CRWR 410 Advanced Fiction Workshop. Term Typically Offered: Fall Prerequisite(s): CRWR 310 and consent of instructor. Provides advanced practice in the writing of the short story. Considers various narrative and stylistic techniques through discussion of selected professional and class-produced work. Promotes versatility in writing style. Affords individual conferences. Lecture Hours 3 Department: English & Philosophy	3 Credits
CRWR 411 Advanced Poetry Workshop. Term Typically Offered: Spring Prerequisite(s): CRWR 311 and consent of instructor. Provides advanced practice in writing fresh, imaginative, distinctive poetry. Offers continued discussion of the use of imagery, figurative language, metrical techniques, and specific poetic forms through discussion of professional and class-produced work. Enables students to sharpen their sensitivity to the precise employment of their own language. Lecture Hours 3 Department: English & Philosophy	3 Credits
CRWR 412 Advanced Nonfiction Workshop. Term Typically Offered: Spring Prerequisite(s): CRWR 312 and consent of instructor. Provides advanced practice in the writing of the creative nonfiction. Considers various stylistic and technical approaches through discussion of selected professional and student-produced work. Promotes versatility. Includes individual conferences. Lecture Hours 3 Department: English & Philosophy	3 Credits
CRWR 491 Special Topics. Prerequisite(s): upper division status and consent of instructor. R-6. Provides advanced study and practice in creative writing for experienced writers serious about their craft. Course content will vary, and the course may be repeated for credit. Lecture Hours 1-3 Department: English & Philosophy	1-3 Credits
CRWR 492 Independent Study. Prerequisite(s): consent of instructor and chairperson of the department. Provides outstanding students with an opportunity for individually guided research and study in English. A contract describing the study must be completed at the time of enrollment and filed in the English Department office. (Note: Not more than 6 credits of CRWR 492 may be allowed toward any program in English.) Lecture Hours 1-3 Department: English & Philosophy	1-3 Credits
CRWR 494 Seminar/Workshop. Provides advanced students an opportunity to investigate intensively topics pertinent to the field of English. Department: English & Philosophy	1-3 Credits
CRWR 498 Internship/Cooperative Educ. Provides university credit for a work experience in the area of English, supervised by faculty. Learning agreement must be completed prior to registration (restricted). Department: English & Philosophy	1-9 Credits

## CSCI - Computer Science/ Programming

CSCI 100 Intro to Programming. Term Typically Offered: Fall Introduces key programming concepts such as variables, functions, iteration, and control flow. Using the Python language, students will also explore data structures such as lists, tuples, sets, and dictionaries. Attention will be given to introducing the concepts of object-oriented programming, and students will gain experience developing algorithms to solve problems by modeling real-life situations. Lecture Hours 2, Lab Hours 2 Department: Computer Technologies - COT	3 Credits
CSCI 111A Programming with Java I. Term Typically Offered: Fall, Spring Prerequisite(s): M 095. Introduces programming in Java. Presents algorithms and problem solving, data structures in Java, searching and sorting, procedures and functions, and elements of program life cycle. Lecture Hours 4 Department: Math/Comp Sci/Statistics	4 Credits
CSCI 111B Programming with Java I. Prerequisite(s): CAPP 120. Demonstrates the power of Object-Oriented programming through the use of the Java Programming language. Students will learn specifics about the Java programming language and how to use that programming language to create objects, Graphical User Interfaces, Applets, and other basic Java applications. Lecture Hours 3 Department: Computer Technologies - COT	3 Credits
CSCI 114 Programming with C#. Term Typically Offered: Spring Prerequisite(s): CSCI 100. Provides students with the knowledge and skills required to program in the high-level, strongly-typed "C" language family. The course provides the skills required to compile program code, work with .NET framework class library, and create user-defined types. The course also teaches students how to troubleshoot coding errors, logic errors, and run-time errors. Students will also develop skills to work with built-in numeric types as well as more complex types that represent a wide variety of logical constructs, such as the file system, network connections, collections and arrays of objects, and dates. Lecture Hours 3 Department: Computer Technologies - COT	3 Credits
CSCI 116 Intro to Python Programming. Term Typically Offered: Fall Provides instruction for students in a scripting language that is being used to work with major application such as network applications, robotics, machine interfaces, geographic information systems, and document imaging. Lecture Hours 3 Department: Computer Technologies - COT	3 Credits
CSCI 121 Programming with Java II. Prerequisite(s): CSCI 111B or consent of instructor. Consolidates students' knowledge concerning Java and then proceeds into more advanced areas. The course begins with a rapid review of concepts covered in CSCI 111B, then dives into more advanced subjects such as Swing, Java Database Connectivity (JDBC), Java Server Pages (JSP), Servlets, Advanced Collections, Networking, and Java Utilities. Lecture Hours 2, Lab Hours 2 Department: Computer Technologies - COT	3 Credits



<p>CSCI 124 Advanced C#/.NET. <span style="float: right;">3 Credits</span>            Term Typically Offered: Fall            Prerequisite(s): CSCI 114 or consent of instructor.            3cr. Provides students with an understanding of basic data structures such as arrays and array lists and their usefulness in manipulating data. This course will provide students with learning experiences in connecting to database applications and external measurement devices and manipulating, analyzing, and displaying the data acquired by those means to develop C#/.NET dynamic applications.            Lecture Hours 2, Lab Hours 2            Department: Computer Technologies - COT</p>	<p>CSCI 240 Databases and SQL. <span style="float: right;">3 Credits</span>            Initiates the student into the art of deploying database applications. The class will focus on designing and creating databases, Structured Query Language, integration with Visual Basic .NET applications, deployment of such databases, and various maintenance and setup issues. Coursework relies heavily on hands-on projects and working within the SQL Server and Visual Basic .NET environments.            Lecture Hours 3            Department: Computer Technologies - COT</p>
<p>CSCI 132 Bsc Data Structures/Algorithms. <span style="float: right;">4 Credits</span>            Prerequisite(s): CSCI 111A. (Sp) Investigates the essential properties of data structures and algorithms for operating on them.            Covers the use of data structures as tools in algorithms design. Provides exposure to searching, sorting, and hashing techniques using the Java language.            Lecture Hours 4            Department: Math/Comp Sci/Statistics</p>	<p>CSCI 241 PL/SQL. <span style="float: right;">3 Credits</span>            Term Typically Offered: Spring            Prerequisite(s): CAPP 158 or CSCI 240 or consent of instructor.            Provides students with experience in developing Oracle database applications, including an understanding of the general structure of PL/SQL statements, designing forms and reports, and understanding Oracle decision making and looping constructs.            Lecture Hours 3            Department: Computer Technologies - COT</p>
<p>CSCI 181 Web Design &amp; Programming. <span style="float: right;">3 Credits</span>            Provides students with the necessary skills to design, create, and maintain a complete website on a server. The class will cover many of the elements of web design, including HTML5, CSS, scripting, visual information design, and usability/information architecture techniques. This course also covers basic tools for developing websites such as Notepad++ and Dreamweaver.            Lecture Hours 3            Department: Computer Technologies - COT</p>	<p>CSCI 246 Discrete Structures. <span style="float: right;">4 Credits</span>            Term Typically Offered: Fall            Prerequisite(s): M 171.            4cr. Covers logic, recursion, induction and basic data models. Surveys combinatorics and the theory of algorithms with attention to design analysis and verification techniques.            Lecture Hours 4            Department: Math/Comp Sci/Statistics</p>
<p>CSCI 211 Client Side Programming. <span style="float: right;">3 Credits</span>            Prerequisite(s): CSCI 181 or consent of instructor.            Provides students with scripting skills required to create and maintain interactive and dynamic web content, data validation, and management of CSS scripts using the Javascript language along with AJAX, jQuery, and other javascript extensions.            Lecture Hours 3            Department: Computer Technologies - COT</p>	<p>CSCI 258 Web Application Development. <span style="float: right;">3 Credits</span>            Term Typically Offered: Spring            Prerequisite(s): CSCI 181 and CSCI 214.            Explores development of a more complex server-side application with development of a website and API. Students will use web-database integration, Laravel, PHP, and MySQL to create an application developed with the Model/View/Controller architecture.            Lecture Hours 2, Lab Hours 2            Department: Computer Technologies - COT</p>
<p>CSCI 214 Server-Side Web Prog &amp; Admin. <span style="float: right;">3 Credits</span>            Term Typically Offered: Fall            Prerequisite(s): CSCI 181 or consent of instructor.            3cr. Provides students with a working knowledge of the PHP Web Server language, including logic structures, control structures, include statements, database connectivity, registration forms, password encryption, and web server administration.            Lecture Hours 2, Lab Hours 2            Department: Computer Technologies - COT</p>	<p>CSCI 260 Object Oriented Programming I. <span style="float: right;">3 Credits</span>            Prerequisite(s): CAPP 131.            Familiarizes students with principles of Object-Oriented Programming. Includes Object-Oriented features in selected software packages; creating classes; object hierarchies and collections; Active X components; ADO objects. Juniors will complete a major programming project (Cross-listed with City College).            Lecture Hours 3            Department: College of Business-All Depts</p>
<p>CSCI 223 Software Development. <span style="float: right;">3 Credits</span>            Prerequisite(s): CSCI 100.            Examines standard methodologies for developing software and documenting that software. This course will instruct students how to model and diagram applications using Unified Modeling Language, how to decompose problems into base pieces, and how to manage projects. Further, the course will also focus on maintaining solid documentation of any program developed.            Lecture Hours 3            Department: Computer Technologies - COT</p>	<p>CSCI 292 Independent Study. <span style="float: right;">1-6 Credits</span>            Department: Computer Technologies - COT            CSCI 294 Seminar/Workshop. <span style="float: right;">0.5-5 Credits</span>            Department: Computer Technologies - COT            CSCI 298 Cooperative Educ/Internship. <span style="float: right;">1-9 Credits</span>            Department: Computer Technologies - COT</p>
<p>CSCI 232 Data Structures and Algorithms. <span style="float: right;">4 Credits</span>            Computer language Java and software development will be used as the vehicles to introduce applet and its application to computer representations of various important concepts and their applications.            Lecture Hours 4            Department: Math/Comp Sci/Statistics</p>	<p>CSCI 299 Thesis/Capstone. <span style="float: right;">4 Credits</span>            Strives to grant students real-world experience by requiring that they create a fully functioning application that meets specified criteria. This course will cover most every aspect of programming from requirements gathering to design to actual coding and testing of the application.            Lecture Hours 1, Lab Hours 6            Department: Computer Technologies - COT</p>

CSCI 346 Advanced Discrete Structures. Term Typically Offered: Spring Prerequisite(s): CSCI 246. Discusses algorithm design in the context of graph theory. Introduces automata and formal languages. Covers logic, computability, artificial intelligence and robotics. Lecture Hours 4 Department: Math/Comp Sci/Statistics	4 Credits	CSTN 161 Constructn Cncpts & Bldg Lb II. Term Typically Offered: Fall Prerequisite(s): CSTN 120, CSTN 142, CSTN 160. 4cr. Provides hands-on experience in which the student applies, with direct supervision, the skills and knowledge presented thus far in the Program. The course is designed as a practical, task-oriented application utilizing the skills learned in CSTN 120 and CSTN 142. Lab Hours 8 Department: Engineering & Industrial - COT	4 Credits
CSCI 360 Object Oriented Programming II. Prerequisite(s): CAPP 131. Familiarizes students with principles of Object-Oriented Programming. Includes Object-Oriented features in selected software packages; creating classes; object hierarchies and collections; Active X components; ADO objects. Juniors will complete a major programming project (Cross-listed with City College). Lecture Hours 3 Department: College of Business-All Depts	3 Credits	CSTN 250 Construction Estimating. Term Typically Offered: Spring Prerequisite(s): CSTN 148. 3cr. Provides instruction in the recognition of construction materials, procedures, specifications, codes, and methods from blueprints and other construction project documents. Provides instruction in estimating construction costs based on this information. Lecture Hours 3 Department: Engineering & Industrial - COT	3 Credits
CSCI 492 Independent Study. Department: Math/Comp Sci/Statistics	1-4 Credits	CSTN 260 Constrctn Cncpts & Bldg Lb III. Term Typically Offered: Spring Prerequisite(s): CSTN 160, CSTN 161. Corequisite(s): CSTN 299. Provides instruction and practice in multiple tasks demanded of a carpenter on a jobsite throughout the progression of a building project. Lecture Hours 0, Lab Hours 6 Department: Engineering & Industrial - COT	3 Credits
<b>CSTN - Construction Trades</b>			
CSTN 120 Carpentry Bscs & Rough-In Frmg. Term Typically Offered: Fall Corequisite(s): CSTN 160. 4cr. Introduces the carpentry trade, including history, career opportunities, and requirements. This course covers a variety of building materials, fasteners, and adhesives. It also covers installation procedures for windows and exterior doors. Skills required for framing a simple structure are studied and practiced. Lecture Hours 2, Lab Hours 4 Department: Engineering & Industrial - COT	4 Credits	CSTN 271 Construction Project Mgmnt. Term Typically Offered: Fall Prerequisite(s): CSTN 148, CSTN 250. 3cr. Provides instruction in aspects of construction management including project planning, sales and marketing, budgeting and estimating, financing, supervision, scheduling, tracking, and reporting. Lecture Hours 3 Department: Engineering & Industrial - COT	3 Credits
CSTN 142 Int - Ext Finish Carpentry. Term Typically Offered: Spring Prerequisite(s): CSTN 120, CSTN 160. Introduces students to the materials and methods for sheathing, exterior siding, stairs, and roofing. Students will lay out and build a simple stair system. Includes instruction in interior finishing materials and methods for interior doors and trim, flooring, cabinets, countertops, and fixtures. Lecture Hours 2, Lab Hours 4 Department: Engineering & Industrial - COT	4 Credits	CSTN 280 Const Proj Schedule & Control. Term Typically Offered: Spring Prerequisite(s): CSTN147 or CSTN148, CSTN250, CSTN271. 3cr. Provides the skills and knowledge required to successfully plan, schedule, and control simple to complex projects in the residential and commercial construction sectors. Lecture Hours 3 Department: Engineering & Industrial - COT	3 Credits
CSTN 148 Blueprint Codes and Est.. Term Typically Offered: Fall 3cr. Concentrates on concepts associated with blueprint reading and interpreting residential and light commercial construction drawings. Includes instruction in the recognition of construction materials, procedures, and specifications, and methods of estimating construction costs from blueprints. Covers trade specific symbols found on construction drawings. Provides introduction to state and local laws and regulations related to construction. Lecture Hours 3 Department: Engineering & Industrial - COT	3 Credits	CSTN 281 Construction Project Mgmnt II. Term Typically Offered: Spring Prerequisite(s): CSTN 148, CSTN 250, CSTN 271. Corequisite(s): CSTN 299. 3cr. Provides instruction in advanced construction management including residential and commercial project planning, estimating, and bidding. Combines with CSTN 299 to form a capstone for the Program. Lecture Hours 3 Department: Engineering & Industrial - COT	3 Credits
CSTN 160 Constructn Cncpts & Bldg Lab. Term Typically Offered: Fall Corequisite(s): CSTN 120. 3cr. Provides hands-on experience in which the student applies, with direct supervision, the basic skills and knowledge presented in the Program. The course is designed as a practical task-oriented application. Lab Hours 6 Department: Engineering & Industrial - COT	3 Credits	CSTN 292 Independent Study. Department: Engineering & Industrial - COT	1-5 Credits
		CSTN 294 Seminar/Workshop. Department: Engineering & Industrial - COT	1-4 Credits

<p>CSTN 298 Internship. <span style="float: right;">3 Credits</span>            Term Typically Offered: Spring            Prerequisite(s): CSTN160, CSTN161.            Corequisite(s): CSTN299.            3cr. (3 other/wk) Provides students with an opportunity to apply concepts and skills learned in the classroom and lab to workplace settings while participating in experiences in an actual business workplace.            Department: Engineering &amp; Industrial - COT</p>	<p>DST 141 Intro to Hydraulics Lab. <span style="float: right;">2 Credits</span>            Term Typically Offered: Fall            Corequisite(s): DST 140.            Provides students a means to demonstrate knowledge of basic principles on live work stations, as well as disassemble and reassemble components. Students will work with linear and rotary actuators, directional valves, fixed displacement gear pumps, and pressure controls.            Lab Hours 2            Department: Transportation - COT</p>
<p>CSTN 299 Capstone: Construction. <span style="float: right;">4 Credits</span>            Term Typically Offered: Spring            Prerequisite(s): CSTN 120, CSTN 142, CSTN 160, CSTN 161, CSTN 250.            Corequisite(s): CSTN 281.            Provides an opportunity for the student to demonstrate mastery of the skills and knowledge presented in the Program. Student will complete and present a final project including multiple aspects of construction management.            Lecture Hours 1, Lab Hours 6            Department: Engineering &amp; Industrial - COT</p>	<p>DST 155 Adv Hydraulics &amp; Pneumatics. <span style="float: right;">4 Credits</span>            Term Typically Offered: Spring            Prerequisite(s): DST 140 &amp; DST 141.            Instructs students on fluid power system pressure, flow, and directional controls. Students receive training on fluid conductors, seals, and fixed and variable displacement pumps. Diagnosis and repair of controls, conductors, seals, and pumps are also covered. Students will be required to understand, describe, and design fluid power systems using standard schematic symbols.            Lecture Hours 4            Department: Transportation - COT</p>
<b>DST - Diesel Service Technician</b>	
<p>DST 101 Power Trains. <span style="float: right;">2 Credits</span>            Term Typically Offered: Spring            Instructs students in the design and operation of manual transmissions. Emphasis will be placed on diagnosis and service procedures for clutches, transmissions, drivelines, and differentials in on and off highway trucks, heavy equipment, and agricultural applications. Students will be expected to perform service tasks on clutches, transmissions, differentials, and drivelines using supplied training equipment.            Lecture Hours 2            Department: Transportation - COT</p>	<p>DST 202 Advanced Power Trains. <span style="float: right;">2 Credits</span>            Term Typically Offered: Spring            Prerequisite(s): DST 141, DST 140.            Instructs students in the design and operation of automated twin counter shafts, automatic, and powershift transmissions. Emphasis will be placed on diagnosis and service procedures for twin counter shaft, powershifts, and automatic transmissions in on and off highway truck, heavy equipment, and agricultural applications. Students will be expected to perform service tasks on twin counter shafts, powershifts, and automatic transmissions using supplied training equipment.            Lecture Hours 2            Department: Transportation - COT</p>
<p>DST 117 Intro to Diesel Fuel Systems. <span style="float: right;">4 Credits</span>            Term Typically Offered: Spring            Introduces students to diesel fuel hydromechanical injection systems. Students are required to disassemble and reassemble assorted diesel fuel system components. Students will be exposed to mechanical inline and distributor pumps, unit, poppet, and pintle injectors and nozzles, and basic electronic control methods. The course will also cover manufacturer-specific systems including Detroit, Caterpillar, Cummins PT, and John Deere pumps, injectors, and governors.            Lecture Hours 4            Department: Transportation - COT</p>	<p>DST 250 Heavy Duty Chassis. <span style="float: right;">6 Credits</span>            Term Typically Offered: Fall            Instructs students on suspension and braking systems for on- and off-road truck, heavy equipment, and agricultural applications. Studies will include heavy duty truck suspension diagnosis, repair, and alignment procedures, as well as hydraulic and pneumatic braking systems.            Lecture Hours 6            Department: Transportation - COT</p>
<p>DST 132 Diesel Engine Overhaul. <span style="float: right;">6 Credits</span>            Term Typically Offered: Fall            Prerequisite(s): TRID 170.            Provides a detailed overview of the design, operation, and repair procedures for diesel engines. The lecture portion of this class covers procedures for overhauling, machining, and dynamometer performance testing. Students are then required to apply lectured topics in the lab portion of this class.            Lecture Hours 6            Department: Transportation - COT</p>	<p>DST 256 Applied Diesel Service Oper I. <span style="float: right;">2 Credits</span>            Term Typically Offered: Fall            Applies diagnosis and repair procedures for chassis, powertrains, preventative maintenance, and engine systems for on and off road trucks and heavy equipment. The course will simulate an actual shop environment.            Lab Hours 2            Department: Transportation - COT</p>
<p>DST 140 Intro to Hydraulics. <span style="float: right;">2 Credits</span>            Term Typically Offered: Fall            Corequisite(s): DST 141.            Presents the theories of basic hydraulic principles and their uses in heavy-duty truck, heavy equipment, and agricultural applications. Students are exposed to the application of standard fluid power schematic symbols.            Lecture Hours 2            Department: Transportation - COT</p>	<p>DST 257 Applied Diesel Service Oper II. <span style="float: right;">2 Credits</span>            Term Typically Offered: Spring            Applies diagnosis and repair procedures for chassis, powertrains, preventative maintenance, and engine systems for on and off road trucks and heavy equipment. The course will simulate an actual shop environment.            Lab Hours 2            Department: Transportation - COT</p>

DST 260 Diesel Eng Diag & Troubleshoot. Term Typically Offered: Fall Prerequisite(s): DST 140 & DST 141, DST 117, DST 132, TRID 170, TRID 180. Coordinates diagnosis and testing of diesel engine problems using electrical test equipment and an engine dynamometer. This course will expand on engine assembly and startup procedures, as well as tuning and performance testing. Lecture Hours 5 Department: Transportation - COT	5 Credits	ECNS 302 Intermediate Macroeconomics. Term Typically Offered: Spring Prerequisite(s): Admission to upper division standing or consent of department. Considers the determinants of aggregate levels of employment, output, and income of an economy. Lecture Hours 3 Department: NAS/PS/SOCL	3 Credits
DST 277 Adv Fuel Systems & Diesel Eng. Term Typically Offered: Spring Prerequisite(s): DST 140 & DST 141, DST 117, DST 132, DST 155, DST 260, TRID 180. Provides an in-depth study of modern diesel fuel systems used in on- and off-road truck, heavy equipment, agricultural, and stationary engine applications. The course will cover engine and powertrain electronic management systems used for common high speed diesel engines. Students will also be exposed to stationary industrial engine electronic control systems. Lecture Hours 6 Department: Transportation - COT	6 Credits	ECNS 313 Money and Banking. Term Typically Offered: Fall, Spring Prerequisite(s): Admission to upper division standing and BFIN 322, or consent of department. Covers the mechanics of financial markets, the impact of fiscal and monetary policies, banking and financial institutions and instruments used by business and government, the relationships between interest rates, security prices, risk, exchange rates and world financial markets. Department: NAS/PS/SOCL	3 Credits
DST 292 Independent Study. Department: Transportation - COT	1-6 Credits	ECNS 314 International Economics. Prerequisite(s): Admission to upper division standing or consent of department. Considers classical and modern theories of international trade with applications to selected international economic problems. Lecture Hours 3 Department: NAS/PS/SOCL	3 Credits
DST 294 Seminar/Workshop. Provides students an opportunity to investigate intensively topics pertinent to the field of diesel technology. Department: Transportation - COT	1-3 Credits	ECNS 403 Introduction to Econometrics. Term Typically Offered: Spring Prerequisite(s): Admission to upper division standing or consent of department. Covers forecasting techniques used in business; assembly, interpretation and use of economic data; analysis of business conditions; construction of firm and industry sales forecasts. Lecture Hours 3 Department: NAS/PS/SOCL	3 Credits
DST 298 Internship/Cooperative Educ. Term Typically Offered: Fall, Spring, Summer (45 hours/credit) Provides university credit for a sophomore work experience in the area of Diesel Technology, supervised by faculty. Learning agreement must be completed prior to registration (restricted). Department: Transportation - COT	1-9 Credits	ECNS 457 Economics of Organizations. Prerequisite(s): ECNS 300 or consent of department. Applies microeconomic, contract and agency theories to understanding the structure and scope of organizations. Examines incentive structures, issues in accountability, responsibility and productivity measurements, and ownership structures of business. Department: NAS/PS/SOCL	3 Credits
<b>ECNS - Economics</b>			
ECNS 201 Principles of Microeconomics. Term Typically Offered: Fall, Spring Introduces the analytical tools of economists as they pertain to microeconomic theory and applications. This course emphasizes price theory, production theory, theory of economic organizations, and factor markets. Lecture Hours 3 Department: NAS/PS/SOCL	3 Credits	ECNS 490 Undergraduate Research. Prerequisite(s): ECNS 300, ECNS 302, ECNS 403 or consent of department. Combines statistical and econometric techniques with economic and financial theories to conduct rigorous research projects in the areas of economics and finance. The project is similar to a thesis and is the sole factor used to determine the course grade. Department: NAS/PS/SOCL	3 Credits
ECNS 202 Principles of Macroeconomics. Term Typically Offered: Fall, Spring, Summer Introduces the analytical tools of economists as they pertain to macroeconomic theory and applications. This course emphasizes the behavior of markets in the context of a national economy. Introduces theories of national income and employment, economic growth and stabilization theory, money and banking, and international economics. Lecture Hours 3 Department: NAS/PS/SOCL	3 Credits	ECNS 492 Independent Study. Term Typically Offered: Fall, Spring, Summer Prerequisite(s): Admission to upper division standing, consent of department, and approval of the College of Business Academic Policy Committee (CBAPC). Provides outstanding junior and senior students an opportunity to explore material not covered by regular Economics courses. Students must complete a Request for Independent Study form and have it approved by CBAPC. Department: NAS/PS/SOCL	1-3 Credits
ECNS 294 Seminar/Workshop. Department: NAS/PS/SOCL	1-3 Credits	ECNS 494 Seminar/Workshop. Term Typically Offered: Fall, Spring, Summer Prerequisite(s): Admission to upper division standing and consent of department. Provides advanced students an opportunity to intensively investigate topics pertinent to the field of Economics. Department: NAS/PS/SOCL	1-3 Credits
ECNS 300 Intermediate Microeconomics. Term Typically Offered: Fall Prerequisite(s): Admission to upper division standing or consent of department. Covers price determination and resource allocation under competitive and noncompetitive market structures. Includes theories of demand, production, and income distribution. Lecture Hours 3 Department: NAS/PS/SOCL	3 Credits		

## ECP - Emergency Care Provider

<p>ECP 100 First Aid &amp; CPR. <span style="float: right;">2 Credits</span>            Term Typically Offered: Fall, Spring            Considers the emergency care to be given victims of accident or sudden illness. Develops safety consciousness and prevention as well as stresses individual responsibility, rights and wrongs in times of disaster. Standard First Aid and CPR certification awarded upon successful completion of the course.            Lecture Hours 2            Department: Health &amp; Human Performance</p>	<p>ECP 206 EMS Case Studies. <span style="float: right;">4 Credits</span>            Term Typically Offered: Fall            Provides an opportunity to study and manage trauma and respiratory emergencies from a case study perspective. Trauma topics covered include shock, head, spinal, thoracic, abdominal, burns, and environmental. Respiratory topics covered include asthma, emphysema, chronic bronchitis, pneumonia, pulmonary edema, and embolism.            Lecture Hours 4            Department: Health Occupations - COT</p>
<p>ECP 103 Basic Lifeguard Training. <span style="float: right;">2 Credits</span>            Term Typically Offered: Spring            The student who successfully completes this course receives certificates in the following American Red Cross courses: CPR for the Professional Rescuer and Lifeguarding.            Lecture Hours 2            Department: Health &amp; Human Performance</p>	<p>ECP 207 Cardiology. <span style="float: right;">4 Credits</span>            Term Typically Offered: Fall            Provides an in-depth study in the pathophysiology and management of cardiovascular disease and related emergencies. Topics include anatomy and physiology of the heart and circulatory system, basics of electrophysiology, assessment of the cardiac patient, pathophysiology of atherosclerosis, specific conditions resulting from atherosclerotic heart disease, peripheral vascular emergencies, pharmacologic intervention, dysrhythmia recognition, and specific management of cardiac emergencies.            Lecture Hours 4            Department: Health Occupations - COT</p>
<p>ECP 120 Emergency Medical Responder. <span style="float: right;">3 Credits</span>            Term Typically Offered: Spring            Prerequisite(s): Basic First Aid preferred.            Covers first responder techniques, equipment, and prevention content areas are covered. Development of first responder skills, including assessment, surveys, treatment, and prevention techniques. Specialized areas of pre-professional CPR, oxygen therapy, resuscitation mask, and spinal back boarding are included. Awards certification for First Responder and CPR upon successful completion of requirements.            Lecture Hours 3            Department: Health &amp; Human Performance</p>	<p>ECP 208 Cardiology Lab and ACLS. <span style="float: right;">1 Credit</span>            Term Typically Offered: Spring            Corequisite(s): ECP 207.            The student practices and gains manipulative skills to satisfactorily manage the task in ECP 207. Upon completion, the student receives provider certification in Advanced Cardiac Life Support.            Lab Hours 2            Department: Health Occupations - COT</p>
<p>ECP 200 Transition to Paramedic Care. <span style="float: right;">3 Credits</span>            Term Typically Offered: Spring            Provides an opportunity to start learning the cognitive, psychomotor, and behavioral differences between an EMT and paramedic. Topics covered include roles and responsibilities of the paramedic, EMS systems, licensure/recertification requirements, medical legal, patient evaluation, radio communication, documentation, and current issues that impact the EMS profession.            Lecture Hours 3            Department: Health Occupations - COT</p>	<p>ECP 216 Hospital Clinical I. <span style="float: right;">5 Credits</span>            Term Typically Offered: Fall            Pass/No Pass            (15 clinical/wk) Provides the opportunity to apply, in a clinical setting, the didactic knowledge and skills developed in the classroom and lab. Serves as the first stage in assisting the student to become an employable EMS provider. Clinical skills addressed include patient assessment and evaluation, vital signs management, development of airway management skills, autopsy observation, development of communication skills, introduction to various skills necessary for patient care, and development of safety practices.            Department: Health Occupations - COT</p>
<p>ECP 201 Paramedic Fundamentals. <span style="float: right;">3 Credits</span>            Term Typically Offered: Fall            Prepares the paramedic student in the basic knowledge and skills needed in the pre-hospital environment. Topics covered include roles and responsibilities of the paramedic, medical legal considerations, communications, rescue and disaster operations, initial patient assessment and management, airway management and ventilation, pathophysiology of shock, and emergency pharmacology.            Lecture Hours 3            Department: Health Occupations - COT</p>	<p>ECP 220 Special Considerations. <span style="float: right;">1 Credit</span>            Term Typically Offered: Spring            Provides an opportunity to study and manage behavioral emergencies. Students are taught to recognize symptoms of abnormal behavior and responses. Students learn techniques to manage the suicide patient.            Lecture Hours 1            Department: Health Occupations - COT</p>
<p>ECP 202 Paramedic Fundamentals Lab. <span style="float: right;">1 Credit</span>            Term Typically Offered: Fall            Practices and gains the manipulative skills necessary to effectively manage the tasks in ECP 201.            Lab Hours 2            Department: Health Occupations - COT</p>	<p>ECP 221 OB/Neonate/Pediatrics. <span style="float: right;">2 Credits</span>            Term Typically Offered: Spring            Provides the student with the opportunity to participate in normal and abnormal obstetrical problems. Anatomy and physiology of the female reproductive system, assessment of the gynecologic patient, deliveries (normal, abnormal and complicated), routine care of the neonate, care of the distressed infant, neonatal emergencies, and neonatal transport are addressed.            Lecture Hours 2            Department: Health Occupations - COT</p>



<p>ECP 222 OB/Neonate/Ped Lab, NRP, PALS. 1 Credit            Term Typically Offered: Spring            Practices and gains the manipulative skills necessary to effectively manage the tasks in ECP 221. Upon completion, the student receives provider certification in Neonatal Resuscitate Program (NRP) and Pediatric Advanced Life Support (PALS).            Lab Hours 2            Department: Health Occupations - COT</p>	<p>ECP 250 NREMT Exam Preparation. 3 Credits            Term Typically Offered: Summer            Prepares the paramedic student for the national registry paramedic exam. It is a review of the core curriculum taught throughout 2nd and 3rd semester of the paramedic program.            Lecture Hours 3            Department: Health Occupations - COT</p>
<p>ECP 230 Trauma. 2 Credits            Term Typically Offered: Fall            Provides an intense course in the pathophysiology and the management of trauma to include assessment of the trauma patient, management of head injuries, chest injuries, abdominal injuries, spinal injuries, orthopedic injuries, management of the multi-trauma patient, management of special airway problems, and current trends in trauma management.            Lecture Hours 2            Department: Health Occupations - COT</p>	<p>ECP 251 NREMT Exam Prep Lab. 1 Credit            Term Typically Offered: Summer            Prepares the paramedic student for the national registry paramedic exam. It is a review of the psychomotor skills taught throughout 2nd and 3rd semester of the paramedic program.            Lab Hours 2            Department: Health Occupations - COT</p>
<p>ECP 232 Pulmonary. 2 Credits            Term Typically Offered: Fall            Provides an in-depth study of the anatomy of the respiratory system, its relationship to the other systems of the body, the pathophysiology of diseases of the respiratory system, and treatment modalities of pulmonary disease. Topics included are anatomy of the respiratory system, measurements of pulmonary function, respiration and gas exchange, assessment of the respiratory system, pathophysiology and management of respiratory disorders, and principles and management of acute respiratory insufficiency.            Lecture Hours 2            Department: Health Occupations - COT</p>	<p>ECP 291 Special Topics. 1-6 Credits            Provides an opportunity for students to investigate intensively in an area of Paramedicine.            Department: Health Occupations - COT</p> <p>ECP 294 Seminar/Workshop. 1-6 Credits            Provides students an opportunity for experiential study on topics pertinent to the field of Paramedicine.            Department: Health Occupations - COT</p>
<p>ECP 233 Trauma/Pulmonary Lab and PHTLS. 1 Credit            Term Typically Offered: Fall            Practices and gains the manipulative skills necessary to effectively manage the tasks in ECP 230 and ECP 232. Upon completion, the student receives provider certification in Pre-Hospital Trauma Life Support.            Lab Hours 2            Department: Health Occupations - COT</p>	<p>ECP 295 Field Internship. 8 Credits            Term Typically Offered: Summer            Prerequisite(s): ECP 201, ECP 202, ECP 230, ECP 232, ECP 233, ECP 216, ECP 207, ECP 208, ECP 242, ECP 243, ECP 220, ECP 221, ECP 222, ECP 246.            (24 clinical/wk) Provides the opportunity to apply in the clinical setting, the didactic knowledge and skills developed in the classroom and lab. It serves as the final stage in assisting the student to become an employable EMS provider. Cognitive, psychomotor, and effective evaluation skills addressed include patient assessment, history gathering, treatment prioritizing, diagnostic impression, protocol knowledge, radio communication, written documentation, airway management, fluid/drug management, cardiac management, trauma/medical management, attitude, professionalism, assertiveness, team leader qualities.            Department: Health Occupations - COT</p>
<p>ECP 242 Medical. 2 Credits            Term Typically Offered: Spring            Provides an intense course in the pathophysiology and management of medical emergencies to include endocrine, nervous system, the acute abdomen, anaphylaxis, toxicology and substance abuse, infectious diseases, environmental, geriatric and pediatric emergencies.            Lecture Hours 2            Department: Health Occupations - COT</p>	<p>ECP 312 Wilderness Medicine. 4 Credits            Term Typically Offered: Spring            Covers Wilderness Medicine and First Responder applications in wilderness settings. Issues addressed are short- and long-term patient care, backcountry rescue techniques, and survival skills. Training will include emergency care for environmental illnesses and injuries, using special equipment and techniques particular to non-urban rescuers, and managing transport, as well as other high-level emergency care skills. Participants who successfully complete the course and exam will receive Wilderness First Responder certification. (Due to course content and instructor and physical requirements, the class may not be held on the MSU Billings main campus.)            Lecture Hours 4            Department: Health &amp; Human Performance</p>
<p>ECP 243 Medical Lab. 1 Credit            Term Typically Offered: Spring            Practices and gains the manipulative skills necessary to effectively manage the tasks in ECP 242.            Lab Hours 2            Department: Health Occupations - COT</p>	
<p>ECP 246 Hospital Clinical II. 6 Credits            Term Typically Offered: Spring            Pass/No Pass            (18 clinical/wk) A continuation of the clinical skills initiated in ECP 216. Provides the opportunity to apply in the clinical setting, the didactic knowledge and skills developed in the classroom and lab. Serves as a final stage in assisting the student to become an employable EMS provider. Clinical skills addressed include electrocardiology, assessment and management of acute and chronic disease, pediatric advanced life support skills, obstetrical and neonatal care, and behavioral intervention techniques.            Department: Health Occupations - COT</p>	



## EDEC - Early Childhood Education

EDEC 130 Hlth,Sfty,& Ntrtn in Erly Chld. Term Typically Offered: Fall Provides information regarding the importance of nutritional needs, principle health and movement issues, and safety considerations that help early childhood professionals provide an environment in which children can grow and develop to their full potential. Includes developmentally appropriate physical movement methods and information about issues and problems related to contemporary alcohol, tobacco, and other drug use, misuse, and abuse. Lecture Hours 2 Department: SPED, SCOU, RD, EC	2 Credits	EDEC 381 EC Curriculum & Methods. Term Typically Offered: Fall Provides the student with an understanding of developmentally appropriate curriculum. Curricular adaptations for individual learners including appropriate technology and equipment will be addressed. A field experience is integrated into the course and assignments. Lecture Hours 3 Department: EDCI/EDF	3 Credits
EDEC 292 Independent Study. Prerequisite(s): Consent of instructor and Department Chairperson. Provides an opportunity for freshman and sophomore students to explore material not covered by the regular college courses. Department: EDCI/EDF	1-6 Credits	EDEC 385 Intgrtd Curr Early Chldhd Ed. Term Typically Offered: Spring Prerequisite(s): EDEC 381. (2 lec/wk + 45 hrs practicum) Provides the student with an understanding of integrated developmentally appropriate curriculum, including The Project Approach and developmentally appropriate integration of educational technology. Various theoretical approaches and methods of early childhood curriculum design will be emphasized. Students will develop relevant and meaningful curriculum for young children with an emphasis on full integration of all content areas and will apply their learning with a 45 hour practicum in a preschool classroom during the semester. Can be taken concurrently with EDEC 381. Lecture Hours 3 Department: SPED, SCOU, RD, EC	3 Credits
EDEC 294 Seminar/Workshop. Provides an opportunity for study in an area of Early Childhood Education. Department: EDCI/EDF	1-6 Credits	EDEC 430 Soc/Emotional Dev in Yng Child. Term Typically Offered: Spring Provides the student with a knowledge and experiential base related to the social and emotional development of young children, to include guidance techniques. An emphasis will be placed on issues of the developing self while emphasizing the critical role of supportive and engaged adults. Classroom observation and interaction with children required. Lecture Hours 3 Department: EDCI/EDF	3 Credits
EDEC 296 Fieldwork/Practicum. Prerequisite(s): consent of instructor. Provides freshmen and sophomores with an opportunity to explore and develop applications of study in a particular area. Uses selected pupils for demonstration purposes. In-field contact time is 45 hours per semester credit. Field placements are arranged through the Office of Licensure, Standards and Clinical Practice. Valid criminal background check required. Lecture Hours 1-7 Department: EDCI/EDF	1-7 Credits	EDEC 492 Independent Study. Provides an opportunity for students of superior academic standing to explore material not covered by the regular college courses. Department: EDCI/EDF	1-6 Credits
EDEC 298 Internship/Cooperative Educ. Provides freshmen and sophomores with a supervised experience in a licensed setting providing services to young children and/or families. The internship setting and requirements are arranged with the student's advisor in conjunction with the Office of Licensure, Standards and Clinical Practice. The student will spend 45 contact hours during the academic semester for each semester hour of credit. Valid criminal background check required. Department: EDCI/EDF	1-6 Credits	EDEC 494 Seminar/Workshop. Term Typically Offered: Spring, Summer Provides an opportunity for study in an area of Early Childhood Education. Department: EDCI/EDF	1-8 Credits
EDEC 310 Child in the Family. Term Typically Offered: Spring Focuses on the reciprocal relationship between the child, family and environment. This course includes knowledge and experience necessary to assist and support the parents (of both typically developing and children with special needs) in their role as primary caregivers and informal teachers of young children. A field experience is integrated into the course experience. Lecture Hours 3 Department: EDCI/EDF	3 Credits	EDEC 495 Early Childhood Student Tchng. Term Typically Offered: Fall, Spring Prerequisite(s): Approved application to student teach and co-registration in EDU 406 if not completed. Places the student in a supervised field experience in an early childhood (preschool – 3rd grade) setting that allows the student to demonstrate teaching skills in the classroom with a variety of learners. Students, in collaboration with the mentor teacher, engage students in learning and participate in related experiences associated with the teaching profession. On-site mentoring and university supervision are integral to this experience. Students participate in the Capstone Seminar scheduled throughout the professional semester. Lab fee required. Valid criminal background check required. Department: SPED, SCOU, RD, EC	9,12 Credits
EDEC 352 Math & Science in Early Chldhd. Term Typically Offered: Fall Prerequisite(s): EDEC 381 and EDEC 385. Focuses on developmentally appropriate, research-based curriculum, methods, and assessment in early childhood mathematics and science. Examines state and national standards and key concepts and skills in science and math curriculum. Develops high quality, meaningful science and math experiences that emphasize hands-on exploration and investigation of meaningful content with young children. Lecture Hours 3 Department: SPED, SCOU, RD, EC	3 Credits	EDEC 496 Advanced Practicum. Provides an opportunity through use of selected pupils for demonstration purposes for students to explore and develop applications of theoretical study in a particular area. Infield contact time is 45 hours per semester credit. Field placements are arranged through the Office of Licensure, Standards and Clinical Practice. Department: EDCI/EDF	1-6 Credits

EDEC 498 Internship/Cooperative Educ. 1-6 Credits  
 Prerequisite(s): Consent of advisor.  
 Allows the student to assume the full range of teaching duties in an exemplary early childhood setting. Field placements are arranged through the Office of Licensure, Standards and Clinical Practice and require 45 hours of contact time for each semester hour of credit.  
 Department: EDCI/EDF

## EDSP - Special Education

EDSP 204 Intro to Tchng Exceptnl Lnrs. 3 Credits  
 Term Typically Offered: Fall, Spring, Summer  
 Considers the characteristics of children with exceptional learning needs. Examines the services and strategies to provide for the needs of each individual with exceptional needs in the least restrictive environment. This course includes a field experience and students must have a background check prior to starting the course.  
 Lecture Hours 3  
 Department: EDCI/EDF

EDSP 292 Independent Study. 1-6 Credits  
 Provides an opportunity for freshman and sophomore students to explore, under supervision, material not covered by regular college courses. Approval of department chair required.  
 Department: EDCI/EDF

EDSP 294 Seminar/Workshop. 1-3 Credits  
 Department: EDCI/EDF

EDSP 298 Internship/Cooperative Educ. 1-6 Credits  
 Provides freshman and sophomore students with a supervised field experience in an appropriate setting specifically related to the student's major/minor area. In-field contact time is 45 hours per semester credit. Field placements are arranged through the Office of Licensure, Standards and Clinical Practice.  
 Department: EDCI/EDF

EDSP 301 Tchng Stdnts w Lrning Disab. 3 Credits  
 Prerequisite(s): Admission to Educator Preparation Program.  
 Introduces a historical and theoretical background for teaching students with learning disabilities. Presents a variety of resources and evidence-based practices for assessing and teaching students with learning disabilities.  
 Lecture Hours 3  
 Department: EDCI/EDF

EDSP 302 Tchng Stdnts w Emot Beha Disor. 3 Credits  
 Prerequisite(s): Admission to Educator Preparation Program.  
 Introduces a historical and theoretical background for teaching students with emotional disturbance. Presents evaluative strategies including direct observation methods, interviews, the Functional Behavior Assessment (FBA), and evidence-based intervention to support academic and social/emotional growth.  
 Lecture Hours 3  
 Department: EDCI/EDF

EDSP 303 Tchng Stdnts w Intellect Disab. 3 Credits  
 Prerequisite(s): Admission to Educator Preparation Program.  
 Introduces a historical and theoretical background for teaching students with intellectual disabilities. Presents a variety of resources and evidence-based practices for assessing and teaching students with intellectual disabilities.  
 Lecture Hours 3  
 Department: EDCI/EDF

EDSP 402 Individualizing Curriculum. 3 Credits  
 Prerequisite(s): admission to the Educator Preparation Program and EDSP 301, and either EDSP 302 or EDSP 303.

Covers aspects of effective teaching with emphasis on data-based decision making, including goal-writing and progress monitoring, lesson plan alignment, and use of evidence-based practices. An in-class practicum is included in this course. Lab fee required.

Lecture Hours 3  
 Department: EDCI/EDF

EDSP 404 Teaching Special Populations. 2 Credits  
 Prerequisite(s): Admission to Educator Preparation Program and two of the following courses EDSP 301, EDSP 302, EDSP 303 and consent of instructor.

Provides students with 65 hours of supervised practical experience. Involves observation, assessment, lesson planning and implementation, data collection, and data-based decision making. Includes seminars covering such topics as classroom organization and management and teaching students with special educational needs. Lab fee required. Valid criminal background check required.

Lecture Hours 2  
 Department: EDCI/EDF

EDSP 405 Assess of Students with Excep. 3 Credits  
 Prerequisite(s): Admission to Educator Preparation Program.

Presents measurement principles and procedures and application of norm referenced, criterion referenced, and classroom-based procedures for students with disabilities.

Lecture Hours 3  
 Department: EDCI/EDF

EDSP 410 Sprrtng Div Lnrs thru Collab. 3 Credits  
 Term Typically Offered: Fall, Spring, Summer

Prerequisite(s): Admission to Educator Preparation Program and one completed methods course.

Focuses on collaboration among the general educators, special educators, and other educational specialists in meeting the educational needs of diverse learners in the general education classroom. The course emphasizes teaming skills necessary for effective decision making, problem solving, and the selection of evidence based practices.

Lecture Hours 3  
 Department: EDCI/EDF

EDSP 461 Positive Behavior Supports. 3 Credits  
 Prerequisite(s): Admission to Educator Preparation Program.

Focuses on the principles of learning and classroom behavior management. Strategies presented include identifying and monitoring behavior with the goal of increasing desired classroom behaviors. Students will be expected to write and implement a behavior intervention plan.

Lecture Hours 3  
 Department: EDCI/EDF

EDSP 462 Spec Ed Law, Policy, Practice. 3 Credits  
 Prerequisite(s): admission to Educator Preparation Program and one of the following EDSP 301, EDSP 302, EDSP 303.

Focuses on special education law and current practice in the implementation of the law. The course provides instruction on the development, implementation, and evaluation of Individual Education Plans (IEP) for students with disabilities.

Lecture Hours 3  
 Department: EDCI/EDF

EDSP 492 Independent Study. 1-6 Credits

Provides an opportunity for junior and senior students to explore, under supervision, material not covered by regular college courses. Approval of department chair required.

Department: EDCI/EDF

EDSP 494 Seminar/Workshop. Department: EDCI/EDF	1-3 Credits	EDU 221 Educ Psych & Measurement. Term Typically Offered: Fall, Spring, Summer	3 Credits
EDSP 495 Student Teaching in Special Ed. Prerequisite(s): Approved student teaching application and completion of the special education course requirements. Places the student in a supervised field experience in a special education P-12 setting that allows the student to demonstrate teaching skills in the classroom with a variety of learners. Students, in collaboration with the mentoring teacher, engage students in learning and participate in related experiences associated with the teaching profession. On-site mentoring and university supervision are integral to this experience. Lab fee required. Valid criminal background check required. Lecture Hours 6-9 Department: EDCI/EDF	6-9 Credits	Focuses on Human learning as it provides the basis for instruction and classroom management. Provides comprehensive coverage of the principles, concepts, and implications of Human learning from classical, operant, social learning, and cognitive paradigms. Covers measurement, similarities and differences in learners, management and discipline strategies, and related corollaries of human learning applied to instruction. Lecture Hours 3 Department: EDCI/EDF	
EDSP 498 Internship/Cooperative Educ. Prerequisite(s): Consent of department chairperson and completion of student teaching or approved equivalent experience. Provides junior and senior students with a supervised field experience in an appropriate setting specifically related to the student's major/minor area. In-field contact time is 45 hours per semester credit. Field placements are arranged through the Office of Licensure, Standards and Clinical Practice. Department: EDCI/EDF	1-3 Credits	EDU 270 Instructional Technology. Prepares students to use computer applications in the classroom, including adaptive technology, databases, multimedia, telecommunications, and word processing. Lecture Hours 3 Department: EDCI/EDF	3 Credits
		EDU 290 Human Growth & Development Lab. Department: EDCI/EDF	1-5 Credits
		EDU 292 Independent Study. Department: EDCI/EDF	1-5 Credits
		EDU 294 Seminar/Workshop. Provides the opportunity for the department to offer lower division courses of particular topical interest which are not offered as a part of the regular offering of courses. Department: EDCI/EDF	1-8 Credits
		EDU 296 Clinic. Prerequisite(s): consent of instructor. Provides freshman and sophomores with an opportunity to explore and develop applications of study in a particular area. Uses selected students for demonstration purposes. In-field contact time is 45 hours per semester credit. Field placements are arranged through the Office of Licensure, Standards and Clinical Practice. Department: EDCI/EDF	1-5 Credits
EDU 105 Education and Democracy. Term Typically Offered: Fall, Spring, Summer Explores what it means to be an educated person in a democratic society. Although schooling is generally the primary formal means whereby societies educate citizens, this course focuses on education broadly to examine a) the ways people create and share knowledge, b) society's responsibilities to provide the rich and varied opportunities needed by all citizens who would be educated, c) the consequences of disenfranchising anyone from those opportunities, and d) the critical link between democratic society and education. Lecture Hours 3 Department: EDCI/EDF	3 Credits	EDU 298 Internship/Cooperative Educ. Avails freshmen and sophomores of opportunities for experiences in various non-classroom settings under faculty and on-site supervision. In-field contact time is 45 hours per semester credit. Field placements are arranged through field practice faculty. This course is offered as a Pass/No Pass course only. Valid criminal background check required. Lecture Hours 1-8 Department: EDCI/EDF	1-8 Credits
EDU 211 Multicultural Education. Term Typically Offered: Spring (odd years) Acquaints students with the history, philosophy, goals, teaching strategies, curricula, and practices of multicultural education in order to prepare teachers for dealing with and affirming the diversity of America's increasingly pluralistic classrooms. Deals with racial, cultural, and other forms of diversity in the United States and Montana. Lecture Hours 3 Department: EDCI/EDF	3 Credits	EDU 315 IEFA in the Montana Classroom. Term Typically Offered: Fall, Spring Prerequisite(s): EDU 380, EDU 381, or EDCI 500. Provides instruction and practice on how to develop lesson plans with IEFA essential understandings infused into regular content areas. Use of Montana Content Standards and Indian Education for All Essential Understandings to write lesson plans and critique lesson plans will be the focus of the class. Fulfills IEFA requirement for Montana State Licensure. Lecture Hours 2 Department: EDCI/EDF	2 Credits
EDU 220 Human Growth & Development. Term Typically Offered: Fall, Spring, Summer Presents a comprehensive introduction to the study of Human development including the developmental capabilities and needs of Humans at different ages with respect to the physical, psychomotor, cognitive, social, emotional, and psychological domains that affect all education. The course includes a practicum with community-based services for children and youths so students need to plan accordingly. Valid criminal background check required. Lecture Hours 3 Department: EDCI/EDF	3 Credits		
EDU 220L Human Growth & Development Lab. Lab Hours 0 Department: EDCI/EDF	0 Credits		

## EDU - Education

<p>EDU 330 Emergent Literacy. <span style="float: right;">3 Credits</span>            Term Typically Offered: Spring            Prerequisite(s): EDU 381.            Provides a view of the stages of literacy development including areas of language, writing, perception, behavior and cognitive development. Curriculum and instruction analyses are related to various stages of literacy development. Contains a field experience with children, relating theory to practice. Valid criminal background check required.            Lecture Hours 3            Department: EDCI/EDF</p>	<p>EDU 354 Secondary Junior Field. <span style="float: right;">2 Credits</span>            Prerequisite(s): Admission to Educator Preparation Program and consent of instructor.            Students will engage in 65 hours of supervised practical experience in a K-12 or secondary classroom, with five seminars. This experience includes structured observation focusing on cultural and developmental characteristics of children, working with teachers on individual diagnosis of student needs and prescription of student activities, and assisting small groups of students in accomplishing learning tasks. Lab fee required. Valid criminal background check required.            Department: EDCI/EDF</p>
<p>EDU 331 Lit &amp; Literacy for Children. <span style="float: right;">3 Credits</span>            Prerequisite(s): Acceptable background check.            Examines literature for children in grades K-8. Students study key aspects of the history of children's literature and current children's literature, and develop an understanding of literacy features in books, including genre, illustration, text structures, and literary elements. Provides students with an overview of diverse literature, including Indian Education for All. Students consider instructional approaches for engaging children with literature.            Lecture Hours 3            Department: EDCI/EDF</p>	<p>EDU 355 Reading Junior Field. <span style="float: right;">2 Credits</span>            Term Typically Offered: Fall, Spring            Prerequisite(s): EDU 397A, EDU 433.            Includes scaffolded observation and instructional experiences in reading/language arts and developing appropriate instruction and intervention. Provides participants with opportunities to teaching individuals and small groups under direct supervision.            Department: EDCI/EDF</p>
<p>EDU 333 Rd &amp; Wrtnng Across Curriculum. <span style="float: right;">3 Credits</span>            Term Typically Offered: Fall, Spring, Summer            Prerequisite(s): Admission to Educator Preparation Program or consent of instructor.            Introduces pre-service teachers to basic concepts about reading and writing to learn, provides strategies for making content area text more accessible to readers, includes techniques for assessment of text difficulty and student competence in reading content text, and examines designs for approaching content area study using reading and writing as tools for the development of content subject concepts.            Lecture Hours 3            Department: EDCI/EDF</p>	<p>EDU 380 Intro Curriculum Plan/Practice. <span style="float: right;">2 Credits</span>            Term Typically Offered: Fall, Spring            Prerequisite or concurrent enrollment in EDU 220, EDU 221, EDSP 204. Introduces middle school, high school, and K-12 pre-service teachers to several major curriculum models and a variety of instructional practices appropriate for use with preadolescent and adolescent students in contemporary school settings. Teaches students to integrate technology and multicultural issues into the curriculum.            Lecture Hours 2            Department: EDCI/EDF</p>
<p>EDU 336 Cog &amp; Lang Dev in Yng Children. <span style="float: right;">3 Credits</span>            Term Typically Offered: Fall (even years)            (Lec 2; Clinic 1) Focuses on current theory and practice related to understanding and enhancing the young child's cognitive and language development. Provides the student with opportunities to apply child development and learning theory to assessment, curriculum, and interaction patterns with young children. A field experience is integrated into the course experience and assignments. Valid criminal background check required.            Lecture Hours 3            Department: EDCI/EDF</p>	<p>EDU 381 Curriculum Theory &amp; Design. <span style="float: right;">3 Credits</span>            Term Typically Offered: Fall, Spring, Summer            Prerequisite or concurrent enrollment in EDU 220, EDU 221, EDSP 204. Introduces pre-service elementary and middle school teachers to the various historical, philosophical, psychological, sociological, and developmental concerns in designing school curricula. Philosophies of and practical strategies for integration of computer technologies and multicultural perspectives in to curricula are explored.            Lecture Hours 3            Department: EDCI/EDF</p>
<p>EDU 343 Strat for Mnging Div Learners. <span style="float: right;">2 Credits</span>            Provides students with an opportunity to examine various models of classroom management strategies and practical techniques to help create a classroom environment that encourages student learning.            Lecture Hours 2            Department: EDCI/EDF</p>	<p>EDU 383 Assessment in Education. <span style="float: right;">3 Credits</span>            Prerequisite(s): Admission Educator Preparation Program.            Gives pre-service education candidates foundations of assessment, measurement, and evaluation, including choosing, designing, administering, and interpreting assessments and a variety of evaluation tools. Candidates will learn the professional and ethical responsibilities of assessment as well as its cultural, social, and political issues. Candidates will be introduced to decision making and program planning for students, including those with exceptional learning needs and from culturally or linguistically diverse backgrounds.            Lecture Hours 3            Department: EDCI/EDF</p>
<p>EDU 353 Junior Field Experience. <span style="float: right;">2 Credits</span>            Prerequisite(s): Admission to Educator Preparation Program AND consent of instructor.            Corequisite(s): coregistration with at least two of EDU 397A, EDU 397B, EDU 397C, or EDU 397D. (F, Sp) Students will engage in 90 hours of supervised practical experience in an elementary classroom.            This experience includes: structured observation focusing on cultural and developmental characteristics of children; working with teachers on individual diagnosis of student needs and prescription of student activities; and assisting small groups of students in accomplishing learning tasks. Lab fee required. Valid criminal background check required.            Department: EDCI/EDF</p>	<p>EDU 397A Methods: K-8 Language Arts. <span style="float: right;">3 Credits</span>            Term Typically Offered: Fall, Spring, Summer            Prerequisite(s): EDU 381, admission to Educator Preparation Program, and General Education categories English and Communication/Information Literacy completed.            Provides strategies for integration of reading, writing, listening, viewing and visually representing, and speaking across the curriculum. Provides hands-on experiences with the writing process and forms of writing (including spelling and handwriting), evaluation of student writing, grammar teaching, and intervention for development of expressive effectiveness.            Lecture Hours 3            Department: EDCI/EDF</p>

<p>EDU 397B Methods: K-8 Social Studies. <span style="float: right;">3 Credits</span>            Term Typically Offered: Fall, Spring, Summer            Prerequisite(s): Admission to Educator Preparation Program; EDU 381; and completion of Social Sciences, History, &amp; Cultural Diversity categories of General Education or equivalencies.            Includes theories and practices for teaching social studies in the elementary and middle school. Students plan for teaching social science concepts and skills using developmentally and culturally appropriate instructional practices, involvement learning strategies, and a variety of evaluation procedures. Techniques for collaborating with professional colleagues and integrating multimedia computer technologies into social studies instruction are included in the course.            Lecture Hours 3            Department: EDCI/EDF</p>	<p>EDU 397M Methods K-8: Intgrtnng Arts/Curr. <span style="float: right;">4 Credits</span>            Term Typically Offered: Fall, Spring, Summer            Prerequisite(s): Admission to Educator Preparation Program.            Develops knowledge of and experience with effective methods, techniques, and materials for teaching visual arts, drama, and music to children as part of an integrated curriculum in the elementary grades. Students engage in creative and critical experiences with the arts. They design integrated arts instruction while learning how to document and assess student progress utilizing strategies to address the needs of diverse learners. Students work directly with children in microteaching or field-based teaching experiences.            Lecture Hours 4            Department: EDCI/EDF</p>
<p>EDU 397C Methods: K-8 Mathematics. <span style="float: right;">3 Credits</span>            Term Typically Offered: Fall, Spring, Summer            Prerequisite(s): Admission to Educator Preparation Program and M 131.            Provides preservice elementary teachers with theories and practical strategies for planning, facilitating, and assessing student learning. Also, the course deals with incorporation of technology into the elementary mathematics classroom and the appropriate use of manipulatives and other instructional materials. Curriculum adaptation to meet the needs of all students is addressed.            Lecture Hours 3            Department: EDCI/EDF</p>	<p>EDU 406 Phil, Legal &amp; Ethical Issues. <span style="float: right;">3 Credits</span>            Term Typically Offered: Fall, Spring, Summer            Prerequisite(s): Admission to Educator Preparation Program.            Focuses on analysis of the philosophical, legal and ethical issues in the context of education in a pluralistic society. Provides the student with a background in the philosophies of education and allows the student to study legal and ethical issues relevant to modern education in America.            Lecture Hours 3            Department: EDCI/EDF</p>
<p>EDU 397D Methods: K-8 Science. <span style="float: right;">3 Credits</span>            Term Typically Offered: Fall, Spring, Summer            Prerequisite(s): Admission to Educator Preparation Program and completion of Science General Education category.            Focuses upon methods of teaching science inquiry skills, content and attitudes in the elementary classroom. Provides experiences which enhance student understanding of how children learn science and construct knowledge regarding K-6 science curricula. Addresses curriculum adaptation to meet the needs of all students.            Lecture Hours 3            Department: EDCI/EDF</p>	<p>EDU 413 Developing Student Writing. <span style="float: right;">3 Credits</span>            Term Typically Offered: Fall (odd years)            Provides students with a view of the writing process, methods for engaging children in writing activity in the classroom, assessments of and interventions into the writing efforts of children, and understanding of writing-reading connections consistent with current practices in reading education.            Lecture Hours 3            Department: EDCI/EDF</p>
<p>EDU 397G Methods: 5-12 Science. <span style="float: right;">2 Credits</span>            Term Typically Offered: Spring (even years)            Prerequisite(s): Admission to Educator Preparation Program.            Emphasizes teaching strategies, learning enhancements, school problems, safety procedures, and curriculum materials regarding the teaching of science in the middle and secondary schools.            Lecture Hours 2            Department: EDCI/EDF</p>	<p>EDU 418 Dev of Lit in Multicultural. <span style="float: right;">3 Credits</span>            Provides theoretical background and practical experience in approaching literacy acquisition and development in multilingual and multicultural communities. Offers consideration of the nature of literacy itself vis-à-vis linguistic, cultural, socio-economic, gender, racial, ethnic and intellectual diversities.            Lecture Hours 3            Department: EDCI/EDF</p>
<p>EDU 397I Methods: K-12 Music. <span style="float: right;">2 Credits</span>            Term Typically Offered: Fall, Spring            Prerequisite(s): Admission to Educator Preparation Program.            Provides the student with the methods and materials necessary for teaching music in a K-12 setting. Specifically, the areas to be covered are: elementary general music, elementary instrumental music, middle school instrumental and choral music, and high school instrumental and choral music.            Lecture Hours 2            Department: EDCI/EDF</p>	<p>EDU 430 Teaching Reading K-3. <span style="float: right;">3 Credits</span>            Term Typically Offered: Fall            Prerequisite(s): EDU 381.            Introduces students to developmentally appropriate methods for teaching and assessing reading and literacy in early elementary classrooms. This course will focus on the instruction of Reading in the primary grades (K-3) as reflected in best practices and current research.            Lecture Hours 3            Department: EDCI/EDF</p>
	<p>EDU 432 Lit &amp; Literacy for Young Adlts. <span style="float: right;">3 Credits</span>            Term Typically Offered: Fall            Prerequisite(s): Admission to Educator Preparation Program.            Provides the reading specialist and 5-12 certification preservice teachers with a view of literacy development consistent with the abilities, interests and needs of upper grade and secondary students. Offers instructional practices in reading/writing appropriate to and supportive of middle and secondary curricula.            Lecture Hours 3            Department: EDCI/EDF</p>



EDU 433 Reflective Practice Tchng Rd. Term Typically Offered: Fall, Spring, Summer Prerequisite(s): EDU 397A and Admission to Educator Preparation Program. Introduces students to visual cueing systems in print and the reading and writing processes. Discusses approaches to teaching reading and writing, including the gradual release of responsibility model and the workshop model. Provides the students with a foundation in literacy assessment, as well as reading/writing applications for subject matter content. Lecture Hours 3 Department: EDCI/EDF	3 Credits	EDU 495B Student Teaching: K-8. Term Typically Offered: Fall, Spring Prerequisite(s): Approved application to student teach. (8/11 credits student teaching, 1 credit seminar). Places the student in a supervised field experience in an elementary setting that allows the student to demonstrate teaching skills in the classroom with a variety of learners. Students, in collaboration with the mentor teacher, engage students in learning and participate in related experiences associated with the teaching profession. On-site mentoring and university supervision are integral to this experience. Students participate in the Capstone Seminar scheduled throughout the professional semester. Lab fee required. Valid Criminal background check required. Department: EDCI/EDF	9,12 Credits
EDU 434 Reading Round Table. Term Typically Offered: Summer Provides students with literature study routines and materials for juvenile/young adult trade books; discussion and engagement focuses on one title at a time using a literature workshop method. Examination of reading practices which employ trade books in middle and secondary schools is included. Lecture Hours 3 Department: EDCI/EDF	3 Credits	EDU 495C Student Teaching: 5-12. Term Typically Offered: Fall, Spring Prerequisite(s): Approved application to student teach. (8 credits student teaching, 1 credit seminar). Places the student in a supervised field experience in a secondary setting that allows the student to demonstrate teaching skills in the classroom with a variety of learners. Students, in collaboration with the mentor teacher, engage students in learning and participate in related experiences associated with the teaching profession. On-site mentoring and university supervision are integral to this experience. Students participate in the Capstone Seminar scheduled throughout the professional semester. Lab fee required. Valid Criminal background check required. Department: EDCI/EDF	9 Credits
EDU 435 Theories in Reading. Term Typically Offered: Fall Prerequisite(s): Admission to Educator Preparation Program. Acquaints the student with a variety of theories of reading and writing instruction. Designed to extend the theoretical understanding of literacy development. Lecture Hours 3 Department: EDCI/EDF	3 Credits	EDU 495E Reading Student Teaching. Term Typically Offered: Fall, Spring Prerequisite(s): EDU 438. Provides unique school placement to follow Elementary Education Student Teaching with the intent of exposing the student to one-on-one and small group delivery of reading instruction for special purposes. Lecture Hours 6 Department: EDCI/EDF	6 Credits
EDU 436 Storytelling. Term Typically Offered: Spring Provides students with background in the nature of oral narrative, offers developmental experience for the novice teller, and ties storytelling and practices in oral narrative in general to language acquisition and development. Lecture Hours 3 Department: EDCI/EDF	3 Credits	EDU 495L Mentoring Seminar. Lab Hours 0 Department: EDCI/EDF	0 Credits
EDU 438 Literacy Assessmnt, Diag, Inst. Term Typically Offered: Fall, Spring, Summer Prerequisite(s): EDU 397A and EDU 433; admission to Educator Preparation Program or consent of instructor. Focuses on the literacy development of children experiencing difficulty with classroom reading/writing instruction. Effective teaching strategies are studied and applied. Contains a field experience with children, tying theory to practice. Lab fee required. Valid criminal background check required. Lecture Hours 3 Department: EDCI/EDF	3 Credits	EDU 497A Methods: 5-12 Social Studies. Term Typically Offered: Fall Prerequisite(s): Admission to Educator Preparation Program. Prepares pre-service teachers to teach middle and high school students the fields of history and the social sciences. Students explore major models used in teaching social studies and current curriculum trends and instructional strategies in the field. Students learn how to plan, organize, teach, and assess lessons and units which integrate contemporary practices such as computer technology and cooperative learning. Lecture Hours 2 Department: EDCI/EDF	2 Credits
EDU 492 Independent Study. Department: EDCI/EDF	1-5 Credits	EDU 497B Methods: 9-12 Mathematics. Term Typically Offered: Fall Prerequisite(s): Admission to Educator Preparation Program. Prepares pre-service teachers to teach mathematics to secondary school students. Lecture Hours 3 Department: EDCI/EDF	3 Credits
EDU 494 Seminar/Workshop. Department: EDCI/EDF	1-8 Credits		
EDU 495A Student Teaching: K-12. Term Typically Offered: Fall, Spring Prerequisite(s): Approved application to student teach. (8 credits student teaching, 1 credit seminar). Places the student in a supervised field experience in a K-12 setting that allows the student to demonstrate teaching skills in the classroom with a variety of learners. Students, in collaboration with the mentor teacher, engage students in learning and participate in related experiences associated with the teaching profession. On-site mentoring and university supervision are integral to this experience. Students participate in the Capstone Seminar scheduled throughout the professional semester. Lab fee required. Valid Criminal background check required. Lecture Hours 9 Department: EDCI/EDF	9 Credits		



EDU 497C Methods: K-12 Modern Language. 2 Credits  
 Term Typically Offered: Fall  
 Prerequisite(s): Admission to Educator Preparation Program.  
 Examines the unique set of concerns and challenges facing the K-12 teachers of foreign languages. Instruction is offered in: language acquisition practice, classroom teaching techniques, curricular design, testing and evaluation, media-based instruction and technology, instructional materials development, and classroom behavioral management.  
 Lecture Hours 2  
 Department: EDCI/EDF

EDU 497D Methods: 5-12 English. 2 Credits  
 Term Typically Offered: Fall  
 Prerequisite(s): Admission to Educator Preparation Program.  
 Prepares pre-service middle and secondary language arts teachers to implement instruction and facilitate and assess student learning. Provides practice in using a variety of methods and approaches for teaching students to develop functional reading, writing, speaking, listening, viewing, and critical thinking skills.  
 Lecture Hours 2  
 Department: EDCI/EDF

EDU 497R Methods: 5-8 Mathematics. 3 Credits  
 Provides effective techniques in presenting materials, planning class activities, and creating good learning experiences - methods of teaching and evaluating arithmetic, remedial mathematics, basic geometry, introductory algebra, and reading/writing mathematics .  
 Lecture Hours 3  
 Department: EDCI/EDF

EDU 498 Internship/Cooperative Educ. 1-8 Credits  
 Department: EDCI/EDF

## EGEN - Engineering: General

EGEN 105 Intro to General Engineering. 2 Credits  
 Term Typically Offered: Fall, Spring  
 Provides students an opportunity to explore the fields of engineering, engineering technology, and computer science. Other topics include engineering design, career opportunities, professionalism, and ethics.  
 Lecture Hours 2  
 Department: Sciences - Biology & Phys Sci

EGEN 201 Engineering Mechanics-Statics. 3 Credits  
 Term Typically Offered: Fall, Spring  
 Prerequisite(s): PHSX 220 & PHSX 221.  
 Corequisite(s): M 273.  
 Covers the equilibrium of particles and rigid bodies; static analysis of structures including trusses, beams, frames, and machines; coulomb friction, area and mass centroids; and moments and products of inertia.  
 Lecture Hours 3  
 Department: Sciences - Biology & Phys Sci

EGEN 202 Engineering Mechanics-Dynamics. 3 Credits  
 Term Typically Offered: Spring  
 Prerequisite(s): EGEN 201.  
 Covers kinematics, kinetics, work-energy, and impulse-momentum for particles and rigid bodies.  
 Lecture Hours 3  
 Department: Sciences - Biology & Phys Sci

EGEN 205 Mechanics of Materials. 3 Credits  
 Term Typically Offered: Spring  
 Prerequisite(s): EGEN 201.  
 Covers stress and strain, Hooke's Law, thermal strain, torsion, bending of beams, combined stress, limit analysis, energy methods, virtual work, and column theory.  
 Lecture Hours 3  
 Department: Sciences - Biology & Phys Sci

EGEN 298 Cooperative Educ/Internship. 1-9 Credits  
 Department: Sciences - Biology & Phys Sci

## ELCT - Electrical Technology

ELCT 130 Electric Motors and Generators. 3 Credits  
 Prerequisite(s): ETEC 101.  
 Introduces terminology and basic principles of DC and AC motors and generators. Students will study single-phase and three-phase motors and generators and operational controls. Common AC and DC power generation equipment and testing techniques will also be covered.  
 Lecture Hours 3  
 Department: Engineering & Industrial - COT

ELCT 241 Electric Motor Controls. 3 Credits  
 Term Typically Offered: Fall  
 Orients students to the study of electromechanical control system concepts. Experiments are designed to illustrate the principles, applications, connection, and installation procedures of electrical controllers. Special emphasis is placed on the analysis and development of control circuits.  
 Lecture Hours 3  
 Department: Engineering & Industrial - COT

ELCT 250 Programmable Logic Controllers. 3 Credits  
 Prerequisite(s): ETEC 103.  
 Introduces a variety of programmable logic controllers (PLCs). The application, operation, and programming of PLCs will be covered, with an emphasis on programming. Computers and manual methods will be used to program PLCs.  
 Lecture Hours 3  
 Department: Engineering & Industrial - COT

## ENST - Environmental Studies

ENST 210 Intro to Environmental Studies. 3 Credits  
 Recommended background or concurrent enrollment in WRIT 201. Presents an orientation to the field of environmental studies as an academic discipline and as public service. Provides students with experiential opportunities with local agencies and organizations designed to facilitate individual interests and educational goals relative to the study and practice of environmental problem solving. Students will acquire information literacy skills through the process of identifying, accessing, analyzing, and evaluating secondary source material, audiovisual media, and computer-based information. Course requires students to complete a community-based environmental project.  
 Lecture Hours 3  
 Department: Interdisciplinary Studies

ENST 294 Seminar/Workshop. 1-6 Credits  
 Department: Interdisciplinary Studies

ENST 298 Internship/Cooperative Educ. 1-9 Credits  
 Provides university credit for a sophomore work experience in the area of Environmental Studies supervised by faculty. Learning agreement must be completed prior to registration (restricted).  
 Department: Interdisciplinary Studies

ENST 335 The Environmental Vision. 3 Credits

Term Typically Offered: Fall

Prerequisite(s): consent of instructor.

Considers nature and the environment as represented in literature and culture.

Readings may include landmarks of literary nature writing and environmental advocacy, as well as representative works in various genres.

Lecture Hours 3

Department: English &amp; Philosophy

ENST 382 Environmental Law. 3 Credits

Prerequisite(s): 6 credits of WRIT 101, WRIT 201, WRIT 220, or WRIT 221.

Provides a broad overview of the major federal and Montana environmental statutes, including attention to how the statutes attempt to balance long-view goals (i.e., needs of future generations) and broad-view goals (i.e., needs of ecological systems).

Course content also examines how the statutes are administratively and judicially enforced, as well as the social benefits and burdens associated with criminal punishments and civil litigations. Course content will address the complexities inherent to a regulatory system that is generated within federal, state, and local jurisdictions. Course assignments will include at least one important writing assignment (i.e., term paper assignment).

Lecture Hours 3

Department: Interdisciplinary Studies

ENST 385 Envir Impact &amp; Policy Analysis. 3 Credits

Prerequisite(s): Junior standing or permission of instructor.

Explores human environmental impact, impact assessment, and environmental policy. Topics include pollution impact and mitigation, energy policy, natural resources management, environmental impact assessment and impact statement methods.

Lecture Hours 3

Department: Interdisciplinary Studies

ENST 490 UG Research. 1-6 Credits

Prerequisite(s): Junior or senior in the EVST program, 3.0 or better GPA in major, 3.0 or better GPA overall, BIOE 202, PHL 324.

Involves intensive study of a specific problem related to environmental studies. A contract describing the study must be completed at the time of enrollment.

Lecture Hours 1-6

Department: Interdisciplinary Studies

ENST 491 Special Topics. 1-12 Credits

Lecture Hours 1-12

Department: Interdisciplinary Studies

ENST 492 Independent Study. 1-8 Credits

Provides an opportunity for students of superior academic standing to explore material not covered by the regular college courses.

Department: Interdisciplinary Studies

ENST 494 Seminar/Workshop. 1-6 Credits

Prerequisite(s): 6 credits of WRIT 101, WRIT 201, WRIT 220, or WRIT 221.

Involves intensive study of a specific problem related to environmental studies. A contract describing the study must be completed at the time of enrollment.

Lecture Hours 1-6

Department: Interdisciplinary Studies

ENST 498 Internship/Cooperative Educ. 1-6 Credits

Provides university credit for a work experience in the area of Environmental Studies, supervised by faculty. Learning agreement must be completed prior to registration (restricted).

Department: Interdisciplinary Studies

ENST 499 Senior Thesis/Capstone. 3 Credits

Prerequisite(s): ENST 385, PHL 324, BIOE 202, senior standing.

Provides an opportunity for students in the environmental studies program to demonstrate proficiency in the skills presented in the environmental studies curriculum.

Lecture Hours 3

Department: Interdisciplinary Studies

## ERTH - Geoscience: Earth Systems

ERTH 303 Weather and Climate. 4 Credits

Term Typically Offered: Fall (even years)

Presents a semi-technical approach to the elements and controls of weather. Lab required.

Lecture Hours 3, Lab Hours 1

Department: Sciences - Biology &amp; Phys Sci

ERTH 491 Special Topics. 1-12 Credits

Lecture Hours 1-12

Department: Sciences - Biology &amp; Phys Sci

ERTH 494 Seminar/Workshop. 1-4 Credits

Prerequisite(s): consent of instructor.

Provides advanced students an opportunity to intensively investigate topics pertinent to the field of Earth Sciences.

Department: Sciences - Biology &amp; Phys Sci

ERTH 498 Internship/Cooperative Educ. 1-8 Credits

Prerequisite(s): Consent of instructor.

Provides instructional experience in the Earth Sciences program with an opportunity for early exploration of teaching interests.

Department: Sciences - Biology &amp; Phys Sci

## ETEC - Electronics Technology

ETEC 101 AC/DC Electronics I. 3 Credits

Term Typically Offered: Spring

Introduces safety rules, concepts, and operating characteristics of direct current (DC) and alternating current (AC) electrical circuits. Selection, inspection, use, and maintenance for common electrical test equipment are also covered.

Lecture Hours 3

Department: Engineering &amp; Industrial - COT

ETEC 103 AC/DC Electronics II. 3 Credits

Prerequisite(s): ETEC 101 or TRID 185 &amp; TRID 186.

Expands the students' knowledge of AC/DC electronics. Safety rules, concepts, and operating characteristics of electrical circuits will be emphasized. Capacitors, inductors, low voltage power supplies, diodes, transistors, and triodes will be introduced and analyzed.

Lecture Hours 3

Department: Engineering &amp; Industrial - COT

ETEC 192 Fund Electrical Technicians I. 3 Credits

Term Typically Offered: Fall

Introduces students to the National Electrical Code, device boxes, hand bending, raceways and fittings, conductors and cables, basic electrical construction drawings, residential electrical services, and electrical test equipment.

Lecture Hours 3

Department: Engineering &amp; Industrial - COT

ETEC 193 Fund Electrical Technicians II. 3 Credits

Term Typically Offered: Spring

Expands on the content covered in Fundamentals of Electrical Technicians I. The course covers electrical lighting, conduit bending, pull and junction boxes, conduit installations, cable tray, conductor terminations and splices, grounding and bonding, and circuit breakers and fuses.

Lecture Hours 3

Department: Engineering & Industrial - COT

ETEC 231 Electronic Drive Systems. 3 Credits

Prerequisite(s): ETEC 103.

Exposes students to advanced electronic drive systems used in industrial applications. Electronic control of DC and AC motors, transmission and solid-state controllers, and electronic control of power generation equipment will be discussed.

Lecture Hours 3

Department: Engineering & Industrial - COT

ETEC 284 Digital Electronics. 4 Credits

Prerequisite(s): ETEC 103.

Introduces basic digital circuits and their use in microprocessors and other digital devices. Reading digital logic schematics and building, testing, and troubleshooting digital circuits are also covered.

Lecture Hours 4

Department: Engineering & Industrial - COT

## FILM - Film

FILM 160 Introduction to World Cinema. 3 Credits

Term Typically Offered: Fall

Offers students an artistic appreciation of the diversity of cinema around the world. Develops a broadened multicultural perspective through surveying films from Asia, Europe, North and South America. Encourages students to view cinema as a means of interpreting culture. (Special fee).

Lecture Hours 3

Department: Communication

FILM 324 Writing for Stage and Screen. 3 Credits

Prerequisite(s): CRWR 240.

(alternating Sp) Provides extensive practice in the writing of scenes, plays, and screenplays. Develops various writing skills such as convincing dialogue, believable and interesting characterization, correct pacing of plot and action, appropriate use of setting, and screenwriting techniques. Develops analytical skill through discussion of selected professional and student work. (\$10 photocopying fee).

Lecture Hours 3

Department: English & Philosophy

FILM 424 Adv Writing for Stage & Screen. 3 Credits

Prerequisite(s): FILM 324.

(alternating Sp) Provides advanced practice in writing scenes, plays, and screenplays. Advances various writing skills such as convincing dialogue, believable and interesting characterization, correct pacing of plot and action, appropriate use of setting, and screenwriting techniques. Provides further development of analytical skill through discussion of selected professional and student work.

Lecture Hours 3

Department: English & Philosophy

## FIRE - Fire & Emergency Services

FIRE 106 Wildland Firefighting. 3 Credits

Term Typically Offered: Spring

Directs the students in the identification, description, and reaction to situations and conditions that would be considered dangerous to the wildland firefighter. The course content will also provide the student with a better understanding of fire behavior. The course includes federal requirement qualifications needed for beginning wildland firefighting.

Lecture Hours 3

Department: Safety - COT

FIRE 115 Firefighter I Foundations. 3 Credits

Term Typically Offered: Fall

Introduces students to fire and emergency services careers. Through lecture and practice, students will learn to apply principles of modern fire behavior, safety, air management, and crew resource management to structure firefighting.

Lecture Hours 3

Department: Safety - COT

FIRE 119 Fire Service Ethics. 2 Credits

Term Typically Offered: Spring

Instructs students in ethical theories, ethical standards, and ethical problems encountered in fire and emergency services, including social media ethics and ethical responsibility of fire service personnel to each other and to those whom they serve.

Lecture Hours 2

Department: Safety - COT

FIRE 130 Firefighter Ldrshp & Influence. 3 Credits

Prerequisite(s): Accuplacer test proficiency/WRIT proficiency for placement into WRIT 101 or WRIT 122.

Instruct students in the practical application of leadership and influence in fire and emergency services. Analyze decision-making, problem solving, creativity, leadership models, and influencing and managing change. Includes leadership development models for firefighters.

Lecture Hours 3

Department: Safety - COT

FIRE 131 Fire Apparatus and Hydraulics. 3 Credits

Acquire the basic knowledge of various types of fire apparatus used in the fire service and their unique requirements needed to provide emergency services. Assess the equipment and its applications used for suppressing fires and applications to other emergency responses. Learn to apply the principles used in hydraulics for the delivery of water in fire protection and supply systems. Demonstrate proficiency of this knowledge by using applied field operational hydraulics.

Lecture Hours 3

Department: Safety - COT

FIRE 180 Incident Command. 3 Credits

Term Typically Offered: Spring

Acquaints the student with basic principles of emergency incident management. The components of management and chain of command will be emphasized. A computer simulator will be used to give hands-on training with incident success as the goal.

Lecture Hours 3

Department: Safety - COT

<p>FIRE 201 Firefighter Resilience. 3 Credits            Term Typically Offered: Spring            Introduces students to resilience science as applied to fire and emergency services personnel. Students will define resilience, understand models and methods in resilience science, and evaluate adaptation and pathways of resilience applicable to personnel to work in emergency and disaster situations. Students will analyze the impacts of psychological and emotional stress in high-stress operational environments common to emergency response personnel and methods of applied personal resilience.            Lecture Hours 3            Department: Safety - COT</p> <p>FIRE 214 Inspec Codes &amp; Practices. 3 Credits            Term Typically Offered: Fall            Provides essential information concerning the background and evolution of fire prevention, code interpretation and applicability, hazard identification and abatement, risk assessment, operation of a fire prevention bureau, design and operation of fire protection systems and equipment, and the basic concepts of fire investigation. Emphasizes building construction and associated hazards.            Lecture Hours 3            Department: Safety - COT</p> <p>FIRE 255 Cause &amp; Origin. 2 Credits            Term Typically Offered: Fall            Instructs students in basic investigative techniques for fire causes and origin. Fire behavior in structures is discussed as well as legal requirements of fire service personnel for evidence preservation.            Department: Safety - COT</p> <p>FIRE 270 Fire Prevention. 3 Credits            Term Typically Offered: Fall            Provides fundamental knowledge relating to the field of fire prevention. Topics include history and philosophy of fire prevention, organization and operation of a fire prevention bureau, use and application of codes and standards, plans review, fire inspections, fire and life safety education, and fire investigation.            Lecture Hours 3            Department: Safety - COT</p> <p>FIRE 275 Fire Service Instructor. 3 Credits            Term Typically Offered: Spring            Develops the student's speaking and creative skills as well as the ability to use instructional tools and various media in an educational environment. Emphasis will be placed on developing lesson plans and evaluation instruments. Students will give instructional presentations using the aforementioned tools.            Lecture Hours 3            Department: Safety - COT</p> <p>FIRE 298 Internship/Cooperative Educ. 1-9 Credits            Term Typically Offered: Spring            Prerequisite(s): FIRE 115.            V1-9cr. (1-9 other/wk) (45 hours per credit) Provides observational field internship with an area fire department to give first hand experience of the profession of firefighter. Requires consent of instructor.            Department: Safety - COT</p>	<p>FRCH 102 Elementary French II. 4 Credits            Term Typically Offered: Fall, Spring            A sequence course; student must pass FRCH 101 before enrolling in FRCH 102. Offers oral-aural methods and objectives; inductive approach to grammar necessary for simple spoken and written French; reading texts of appropriate level.            Lecture Hours 4            Department: Modern Languages</p> <p>FRCH 201 Intermediate French I. 3 Credits            Term Typically Offered: Fall, Spring            Prerequisite(s): FRCH 102 or consent of instructor.            A sequence course; student must pass FRCH 201 before enrolling in FRCH 202. Presents a systematic review of French grammar, intensive oral drills, reading and discussion of one literary work per semester, compositions beginning with 202.            Lecture Hours 3            Department: Modern Languages</p> <p>FRCH 202 Intermediate French II. 3 Credits            Term Typically Offered: Fall, Spring            Prerequisite(s): FRCH 102 or consent of instructor.            A sequence course; student must pass FRCH 201 before enrolling in FRCH 202. Presents a systematic review of French grammar, intensive oral drills, reading and discussion of one literary work per semester, compositions beginning with 202.            Lecture Hours 3            Department: Modern Languages</p> <p>FRCH 292 Independent Study. 1-12 Credits            Department: Modern Languages</p> <p>FRCH 293 Study Abroad. 1-15 Credits            Department: Modern Languages</p> <p>FRCH 492 Independent Study. 1-5 Credits            Prerequisite(s): consent of instructor and chairperson of the department.            Offers an opportunity for students of outstanding ability to explore material not covered by regular courses in Languages.            Department: Modern Languages</p> <p>FRCH 493 Study Abroad. 1-15 Credits            Department: Modern Languages</p> <p>FRCH 494 Seminar/Workshop. 1-3 Credits            Prerequisite(s): Senior status and consent of instructor.            Offers an opportunity to investigate intensively topics pertinent to the field of French Language and Literature.            Department: Modern Languages</p> <p>FRCH 498 Internship/Cooperative Educ. 1-8 Credits            Prerequisite(s): Completion of 60 credit hours or upper division standing in French, 3.0 overall GPA, consent of instructor.            Provides an opportunity for students to acquire field experience and material not covered by regular classes in French.            Department: Modern Languages</p>
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## FRCH - Languages: French

<p>FRCH 101 Elementary French I. 4 Credits            Term Typically Offered: Fall, Spring            A sequence course; student must pass FRCH 101 before enrolling in FRCH 102. Offers oral-aural methods and objectives; inductive approach to grammar necessary for simple spoken and written French; reading texts of appropriate level.            Lecture Hours 4            Department: Modern Languages</p>
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## GEO - Geoscience: Geology

<p>GEO 101 Intro to Physical Geology. 3 Credits            Term Typically Offered: Fall            Corequisite(s): GEO 102.            Presents an introduction to the study of the earth through a study of its materials and composition, structure, geologic processes, surface and ground waters, physical, chemical and biological oceanography.            Lecture Hours 3            Department: Sciences - Biology &amp; Phys Sci</p>
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GEO 102 Intro to Physical Geology Lab. Term Typically Offered: Fall Corequisite(s): GEO 101. Enhances the lecture material of GEO 101 through the usage of experiential activities. Lab Hours 1 Department: Sciences - Biology & Phys Sci	1 Credit
GEO 205 Mineralogy. Prerequisite(s): GEO 101. Surveys crystallography, chemistry and physics of minerals, and mineral field occurrences and associations. Studies will also include identification, classification, and interpretation of origin, chemistry, and mineralogical compositions of igneous, sedimentary, and metamorphic rocks. Lab included. Field trips required. Lecture Hours 3, Lab Hours 1 Department: Sciences - Biology & Phys Sci	4 Credits
GEO 211 Earth History & Evolution. Corequisite(s): GEO 212. Presents a systematic study of the earth through geologic time by analysis of the geological evolution of earth and its sequence of life forms reconstructed from the paleontological record. Lab required. Lecture Hours 3 Department: Sciences - Biology & Phys Sci	3 Credits
GEO 212 Earth History & Evolution Lab. Corequisite(s): GEO 211. Enhances the lecture material of GEO 211 through the usage of experiential activities. Lab Hours 1 Department: Sciences - Biology & Phys Sci	1 Credit
GEO 309 Sedimentation and Stratigraphy. Term Typically Offered: Fall (odd years) Prerequisite(s): GEO 101. Introduces and studies the processes of sedimentation, mechanical analysis sediments, environments of deposition, origin and classification of sedimentary rocks, principles and techniques utilized in measuring sedimentary rock strata, facies changes, tectonic framework, biostratigraphic units and paleo-environments. Extensive field and lab work required. Lecture Hours 3 Department: Sciences - Biology & Phys Sci	3 Credits
GEO 315 Structural Geology. Prerequisite(s): GEO 211 & GEO 212. 4cr. Presents technical approach towards the mechanical properties of Earth materials. Studies the kinematics and dynamics of natural processes on earth materials. Field trip required. Offered in odd spring semesters. Lecture Hours 3, Lab Hours 3 Department: Sciences - Biology & Phys Sci	4 Credits
GEO 490 Undergraduate Research. Prerequisite(s): Junior standing or consent of instructor. Provides students the opportunity to conduct a research project under the supervision of a faculty member, including library and experimental research as appropriate, analysis of the results, and the submission of a formal research report upon completion of the project. Department: Sciences - Biology & Phys Sci	1-6 Credits
GEO 491 Special Topics. Department: Sciences - Biology & Phys Sci	1-12 Credits
GEO 492 Independent Study. Prerequisite(s): consent of instructor. Provides advanced students an opportunity to explore material not covered by regular Earth Science courses. A contract describing the study must be completed at the time of enrollment. Department: Sciences - Biology & Phys Sci	1-4 Credits

GEO 498 Cooperative Educ/Internship. Department: Sciences - Biology & Phys Sci	1-9 Credits
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## GPHY - Geoscience: Geography

GPHY 121 Human Geography. Term Typically Offered: Fall, Spring Analyzes the interrelationships between man and his environment, including such topics as race, origin and dispersal of technology, livelihood patterns and settlement. Lecture Hours 3 Department: NAS/PS/SOCL	3 Credits
GPHY 262 Spatial Sciences Tech and Appl. Term Typically Offered: Fall, Spring Introduces students to the sciences and technologies used to investigate spatial questions. Particular attention is given to physical processes such as energy transfer and the transportation of materials. Though the primary focus is on physical processes, examples may also be drawn from a variety of other fields, such as biogeography, cultural geography, criminology, marketing, epidemiology and political concerns. Lecture Hours 3 Department: NAS/PS/SOCL	3 Credits
GPHY 263 Spatial Sciences & Tech Lab. Term Typically Offered: Fall, Spring Introduces students to applied problems involving the sciences and technologies used to study spatial problems, especially ones involving physical processes. Other exercises may include problems from areas such as biogeography, cultural geography, criminology, marketing, epidemiology, and political concerns. Lecture Hours 1 Department: NAS/PS/SOCL	1 Credit
GPHY 282 Mapping Techniques. Term Typically Offered: Fall Introduces map interpretation, computer cartography, spatial data and Geographic Information Systems. Lecture Hours 3 Department: NAS/PS/SOCL	3 Credits
GPHY 291 Special Topics. Department: NAS/PS/SOCL	1-12 Credits
GPHY 294 Seminar/Workshop. Lecture Hours .5-6 Department: NAS/PS/SOCL	0.5-6 Credits
GPHY 380 Principles of GIS. Term Typically Offered: Spring Prerequisite(s): GPHY 282. Introduces GIS, spatial analysis, map production, and spatial data handling. Lecture Hours 3 Department: NAS/PS/SOCL	3 Credits
GPHY 484 Applied GIS/Spatial Analysis. Term Typically Offered: Spring Prerequisite(s): GPHY 380. Applies GIS to a project-based curriculum where students propose, research, and develop a course-long project of their choosing. Students gain experience in spatial data handling, database theory and application, sensor networks, and real-time data analysis. Lecture Hours 3 Department: NAS/PS/SOCL	3 Credits



<p>GPHY 485 Internet GIS. <span style="float: right;">3 Credits</span>            Term Typically Offered: Spring            Prerequisite(s): GPHY 380.            Introduces students to web-based GIS including web design, programming using ArcGIS for Server, open-source web-server applications, online charting and graphing, real-time data processing, and spatial analysis. Web-based mapping experience gained through this class can be applied to geography, environmental science, business, medicine, and history.            Lecture Hours 3            Department: NAS/PS/SOCL</p>	<p>GPHY 487 Remote Sensing/Raster GIS. <span style="float: right;">3 Credits</span>            Term Typically Offered: Fall            Prerequisite(s): GPHY 282.            Introduces students to remote sensing and photogrammetry using aerial and satellite imagery. Students gain experience with the classification of imagery, object detection and extraction, spectral analyses of plants, and 2D/3D data collection and processing. Remote sensing is used in environmental analyses to detect and monitor fire hazards, pollution, climate change, and agriculture.            Lecture Hours 3            Department: NAS/PS/SOCL</p>	<p>GPHY 490 UG Research. <span style="float: right;">1-6 Credits</span>            Lecture Hours 1-6            Department: NAS/PS/SOCL</p>	<p>GPHY 491 Special Topics. <span style="float: right;">1-12 Credits</span>            Lecture Hours 1-12            Department: NAS/PS/SOCL</p>	<p>GPHY 492 Independent Study. <span style="float: right;">1-6 Credits</span>            Prerequisite(s): Consent of instructor and department chairperson.            Provides advanced students an opportunity to explore material not covered in regular geography courses. A contract describing the study must be completed at the time of enrollment.            Department: NAS/PS/SOCL</p>	<p>GPHY 494 Seminar/Workshop. <span style="float: right;">1-3 Credits</span>            Department: NAS/PS/SOCL</p>	<p>GPHY 498 Cooperative Educ/Internship. <span style="float: right;">1-9 Credits</span>            Department: NAS/PS/SOCL</p>	<p>GRMN 201 Intermediate German I. <span style="float: right;">3 Credits</span>            Term Typically Offered: Fall, Spring            Prerequisite(s): GRMN 102 or consent of instructor.            A sequence course; a student must pass GERM 201 before enrolling in GERM 202. Provides a systematic review and expanded study of German grammar and increased development of oral, reading and writing skills.            Lecture Hours 3            Department: Modern Languages</p>	<p>GRMN 202 Intermediate German II. <span style="float: right;">3 Credits</span>            Term Typically Offered: Fall, Spring            Prerequisite(s): GRMN 102 or consent of instructor.            A sequence course; a student must pass GERM 201 before enrolling in GERM 202. Provides a systematic review and expanded study of German grammar and increased development of oral, reading and writing skills.            Lecture Hours 3            Department: Modern Languages</p>	<p>GRMN 292 Independent Study. <span style="float: right;">1-6 Credits</span>            Department: Modern Languages</p>	<p>GRMN 293 Study Abroad. <span style="float: right;">1-15 Credits</span>            Department: Modern Languages</p>	<p>GRMN 492 Independent Study. <span style="float: right;">1-5 Credits</span>            Prerequisite(s): consent of instructor and chairperson of department.            Offers an opportunity for students of outstanding ability to explore material not covered by regular courses in Languages.            Department: Modern Languages</p>	<p>GRMN 493 Study Abroad. <span style="float: right;">1-15 Credits</span>            Department: Modern Languages</p>	<p>GRMN 494 Seminar/Workshop. <span style="float: right;">1-3 Credits</span>            Department: Modern Languages</p>	<p>GRMN 498 Internship/Cooperative Educ. <span style="float: right;">1-8 Credits</span>            Prerequisite(s): Completion of 60 credit hours or upper division standing in German, 3.0 overall GPA, consent of instructor.            Provides an opportunity for students to acquire field experience and material not covered by regular classes in German.            Department: Modern Languages</p>	<p>GRMN 499 Senior Thesis/Capstone. <span style="float: right;">1 Credit</span>            Prerequisite(s): Senior standing in German or consent of instructor.            Major research paper to be defended in German.            Department: Modern Languages</p>
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## GRMN - Languages: German

<p>GRMN 101 Elementary German I. <span style="float: right;">4 Credits</span>            Term Typically Offered: Fall, Spring            A sequence course; student must pass GRMN 101 before enrolling in GRMN 102. Introduces modern German. Presents the vocabulary and grammar necessary for simple spoken and written German.            Lecture Hours 4            Department: Modern Languages</p>	<p>GRMN 102 Elementary German II. <span style="float: right;">4 Credits</span>            Term Typically Offered: Fall, Spring            A sequence course; student must pass GRMN 101 before enrolling in GRMN 102. Introduces modern German. Presents the vocabulary and grammar necessary for simple spoken and written German.            Lecture Hours 4            Department: Modern Languages</p>
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## HADM - Health Administration

<p>HADM 294 Seminar/Workshop. <span style="float: right;">1-3 Credits</span>            Department: Health Care Services</p>	<p>HADM 305 Survey of US Healthcare System. <span style="float: right;">3 Credits</span>            Term Typically Offered: Fall, Spring            Provides a comprehensive overview of the U.S. healthcare system, including history, organization, reimbursement, health professions, community health and disease, system reform, current issues, and healthcare systems in other countries compared with the U.S. Offered ONLY Online.            Lecture Hours 3            Department: Health Care Services</p>
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<p>HADM 307 Health Informatics. 3 Credits            Term Typically Offered: Spring            Prerequisite(s): HADM 305 or consent of instructor.            Explores the resources, devices, and methods required to optimize the acquisition, storage, retrieval, and use of health information to strengthen the organization's operational performance and market position. The course will explore how information technology can be used to restructure work processes and systems, as well as facilitate change within the healthcare organization. Offered ONLY Online.            Lecture Hours 3            Department: Health Care Services</p>	<p>HADM 409 Aging America &amp; Long-Term Care. 3 Credits            Term Typically Offered: Fall            Prerequisite(s): HADM 305 or consent of instructor.            Explores changes in life expectancy, health status, the pace of growth of the over 65 year old population in America, and the overall graying of America, in order to gain a comprehensive understanding of how long-term care systems and policies can be managed to meet these new "aging" needs.            Lecture Hours 3            Department: Health Care Services</p>
<p>HADM 310 Healthcare Economics. 3 Credits            Term Typically Offered: Spring            Prerequisite(s): HADM 305 and ECNS 201, or consent of instructor.            Examines the health care industry from an economic perspective. To better understand the factors and influences on the decision-making process within the health care industry. To apply economic concepts to the unique characteristics of the health care industry in business and consumer decision making.            Lecture Hours 3            Department: Health Care Services</p>	<p>HADM 422 Operations, Outcomes &amp; Quality. 3 Credits            Term Typically Offered: Fall            Prerequisite(s): HADM 305, STAT 216, and upper division standing or consent of instructor.            Provides an overview of concepts and techniques for designing, planning, and improving the quality of health operations, including operations analysis, coordinating and planning health operations, and quality improvement methods to improve work processes. Offered ONLY Online.            Lecture Hours 3            Department: Health Care Services</p>
<p>HADM 325 Princ of Mrkting for Hlth Orgs. 3 Credits            Term Typically Offered: Fall            Prerequisite(s): HADM 305.            Introduces theories, ethics, and strategies specifically for the health industry including hospitals, clinics, pharmacies, insurance, and medical devices and products. The course incorporates experiential learning affecting marketing decisions and provides analytic and control techniques for effective product/service planning, promotion, pricing, and physical distribution. Offered ONLY Online.            Lecture Hours 3            Department: Health Care Services</p>	<p>HADM 425 Fin Mgmt &amp; Budgeting in Hlthcr. 3 Credits            Term Typically Offered: Spring            Prerequisite(s): HADM 305, BFIN 322, and upper division standing or consent of instructor.            Creates an understanding of the use of financial management concepts and techniques in health management decision-making. Offered ONLY Online.            Lecture Hours 3            Department: Health Care Services</p>
<p>HADM 335 Health Law and Ethics. 3 Credits            Term Typically Offered: Fall            Prerequisite(s): HADM 305.            Provides students with information regarding the central legal issues in U.S. healthcare delivery and how these relate to the operational practices of healthcare administrators including labor relations, malpractice, patient rights, information management and confidentiality of patient records, patient safety, contracts, legal reporting requirements, and risk management practices. The course will also allow students an opportunity to understand the key components of legal issues relevant to medical and business ethics and the link between the law and health policy development. Offered ONLY Online.            Lecture Hours 3            Department: Health Care Services</p>	<p>HADM 440 Mgmt Epidemiology &amp; Pub Hlth. 3 Credits            Term Typically Offered: Fall            Prerequisite(s): HADM 305, STAT 216, and upper division standing or consent of instructor.            Provides a systematic approach to the evidence-based practice of epidemiological preventive care to promote population health. Students will learn about the traditional epidemiologic model of disease as well as various conceptual models and frameworks that are used to expand the traditional model to include community-based networks, health care systems, and collaborative partnerships. The application of these models to health services management represents the evolution of epidemiology for use in health services management. Offered ONLY Online.            Lecture Hours 3            Department: Health Care Services</p>
<p>HADM 365 Managing Cont of LongTerm Care. 3 Credits            Term Typically Offered: Spring            Prerequisite(s): HADM 305.            3cr. Provides students with a basic overview of the management of long-term care organizations and services including emerging, new models of care with an emphasis on the changing long-term care environment. Offered ONLY Online.            Lecture Hours 3            Department: Health Care Services</p>	<p>HADM 445 Managing Hlthcare Orgnztns. 3 Credits            Term Typically Offered: Spring            Prerequisite(s): HADM 305, BMGT 335, and upper division standing or consent of instructor.            Examines the daily operations of health care organizations. The course addresses management, staff support, and the implementation of business strategies. The course focuses on the effective management of health care professionals and identifies unique human resource elements in health care organizations. The course will provide students with strategies for becoming effective leaders in health care.            Offered ONLY Online.            Lecture Hours 3            Department: Health Care Services</p>
<p>HADM 405 Evidence in Research &amp; Eval. 3 Credits            Term Typically Offered: Spring            Prerequisite(s): HADM 305, STAT 216, and upper division standing or consent of instructor.            3cr. Provides an overview of evaluation research methods in health organizations, including a conceptual framework for organizational evaluation, basic evaluation research methods, and use of evidence to assess and improve health organization performance. Offered ONLY Online.            Lecture Hours 3            Department: Health Care Services</p>	<p>HADM 450 Health Policy &amp; Politics. 3 Credits            Term Typically Offered: Fall            Prerequisite(s): HADM 305 or consent of instructor.            Provides students with an overview of the political context of healthcare organization and delivery. Specific attention will focus on health care regulations, payment sources, and policy formulation and implementation.            Lecture Hours 3            Department: Health Care Services</p>

<p>HADM 462 Supervision in Healthcare. 3 Credits            Term Typically Offered: Summer            Prerequisite(s): HADM 305 and BMGT 335 or consent of instructor.            Provides an integrated overview of management and organization principles and practices for supervisors. Introduces students to a general management framework and fundamental tools from management and organization science that supervisors use to meet strategic and technical organization goals. Course topics focus on the supervisor's job, managing individuals and groups in organizations, managing operations, and managing the environment. Offered ONLY Online.            Lecture Hours 3            Department: Health Care Services</p>	<p>HADM 492 Independent Study. 1-6 Credits            Prerequisite(s): Consent of instructor.            Provides students an opportunity to intensively investigate topics in Health Administration.            Department: Health Care Services</p>	<p>HADM 494 Seminar/Workshop. 1-3 Credits            Term Typically Offered: Spring            Prerequisite(s): Consent of instructor.            Provides students an opportunity to intensively investigate topics in Health Administration.            Department: Health Care Services</p>	<p>HADM 498 Internship/Cooperative Educ. 1-3 Credits            Term Typically Offered: Fall, Spring, Summer            Prerequisite(s): HADM 305, HADM 307, HADM 335, HADM 425, HADM 445, and consent of instructor, and students must pass a background check.            Repeatable once. Provides an opportunity for students to integrate the skills and knowledge acquired in previous coursework to address a problem that is important to health care delivery, management, or policy. Students design and conduct an applied research project or other project that results in a high quality, compelling report and oral presentation.            Department: Health Care Services</p>	<p>HADM 499 Capstone. 3 Credits            Term Typically Offered: Spring            Prerequisite(s): HADM 305, HADM 307, HADM 335, HADM 425, HADM 445, and consent of instructor.            3cr. Integrates didactic coursework, knowledge, and skills acquired, and the cooperative education (internship) experience to enable the student to demonstrate a broad mastery of learning throughout the curriculum. This is accomplished through an in-depth analysis of a specific problem/issue (in consultation with the cooperative education preceptor) or an in-depth audit of management practices in a specific functional area. Offered ONLY Online.            Lecture Hours 3            Department: Health Care Services</p>	<p>HEE 305 Methods of Teaching Mvmt Expl. 3 Credits            Term Typically Offered: Fall            Identifies developmentally appropriate techniques, skills, strategies, and teaching progressions for teaching fundamental elementary health enhancement activities, rhythms, dance, gymnastics, and Native American/low organized games activities.            Lecture Hours 3            Department: Health &amp; Human Performance</p>	<p>HEE 306 Methods of Cond Act. 3 Credits            Term Typically Offered: Spring            Identifies developmentally appropriate techniques, skills, strategies, and teaching progressions for teaching fitness, wellness activities, and basic strength and conditioning fundamentals.            Lecture Hours 3            Department: Health &amp; Human Performance</p>	<p>HEE 308 Methods of Phys Ed K-12. 3 Credits            Term Typically Offered: Fall            Prerequisite(s): Admission to Educator Preparation Program.            Provides the Health and Human Performance teacher education major or minor with opportunities to investigate appropriate strategies for teaching Health Enhancement in the K-12 school. The student will gain experience writing developmentally and culturally appropriate lesson plans for teaching the following activities: fundamental movements including locomotor, non-locomotor, and manipulative skills; body management skills; rhythmic skills and gymnastics; game skills, relays, and personal challenges; and sport-specific skills. In addition, students will gain experience planning for physical fitness and wellness activities. Legal considerations associated activities with activity-based education will also be discussed. Students will briefly discuss evaluation, classroom management and discipline, and rainy day activities in and out of the gym setting. The integration of physical activities with health education and other disciplines is also discussed.            Lecture Hours 3            Department: Health &amp; Human Performance</p>	<p>HEE 309 Health Enhancement Strat K-8. 3 Credits            Term Typically Offered: Fall, Spring            Prerequisite(s): Admission to Educator Preparation Program.            Covers methods of health enhancement education for the elementary education major and minor K-8. Students write lesson plans, participate in teaching activities, and evaluate the activities. Methods discussed are applied to the following health content areas: mental and emotional health, family living, growth and development, nutrition, personal health, substance use and abuse, communicable and chronic diseases, injury prevention and safety including pedestrian and bicycle safety, and consumer and environmental community health. Additionally, methods of teaching basic movement education, such as dance and rhythmic movement, physical fitness, gymnastics and related skills, and cooperative games are presented.            Lecture Hours 3            Department: Health &amp; Human Performance</p>	<p>HEE 310 Methods of Adapted Hlth Enhncm. 2 Credits            Term Typically Offered: Spring            Prerequisite(s): consent of instructor.            Focuses on understanding and developing the skills needed to appropriately adapt health and physical education for students who cannot participate safely or successfully in health and physical education classes without modifications. Since students receiving adapted physical education may receive instruction in a variety of settings (i.e. educational environments), adapted physical education practices vary widely and this course surveys the range of modifications that are needed to provide appropriate participation for all students. Hands-on activities are an essential component of the course and participation is expected of all students.            Lecture Hours 2            Department: Health &amp; Human Performance</p>
<h2 style="text-align: left;">HEE - Health Enhancement</h2>									
<p>HEE 303 Methods Lifetime Fit Act. 3 Credits            Term Typically Offered: Spring            Identifies developmentally appropriate techniques, skills, strategies, and progressions for teaching competitive and lifelong leisure team and individual activities.            Lecture Hours 3            Department: Health &amp; Human Performance</p>									

HEE 340 Methods of Health Education. 3 Credits  
Term Typically Offered: Spring

Develops the ability of students to plan and implement health instruction programs in school, workplace, and community settings. Students will explore the "WHAT," "WHEN," "WHERE," and "HOW" of health education. The course will focus on: Planning for health instruction (curriculum and content), Writing effective behavioral objectives, Learner-centered instructional strategies, Teaching sensitive health-related content, The relationship of instructional strategies to behavioral outcomes, and Evaluating student learning. Students will also investigate cultural and global perspectives as well as the integration of health issues with other academic disciplines.

Lecture Hours 3

Department: Health & Human Performance

HEE 410 Org and Admin in Sport Fitness. 3 Credits  
Term Typically Offered: Spring

Examines important principles related to planning, organizing, leading, and administering health enhancement programs.

Lecture Hours 3

Department: Health & Human Performance

## HIT - Health Information Technology

HIT 101 Intro Health Care Informatics. 3 Credits  
Term Typically Offered: Fall, Spring

Introduces how multidisciplinary fields use health information technology. This course provides an overview of the subject including history, basic knowledge of health care technology, and information and tools as applied in support of health care delivery. Students will gain an introduction to the complexities of health care and how information technology fits within the U.S. health care system.

Lecture Hours 3

Department: Computer Technologies - COT

HIT 265 Elec Health Rec in Med Practic. 3 Credits  
Term Typically Offered: Spring

Prerequisite(s): CAPP 120, AHMS 220.

Introduces concepts of use and maintenance of Electronic Health Record (EHR) systems. Includes skill development for navigation, implementation, and how to achieve a paperless office environment. Explores issues around privacy, security, government regulations, and ethical/legal aspects involved with medical records in a health information technology environment.

Lecture Hours 3

Department: Computer Technologies - COT

## HONR - Honors

HONR 111 Perspectives and Understanding. 3 Credits

Explores classic and contemporary works of literature, art, and philosophy with an emphasis on cultural and historical contexts in order to develop critical and multidisciplinary analytical skills. This course will serve as an introduction to Honors and will be required for University Honors students.

Lecture Hours 3

Department: Interdisciplinary Studies

HONR 194 Seminar. 1-3 Credits  
Lecture Hours 1-3

Department: Interdisciplinary Studies

HONR 205 Honors Inquiry and Research. 3 Credits  
Term Typically Offered: Spring

3cr. Introduces students to quantitative and/or qualitative methods for conducting meaningful inquiry and research. Students will gain an overview of research intent and design, methodology and technique, format and presentation, and data management and analysis informed by commonly used methods or qualitative approaches. The course focuses on taking an exploratory approach to gathering data on the elements of a core research interest of the instructor.

Lecture Hours 3

Department: Interdisciplinary Studies

HONR 292 Independent Study. 1-3 Credits

Prerequisite(s): Consent of Director or Associate Director of Honors Program.

Provides an opportunity to receive credit for individualized or special experimental learning opportunities and to count up to 3 credits towards the University Honors Program's 21-credit requirement for Honors Scholar designation.

Lecture Hours 1-3

Department: Interdisciplinary Studies

HONR 294 Seminar/Workshop. 1-3 Credits

Prerequisite(s): Consent of instructor or the University Honors Program.

(once per semester) Provides an opportunity to investigate and explore, at a lower-division level, basic themes and concepts—especially in a multidisciplinary manner—in the humanities, natural sciences, and/or social sciences.

Lecture Hours 1-3

Department: Interdisciplinary Studies

HONR 298 Internship/Cooperative Educ. 1-9 Credits

Prerequisite(s): Approval of Honors Director and instructor.

Provides an opportunity for students to engage in field experience not offered in other courses. Contains a research component to be developed in conjunction with supervising faculty member.

Lecture Hours 1-9

Department: Interdisciplinary Studies

HONR 311 Adv Perspectives and Understanding. 3 Credits

Term Typically Offered: Fall, Spring

Explores classic and contemporary works of literature, art, and philosophy with an emphasis on cultural and historical contexts in order to develop critical and multidisciplinary analytical skills. Course assignments link these skills to students' major, program, or professional goals. Recommended for junior and senior students.

Lecture Hours 3

Department: Interdisciplinary Studies

HONR 492 Independent Study. 1-3 Credits

Prerequisite(s): Consent of Director or Associate Director of Honors Program.

Provides an opportunity to receive credit for individualized or special experimental learning opportunities (including a senior thesis) at an upper-division level and to count up to 3 credits towards the University Honors Program's 21-credit requirement for Honors Scholar designation.

Lecture Hours 1-3

Department: Interdisciplinary Studies

HONR 494 Honors Seminar/Workshop. 3 Credits

Prerequisite(s): Consent of instructor or the University Honors Program.

(once per semester) Provides an opportunity to investigate and explore, at an upper-division level, basic themes and concepts—especially in a multidisciplinary manner—in the humanities, natural sciences, and/or social sciences.

Lecture Hours 3

Department: Interdisciplinary Studies

HONR 498 Internship/Cooperative Educ. 1-9 Credits  
 Prerequisite(s): Approval of Honors Director and instructor.  
 Provides an opportunity for students to engage in field experience not offered in other courses. Contains a research component to be developed in conjunction with supervising faculty member. Publication strongly encouraged.  
 Lecture Hours 1-9  
 Department: Interdisciplinary Studies

HONR 499 Honors Capstone. 3 Credits  
 Term Typically Offered: Spring  
 Investigates a current problem in Billings or in a Billings organization. Develops research, problem-solving, and teamwork skills by having students serve as an interdisciplinary team. The course culminates in a public presentation of the students' work to a group of stakeholders.  
 Lecture Hours 3  
 Department: Interdisciplinary Studies

## HS - Human Services

HS 201 Survey of Human Services. 3 Credits  
 Presents an orientation to the general field of Human Services as a helping profession, academic discipline, and public social service. Includes fundamental information regarding the historical and contemporary development of the field.  
 Lecture Hours 3  
 Department: Rehab & Human Services

HS 292 Independent Study. 1-3 Credits  
 Provides an experience for students of superior academic standing to explore material not covered by regular college courses.  
 Lecture Hours 1-3  
 Department: Rehab & Human Services

HS 298 Internship/Cooperative Educ. 1-3 Credits  
 Prerequisite(s): Permission of Instructor.  
 Provides university credit for a freshman level field experience in the area of Human Services supervised by faculty. Learning agreement must be completed prior to registration.  
 Department: Rehab & Human Services

HS 335 Introduction to Counseling. 3 Credits  
 Prerequisite(s): HS 201 or concurrent enrollment in HS 201.  
 Designed to provide an overview of counseling theories and the fundamental skills of counseling.  
 Lecture Hours 3  
 Department: Rehab & Human Services

HS 345 Legal, Ethical, Prof Iss in HS. 3 Credits  
 Prerequisite(s): HS 201 or REHA 201.  
 Presents a review of the current and historical legal decisions which effect client rights and service provisions. Legal and ethical issues of due process and appropriate treatment in the least restrictive settings, the right to treatment and other significant legal ramifications relative to client advocacy and professional responsibility are discussed. Students are exposed to various professional standards in Human Services. Similarly, legal and professional issues such as confidentiality and privileged communication are discussed.  
 Lecture Hours 3  
 Department: Rehab & Human Services

HS 385 Behavioral Pharmacology & HS. 3 Credits  
 Prerequisite(s): HS 201 or concurrent enrollment in HS 201.  
 Provides an introduction to the conceptual issues and methods of behavioral analysis of drug action and effect upon personality and behavior. Examines issues of psychopharmacology and the diagnostic, behavioral and social rationale for the application of chemical therapy. Examines the complexity of drug analysis, and explains the multifaceted analytical procedure that has been developed in response to the prescription of behavior changing medicine.  
 Lecture Hours 3  
 Department: Rehab & Human Services

HS 394 Professional Seminar I in HS. 1 Credit  
 Prerequisite(s): HS 201, SOCI 101, and PSYX 100.  
 Corequisite(s): HS 395.  
 Provides an academic and supportive environment to freshman and sophomore students to discuss and share their field experiences and intensively investigate topics pertinent to the field of human services and an agency setting.  
 Lecture Hours 1  
 Department: Rehab & Human Services

HS 395 Suprv Field Experience I HS. 3 Credits  
 Prerequisite(s): HS 201, SOCI 101, and PSYX 100.  
 Corequisite(s): HS 394.  
 Provides students an initial supervised agency field experience in the human services designed to facilitate the information necessary to explore and formulate individual interests, abilities and educational goals relative to the field and practice of human services.  
 Lecture Hours 3  
 Department: Rehab & Human Services

HS 481 Abuse, Neglect in Family. 3 Credits  
 Prerequisite(s): HS 335, or consent of instructor.  
 Explores the various theories of family dysfunction and relative social problems surrounding marital and family disruption. Discusses the various types of family abuse and neglect and the impact on child development and psychological status on family members. Effects of dysfunctional communication and its etiology are discussed. Community reaction and support systems are presented in the context of human services practice and delivery systems.  
 Lecture Hours 3  
 Department: Rehab & Human Services

HS 483 Intro to Addiction Counseling. 3 Credits  
 An introduction to addiction that presents various perspectives of causation relative to abusive and harmful use of drugs and alcohol, including eating disorders and other forms of behavioral and social addictions such as gambling and excessive-compulsive sexual problems. Provides a basic knowledge of ASAM and DSM IV placement criteria and treatment planning and documentation. Students will participate in a field experience at an AA group meeting or another similar support group.  
 Lecture Hours 3  
 Department: Rehab & Human Services

HS 492 Independent Study. 1-3 Credits  
 Provides an experience for students of superior academic standing to explore material not covered by regular college courses.  
 Lecture Hours 1-3  
 Department: Rehab & Human Services

HS 494 Seminar/Workshop. 1-3 Credits  
 Provides an opportunity for experimental study in an area of human services.  
 Lecture Hours 1-3  
 Department: Rehab & Human Services

HS 494A Professional Seminar II in HS. 1 Credit

Prerequisite(s): Admission to the Human Services Program, HS 395, HS 394, and HS 335.

Corequisite(s): HS 495A. Provides students who are currently enrolled in HS 495A, Supervised Field Experience I in the Human Services, with a forum for discussing their internship experiences in a supportive, confidential, and academic setting. Another important purpose of the Pro-seminar is to facilitate the active integration of a theoretical knowledge base to practical field experiences and applications. Students engage in the HS 495A /494A and 495B/494B sequence consecutively during their senior year after completion of a significant portion of academic coursework in the Human Services discipline.

Lecture Hours 1

Department: Rehab & Human Services

HS 494B Professional Seminar III in HS. 1 Credit

Prerequisite(s): Admission to the Human Services Program, HS 395, HS 394, HS 335, and HS 495A/494A. Corequisite

Another important purpose of the Pro-seminar is to facilitate the active integration of a theoretical knowledge base to practical field experiences and applications. Students engage in the HS 495A /494A and 495B/494B sequence consecutively during their senior year after completion of a significant portion of academic coursework in the Human Service discipline.

Lecture Hours 1

Department: Rehab & Human Services

HS 495A Suprv Field Experience II HS. 3 Credits

Prerequisite(s): Admission to the Human Services Program, HS 395, HS 394, and HS 335.

Corequisite(s): HS 494A. Provides students with progressive learning situations in which they have the opportunity to assume responsibility for productive tasks in a practical setting in a Human services agency or organization in which they are placed.

A series of opportunities to integrate theory, methodology and practice are available. Each section constitutes a separate internship, providing a block learning experience.

Lecture Hours 3

Department: Rehab & Human Services

HS 495B Suprv Field Experience III HS. 3 Credits

Corequisite(s): HS 494B. Provides students with progressive learning situations in which they have the opportunity to assume responsibility for productive tasks in a practical setting in a human services agency or organization in which they are placed. Perquisite: Admission to the Human Services Program, HS 395, HS 394, HS 335, and HS 495A/494A. A series of opportunities to integrate theory, methodology, and practice are available. Each section constitutes a separate internship, providing a block learning experience.

Lecture Hours 3

Department: Rehab & Human Services

HS 498 Internship/Cooperative Educ. 1-5 Credits

Prerequisite(s): Permission of Instructor.

Provides university credit for a junior or senior level field experience in the area of Human Services supervised by faculty. Learning agreement must be completed prior to registration.

Department: Rehab & Human Services

## HSTA - History: American

HSTA 101 American History I. 3 Credits

Term Typically Offered: Fall, Spring

Surveys American history from the establishment of the colonies to the end of the Reconstruction period after the Civil War. Includes such topics as the English political and cultural heritage, independence, creation of the Constitution, early national period, increasing democracy, economic problems, manifest destiny, slavery, sectionalism, disunion, war, and reunion.

Lecture Hours 3

Department: History

HSTA 102 American History II. 3 Credits

Term Typically Offered: Fall, Spring

Surveys the political, economic, and social development of the U.S. since Reconstruction. Deals with industrialization and the agrarian reaction, Progressive Era, U.S. reaction to World War I, 1920s, Depression and New Deal, background to involvement in World War II, Cold War leadership (inc. Korea and Vietnam), and domestic changes since WWII.

Lecture Hours 3

Department: History

HSTA 200 Historian as Detective. 3 Credits

Examines the basic research methods of History. Includes basic research writing and information gathering skills appropriate to History. Students will be instructed in the use of the Turabian/Chicago Manual of Style system of documentation. The course also prepares students to delve more deeply into the discipline of History, by equipping them with the tools they need to succeed in more advanced study through upper division courses in the History program.

Lecture Hours 3

Department: History

HSTA 298 Internship/Cooperative Educ. 1-9 Credits

Provides university credit for a sophomore work experience in the area of History supervised by faculty. Learning agreement must be completed prior to registration (restricted).

Department: History

HSTA 309 The Atlantic World 1492-1763. 3 Credits

Explores the nature of the encounters between people and cultures from the Americas, Europe, and Africa from Columbus to the end of the French and Indian War. Emphasis will be on how global trade patterns and technological developments gave rise to different kinds of relationships; the formation of new economic, demographic, political, and cultural configurations; and how the identities of people fundamentally changed during the time period, particularly in a colonial context. The class will study the Atlantic world's various geographic segments (i.e. Europe, Africa, North America, Latin America) in a comparative and/or integrated way.

Lecture Hours 3

Department: History

HSTA 313 Am Col & Rev History to 1789. 3 Credits

Recommended background: HSTA 101. (every third semester) Examines the origins and evolution of colonial America, the development of a distinct American identity, the birth of the United States, the struggle for independence from Great Britain, and the problems and challenges of a new nation.

Lecture Hours 3

Department: History

HSTA 315 Early Am Republic, 1787-1848. 3 Credits

(every third semester) Examines the early Constitutional era, the political, social, and diplomatic issues of Jeffersonian and Jacksonian America, the emergence of the two party political system, the evolution of social reform movements, and the growing complexities of territorial conquest and expansion.

Lecture Hours 3

Department: History



- HSTA 316 American Civil War Era. 3 Credits  
(every third semester) Considers the social, political, and economic background of events culminating in the sectional and constitutional crises of the 1850s, the American Civil War of the 1860s, and the subsequent reconstruction of the United States in the 1870s.  
Lecture Hours 3  
Department: History
- HSTA 320 Birth of Modern US. 3 Credits  
(every third semester) Covers the period 1877-1929 with special emphasis on those events which were crucial to America's emergence as a great power. Particular attention will be given to the rise of industrialism and the city, the decline of American agriculture, the rise of the United States' worldwide empire, the Progressive Era, United States involvement in the First World War, and the 1920's.  
Lecture Hours 3  
Department: History
- HSTA 321 America in Crisis. 3 Credits  
(every third semester) Covers the period 1929-1960 in an effort to focus on America's response to world turmoil characteristic of that era. The Depression of the 1930's, the Second World War, the beginning of the Cold War, and increasing economic disparity represent the principle upheavals in which the United States found itself involved.  
Lecture Hours 3  
Department: History
- HSTA 325 US Since 1960. 3 Credits  
(every third semester) Considers the problems of the United States since the beginning of the Kennedy administration including such topics as the Cold War, Vietnam, domestic politics, the radical left and the radical right, and the end of the Cold War. The social, cultural, and economic problems created by such forces in American life as Far- and Middle Eastern affairs, presidential politics, and the global electronic economy will be examined in detail.  
Lecture Hours 3  
Department: History
- HSTA 408 Gender in America. 3 Credits  
Term Typically Offered: Spring  
Explores the history of women in American history from colonial times through the present day. The main focus will be on understanding of gender as a historically specific social construct and how ideas regarding gender related to broader themes in the political, social, and cultural history of the United States.  
Lecture Hours 3  
Department: History
- HSTA 428 Hist Arch in the Americas. 3 Credits  
Term Typically Offered: Spring (even years)  
Explores how archaeological research contributes to the understanding of American history. The class examines the development of historical cultures and sub-cultures in the New World from 1500 to the recent past. Focus will be on the importance of material culture; the intimate relationship between archaeology and primary documents; and a review of current models, theories, and paradigms used in archaeological interpretation. A secondary focus will be the use of technology in the process of archaeological analysis.  
Lecture Hours 3  
Department: History
- HSTA 460 Montana and the West. 3 Credits  
(F, some Su) Traces the political, social, economic, and cultural development of Montana from pre-contact period through the present. Special emphasis on Montanan's changing historical relationship with natural environment, the contest of cultures, and twentieth century issues. Course includes occasional field trips to historic sites.  
Lecture Hours 3  
Department: History
- HSTA 470 American Environmental History. 3 Credits  
(every third semester/summer) Focuses on human interaction with and within the variety of North American environments. Compares Native American, European, and American philosophies and mythologies surrounding nature. Special emphasis on technology and nature, the American West, and the historical roots of recent ecological movements and controversies in Montana, the region, and the nation.  
Lecture Hours 3  
Department: History
- HSTA 492 Independent Study. 1-5 Credits  
Prerequisite(s): Consent of instructor and chairperson of the department.  
Provides outstanding students an individual opportunity to explore material not covered by regular History courses. The student's proposal for independent study must be approved before registering and the student's GPA in previous History courses must be at least 3.00.  
Department: History
- HSTA 494 Seminar/Workshop. 1-8 Credits  
Prerequisite(s): Consent of instructor.  
Provides an opportunity for experimental study in an area of History.  
Department: History
- HSTA 498 Internship/Cooperative Educ. 1-9 Credits  
Prerequisite(s): Consent of instructor.  
Provides university credit for a work experience in the area of History supervised by faculty. Learning agreement must be completed prior to registration (restricted).  
Department: History
- HSTA 499 Senior Capstone. 3 Credits  
Term Typically Offered: Fall, Spring  
Analyzes how historians ask methodological and interpretive questions and how they answer those questioned intellectually and technically. Aids the student in developing an understanding of the historical profession and the tasks of the historian through research and writing exercises, the investigation and evaluation of primary and secondary materials, and study of various methodologies employed by historians.  
Department: History
- ## HSTR - History: World
- HSTR 159 World History to 1500 CE. 3 Credits  
Term Typically Offered: Fall, Spring, Summer  
3cr. Examines the development of world civilizations from origins through 1500 CE. Particular attention is paid to the social, economic, political, religious, and cultural issues which shape the world today.  
Department: History
- HSTR 160 Modern World History. 3 Credits  
Term Typically Offered: Fall, Spring, Summer  
3cr. Examines the development of world civilizations from 1500 CE to the present. Particular attention is paid to the social, economic, political, religious, and cultural issues which shape the world today.  
Department: History
- HSTR 298 Internship/Cooperative Educ. 1-9 Credits  
Provides university credit for a sophomore work experience in the area of History supervised by faculty. Learning agreement must be completed prior to registration (restricted).  
Department: History
- HSTR 302 Ancient Greece. 3 Credits  
Term Typically Offered: Fall (odd years)  
Examines the civilization of Ancient Greece from the Minoan Crete period (c. 2600-1400 B.C.) to the fall of the Corinth in 146 B.C. with emphasis on the contributions of politics, art, literature, and philosophy to the western tradition.  
Lecture Hours 3  
Department: History



<p>HSTR 304 Ancient Rome. 3 Credits            Term Typically Offered: Spring (even years)            Covers the history of ancient Rome from its earliest point through the years of the Republic and Empire.            Lecture Hours 3            Department: History</p>	<p>HSTR 332 Pre-Columbian &amp; Col Lat Am. 3 Credits            Term Typically Offered: Fall (odd years)            Covers the history of Latin America before the arrival of the Europeans, conquest and colonialism, paying particular attention to the interchange between native and European cultures, the place of the Church in the colonial period, and pre-independence political and economic development.            Lecture Hours 3            Department: History</p>
<p>HSTR 305 Middle Ages. 3 Credits            Term Typically Offered: Fall (even years)            Considers the collapse of ancient civilization and the emergence of a new distinctive European civilization in the millennium between 300 and 1300 A.D. Emphasis is placed on the decline and fall of Rome; the integration of Greco-Roman, Christian, and German elements in a new culture; and the creation of European political, economic, social, and intellectual institutions.            Lecture Hours 3            Department: History</p>	<p>HSTR 336 Modern Latin America. 3 Credits            Term Typically Offered: Spring (even years)            Deals with selective topics such as the independence movement, the social/cultural/political/economic development of Latin American countries, with special emphasis on U.S.-Latin American relations in the nineteenth and twentieth centuries.            Lecture Hours 3            Department: History</p>
<p>HSTR 317 Renaissance &amp; Reformation. 3 Credits            Term Typically Offered: Spring (odd years)            Explores the events and ideas from the waning of the Middle Ages through conclusion of the Thirty Years War. Examines the impact of the Hundred Years War, the bubonic plague, the roots of the modern nation state, civic and northern humanism as well as the social, political, cultural, and religious issues from the beginning of Luther's protest to the end of the religious wars in Europe.            Lecture Hours 3            Department: History</p>	<p>HSTR 417 Early Mod Sci: Scientific Revl. 3 Credits            (Sp every 2 years) Examines the growth of "science" at the cusp of "modernity" and the role of social, political, religious, and commercial developments that both hindered and made possible such landmark theories as heliocentrism, elliptical paths of the planets, the circulation of the blood, and gravity. This course highlights interdisciplinary pursuits, as students of history, philosophy, biology, chemistry, physics, etc. all bring unique disciplinary knowledge to a subject that exists beyond those boundaries.            Lecture Hours 3            Department: History</p>
<p>HSTR 318 Enlight &amp; Revol, 1648-1815. 3 Credits            Term Typically Offered: Fall (odd years)            Explores social, political, cultural, and intellectual issues in Europe from the end of the religious wars to Napoleon's downfall. Central themes are the nature of baroque culture and its use by absolute monarchies in continental Europe and the character of the Enlightenment and its role as a precursor to the French Revolution. The French Revolution and the rule of Napoleon will be examined in detail. Moreover, this course examines many diverse aspects of seventeenth- and eighteenth-century European history.            Lecture Hours 3            Department: History</p>	<p>HSTR 420 Ancient &amp; Medieval Archaeology. 3 Credits            Term Typically Offered: Spring (odd years)            Examines the material culture (i.e. art, architecture, and artifacts) of ancient and medieval worlds from the dawn of civilization through the sixteenth century CE. The course explores the following: an introduction to archaeology as a tool for understanding the past, dating systems, archaeological methods, the material culture of the ancient and medieval worlds, the formation and perpetuation of the western traditions in art and architecture, urban planning and construction techniques, architectural orders, artistic styles, and the process of archaeological reconstruction.            Lecture Hours 3            Department: History</p>
<p>HSTR 322 19th Century Europe. 3 Credits            Term Typically Offered: Fall (odd years)            Explores social, political, cultural, and intellectual developments from Napoleon's downfall to the end of the Great War. Central themes are the phenomenon of the industrial revolution and the frustration and fulfillment of modern nationalistic and liberal agendas in Europe, all culminating in World War I. Moreover, this course examines many diverse aspects of the history of the "long nineteenth century."            Lecture Hours 3            Department: History</p>	<p>HSTR 440 Topics in Asian History. 3 Credits            Examines special topics in Asian history.            Lecture Hours 3            Department: History</p>
<p>HSTR 324 20th Century Europe. 3 Credits            Term Typically Offered: Spring (odd years)            Explores social, political, cultural, and intellectual developments since World War I. Central themes are the Great Depression and the rise of totalitarian regimes in Europe, World War II, the postwar recovery of Europe, the Cold War, and European unification. Moreover, this course examines many diverse aspects of the history of the "short twentieth century."            Lecture Hours 3            Department: History</p>	<p>HSTR 447 Modern Asia. 3 Credits            Explores the development of modern Asia. Topics, which will vary by semester, include Japan, Korea, and China. Students will study these states from their early foundations to their emergence as modern states. Special emphasis is placed on cultural development, particularly religion, literature, and music. The course focuses on turning points in a given country's (or region's) history as well as various issues related to identity, social life, and government. This course shall be repeatable for up to 6 credits with instructor approval.            Lecture Hours 3            Department: History</p>

HSTR 450 Women in Euro Hist Since 1700. Term Typically Offered: Spring Explores the relationship between women and politics, society, economics, the family, and culture in Europe from 1700 to the present. Emphasizes diverse experiences of women across Europe, their relationship to the state and society and gendered assumptions related to femininity and its relationship to other categories of difference. Particular attention is paid to women and the Enlightenment, French Revolution, the development of the Nation State, WWI, WWII, the Holocaust, the Cold War, and the Student and Women's Movements. Lecture Hours 3 Department: History	3 Credits	HSTR 494 Seminar/Workshop. Prerequisite(s): Consent of instructor. Provides an opportunity for experimental study in an area of History. Department: History	1-8 Credits
HSTR 462 Holocaust in Nazi Occupied Eur. Term Typically Offered: Spring (odd years) Examines the Holocaust in Nazi occupied Europe from 1933 to 1945. Covers the origins, causes, motivations, and effects of the discrimination, internment, and genocidal actions of the Nazi regime. The Holocaust is put into its larger historical perspective prior to and after the actual event. Lecture Hours 3 Department: History	3 Credits	HSTR 498 Internship/Cooperative Educ. Prerequisite(s): Consent of instructor. Provides university credit for a work experience in the area of History supervised by faculty. Learning agreement must be completed prior to registration (restricted). Department: History	1-9 Credits
HSTR 466 Islamic Civilization. Develops the social, political, cultural, and economic history of the Middle East from the rise of Muhammed and the Caliphate to the Umayyad and Abbasid Empires and the establishment of the Ottoman Empire. Emphasizes Islamic religious thought and philosophy and the flowering of Medieval Islam. Lecture Hours 3 Department: History	3 Credits	HSTR 499 Senior Thesis/Capstone. Term Typically Offered: Fall, Spring Analyzes how historians ask methodological and interpretive questions and how they answer those questioned intellectually and technically. Aids the student in developing an understanding of the historical profession and the tasks of the historian through research and writing exercises, the investigation and evaluation of primary and secondary materials, and study of various methodologies employed by historians. Department: History	3 Credits
<h2>HTH - Health</h2>			
HSTR 473 Gndr, War & Film: Eur 1648-1945. Focuses on gender, culture, and social change related to warfare and the memory of war in film, beginning with the religious wars through the upheavals of the French Revolution and Napoleonic Wars to the First and Second World Wars. . Lecture Hours 3 Department: History	3 Credits	HTH 110 Personal Health and Wellness. Term Typically Offered: Fall, Spring Corequisite(s): Any 100- or 200-level ACT or REC course. 3cr. Covers the six dimensions of wellness (emotional, occupational, physical, social, intellectual, and spiritual). Particular focus on physical health, mental wellbeing, and the mind-body connection. Content areas to include: self-care, mindfulness, mental and emotional health, sleep, nutrition, physical fitness, communicable and non-communicable diseases, substance abuse/misuse, suicide awareness and prevention, and stress management. Lecture Hours 3 Department: Health & Human Performance	3 Credits
HSTR 487 Monsters in Modern Euro Hist. Term Typically Offered: Fall Introduces students to come of the major themes and developments related to the historical construction and significance of monsters in European history from the sixteenth century to the present. The main focus will be on understanding the specific nature of a particular monster, the historical context in which it was created and its relation to larger social, political, and cultural questions. Lecture Hours 3 Department: History	3 Credits	HTH 201 Health Issues for Educators. Provides students, including pre-service educators, with a foundation in the applied science of health and wellness. Establishes the basis for understanding and facilitating individual, group, and community health and wellness. Addresses health and wellness across the age span including the role of teachers in the comprehensive school health program and citizens in community health and wellness activities. Lecture Hours 3 Department: Health & Human Performance	3 Credits
HSTR 491 Special Topics. Explores the political, social, cultural, and intellectual history of a particular European country or region in the modern era. The course focuses on turning points in a given country's (or region's) history as well as various issues related to identity, social life, and government. The course seeks to provide a specialized knowledge of an individual European country's (or region's) history in more depth than the general European survey. Topics under this title may include France since 1789, Germany since 1517, England since 1688, or Eastern Europe since 1918. This course shall be repeatable for up to 6 credits with instructor approval. Department: History	3 Credits	HTH 270 Global Health Issues. Term Typically Offered: Fall Explores the relationships between human behavior, economics, history, culture, politics, policy formation, and the environment, while investigating the impact of these elements on the quality of health within our global community. Class sessions will focus on the interdisciplinary nature of health issues that impact on daily human existence. The objective of seminar based class meetings will be to study these issues, contrasting their origins, manifestations, and possible resolutions in developed and less developed nations. Lecture Hours 3 Department: Health & Human Performance	3 Credits
HSTR 492 Independent Study. Prerequisite(s): Consent of instructor and chairperson of the department. Provides outstanding students an individual opportunity to explore material not covered by regular History courses. The student's proposal for independent study must be approved before registering and the student's GPA in previous History courses must be at least 3.00. Department: History	1-5 Credits	HTH 391 Special Topics. Term Typically Offered: Fall, Spring An investigation of issues facing the health educator in today's schools. Special focus will be given to the topics of nutrition education, physical fitness, and human sexuality. Students will develop lesson plans in these topical areas as they pertain to either elementary or secondary education levels. Lecture Hours 3 Department: Health & Human Performance	3 Credits

HTH 411 Alcohol, Tobacco, Drug Prevent. 3 Credits

Term Typically Offered: Fall, Spring, Summer

Provides information about: alcohol, tobacco, and other drugs; the potential for abuse and addiction; and factors associated with use. The primary focus is on the preventive aspects of drug abuse across the lifespan, and it centers on the approaches that are most effective. (Meets State Teacher Licensure requirement for a Drug and Alcohol Abuse Class).

Lecture Hours 3

Department: Health & Human Performance

HTH 412 Drugs and Alcohol. 1 Credit

Provides information about problems related to contemporary drug use, misuse, and abuse. Due to the potential negative effects of alcohol, tobacco, and the broad category of "other drugs," drug prevention at the school and community level is critical for addressing problems that arise from ATOD use. The primary focus on this course is identifying which drugs are most commonly used and abused, particularly among youth and teens, and recommend effective drug prevention strategies.

Lecture Hours 1

Department: Health & Human Performance

HTH 425 Health and Sexuality. 3 Credits

Explores contemporary issues in human sexuality and the preparation of professionals who conduct sexuality education with diverse populations in a variety of settings. The course examines current knowledge of and attitudes toward human sexual behavior with emphasis on topics such as healthy sexuality throughout the lifecycle, sexual anatomy and physiology, gender roles, body image, interpersonal relationships, sexual orientations, birth control, sexual response, sexual dysfunction, sexual abuse, sexually transmitted infections, abortion, and pregnancy.

Lecture Hours 3

Department: Health & Human Performance

HTH 435 Hlth & Wlnss Acrss the Lfspn. 3 Credits

Term Typically Offered: Fall (odd years)

Addresses the rapidly increasing need for specialized knowledge of health promotion for an aging society (in 2020, 20% of the US population will be 65 or older). Introduces the epidemiology of aging and age-related disorders, including overviews of the public health impact of an aging society and the demographics and biology of aging. Covers the strategies for prevention of age-related disorders and options to improve the quality of life through health enhancement.

Lecture Hours 3

Department: Health & Human Performance

## HVC - Heating, Ventilating, Air Conditioning, and Refrigeration

HVC 110 Introduction to HVAC. 3 Credits

Exposes students to theories and concepts of the HVAC industry. Topics covered will include principles of thermodynamics, the study and nature of air, and an introduction to heating and cooling loads.

Lecture Hours 3

Department: Engineering & Industrial - COT

HVC 255 Advanced Controls. 3 Credits

Introduces students to commercial control systems such as digital direct, programmable logic, and pneumatic controls. Students will install, diagnose, and repair all types of pneumatic systems using test equipment, diagrams, and computer simulators.

Lecture Hours 3

Department: Engineering & Industrial - COT

HVC 294 Seminar/Workshop. 1-5 Credits

Department: Engineering & Industrial - COT

HVC 298 Internship/Cooperative Educ. 1-9 Credits

Department: Engineering & Industrial - COT

HVC 299 Capstone. 1 Credit

Lecture Hours 1

Department: Engineering & Industrial - COT

## ITS - Information Technology Systems

ITS 161 MS Windows 7 Configuration. 3 Credits

Lecture Hours 3

Department: Computer Technologies - COT

ITS 162 Wndws Srvr 08 Actv Drctry Cnfg. 3 Credits

Lecture Hours 3

Department: Computer Technologies - COT

ITS 166 Configuring MS Windows 10. 3 Credits

Term Typically Offered: Fall

Prerequisite(s): CAPP 120.

Provides students with the knowledge and skills required to set up and administer a computer running Microsoft Windows 10 operating system as a single workstation and a member of a domain. The course provides the skills required to perform basic installation, configuration tasks, and day-to-day administration tasks in a Windows-based network. The course also teaches students how to troubleshoot basic installation, configuration, and administration problems.

Lecture Hours 2, Lab Hours 2

Department: Computer Technologies - COT

ITS 212 Network Operating Sys-Server A. 3 Credits

Term Typically Offered: Fall

Prerequisite(s): ITS 166.

(2 lec/2lab/wk.) Provides students with the knowledge and skills required to set up and administer a computer running Microsoft Server 2016 operating system in a single domain environment. The course provides the skills required to perform basic installation, configuration tasks, and day-to-day administration tasks in a Microsoft-based network. The course also teaches students how to troubleshoot basic installation, configuration, and administration problems. The course content applies to the Windows 2016 Server network operating system and the Windows client operating system.

Lecture Hours 2, Lab Hours 2

Department: Computer Technologies - COT

ITS 217 Network OS - Server Admin/Apps. 3 Credits

Term Typically Offered: Fall

Prerequisite(s): ITS 161 & ITS 162.

Provides students with the knowledge and skills to configure and troubleshoot a Windows Server 2008 network infrastructure. Students will learn to implement and configure secure network access and implement fault tolerant storage technologies. Students will gain an understanding of the networking technologies most commonly used with Windows Server 2008 and IP-enabled networks. Students will also learn how to secure servers and maintain update compliance.

Lecture Hours 3

Department: Computer Technologies - COT

<p>ITS 224 Introduction to Linux. <span style="float: right;">3 Credits</span>            Term Typically Offered: Fall, Spring            Provides students with the knowledge and skills required to set up and administer a computer running a Linux operating system. The course provides the skills required to perform basic installation, configuration tasks, and day-to-day administration tasks in a Linux network. The course also teaches students how to troubleshoot basic installation problems and perform system maintenance.            Lecture Hours 3            Department: Computer Technologies - COT</p>	<p>ITS 274 Adv Hrdwr/Sftwr Trbl &amp; Spprt. <span style="float: right;">3 Credits</span>            Term Typically Offered: Spring            Prerequisite(s): ITS 162 &amp; ITS 280.            Studies advanced software applications in order to solve in-depth business cases. Provides students with the skills necessary to troubleshoot computers, networks, and peripheral devices. Students complete software and hardware installation projects to increase competency and hands-on skills and then learn how to troubleshoot common problems associated with each stage of the project.            Lecture Hours 3            Department: Computer Technologies - COT</p>
<p>ITS 226 Advanced Linux. <span style="float: right;">3 Credits</span>            Term Typically Offered: Fall            Prerequisite(s): ITS 224.            3cr. Provide students with a working knowledge of Linux networking and security. Students will be exposed to file sharing technologies such as the Network File System (NFS), samba, and the File Transfer Protocol (FTP). Network security includes concepts such as firewalls, encryption, and network intrusion detection. In order to reinforce the material, the course provides a range of laboratory and hands-on assignments that puts the student in the role of a problem solver, requiring the student to apply concepts presented into situations that might occur in a real-life work environment.            Lecture Hours 3            Department: Computer Technologies - COT</p>	<p>ITS 280 Computer Repair &amp; Maintenance. <span style="float: right;">3 Credits</span>            Prerequisite(s): CAPP 120 or Instructor Approval.            Provides students with the skills necessary to install and troubleshoot hardware devices. Topics include system setup, RAM, hard and floppy drives, data buses, power supplies, IO cards, and diagnostic tools.            Lecture Hours 3            Department: Computer Technologies - COT</p>
<p>ITS 245 Computer Forensics. <span style="float: right;">3 Credits</span>            Term Typically Offered: Spring            3cr. Explore computer forensics using the skills and knowledge acquired to perform computer forensics. Apply that knowledge to computers and mobile forensic concepts in forensic investigations procedures.            Lecture Hours 3            Department: Computer Technologies - COT</p>	<p>ITS 283 Health Information Networking. <span style="float: right;">3 Credits</span>            Term Typically Offered: Spring            Prerequisite(s): CAPP 120, NTS 104, and NTS 105.            Equips students with the knowledge and skills that can be applied toward entry-level specialist careers in healthcare networking. Health Information Networking is a blended curriculum with both online and classroom learning. Health Information Networking aims to develop an in-depth understanding of principles and practicalities needed for information technology professionals wishing to specialize in healthcare network implementations.            Lecture Hours 2, Lab Hours 2            Department: Computer Technologies - COT</p>
<p>ITS 246 Cybersecurity Operations. <span style="float: right;">3 Credits</span>            Term Typically Offered: Fall            Prerequisite(s): CAPP 120 or ITS 166 or ITS 224.            Introduces the core security concepts and skills needed to monitor, detect, analyze, and respond to cybercrime, cyberespionage, insider threats, advanced persistent threats, regulatory requirements, and other cybersecurity issues facing organizations. It emphasizes the practical application of the skills needed to maintain and ensure security operational readiness of secure networked systems.            Lecture Hours 2, Lab Hours 2            Department: Computer Technologies - COT</p>	<p>ITS 284 Network Storage. <span style="float: right;">3 Credits</span>            Term Typically Offered: Spring            Prerequisite(s): ITS 217 or consent of instructor.            Provides students with the knowledge and skills required to set up and administer digital information in traditional media, network media storage devices, and virtual media storage devices.            Lecture Hours 3            Department: Computer Technologies - COT</p>
<p>ITS 256 CCNA Security. <span style="float: right;">3 Credits</span>            Term Typically Offered: Fall            Prerequisite(s): NTS 105.            Provides students with the technical knowledge required of foundation-level security practitioners. Provides a foundation level of skill and knowledge in general security concepts, communication security, infrastructure security, basics of cryptography, and operational/organizational security.            Lecture Hours 3            Department: Computer Technologies - COT</p>	<p>ITS 289 Professional Certification. <span style="float: right;">1 Credit</span>            Term Typically Offered: Spring            Prerequisite(s): NTS 205.            Pass/No Pass            Prepares students to successfully pass the Cisco CCNA exam by reviewing current exam requirements and topics and building students' self-confidence as they prepare for the exam.            Lecture Hours 1            Department: Computer Technologies - COT</p>
<p>ITS 257 Intro to Comp Virtualization. <span style="float: right;">3 Credits</span>            Term Typically Offered: Spring            Prerequisite(s): ITS 212, ITS 224.            Introduces operating system virtualization and shared storage. Emphasis is placed on virtualization terminology, virtual machine storage, virtual networking, and access control. Students will install, configure, and troubleshoot a computing environment that includes virtualization software from multiple software vendors. Upon completion, students should be able to perform tasks related to installation, configuration, and management of virtual machines. Students should explain the role of shared storage in OS virtualization.            Lecture Hours 3            Department: Computer Technologies - COT</p>	<p>ITS 291 Special Topics. <span style="float: right;">1-4 Credits</span>            Lecture Hours 1-4            Department: Computer Technologies - COT</p> <p>ITS 292 Independent Study. <span style="float: right;">1-6 Credits</span>            Department: Computer Technologies - COT</p> <p>ITS 294 Seminar/Workshop. <span style="float: right;">0.5-5 Credits</span>            Prerequisite(s): CAPP 120.            Investigates intensively topics pertaining to an area of data processing.            Department: Computer Technologies - COT</p> <p>ITS 298 Cooperative Educ/Internship. <span style="float: right;">1-9 Credits</span>            Department: Computer Technologies - COT</p>

ITS 299 Capstone. 3 Credits  
 Prerequisite(s): All 100-level courses in the program or consent of instructor.  
 Strives to grant students real-world experience by requiring that they create a fully functioning network that meets specified criteria. This course will cover most every aspect of networking from requirements gathering to design to actual application and testing of the network.  
 Lecture Hours 1, Lab Hours 4  
 Department: Computer Technologies - COT

## JRNL - Journalism

JRNL 270 Reporting the News. 3 Credits  
 Term Typically Offered: Fall, Spring  
 Introduces students to fundamentals of newsgathering in print and broadcast journalism. The course covers basic skills necessary for newsgathering such as reporting techniques, story composition, and interviewing methods.  
 Lecture Hours 3  
 Department: Communication

JRNL 492 Independent Study. 1-6 Credits  
 Prerequisite(s): consent of instructor and chairperson of department.  
 V1-6cr. (1-6 other/wk) Provides an opportunity for students of outstanding ability to explore material not covered by regular Journalism courses.  
 Department: Communication

## KIN - Kinesiology

KIN 105 Fnd of Exercise Science. 3 Credits  
 Term Typically Offered: Fall, Spring, Summer  
 Corequisite(s): KIN 106.  
 Extends and applies understanding to the use of life science in promoting healthy lifestyles to students' lives. The exercise sciences of physiology, kinesiology, biomechanics, and motor learning are integrated through didactic and laboratory instruction that focuses students on the fundamental importance of exercise science in healthy living.  
 Lecture Hours 3  
 Department: Health & Human Performance

KIN 106 Fndtns of Exercise Science Lab. 1 Credit  
 Corequisite(s): KIN 105.  
 Provides laboratory experiences in exercise science to complement student learning in the classroom. By its nature, exercise science involves lab activities dependent upon physical activity.  
 Lab Hours 1  
 Department: Health & Human Performance

KIN 205 Foundations in HHP. 3 Credits  
 Term Typically Offered: Fall  
 Introduces fundamentals of scientific basics in human movement. Included areas of study are basic human bone and muscle anatomy, principles of biomechanical movement, and basic principles of exercise physiology. The relationship between Health/Physical Education and Education is introduced as well as historical background facts, discipline interrelationships, career opportunities, elementary principles of fitness and nutrition, and professional challenges.  
 Lecture Hours 3  
 Department: Health & Human Performance

KIN 210 Pncpls Strength Conditioning. 3 Credits  
 Term Typically Offered: Spring  
 Prerequisite(s): KIN 105 and KIN 106.  
 Provides the foundation of resistance exercise and conditioning. Students will gain an understanding of the scientific basis of resistance exercise; will examine various methods of strength and conditioning techniques; and will design and apply programming to improve strength, fitness, and sports performance.  
 Lecture Hours 3  
 Department: Health & Human Performance

KIN 294 Seminar/Workshop. 1-6 Credits  
 Department: Health & Human Performance

KIN 320 Exercise Physiology. 3 Credits  
 Term Typically Offered: Fall, Spring  
 Prerequisite(s): KIN 105.  
 Corequisite(s): KIN 321.  
 Provides the physiological fundamentals needed to understand skilled movement. The course focuses on the responses of the human body during exercise with emphasis on professional interventions in various education, health promotion, and human performance settings. Various body systems (i.e., cardiovascular, respiratory, metabolic, musculo-skeletal, endocrine) are studied to understand the adaptations associated with physical fitness, sport, and healthy lifestyle activities.  
 Lecture Hours 3  
 Department: Health & Human Performance

KIN 321 Exercise Physiology Lab. 1 Credit  
 Term Typically Offered: Fall, Spring  
 Corequisite(s): KIN 320.  
 (1.5 lab/wk) Complements topics presented in exercise physiology lecture. Labs involve physical activity, investigation, and application of clinical assessment skills. Research teams investigate, collect, and analyze data, and present results in oral and written formats.  
 Lab Hours 1  
 Department: Health & Human Performance

KIN 322 Kinesiology. 3 Credits  
 Term Typically Offered: Fall  
 Prerequisite(s): KIN 105 and KIN 106.  
 Corequisite(s): KIN 323.  
 Provides an in-depth exploration into musculoskeletal anatomy and functional movement patterns as they apply to human performance.  
 Lecture Hours 3  
 Department: Health & Human Performance

KIN 323 Anatomical Kinesiology Lab. 1 Credit  
 Term Typically Offered: Fall  
 Prerequisite(s): KIN 105 and KIN 106.  
 Corequisite(s): KIN 322.  
 Examines the anatomical structures and mechanical aspects of human motion. Laboratory exercises concentrate on the role of muscle and joint action during basic movements and the adaptations that can result from pathologic conditions. Students will be required to apply their knowledge of anatomy towards understanding individual joint function as well as the integrated function of several joints during complex activities such as normal human locomotion.  
 Lab Hours 1  
 Department: Health & Human Performance



<p>KIN 325 Biomechanics. <span style="float: right;">3 Credits</span>            Term Typically Offered: Spring            Prerequisite(s): KIN 105, KIN 106, KIN 322, KIN 323.            Corequisite(s): KIN 328.            Emphasizes the effects of structure, motion, and forces, and their effects on and within the human body using both qualitative and quantitative analyses. Additional emphasis will be placed on the development of critical thinking skills associated with biomechanics-related research and interpretation.            Lecture Hours 3            Department: Health &amp; Human Performance</p>	<p>KIN 415 Adv Exercise Test &amp; Prescrip. <span style="float: right;">3 Credits</span>            Term Typically Offered: Fall, Spring            Prerequisite: KIN 320. Explores basic techniques in the assessment of physical fitness, prescription of exercise for healthy and unhealthy adults, and promotion of physical activity within communities.            Lecture Hours 3            Department: Health &amp; Human Performance</p>
<p>KIN 327 Kinesiology &amp; Biomechanics. <span style="float: right;">3 Credits</span>            Term Typically Offered: Fall, Spring            Prerequisite(s): KIN 105.            Corequisite(s): KIN 328.            Examines the anatomy and mechanics of human motion with the goal of improving efficiency in sport, dance, and exercise.            Lecture Hours 3            Department: Health &amp; Human Performance</p>	<p>KIN 462 Evidence Based Assessment. <span style="float: right;">3 Credits</span>            Term Typically Offered: Fall, Spring            Provides the foundation for evidence-based practice in exercise science by establishing scientific evidence as the basis for clinical decision making. Clinical practices are questioned and evaluated for alignment with evidence-based decision making. Commonly accepted hierarchies of evidence are used to evaluate the level of scientific support for both assessment and treatment techniques used in exercise science. Objective outcome measures that determine level of success in individual client scenarios in a wide array of exercise applications are used to provide evidence of intervention effects.            Lecture Hours 3            Department: Health &amp; Human Performance</p>
<p>KIN 328 Biomechanics Lab. <span style="float: right;">1 Credit</span>            Term Typically Offered: Fall, Spring            Prerequisite(s): KIN 105, KIN 106, KIN 322, KIN 323.            Corequisite(s): KIN 325.            Examines the mechanical aspects of human motion. Laboratory exercises focus on the effects of structure, motion, and force related to exercise, sport, and physical activity.            Lab Hours 1            Department: Health &amp; Human Performance</p>	<p><b>LANG - Languages</b></p> <p>LANG 101 Elem Foreign Lang I. <span style="float: right;">4 Credits</span>            Term Typically Offered: Fall, Spring            The courses provide credit for students who wish to satisfy one year of the foreign language requirement in a language other than French, German or Spanish.            Lecture Hours 4            Department: Modern Languages</p>
<p>KIN 330 Motor Learning and Control. <span style="float: right;">3 Credits</span>            Term Typically Offered: Fall, Spring            Prerequisite(s): KIN 105.            Corequisite(s): KIN 331.            Focuses on the basic principles of motor control and learning, examining the mechanisms by which the nervous system plans, initiates, and executes movements (both involuntary and voluntary) as well as accomplished sensory-motor integration and the means for maximizing the learning and performance of movement skills including how to design practice conditions and how to optimize arousal, attention, motivation, feedback, and transfer so to optimize skilled motor performance.            Lecture Hours 3            Department: Health &amp; Human Performance</p>	<p>LANG 102 Elem Foreign Lang II. <span style="float: right;">4 Credits</span>            Term Typically Offered: Fall, Spring            The courses provide credit for students who wish to satisfy one year of the foreign language requirement in a language other than French, German or Spanish.            Lecture Hours 4            Department: Modern Languages</p>
<p>KIN 331 Motor Learning and Control Lab. <span style="float: right;">1 Credit</span>            Term Typically Offered: Fall, Spring            Corequisite(s): KIN 330.            Includes laboratory exercises in motor control fundamentals of nervous system functions, sensory-motor integration, and methods for maximizing the learning and performance of movement skills.            Lab Hours 1            Department: Health &amp; Human Performance</p>	<p>LANG 201 Intern Foreign Lang I. <span style="float: right;">3 Credits</span>            The courses provide credit for students who wish to satisfy a second year of the foreign language requirement in a language other than French, German or Spanish.            Lecture Hours 3            Department: Modern Languages</p>
<p>KIN 364 Rsrch Meths in Hlth Hmn Prfrm. <span style="float: right;">3 Credits</span>            Term Typically Offered: Fall, Spring            Prerequisite(s): KIN 105, KIN 106, STAT 216, or consent of instructor.            Provides students with experience and knowledge which will allow them to critically analyze and evaluate completed research in health and human performance. Examines methods of assessment, prescription, and evaluation in health and human performance activities.            Lecture Hours 3            Department: Health &amp; Human Performance</p>	<p>LANG 202 Intern Foreign Lang II. <span style="float: right;">3 Credits</span>            The courses provide credit for students who wish to satisfy a second year of the foreign language requirement in a language other than French, German or Spanish.            Lecture Hours 3            Department: Modern Languages</p> <p>LANG 292 Independent Study. <span style="float: right;">1-3 Credits</span>            V1-3cr. (1-3 other/wk) Provides an opportunity for students to explore material not covered by regular college courses.            Department: Modern Languages</p> <p>LANG 294 Seminar/Workshop. <span style="float: right;">1-3 Credits</span>            V1-3cr. Provides freshmen and sophomores an opportunity to investigate intensively topics pertinent to the field of Languages and Literatures.            Department: Modern Languages</p>



LANG 295 Study Abroad.	3 Credits	LANG 499 Intrnltnl Studies Capstone.	1 Credit
Prerequisite(s): Successful completion of LANG 102 or FRCH 102 or GERM 102 or SPNS 102 with a grade of "C" or better, or consent of department chair.		Prerequisite(s): Completion of all other courses in International Studies Minor.	
Provides students with faculty-led, "real life" opportunities to practice second language skills within an authentic cultural and linguistic framework. Combines on-site university classroom activities, native-guided excursions, and residence with a native family to assure maximum immersion in the target language and culture. Students are responsible for air travel, housing, on-site tuition, and entrance fees associated with the course.		Demonstrates the student's synthesis of knowledge through the creation and implementation of a project which focuses on international studies and which will be disseminated to the larger campus, and the writing of a reflective paper.	
Lecture Hours 3		Lecture Hours 1	
Department: Modern Languages		Department: Modern Languages	
LANG 298 Cooperative Educ/Internship.	1-9 Credits	<b>LING - Linguistics</b>	
V1-9cr. (1-9 lec/wk) Provides university credit for a sophomore work experience in the area of Language supervised by faculty. Learning agreement must be completed prior to registration (restricted).		LING 210 Intro to Lang & Linguistics.	3 Credits
Lecture Hours 1-9		Term Typically Offered: Fall, Spring	
Department: Modern Languages		Surveys introductory linguistic topics and methods of analysis as applied to the structure of English and as preparation for the scientific analysis of other language phenomena.	
LANG 490 Internship.	21 Credits	Lecture Hours 3	
Prerequisite(s): Completion of 60 credit hours or upper division standing in the Language, 3.0 overall GPA, consent of advisor and approval by the Department Chair.		Department: English & Philosophy	
Provides an opportunity for students to acquire field experience and material not covered by regular Foreign Language classes in French, German or Spanish; can only be taken on a Pass/No Pass basis.		LING 294 Seminar/Workshop.	1-3 Credits
Department: Modern Languages		Provides freshmen and sophomores an opportunity for experimental study in an area of English or the teaching of English.	
LANG 491 Independent Study.	1-12 Credits	Lecture Hours 1-3	
Prerequisite(s): consent of instructor and Foreign Languages and Literatures chairperson.		Department: English & Philosophy	
Provides an opportunity for students of superior academic standing to explore material not covered by regular college courses.		LING 301 History of the English Lang.	3 Credits
Department: Modern Languages		Term Typically Offered: Spring (odd years)	
LANG 492 Seminar.	1-8 Credits	Prerequisite(s): LING 210 or consent of instructor.	
Provides an opportunity for study in an area of Languages and Literatures.		Presents a linguistic analysis of the history of the English language, including Old English, Middle English, and Modern English dialects and recent semantic and vocabulary changes as illustrated by writings from various historical periods.	
Department: Modern Languages		Considers applications of such information in the classroom.	
LANG 493 Workshop.	1-8 Credits	Lecture Hours 3	
Provides an opportunity for experimental study in an area of Languages and Literatures.		Department: English & Philosophy	
Department: Modern Languages		LING 312 English Grammar.	3 Credits
LANG 495 Study Abroad.	1-12 Credits	Term Typically Offered: Fall	
Prerequisite(s): Successful completion of LANG 202 or FRCH 202 or GERM 202 or SPNS 202 with a grade of "C" or better or consent of department chair.		Prerequisite(s): LING 210 or consent of instructor.	
Provides students with faculty-led, "real life" opportunities to practice second language skills within an authentic cultural and linguistic framework. Combines on-site university classroom activities, native-guided excursions, and residence with a native family to assure maximum immersion in the target language and culture. Students are responsible for air travel, housing, on-site tuition, and entrance fees associated with the course.		Provides a thorough review of traditional grammatical terms and principles, as well as an overview of modern theories of syntactic analysis, including structural and transformational-generative grammars, for the prospective teacher of English. (Course must be completed prior to student teaching.)	
Department: Modern Languages		Lecture Hours 3	
LANG 498 Cooperative Educ/Internship.	1-8 Credits	Department: English & Philosophy	
V1-8cr. (1-8 other/wk) Provides university credit for a work experience in the area of Language, supervised by faculty. Learning agreement must be completed prior to registration (restricted).		LING 315 Sociolinguistics.	3 Credits
Department: Modern Languages		Term Typically Offered: Fall	
LANG 499 Intrnltnl Studies Capstone.	1 Credit	Prerequisite(s): LING 210 or consent of instructor.	
Prerequisite(s): Completion of all other courses in International Studies Minor.		Surveys a variety of topics of interest to teachers and language arts students, including language variation, conversational interaction, the relationship between language and society, and language and power.	
Demonstrates the student's synthesis of knowledge through the creation and implementation of a project which focuses on international studies and which will be disseminated to the larger campus, and the writing of a reflective paper.		Lecture Hours 3	
Lecture Hours 1		Department: English & Philosophy	
Department: Modern Languages		LING 318 Intro to Psycholinguistics.	3 Credits
		Term Typically Offered: Spring (even years)	
		Prerequisite(s): LING 210 or consent of instructor.	
		Explores the relationship between the human brain and language, including brain anatomy, first and second language acquisition, abnormal language acquisition and functions, and mental language processes.	
		Lecture Hours 3	
		Department: English & Philosophy	
		LING 398 Cooperative Educ/Internship.	1 Credit
		Lecture Hours 1	
		Department: English & Philosophy	

LING 491 Special Topics. Prerequisite(s): Upper division status or consent of instructor. R-6. Provides advanced study in selected language/linguistics topics. Course content will vary, and the course may be repeated for credit. Lecture Hours 1-3 Department: English & Philosophy	1-3 Credits	LIT 270 Film & Lit. Term Typically Offered: Spring Focuses on modern and contemporary novels, plays or short stories which have been adapted to film. Emphasizes written and visual literacy. Lecture Hours 3 Department: English & Philosophy	3 Credits
LING 492 Independent Study. Department: English & Philosophy	1-3 Credits	LIT 294 Seminar/Workshop. Provides freshmen and sophomores an opportunity for experimental study in an area of English or the teaching of English. Department: English & Philosophy	1-3 Credits
LING 494 Seminar/Workshop. Provides an opportunity for experimental study in an area of English and the teaching of English. Department: English & Philosophy	1-3 Credits	LIT 300 Literary Criticism. Term Typically Offered: Spring Prerequisite(s): LIT 201 or consent of instructor. Surveys the leading literary critics and theorists from Plato and Aristotle to the Formalists of the mid- twentieth century. Lecture Hours 3 Department: English & Philosophy	3 Credits
LING 498 Internship/Cooperative Educ. Provides university credit for a work experience in the area of English, supervised by faculty. Learning agreement must be completed prior to registration (restricted). Department: English & Philosophy	1-9 Credits	LIT 305 Lit by & About Native Amer. Prerequisite(s): consent of instructor. Includes fictional and non-fictional oral, written, and visual literature pertaining to Native Americans and created by Indians and non-Indians including traditional literature such as legends, myths, teaching stories, humor, songs, orations, dramas, captivity accounts, sign language, winter counts, and hide paintings; contemporary literature such as poetry, songs, short stories, novels, humor, newspapers, theatricals, movies, television, and picture books; and translation, interpretation, and criticism, with insight drawn from Indian cultural traditions, the humanities, and the social sciences. Lecture Hours 3 Department: English & Philosophy	3 Credits
<b>LIT - Literature</b>			
LIT 110 Intro to Literature. Term Typically Offered: Fall, Spring Presents students with the opportunity to experience and analyze short and long fiction; narrative, dramatic and lyric poetry; stage and cinematic drama, and selected audio/visual materials. Students will develop skills and attitudes enabling them to experience the written word and selected audio/visual media for insight and entertainment (Course not applicable to English major). Lecture Hours 3 Department: English & Philosophy	3 Credits	LIT 307 Latino Lit. Term Typically Offered: Spring (odd years) Introduces Latino/a literature with focus on classic and contemporary writers of Hispanic origin living and writing in the U.S. Analyzes their historical, political, cultural, and literary discourses through fictional and some non-fictional works focusing on Latino/a society as a marginalized minority. Lecture Hours 3 Department: English & Philosophy	3 Credits
LIT 201 Intro to Literary Studies. Term Typically Offered: Spring Prerequisite(s): WRIT 101. 3cr. Focuses on reading and analyzing literary works to prepare students for literary studies at the college level. This course will introduce students to literary genres, literary terms, methods of literary criticism, and research skills focused on scholarly articles. Students will write analytical essays in response to various literary works. Lecture Hours 3 Department: English & Philosophy	3 Credits	LIT 317 Transatlantic Literature I. Term Typically Offered: Fall Prerequisite(s): LIT 201 or consent of instructor. 3cr. Surveys the circulations, exchanges, and influences of literatures in the early Atlantic world, roughly 1500 to 1800, focusing primarily on British and American texts but also including African, Caribbean, South American, and/or indigenous literatures of North America. Lecture Hours 3 Department: English & Philosophy	3 Credits
LIT 213 Montana Literature. (alternating Sp) Examines literature by contemporary and historic writers who have a strong literary connection to Montana. Lecture Hours 3 Department: English & Philosophy	3 Credits	LIT 318 Transatlantic Literature II. Term Typically Offered: Spring Prerequisite(s): LIT 201 or consent of instructor. 3cr. Surveys the circulations, exchanges, and influences of literatures in the modern Atlantic world, roughly 1800 to present, focusing primarily on British and American texts but also including African, Caribbean, South American, and/or indigenous literatures of North America. Lecture Hours 3 Department: English & Philosophy	3 Credits
LIT 230 World Lit Survey. Term Typically Offered: Fall 3cr. Introduces students to works of world literature in translation and in multiple genres (e.g., poetry, prose, and drama) which provide a comparative basis for understanding different cultures. Selections and approach will vary with each offering. Lecture Hours 3 Department: English & Philosophy	3 Credits		
LIT 240 The Bible as Literature. Term Typically Offered: Spring Examines the Bible as a work of literary art. Considers such topics as literary genre, plots, character development, thematic concerns, historical and cultural contexts, and style of writings that make up the Old Testament/Hebrew Bible and the New Testament. Lecture Hours 3 Department: English & Philosophy	3 Credits		

LIT 327 Shakespeare. Term Typically Offered: Fall Prerequisite(s): LIT 201 or Consent of instructor. 3cr. Examines the major dramatic genres of Shakespeare: history/tragedy, and comedy/romance. Studies Shakespeare's biography, historical context and knowledge of psychology, ethics, and philosophy as reflected in plays. Lecture Hours 3 Department: English & Philosophy	3 Credits	LIT 491 Special Topics. Lecture Hours 1-3 Department: English & Philosophy	1-3 Credits
LIT 335 Women & Lit. Term Typically Offered: Fall (even years) Studies examples of the written, oral, and visual arts depicting women as "voices" of the periods which produced them, and examines how those voices influenced, and continue to color, women's perceptions of their roles in society. Pays special attention to the literature written by such authors as Doris Lessing, Alice Adams, Anne Sexton, Alice Munro, Megan Terry, and Alice Walker. Lecture Hours 3 Department: English & Philosophy	3 Credits	LIT 492 Independent Study. Prerequisite(s): consent of instructor and chairperson of the department. Provides outstanding students with an opportunity for individually guided research and study in English. A contract describing the study must be completed at the time of enrollment and filed in the English Department office. (Note: Not more than 6 credits of LIT 492 may be allowed toward any program in English.) Department: English & Philosophy	1-3 Credits
LIT 370 Science Fiction. Term Typically Offered: Spring (even years) Examines the major Humanistic, biological, environmental, psychosocial, and technological themes of science fiction as a significant genre of modern speculative fiction and traces the historical development of science fiction from the 19th century to the present. Lecture Hours 3 Department: English & Philosophy	3 Credits	LIT 494 Seminar/Workshop. Provides an opportunity for experimental study in an area of English and the teaching of English. Lecture Hours 1-3 Department: English & Philosophy	1-3 Credits
LIT 381 Young Adult Lit. Term Typically Offered: Fall Provides students with knowledge of books written specifically for young adults and with a background in the various kinds of material available for both in-class and out-of-class reading experiences for preteens and teenagers. Issues involved in assigning and recommending reading materials for Middle School, Junior and Senior High School students are covered, including units on censorship and methods of promoting books through classroom activities. Lecture Hours 3 Department: English & Philosophy	3 Credits	LIT 498 Internship/Cooperative Educ. Provides university credit for a work experience in the area of English, supervised by faculty. Learning agreement must be completed prior to registration (restricted). Department: English & Philosophy	1-9 Credits
LIT 398 Cooperative Educ/Internship. Lecture Hours 1 Department: English & Philosophy	1 Credit		
LIT 432 Major Writers. Provides advanced study of the work of a selected author or authors. Lecture Hours 3 Department: English & Philosophy	3 Credits		
LIT 437 Studies in Genres. Term Typically Offered: Spring Provides intensive study of a single genre—such as the epic, the novel, drama, or poetry—or the idea of "genre" itself. Selection and approach will vary with each offering. Lecture Hours 3 Department: English & Philosophy	3 Credits		
LIT 463 Studies in Contemporary Lit. Prerequisite(s): upper division status or consent of instructor. R-6. Provides advanced study of major developments, genres, or themes in American, British, and/or Western- European fiction, poetry, and drama (and film where relevant) since 1965. Appropriate connections among national literatures will be explored. Course content will vary, and the course may be repeated for credit. Lecture Hours 1-3 Department: English & Philosophy	1-3 Credits		

## LSCI - Library Science

LSCI 125 Research in the Info Age. Introduces students to how information is organized and demonstrates how to find, evaluate, and use books, articles, web pages, and other materials in both electronic and print forms. The course also covers the steps of the research process including how to think critically about information, how to use information ethically, how to navigate ongoing changes in information sources, and how to cite sources. Lecture Hours 3 Department: EDCI/EDF	3 Credits
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## M - Mathematics

M 065 Prealgebra. Covers pre-algebra concepts involving terminology, fractions, decimals, percent, ratio and proportion, measurement, geometry, and statistics. Credits do not apply toward graduation requirements nor fulfill General Education requirements. However, the credits do count towards enrollment status for financial aid. Lecture Hours 3 Department: General Education - COT	3 Credits
M 088 Mathematical Literacy. Term Typically Offered: Fall, Spring Prerequisite(s): appropriate placement score. Develops mathematical literacy through peer collaboration, problem solving, critical thinking, writing, and communicating mathematics. Students represent and solve relevant, real-world problems using various forms of numbers, equations, and graphs. Topics include proportional reasoning, algebra, introductory statistical formulas, geometry, and measurement. Lecture Hours 4 Department: General Education - COT	4 Credits
M 090 Introductory Algebra. Prerequisite(s): M 065 or equivalent. Covers basic algebra concepts including terminology, operations on rational numbers, solving and graphing linear equations and inequalities in one and two variables, determining equations of lines, and polynomial and function operations. Credits do not apply toward graduation requirements and do not fulfill General Education requirements. However, the credits do count towards enrollment status for financial aid. Lecture Hours 3 Department: General Education - COT	3 Credits

<p>M 095 Intermediate Algebra. <span style="float: right;">4 Credits</span>  Prerequisite(s): M 090 or equivalent.  Reviews basic algebra concepts including terminology, operations on rational numbers, solving and graphing linear equations and inequalities in one and two variables, determining equations of lines, and polynomial operations. Covers function operations; operations on exponential and radical expressions; factoring; solving rational, absolute value, radical, and systems of equations; and solving and graphing quadratic equations. Credits do not apply toward graduation requirements and do not fulfill General Education requirements. However, the credits do count towards enrollment status for financial aid.  Lecture Hours 4  Department: General Education - COT</p>	<p>M 098E Intro &amp; Intermediate Algebra. <span style="float: right;">1 Credit</span>  Term Typically Offered: Fall, Spring, Summer  Prerequisite(s): appropriate placement score.  Covers basic algebra concepts including terminology; operations on rational numbers; solving and graphing linear equations and inequalities in one and two variables; determining equations of lines; polynomial and function operations; operations on exponential and radical expressions; factoring; solving rational, absolute value, radical, and systems of equations; solving and graphing quadratic equations. This is a modularized course based on mastery learning in which students will earn credit for each module (A, B, C, D, E) by examination.  Lecture Hours 1  Department: General Education - COT</p>
<p>M 098A Intro &amp; Intermediate Algebra. <span style="float: right;">1 Credit</span>  Term Typically Offered: Fall, Spring, Summer  Prerequisite(s): appropriate placement score.  Covers basic algebra concepts including terminology; operations on rational numbers; solving and graphing linear equations and inequalities in one and two variables; determining equations of lines; polynomial and function operations; operations on exponential and radical expressions; factoring; solving rational, absolute value, radical, and systems of equations; solving and graphing quadratic equations. This is a modularized course based on mastery learning in which students will earn credit for each module (A, B, C, D, E) by examination.  Lecture Hours 1  Department: General Education - COT</p>	<p>M 105 Contemporary Mathematics. <span style="float: right;">3 Credits</span>  Term Typically Offered: Fall, Spring  Prerequisite(s): Appropriate placement score.  Gives students the skills required to understand and interpret quantitative information that they encounter in the news and in their studies, and make numerically based decisions in their lives. Topics include working with units and measurement, set theory, financial mathematics, and essentials of statistics.  Lecture Hours 3  Department: Math/Comp Sci/Statistics</p>
<p>M 098B Intro &amp; Intermediate Algebra. <span style="float: right;">1 Credit</span>  Term Typically Offered: Fall, Spring, Summer  Prerequisite(s): appropriate placement score.  Covers basic algebra concepts including terminology; operations on rational numbers; solving and graphing linear equations and inequalities in one and two variables; determining equations of lines; polynomial and function operations; operations on exponential and radical expressions; factoring; solving rational, absolute value, radical, and systems of equations; solving and graphing quadratic equations. This is a modularized course based on mastery learning in which students will earn credit for each module (A, B, C, D, E) by examination.  Lecture Hours 1  Department: General Education - COT</p>	<p>M 108 Business Mathematics. <span style="float: right;">3 Credits</span>  Term Typically Offered: Fall, Spring  Prerequisite(s): Passing M 065 or appropriate placement test scores.  3cr. Examines the mathematics of business ownership and exposes the mathematical needs of business decisions. Techniques include marketing, payroll, cash flow, simple and compound interest, credit, promissory notes, insurance financial statements, ratio analysis, depreciation, annuities, and inventory valuation.  Lecture Hours 3  Department: General Education - COT</p>
<p>M 098C Intro &amp; Intermediate Algebra. <span style="float: right;">1 Credit</span>  Term Typically Offered: Fall, Spring, Summer  Prerequisite(s): appropriate placement score.  Covers basic algebra concepts including terminology; operations on rational numbers; solving and graphing linear equations and inequalities in one and two variables; determining equations of lines; polynomial and function operations; operations on exponential and radical expressions; factoring; solving rational, absolute value, radical, and systems of equations; solving and graphing quadratic equations. This is a modularized course based on mastery learning in which students will earn credit for each module (A, B, C, D, E) by examination.  Lecture Hours 1  Department: General Education - COT</p>	<p>M 110 Mathematical Computing. <span style="float: right;">1 Credit</span>  Term Typically Offered: Fall, Spring  Introduces the use of computer algebra systems to solve mathematical problems.  Lecture Hours 1  Department: Math/Comp Sci/Statistics</p>
<p>M 098D Intro &amp; Intermediate Algebra. <span style="float: right;">1 Credit</span>  Term Typically Offered: Fall, Spring, Summer  Prerequisite(s): appropriate placement score.  Covers basic algebra concepts including terminology; operations on rational numbers; solving and graphing linear equations and inequalities in one and two variables; determining equations of lines; polynomial and function operations; operations on exponential and radical expressions; factoring; solving rational, absolute value, radical, and systems of equations; solving and graphing quadratic equations. This is a modularized course based on mastery learning in which students will earn credit for each module (A, B, C, D, E) by examination.  Lecture Hours 1  Department: General Education - COT</p>	<p>M 111 Technical Mathematics. <span style="float: right;">3 Credits</span>  Term Typically Offered: Fall, Spring, Summer  Prerequisite(s): M 065 or appropriate placement scores.  Applies math to problems drawn from diverse occupational fields. In addition to a review of operations on rational numbers, the topics of measurement, percent, proportion and variation, applications of algebra to the extent of solving quadratic equations, and applications of plane and solid figure geometry are developed for use in a trade or industrial setting. Course may serve as a prerequisite to M 114, but does not satisfy the prerequisite of any other math courses. Credits apply to graduation but do not fulfill General Education requirements.  Lecture Hours 3  Department: General Education - COT</p>
	<p>M 114 Extended Technical Mathematics. <span style="float: right;">3 Credits</span>  Term Typically Offered: Fall, Spring, Summer  Prerequisite(s): M 111 or appropriate placement score.  Applies math to problems drawn from diverse occupational fields. Provides college level study of measurement, algebra, geometry, and trigonometry as needed to solve mathematical applications in a trade or technical work environment.  Lecture Hours 3  Department: General Education - COT</p>

<p>M 120 Math Health Care Applications. 3 Credits            Term Typically Offered: Fall, Spring            Prerequisite(s): appropriate placement score.            Provides students with a solid mathematical foundation necessary to succeed in a health care profession. This course will review algebra, systems of measurement, medication and syringe calculations, ratio and proportions, calculations for intravenous therapy, basic statistics, ionic solutions, and pH calculations. Offered ONLY Online.            Lecture Hours 3            Department: General Education - COT</p>	<p>M 143 Finite Mathematics. 4 Credits            Term Typically Offered: Fall, Spring            Prerequisite(s): M 095 or appropriate placement score.            Studies applications of systems of linear equations to problems of optimization, elementary functions, logic, and mathematics of finance. Introduces differentiation.            Lecture Hours 4            Department: Math/Comp Sci/Statistics</p>
<p>M 121 College Algebra. 3 Credits            Term Typically Offered: Fall, Spring, Summer            Prerequisite(s): M 095 or M 098 or appropriate placement score.            Covers the concepts of functions, complex numbers, and solving basic system of equations. Investigates linear, quadratic, polynomial, exponential, and logarithmic functions.            Department: Math/Comp Sci/Statistics</p>	<p>M 161 Survey of Calculus. 3 Credits            Term Typically Offered: Fall, Summer            Prerequisite(s): M 121 or appropriate placement test score.            Covers basic calculus concepts including limits, differentiation, and integration with applications to business, science, and social science problems.            Lecture Hours 3            Department: Math/Comp Sci/Statistics</p>
<p>M 122 College Trigonometry. 3 Credits            Term Typically Offered: Fall, Spring            Prerequisite(s): M 121 or appropriate placement scores.            Covers trigonometric functions and their inverses, polar coordinates, graphing, vectors, and trigonometric identities. Includes sequences and series.            Lecture Hours 3            Department: Math/Comp Sci/Statistics</p>	<p>M 171 Calculus I. 4 Credits            Term Typically Offered: Fall, Spring            Prerequisite(s): M 122 or appropriate placement score.            Covers differentiation and presents applications to the approximation of functions, root finding, and 1-variable optimization. Introduces integration.            Lecture Hours 4            Department: Math/Comp Sci/Statistics</p>
<p>M 130 Math for Elementary Teachers I. 3 Credits            Term Typically Offered: Fall, Spring            Prerequisite(s): M 088 or appropriate placement score.            Stresses topics in counting and cardinality, operations in base ten, basic operations with fractions, rational numbers, two-dimensional geometry, and proportional reasoning. Emphasis is on problem-solving and non-algorithmic thinking within grade K-5 of the Montana Common Core State Standards for mathematics. Designed for majors in elementary education and secondary education.            Lecture Hours 3            Department: Math/Comp Sci/Statistics</p>	<p>M 172 Calculus II. 4 Credits            Term Typically Offered: Fall, Spring            Prerequisite(s): M 171.            Includes techniques and applications of integration, analytic geometry and the theory of sequences and series. This course is a continuation of M 171.            Lecture Hours 4            Department: Math/Comp Sci/Statistics</p>
<p>M 131 Math for Elementary Teacher II. 3 Credits            Term Typically Offered: Fall, Spring            Prerequisite(s): M 130 or consent of instructor.            Stresses advanced operations with fractions, ratios and proportional relationships, analytic and three-dimensional geometry, expressions and equations, and statistics and probability. Emphasis is on problem-solving and non-algorithmic thinking within grades 5-8 of the Montana Common Core State Standards for mathematics.            Lecture Hours 3            Department: Math/Comp Sci/Statistics</p>	<p>M 242 Methods of Proof. 3 Credits            Term Typically Offered: Spring            Prerequisite(s): M 171.            Covers reasoning and communication in mathematics, including logic, generalization, existence, definition, proof, and the language of mathematics. Topics include functions, relations, set theory, recursion, algebra, number theory, and other areas of mathematics.            Lecture Hours 3            Department: Math/Comp Sci/Statistics</p>
<p>M 140 College Math for Healthcare. 3 Credits            Term Typically Offered: Fall, Spring            Prerequisite(s): M 088 or appropriate placement score.            Provides students with a solid mathematical foundation necessary to succeed in a health care profession. This course will review algebra, systems of measurement, ratio and proportions, basic probability and statistics concepts, and ionic solutions and pH calculations. This course will apply mathematical reasoning and problem solving as it applies to the healthcare field and is a suitable prerequisite for STAT 216.            Lecture Hours 3            Department: General Education - COT</p>	<p>M 273 Multivariable Calculus. 4 Credits            Term Typically Offered: Fall            Prerequisite(s): M 172.            4cr. Covers vector-valued functions, functions of two and three variables, partial differentiation, as well as multiple, line, and surface integrals; includes a variety of applications.            Lecture Hours 4            Department: Math/Comp Sci/Statistics</p>
	<p>M 274 Intro Differential Equations. 4 Credits            Term Typically Offered: Spring            Prerequisite(s): M 172.            4cr. Presents methods for the solution of first and higher-order differential equations including variation of parameters, undetermined coefficients, the Laplace transform, and power series expansions. Introduces phase plane methods.            Lecture Hours 4            Department: Math/Comp Sci/Statistics</p>
	<p>M 294 Seminar/Workshop. 1-8 Credits            Provides students an opportunity to investigate intensively topics pertinent to the field of Mathematics.            Department: Math/Comp Sci/Statistics</p>



<p>M 298 Internship/Cooperative Educ. 1-9 Credits Provides university credit for a sophomore work experience in the area of Mathematics supervised by faculty. Learning agreement must be completed prior to registration (restricted). Department: Math/Comp Sci/Statistics</p>	<p>M 431 Abstract Algebra I. 3 Credits Term Typically Offered: Fall Prerequisite(s): M 242 and M 333. Covers groups, rings, fields and vector spaces. Exact topics may vary from year to year. Lecture Hours 3 Department: Math/Comp Sci/Statistics</p>
<p>M 305 Discrete Structures I. 4 Credits Term Typically Offered: Fall Prerequisite(s): M 171. 4cr. Covers logic, recursion, induction and basic data models. Surveys combinatorics and the theory of algorithms with attention to design analysis and verification techniques. Lecture Hours 4 Department: Math/Comp Sci/Statistics</p>	<p>M 471 Mathematical Analysis. 3 Credits Prerequisite(s): M 242 and M 273. Presents the basic theorems of one and multivariable analysis as a basis for higher analysis and its applications. Lecture Hours 3 Department: Math/Comp Sci/Statistics</p>
<p>M 306 Discrete Structures II. 4 Credits Term Typically Offered: Spring Prerequisite(s): M 305. Discusses algorithm design in the context of graph theory. Introduces automata and formal languages. Covers logic, computability, artificial intelligence and robotics. Department: Math/Comp Sci/Statistics</p>	<p>M 472 Intro to Complex Analysis. 3 Credits Prerequisite(s): M 273. Covers topics in multivariable calculus and/or complex variables. Lecture Hours 3 Department: Math/Comp Sci/Statistics</p>
<p>M 329 Modern Geometry. 3 Credits Term Typically Offered: Fall Prerequisite(s): M 242 or M 305 or consent of instructor. 3cr. Deals with the fundamentals of synthetic and modern geometry. Covers topics in non-Euclidean geometry as well as topics in Euclidean geometry, such as finite geometry, space geometry, constructions, and solid geometry. Lecture Hours 3 Department: Math/Comp Sci/Statistics</p>	<p>M 492 Independent Study. 1-4 Credits Prerequisite(s): consent of instructor and department chairperson. Provides outstanding students an individual opportunity to explore material not covered by regular mathematics courses. Department: Math/Comp Sci/Statistics</p>
<p>M 330 History of Mathematics. 3 Credits Term Typically Offered: Fall Emphasizes the historical development of mathematics during 5,000 years, from primitive counting through set theory. Particularly useful for those teaching mathematics. Lecture Hours 3 Department: Math/Comp Sci/Statistics</p>	<p>M 494 Seminar/Workshop. 1-4 Credits Prerequisite(s): mathematics major or minor, or consent of instructor. Investigates intensively topics pertinent to the area of Mathematics. Department: Math/Comp Sci/Statistics</p>
<p>M 333 Linear Algebra. 4 Credits Term Typically Offered: Spring Prerequisite(s): M 171. Covers linear systems and matrices, determinants, vector spaces, linear transformations, eigenvalues and eigenvectors, and orthogonality. Exact topics may vary year to year. Lecture Hours 4 Department: Math/Comp Sci/Statistics</p>	<p>M 498 Internship/Cooperative Educ. 1-9 Credits Provides university credit for a work experience in the area of Mathematics, supervised by faculty. Learning agreement must be completed prior to registration (restricted). Department: Math/Comp Sci/Statistics</p>
<p>M 371 Numerical Computing. 4 Credits Term Typically Offered: Spring Prerequisite(s): M 333. Presents floating-point arithmetic, approximate solution of equations and systems of equations, polynomial interpolation, numerical integration and differentiation, and the approximate solution of ordinary differential equations. Exact topics may vary from year to year. Lecture Hours 4 Department: Math/Comp Sci/Statistics</p>	<p>M 499 Capstone. 3 Credits Term Typically Offered: Fall Prerequisite: Senior Standing in Math. Requires students to analyze and create mathematical arguments that lead to written or oral reports. Synthesizes the ideas and techniques acquired in prior mathematics courses. Incorporates the department assessment exams. Department: Math/Comp Sci/Statistics</p>
<p>M 397 Educ Methods: Peer Tutoring. 1 Credit Prerequisite(s): mathematics major or minor and approval of the director of the Math Lab. R-3 Provides practical experience imparting basic mathematical skills to the students in the Math Lab. Department: Math/Comp Sci/Statistics</p>	<p>M 570 Independent Study. 1-3 Credits Term Typically Offered: Fall, Spring, Summer Prerequisite(s): Graduate standing and permission of instructor. Provides students an opportunity to explore material not covered by regular mathematics courses. Department: Math/Comp Sci/Statistics</p>
	<p>M 580 Special Topics. 1-4 Credits Term Typically Offered: Fall, Spring, Summer Prerequisite(s): Graduate standing and permission of instructor. Investigates intensively topics pertinent to the area of Mathematics. Lecture Hours 1-4 Department: Math/Comp Sci/Statistics</p>



## MSL - Military Science Leadership

- MSL 101 Introduction to the Army.** 3 Credits  
 Corequisite(s): MSL 106.  
 3cr. Establishes a framework for understanding officership, leadership, Army values and physical fitness, time management, communications theory and practice (written and oral), and interpersonal relationships. These initial lessons form the building blocks of progressive lessons in values, fitness, leadership, and officership. This course includes a required field training component which includes physical fitness, orienteering, and other outdoor skills. Offered Fall, Spring, and Summer sessions.  
 Lecture Hours 3  
 Department: History
- MSL 102 Intro to Tactical Leadership.** 2 Credits  
 Corequisite(s): MSG 106.  
 Establishes a foundation of basic leadership fundamentals such as: problem solving, communications, military briefings, effective writing, goal setting, techniques for improving listening and speaking skills, in addition to an introduction to counseling. Provides students with a basic understanding of situational leadership as it applies to the military and how the basic concepts and practices relate to individuals and organizations. This course includes a required field training component which includes physical fitness, orienteering, and other outdoor skills. Offered Fall, Spring, and Summer sessions.  
 Lecture Hours 2  
 Department: History
- MSL 106 Army Physical Fitness.** 1 Credit  
 Corequisite(s): All MSL courses.  
 R Develops confidence and discipline in mind and body through a regimented and challenging physical conditioning course. Designed to provide students a framework of fitness skills, planning, and testing for a lifetime of health. The course consists of three Physical Training (PT) sessions per week that include: running, swimming, upper body, core development, sports, and team building exercises. Offered Fall, Spring, and Summer sessions.  
 Lab Hours 1  
 Department: History
- MSL 201 Leadership and Ethics.** 3 Credits  
 Corequisite(s): MSL 106.  
 3cr. Develops an understanding of how to build teams, influence, communicate, a process for effective decision making, teaches creative problem solving, and the fundamentals of planning. Students identify successful leadership characteristics through observation of others and self through experiential learning exercises. This course includes a required field training component which includes physical fitness, orienteering, and other outdoor skills. Offered Fall, Spring, and Summer sessions.  
 Lecture Hours 3  
 Department: History
- MSL 202 Found of Tactical Leadership.** 3 Credits  
 Corequisite(s): MSG 106.  
 Provides an advanced look at leadership principles and the application and practice of those principles. Examines building successful teams, various methods for influencing action, effective communication, and achieving goals. Additionally, stresses the importance of timing the decision, creativity in the problem solving process, and obtaining team buy-in through immediate feedback. This course includes a required field training component which includes physical fitness, orienteering, and other outdoor skills. Offered Fall, Spring, and Summer sessions.  
 Lecture Hours 3  
 Department: History
- MSL 204 Basic Camp.** 1-6 Credits  
 Prerequisite(s): Consent of instructor.  
 Provides a forum for the development of military leadership fundamentals. Leadership Training Course (LTC) is four weeks of intense classroom and field training held in the summer at Fort Knox, Kentucky. This course is an accelerated version of the two years of leadership development training Cadets receive in the Basic Course of ROTC (freshman & sophomore years on campus). By transforming themselves through this rigorous training, students will qualify for enrollment in the Army ROTC Advanced Course on campus, provided they have two years of college remaining (undergraduate or graduate).  
 Department: History
- MSL 205 American Military History.** 3 Credits  
 Term Typically Offered: Spring  
 Presents the study of the evolution of the American Military, with concentration on the evolution of the American military within the context of national historical development, specifically with regard to industrialization, national security, and the United States' evolving international role and policies. Includes study of significant battles throughout our history of warfare, which includes a field trip to a historical battleground.  
 Lecture Hours 3  
 Department: History
- MSL 292 Independent Study.** 1-6 Credits  
 Prerequisite(s): Consent of instructor and department chairperson.  
 Provides an opportunity for freshman and sophomore students to explore material not covered by regular Military Science Student courses. Restricted to contracted Military Science students.  
 Department: History
- MSL 301 Training Mgmt & Warfighting Fn.** 3 Credits  
 Prerequisite(s): MSL 101, MSL 102, MSL 201, and MSL 202 or MSL 298.  
 Corequisite(s): MSL 106.  
 3cr. Provides for the study, evaluation, and practice of the adaptive leadership model in order to acquire the same. The Leadership Development Program (LDP) is used to develop self-awareness, behavior modification, and critical thinking. Battle drills serve to assist in preparing the student/leader for Warrior Forge. Students conduct self-assessment of leadership style, develop personal fitness regimen, and learn to plan and conduct individual/small unit tactical training while testing reasoning and problem-solving techniques. Students receive direct feedback on leadership abilities. This course includes a required field training component which includes physical fitness, orienteering, and other outdoor skills. Offered Fall semester. Restricted to contracted Military Science students.  
 Lecture Hours 3  
 Department: History
- MSL 302 Applied Team Leadership.** 3 Credits  
 Prerequisite(s): MSG 301.  
 Corequisite(s): MSG 106.  
 Provides a forum in order to execute and evaluate the leadership skills and abilities developed in practical exercises, tactical scenarios, and mentorship. Evaluates the tactical, technical, and administrative skills and duties common to all branches of the Army. Develops leadership behaviors and the ability to function effectively in small unit operations. Examines the role communications, values, and ethics play in the leadership role. Topics include: ethical decision-making, considerations of others, spirituality in the military, and case studies of effective leaders. Explores the leader's role in planning, directing, and coordinating the efforts of individuals and small groups in tactical missions. This course includes a required field training component which includes physical fitness, orienteering, and other outdoor skills. Offered Spring semester.  
 Lecture Hours 3  
 Department: History

MSL 305 Leadership Dev Assess Course. 1-6 Credits

Prerequisite(s): Consent of instructor.

Provides an environment in which to evaluate and enhance students' leadership abilities in a controlled and challenging environment. This serves as U.S. Army Cadet Command's flagship training and assessment exercise held at Fort Lewis, Washington each summer. Every Army ROTC Cadet hoping to pin-on the gold bar of an Army lieutenant must successfully complete Warrior Forge. After graduation, most attendees will go back to their colleges or universities to finish their degrees and then be commissioned as an Officer of the U.S. Army. Offered during Summer session.

Department: History

MSL 401 The Army Officer. 3 Credits

Prerequisite(s): Consent of instructor.

Corequisite(s): MSL 106.

3cr. Develops proficiency in planning and executing complex operations, functioning as a member of a staff, and mentoring subordinates. Students explore training management, methods of effective team collaboration, and developmental counseling techniques, as well as the application of leadership principles and techniques involved in leading young men and women in today's Army. This course includes a required field training component which includes physical fitness, orienteering, and other outdoor skills. Offered Fall semester.

Lecture Hours 3

Department: History

MSL 402 Leadership in a Complex World. 3 Credits

Prerequisite(s): Consent of instructor.

Corequisite(s): MSG 106.

Focuses on case study analysis of military law and practical exercises in establishing an ethical command climate. Future leaders must complete a semester-long Senior Leadership Project that requires them to plan, organize, collaborate, analyze, and demonstrate their leadership skills. The course includes understanding of the ethical components of the Uniform Code of Military Justice and civil rights legislation, study of the military justice system and Army law administrations, exploration of the dynamics of leading in complex situations, and preparation for transition from college student to commissioned Officer in the Army. This course includes a required field training component which includes physical fitness, orienteering, and other outdoor skills. Offered Spring semester.

Lecture Hours 3

Department: History

MSL 491 Leadership Special Topics. 1-6 Credits

Provides a course of study not required in any curriculum for which there is a particular one-time need. Serves the needs of the instructor and/or student otherwise not covered in any other class or curriculum. This course includes a required field training component which includes physical fitness, orienteering, and other outdoor skills. Offered Spring, Summer, and Fall sessions.

Department: History

MSL 492 Independent Study. 1-6 Credits

Prerequisite(s): Consent of instructor.

Provides a study in military tactics, leadership, and organizational behavior. Students are closely supervised by military Officers in order to provide one-on-one developmental counseling and mentorship. Restricted to contracted Military Science students. This course includes a required field training component which includes physical fitness, orienteering, and other outdoor skills. Offered Fall, Spring, and Summer sessions.

Department: History

## MUSE - Music: Education

MUSE 272 Techniques: Flute & Single Reed. 1 Credit

Term Typically Offered: Spring (odd years)

R-2. Prepares the prospective teacher with the knowledge of methods of instruction and problems of public school music in woodwind instruments; develops fundamental technical skills on flute, clarinet and saxophone. Includes laboratory experience for the student.

Lab Hours 1

Department: Music

MUSE 273 Techniques: Double Reed. 1 Credit

Term Typically Offered: Spring (odd years)

Prepares the prospective teacher with the knowledge of methods of instruction and problems of public school music in double reed instruments; develops fundamental technical skills on oboe and bassoon. Includes laboratory experience for the student.

Lab Hours 1

Department: Music

MUSE 274 Techniques: Upper Brass. 1 Credit

Term Typically Offered: Fall (odd years)

Prepares the prospective teacher with the knowledge of methods of instruction and problems of public school music in high brass instruments; develops fundamental technical skills on trumpet and French horn. Includes laboratory experience for the student.

Lab Hours 1

Department: Music

MUSE 275 Techniques: Lower Brass. 1 Credit

Term Typically Offered: Fall (odd years)

Prepares the prospective teacher with the knowledge of methods of instruction and problems of public school music in low brass instruments; develops fundamental technical skills on trombone, bass trombone, euphonium, baritone and tuba. Includes laboratory experience for the student.

Lab Hours 1

Department: Music

MUSE 276 Techniques: Percussion. 1 Credit

Term Typically Offered: Spring (even years)

R-2. Prepares the prospective teacher with the knowledge of methods of instruction and problems of public school music in the percussion area; develops fundamental technical skills in percussion instruments. Includes laboratory experience for the student.

Lab Hours 1

Department: Music

MUSE 278 Techniques: String Instrument. 1 Credit

Term Typically Offered: Spring (even years)

R-2. Prepares the prospective teacher with the knowledge of instruction and problems of public school music in the teaching of string instruments. Develops fundamental technical skills on string instruments. Includes laboratory experience for the student.

Lab Hours 1

Department: Music

MUSE 279 Techniques: Vocal. 1 Credit

Term Typically Offered: Fall (even years)

R-2. Prepares the prospective teacher with the knowledge of instruction and problems of public school music in the vocal area. Develops fundamental technical skills in this area. Includes laboratory experience for the student.

Lab Hours 1

Department: Music

MUSE 330 Keyboard Pedagogy. Prerequisite(s): junior standing or consent of instructor. Preparation of advanced piano students for teaching of beginning pupils, privately and in groups. Includes a survey of materials and teaching methods appropriate for this level. Lab Hours 1 Department: Music	1 Credit	MUSI 114 Band: MSUB Symphonic. Term Typically Offered: Fall, Spring Provides members an opportunity to perform wind band literature from all periods and styles. Lab Hours 1 Department: Music	1 Credit
MUSE 430 Keyboard Pedagogy II. Prerequisite(s): MUSE 330. Provides piano students with actual teaching situations for the practical application of principles studied in piano pedagogy. Includes supervised planning, presentation and evaluation of lessons. Lab Hours 1 Department: Music	1 Credit	MUSI 131 Jazz Ensemble I: MSUB. Term Typically Offered: Fall, Spring Provides members the opportunity to perform big band jazz literature from all periods and styles. Lab Hours 1 Department: Music	1 Credit
MUSE 431 Keyboard Pedagogy III. Prerequisite(s): MUSE 430. Continues actual teaching situations for the practical application of principles studied in piano pedagogy. Includes supervised planning, presentation and evaluation of lessons. Lab Hours 1 Department: Music	1 Credit	MUSI 135 Keyboard Skills I. Term Typically Offered: Fall Corequisite(s): MUSI 105. Develops keyboard skills with an emphasis on theory, technique, sight reading, and piano repertoire for the non-keyboard music major. Lab Hours 1 Department: Music	1 Credit
MUSE 440 Commercial Music Pedagogy. Term Typically Offered: Spring 1cr. Introduces practices and procedures for teaching a class in commercial and jazz music. Topics include ensemble set up, repertoire selection, instrument roles and capabilities, and common idiomatic techniques found in music of the genre. Lecture Hours 2 Department: Music	1 Credit	MUSI 136 Keyboard Skills II. Term Typically Offered: Spring Corequisite(s): MUSI 106. Continues the development of keyboard skills with an emphasis on theory, technique, sight reading, and piano repertoire for the non-keyboard music major. Lab Hours 1 Department: Music	1 Credit
		MUSI 140 Aural Perception I. Term Typically Offered: Fall Beginning ear training and sight singing. Lab Hours 1 Department: Music	1 Credit
<b>MUSI - Music</b>			
MUSI 101 Enjoyment of Music. Term Typically Offered: Fall, Spring, Summer Introduces methods of music understanding and perceptive listening. Examines the language and forms of music, plus the styles and genres of the Baroque, Classical, Romantic and Contemporary periods. Lecture Hours 3 Department: Music	3 Credits	MUSI 141 Aural Perception II. Term Typically Offered: Spring Prerequisite(s): MUSI 140. Continues the development of ear training and sight singing. Lab Hours 1 Department: Music	1 Credit
MUSI 105 Music Theory I. Term Typically Offered: Fall Corequisite(s): MUSI 135 and MUSI 140. The study and application of written harmony, keyboard harmony and analysis. Lecture Hours 3 Department: Music	3 Credits	MUSI 145 Commercial Percussion/Drum Set. Term Typically Offered: Fall 1cr. Provides non-drummers the experience of working as a percussionist and drummer in an ensemble setting so that they can further understand the musical needs of a commercial ensemble drummer (jazz, funk, soul, blues, pop, country, etc). They will learn different techniques and drumming styles, and how these instruments integrate into the ensemble. Lecture Hours 2 Department: Music	1 Credit
MUSI 106 Music Theory II. Term Typically Offered: Spring Prerequisite(s): MUSI 105. Corequisite(s): MUSI 136 and MUSI 141. Continues the study and application of written harmony, keyboard harmony, and analysis. Lecture Hours 3 Department: Music	3 Credits	MUSI 146 Commercial Voice. Term Typically Offered: Spring 1cr. Provides non-vocalists the experience of performing as a lead vocalist in an ensemble setting so that they can further understand the musical needs of a commercial ensemble singer (jazz, soul, blues, pop, country etc). They will learn different vocal techniques and song styles, and how the singer integrates into the ensemble as the frontperson and director. Lecture Hours 2 Department: Music	1 Credit
MUSI 108 Orchestra: MSUB. Provides an opportunity for capable students to participate in the Billings Symphony. Registration by audition only. Lab Hours 1 Department: Music	1 Credit		

MUSI 147 Choral Ensemble: Univ Chorus. Term Typically Offered: Fall, Spring R-4. Provides an opportunity for members to explore and express, through performance, choral music of all periods and styles of composition. Lab Hours 1 Department: Music	1 Credit	MUSI 195E Applied Music I:Oboe. Term Typically Offered: Fall, Spring Prerequisite(s): audition and/or permission of instructor. Provides the student with private instruction on oboe. Department: Music	1-4 Credits
MUSI 160 Beginning Guitar. 1cr. Introduces students to basic guitar skills including note reading, chord knowledge, standard guitar chord progressions, strumming patterns, accompaniment in multiple styles, simple improvisation, vocalist accompaniment, and beginning guitar pedagogy. Lecture Hours 2 Department: Music	1 Credit	MUSI 195F Applied Music I:Clarinet. Term Typically Offered: Fall, Spring Prerequisite(s): audition and/or permission of instructor. Provides the student with private instruction on clarinet. Department: Music	1-4 Credits
MUSI 162A Chamber Ensembles:Singers. Term Typically Offered: Fall, Spring Corequisite(s): MUSI 147. Members are selected through audition to study and present vocal chamber music selected from medieval to contemporary compositions. Lab Hours 1 Department: Music	1 Credit	MUSI 195G Applied Music I:Saxophone. Term Typically Offered: Fall, Spring Prerequisite(s): audition and/or permission of instructor. Provides the student with private instruction on saxophone. Department: Music	1-4 Credits
MUSI 162B Chamber Ensembles:Instrumental. Term Typically Offered: Fall, Spring Brass, Woodwind, String, Percussion, New Music. Offers experience in chamber music for various wind, string and percussion instrument combinations. Designed to improve individual performance skills as well as familiarizing students with outstanding music. Lab Hours 1 Department: Music	1 Credit	MUSI 195H Applied Music I:Bassoon. Term Typically Offered: Fall, Spring Prerequisite(s): audition and/or permission of instructor. Provides the student with private instruction on bassoon. Department: Music	1-4 Credits
MUSI 190 Forum. Term Typically Offered: Fall, Spring 0cr. Exposes students to an array of live performance related situations such as performance etiquette, audience etiquette, stage management, live sound production, and methods for dealing with performance anxiety. Lab Hours 1 Department: Music	0 Credits	MUSI 195I Applied Music I:Horn. Term Typically Offered: Fall, Spring Prerequisite(s): audition and/or permission of instructor. Provides the student with private instruction on horn. Department: Music	1-4 Credits
MUSI 195A Applied Music I:Guitar. Term Typically Offered: Fall, Spring Prerequisite(s): audition and/or permission of instructor. Provides the student with private instruction on guitar. Department: Music	1-4 Credits	MUSI 195J Applied Music I:Trumpet. Term Typically Offered: Fall, Spring Prerequisite(s): audition and/or permission of instructor. Provides the student with private instruction on trumpet. Department: Music	1-4 Credits
MUSI 195B Applied Music I:Voice. Term Typically Offered: Fall, Spring Prerequisite(s): audition and/or permission of instructor. Provides the student with private instruction in voice. Department: Music	1-4 Credits	MUSI 195K Applied Music I:Trombone. Term Typically Offered: Fall, Spring Prerequisite(s): audition and/or permission of instructor. Provides the student with private instruction on trombone. Department: Music	1-4 Credits
MUSI 195C Applied Music I:Piano. Term Typically Offered: Fall, Spring Prerequisite(s): audition and/or permission of instructor. Provides the student with private instruction on piano. Department: Music	1-4 Credits	MUSI 195L Applied Music I:Euphonium. Term Typically Offered: Fall, Spring Prerequisite(s): audition and/or permission of instructor. Provides the student with private instruction on euphonium. Department: Music	1-4 Credits
MUSI 195D Applied Music I:Flute. Term Typically Offered: Fall, Spring Prerequisite(s): audition and/or permission of instructor. Provides the student with private instruction on flute. Department: Music	1-4 Credits	MUSI 195M Applied Music I:Tuba. Term Typically Offered: Fall, Spring Prerequisite(s): audition and/or permission of instructor. Provides the student with private instruction on tuba. Department: Music	1-4 Credits
		MUSI 195N Applied Music I:Violin/Viola. Term Typically Offered: Fall, Spring Prerequisite(s): audition and/or permission of instructor. Provides the student with private instruction on violin or viola. Department: Music	1-4 Credits
		MUSI 195O Applied Music I:Cello/Bass. Term Typically Offered: Fall, Spring Prerequisite(s): audition and/or permission of instructor. Provides the student with private instruction on cello or bass. Department: Music	1-4 Credits

MUSI 195P Applied Music I:Percussion. Term Typically Offered: Fall, Spring Prerequisite(s): audition and/or permission of instructor. Provides the student with private instruction on percussion. Department: Music	1-4 Credits	MUSI 281 Diction I: English & Italian. Term Typically Offered: Fall Uses the international phonetic alphabet to improve the singers' pronunciation in English and Italian vocal literature. Lecture Hours 2 Department: Music	2 Credits
MUSI 205 Music Theory III. Term Typically Offered: Fall Prerequisite(s): MUSI 106. Corequisite(s): MUSI 240. Continues the study and application of written harmony, keyboard harmony and analysis. Lecture Hours 3 Department: Music	3 Credits	MUSI 282 Diction II: French & German. Term Typically Offered: Fall Uses the international phonetic alphabet to improve the singers' pronunciation in French and German vocal literature. Lecture Hours 2 Department: Music	2 Credits
MUSI 206 Music Theory IV. Term Typically Offered: Spring Prerequisite(s): MUSI 205. Corequisite(s): MUSI 241. Continues the study and application of written harmony, keyboard harmony and analysis. Lecture Hours 3 Department: Music	3 Credits	MUSI 294 Seminar/Workshop. Term Typically Offered: Fall, Spring Provides students an opportunity to investigate intensively topics pertinent to the field of music. Department: Music	1-8 Credits
MUSI 207 World Music. Term Typically Offered: Fall Introduces students to the uses and functions of music in various cultures. The style of music used and performance of music in selected cultures of Africa, Latin America, North America, Asia, the Middle East, as well as folk music of Europe will be explored. Lecture Hours 3 Department: Music	3 Credits	MUSI 298 Internship/Cooperative Educ. Term Typically Offered: Fall, Spring Provides university credit for a sophomore work experience in the area of Music supervised by faculty. Learning agreement must be completed prior to registration (restricted). Department: Music	1-9 Credits
MUSI 235 Keyboard Skills III. Term Typically Offered: Fall Corequisite(s): MUSI 205. Develops advanced keyboard skills with an emphasis on score reading, repertoire, and accompanying. Lab Hours 1 Department: Music	1 Credit	MUSI 301 Music History I. Term Typically Offered: Fall (even years) Emphasis is given to an acquaintance with representative musical works and style, and to the understanding of musical concepts in the light of their historical background. Lecture Hours 3 Department: Music	3 Credits
MUSI 236 Keyboard Skills IV. Term Typically Offered: Spring Corequisite(s): MUSI 206. Continues the development of advanced keyboard skills with an emphasis on score reading, repertoire, and accompanying. Lab Hours 1 Department: Music	1 Credit	MUSI 302 Music History II. Term Typically Offered: Spring (odd years) Emphasis is given to an acquaintance with representative works and an understanding of specific musical concepts in the light of their historical and general cultural content since 1750. Lecture Hours 3 Department: Music	3 Credits
MUSI 240 Aural Perception III. Term Typically Offered: Fall Prerequisite(s): MUSI 141 or permission of instructor. Continues the development of ear training and sight singing. Lab Hours 1 Department: Music	1 Credit	MUSI 312 Choir III: University Chorus. Term Typically Offered: Fall, Spring Prerequisite(s): Consent of instructor. Provides an opportunity for capable students to experience great music written for mixed voices and to develop their potential as members of choral groups. Lab Hours 1 Department: Music	1 Credit
MUSI 241 Aural Perception IV. Term Typically Offered: Spring Prerequisite(s): MUSI 240. Continues the development of ear training and sight singing. Lab Hours 1 Department: Music	1 Credit	MUSI 315 Commercial Composition. Term Typically Offered: Fall Prerequisite(s): MUSI 206. Introduces composition techniques used by commercial composers throughout the 20th and 21st centuries. Students will learn to utilize idiomatic techniques to write appropriately for various styles and genres. Lecture Hours 2 Department: Music	2 Credits



<p>MUSI 316 Commercial Arranging. <span style="float: right;">2 Credits</span>            Term Typically Offered: Spring            Prerequisite(s): MUSI 206.            2cr. Introduces arranging techniques for common commercial and jazz ensembles including small jazz chamber groups, large big bands, studio string orchestras, and commercial horn sections.            Lecture Hours 2            Department: Music</p>	<p>MUSI 362 Chamber Ensembles III: MSUB. <span style="float: right;">1 Credit</span>            Term Typically Offered: Fall, Spring            Prerequisite(s): 4 credits of MUSI 162A. Corequisite            A select group of singers chosen mainly for reading and singing ability through private audition, performing all styles of music from early Renaissance madrigals and motets to the Twentieth Century. Registration by audition only.            Lab Hours 1            Department: Music</p>
<p>MUSI 317 Commercial Songwriting. <span style="float: right;">2 Credits</span>            Term Typically Offered: Fall            2cr. Introduces common harmonic and formal conventions for popular commercial music. Additionally, focus will be given to the art and process of writing lyrics for the marketplace.            Lecture Hours 2            Department: Music</p>	<p>MUSI 364 Symphonic Band. <span style="float: right;">1 Credit</span>            Term Typically Offered: Fall, Spring            Prerequisite(s): Consent of instructor.            Provides members an opportunity to perform wind band literature for all periods and styles.            Lab Hours 1            Department: Music</p>
<p>MUSI 331 Jazz Ensemble II: MSUB. <span style="float: right;">1 Credit</span>            Term Typically Offered: Fall, Spring            Prerequisite(s): Consent of instructor.            Provides members the opportunity to perform big band jazz literature from all periods and styles.            Lab Hours 1            Department: Music</p>	<p>MUSI 365 Symphony Orchestra. <span style="float: right;">1 Credit</span>            Term Typically Offered: Fall, Spring            1cr. Provides an opportunity for capable students to participate in the Billings Symphony. Registration by audition only.            Lab Hours 1            Department: Music</p>
<p>MUSI 335 Instrumental Conducting. <span style="float: right;">2 Credits</span>            Term Typically Offered: Spring            Prerequisite(s): MUSI 336.            Introduces the basic techniques of instrumental conducting. Continues emphasis placed on techniques previously covered in MUSI 336, including beat patterns, cues, releases, etc. Emphasis will also be on methodology including rehearsal techniques, ensemble organization, seating arrangements, score reading and band literature.            Lecture Hours 2            Department: Music</p>	<p>MUSI 368 Sm Ensemble-Instrumental. <span style="float: right;">1 Credit</span>            Prerequisite(s): 4 credits of MUSI 162B. (F, Sp) Brass, Woodwind, String, Percussion, New Music, Jazz.            Offers experience in chamber music for various wind, string and percussion instrument combinations. Designed to improve individual performance skills as well as familiarizing students with outstanding music. Registration by audition only.            Lab Hours 1            Department: Music</p>
<p>MUSI 336 Choral Conducting. <span style="float: right;">2 Credits</span>            Term Typically Offered: Fall (even years)            Prerequisite(s): MUSI 206 and MUSI 241.            Introduces the basic techniques of choral conducting. Initial emphasis will be placed on the physical components of conducting (such as posture, beat patterns, preparations, cues, releases and expressive gestures) both with and without baton, as they relate directly to the musical score. Subsequent emphasis will be given to methodology, including rehearsal techniques, ensemble organization, tone/seating arrangements, score study, choral literature, and repertoire selection.            Lecture Hours 2            Department: Music</p>	<p>MUSI 369 Intermediate Wind Ensemble. <span style="float: right;">1 Credit</span>            Term Typically Offered: Fall, Spring            Corequisite(s): MUSI 364.            Provides members the opportunity to perform wind ensemble literature requiring from eight to 15 players. Registration by audition only. Instrumentation may vary.            Lab Hours 1            Department: Music</p>
<p>MUSI 346 Commercial Improvisation I. <span style="float: right;">2 Credits</span>            Term Typically Offered: Spring            2cr. Introduces students to common harmonic and melodic devices used in commercial improvisation.            Lecture Hours 2            Department: Music</p>	<p>MUSI 395A Applied Music III:Guitar. <span style="float: right;">1-4 Credits</span>            Term Typically Offered: Fall, Spring            Prerequisite(s): audition and/or permission of instructor and upper division status.            Provides the student with private instruction on guitar.            Department: Music</p>
<p>MUSI 347 Commercial Improvisation II. <span style="float: right;">2 Credits</span>            Term Typically Offered: Spring            2cr. Introduces students to improvisation concepts including the connections between lyrics, song form, and improvisation.            Lecture Hours 2            Department: Music</p>	<p>MUSI 395B Applied Music III:Voice. <span style="float: right;">1-4 Credits</span>            Term Typically Offered: Fall, Spring            Prerequisite(s): audition and/or permission of instructor and upper division status.            Provides the student with private instruction in voice.            Department: Music</p>
	<p>MUSI 395C Applied Music III:Piano. <span style="float: right;">1-4 Credits</span>            Term Typically Offered: Fall, Spring            Prerequisite: audition and/or permission of instructor and upper division status.            Provides the student with private instruction on piano.            Department: Music</p>
	<p>MUSI 395D Applied Music III:Flute. <span style="float: right;">1-4 Credits</span>            Term Typically Offered: Fall, Spring            Prerequisite: audition and/or permission of instructor and upper division status.            Provides the student with private instruction on flute.            Department: Music</p>



MUSI 395E Applied Music III:Oboe. Term Typically Offered: Fall, Spring Prerequisite(s): audition and/or permission of instructor and upper division status. Provides the student with private instruction on oboe. Department: Music	1-4 Credits	MUSI 395P Applied Music III:Percussion. Term Typically Offered: Fall, Spring Prerequisite(s): audition and/or permission of instructor and upper division status. Provides the student with private instruction on percussion. Department: Music	1-4 Credits
MUSI 395F Applied Music III:Clarinet. Term Typically Offered: Fall, Spring Prerequisite(s): audition and/or permission of instructor and upper division status. Provides the student with private instruction on clarinet. Department: Music	1-4 Credits	MUSI 399 Junior Recital. Term Typically Offered: Fall, Spring Prerequisite(s): admission to upper division status and consent of instructor. R-6 A pre-recital jury is required at least one month prior to the junior recital. Requires students to perform a full recital. Department: Music	1 Credit
MUSI 395G Applied Music III:Saxophone. Term Typically Offered: Fall, Spring Prerequisite(s): audition and/or permission of instructor and upper division status. Provides the student with private instruction on saxophone. Department: Music	1-4 Credits	MUSI 401 Intro to the Music Business. Term Typically Offered: Spring 3cr. Introduces students to the many facets of the music industry including copyright, publishing, record companies, artist management, and production. Lecture Hours 3 Department: Music	3 Credits
MUSI 395H Applied Music III:Bassoon. Term Typically Offered: Fall, Spring Prerequisite(s): audition and/or permission of instructor and upper division status. Provides the student with private instruction on bassoon. Department: Music	1-4 Credits	MUSI 431 Commercial Keyboard Skills. Term Typically Offered: Fall Prerequisite(s): MUSI 236. 1cr. Introduces common voicing and accompanimental techniques used by commercial and jazz keyboardists and arrangers. Lecture Hours 2 Department: Music	1 Credit
MUSI 395I Applied Music III:Horn. Term Typically Offered: Fall, Spring Prerequisite(s): audition and/or permission of instructor and upper division status. Provides the student with private instruction on horn. Department: Music	1-4 Credits	MUSI 432 Keyboard Literature. Prerequisite(s): MUSI 302. Surveys keyboard literature from the development of the Baroque era to the contemporary period. Lecture Hours 2 Department: Music	2 Credits
MUSI 395J Applied Music III:Trumpet. Term Typically Offered: Fall, Spring Prerequisite(s): audition and/or permission of instructor and upper division status. Provides the student with private instruction on trumpet. Department: Music	1-4 Credits	MUSI 440 Orchestration. Term Typically Offered: Fall Prerequisite(s): MUSI 206. Discussion of individual wind, string, percussion and keyboard instruments. Techniques of scoring for winds and voices. Analysis of orchestra. Lecture Hours 3 Department: Music	3 Credits
MUSI 395K Applied Music III:Trombone. Term Typically Offered: Fall, Spring Prerequisite(s): audition and/or permission of instructor and upper division status. Provides the student with private instruction on trombone. Department: Music	1-4 Credits	MUSI 442 Adv Vocal Studio Ped & Lit. Term Typically Offered: Fall Examines the solo and study literature for voice and explores the integration of this material with various pedagogical techniques. Lecture Hours 2 Department: Music	2 Credits
MUSI 395L Applied Music III:Euphonium. Term Typically Offered: Fall, Spring Prerequisite(s): audition and/or permission of instructor and upper division status. Provides the student with private instruction on euphonium. Department: Music	1-4 Credits	MUSI 492 Independent Study. Prerequisite(s): consent of instructor and chairperson of department. Provides outstanding students an individual opportunity to explore material not covered by regular music courses. Department: Music	1-5 Credits
MUSI 395M Applied Music III:Tuba. Term Typically Offered: Fall, Spring Prerequisite(s): audition and/or permission of instructor and upper division status. Provides the student with private instruction on tuba. Department: Music	1-4 Credits	MUSI 494 Seminar/Workshop. Term Typically Offered: Fall, Spring Provides an opportunity for experimental study in an area of music. Department: Music	1-8 Credits
MUSI 395N Applied Music III:Violin/Viola. Term Typically Offered: Fall, Spring Prerequisite(s): audition and/or permission of instructor and upper division status. Provides the student with private instruction on violin or viola. Department: Music	1-4 Credits	MUSI 498 Internship/Cooperative Educ. Provides university credit for a work experience in the area of Music, supervised by faculty. Learning agreement must be completed prior to registration (restricted). Department: Music	1-9 Credits
MUSI 395O Applied Music III:Cello/Bass. Term Typically Offered: Fall, Spring Prerequisite(s): audition and/or permission of instructor and upper division status. Provides the student with private instruction on cello or bass. Department: Music	1-4 Credits		

MUSI 499 Senior Recital. 1 Credit  
 Term Typically Offered: Fall, Spring  
 Prerequisite(s): Upper division students only, consent of instructor.  
 R-6. A pre-recital jury is required at least one month prior to the senior recital.  
 Students enrolled in the Bachelor of Science in Education extended Major in music must present at least a half recital during their senior year.  
 Department: Music

## MUST - Music: Technology

MUST 275 Recording Techniques I. 2 Credits  
 Term Typically Offered: Fall, Spring  
 Introduces students to the basics of the physics of sound, recording techniques, and digital audio workstations Pro Tools and Logic.  
 Lecture Hours 2  
 Department: Music

MUST 294 Seminar/Workshop. 2 Credits  
 Term Typically Offered: Fall, Spring  
 Provides advanced students an opportunity to investigate intensively topics pertinent to the field of music.  
 Department: Music

MUST 375 Recording Techniques II. 2 Credits  
 Expands on recording techniques, including the use of audio effects, mixing, mastering, and advanced microphone techniques. Students will also learn the basics of multi-tracking, using Pro Tools and Logic.  
 Lecture Hours 2  
 Department: Music

MUST 376 Desktop Music Production. 2 Credits  
 Term Typically Offered: Spring  
 2cr. Introduces the basics of desktop production and MIDI sequencing. Using tools Logic Pro and Ableton Live, students will learn about MIDI, synthesizers (additive and subtractive), additional plugin use and techniques, and the differences between use of such tools both in-studio and live.  
 Lecture Hours 2  
 Department: Music

MUST 394 Seminar/Workshop. 2 Credits  
 Provides advanced students an opportunity to investigate intensively topics pertinent to the field of music.  
 Department: Music

MUST 492 Independent Study. 1-3 Credits  
 Lecture Hours 1-3  
 Department: Music

## NASX - Native American Studies

NASX 105 Intro Native American Studies. 3 Credits  
 Covers the scope and concepts of American Indian Studies. Provides a general overview of Indian culture, sociology, values, and history from both a national and regional perspective. Considers the interaction between Indian and non-Indian cultures.  
 Lecture Hours 3  
 Department: NAS/PS/SOCL

NASX 205 Native Americans in Contmp Soc. 3 Credits  
 Analytical and evaluative examination of the sociology of Native Americans. Emphasis on the issues raised by the interface of the Native American culture and values with the majority cultures of the United States, including problem areas such as alcoholism, alienation, education, health, crime, and intercultural relations.  
 Lecture Hours 3  
 Department: NAS/PS/SOCL

NASX 294 Seminar/Workshop. 1-3 Credits  
 Provides an opportunity for experimental study in an area of Native American Studies.  
 Department: NAS/PS/SOCL

NASX 298 Internship/Cooperative Educ. 1-9 Credits  
 Provides university credit for a sophomore work experience in the area of Native American Studies supervised by faculty. Learning agreement must be completed prior to registration (restricted).  
 Department: NAS/PS/SOCL

NASX 332 MT Indians:Cltres,Hist & Issues. 3 Credits  
 Provides a description and analysis of Montana tribes including tribal oral traditions, rock art, intercultural relations, culture change, the impact of Euro-American exploration, the fur trade, and early Westward expansion. Attention is given to the Indian wars, development of the reservation system, persistence and revival of Indian culture, civil rights, and urbanization.  
 Lecture Hours 3  
 Department: NAS/PS/SOCL

NASX 340 Native American Literature. 3 Credits  
 Prerequisite(s): ENST 210 or consent of instructor.  
 Includes fictional and non-fictional oral, written, and visual literature pertaining to Native Americans and created by Indians and non-Indians including traditional literature such as legends, myths, teaching stories, humor, songs, orations, dramas, captivity accounts, sign language, winter counts, and hide paintings; contemporary literature such as poetry, songs, short stories, novels, humor, newspapers, theatricals, movies, television, and picture books; and translation, interpretation, and criticism, with insight drawn from Indian cultural traditions, the humanities, and the social sciences.  
 Lecture Hours 3

Department: NAS/PS/SOCL

NASX 350 Native Americans & Environment. 3 Credits  
 Examines traditional beliefs and attitudes of Native Americans with respect to the natural environment as expressed in speeches, stories, and prayer. Surveys traditional techniques and uses of land, plants, and animals. Contemporary environmental issues and actions confronting American Indians are also analyzed.  
 Lecture Hours 3  
 Department: NAS/PS/SOCL

NASX 379 Federal Indian Law. 3 Credits  
 Covers the development of federal, state, and tribal statutes dealing with Native Americans; judicial decisions that have significant input on the legal status of Indian tribes and individuals; and federal agency policy which constitutes administrative law for tribes. Discusses the impact of Western European and United States jurisprudence on the history and culture of the Indian.  
 Lecture Hours 3  
 Department: NAS/PS/SOCL

NASX 406 Hist of American Indian Women. 3 Credits  
 Provides a description and analysis of Indian women from oral histories, legends, and research literature. Attention is given to the roles and responsibilities of Indian women within tribal culture and in response to intercultural relations with other tribes and to Euro-American impact. The challenges and accomplishments of Indian women as leaders, homemakers, warriors, healers, and artists will be examined. Course materials will include discussion of the role of women in the evolution of bi-cultural living with particular concentration on the impact of the fur trade and education. Attention is paid to methods and findings derived from archeology, oral traditions, ethnographic studies, and historical sources.  
 Lecture Hours 3  
 Department: NAS/PS/SOCL

NASX 419 Federal Indian Policy. 3 Credits

Prerequisite(s): NASX 105 or NASX 205.

Explores the development of the United States' federal Indian policy from colonial times to the present. Follows the evolution of federal Indian policy as a result of tensions between assimilation and separation forces in general and of other legal, political, economic and social forces acting in the United States. Explores how contemporary American Indians fit into the American political system.

Lecture Hours 3

Department: NAS/PS/SOCL

NASX 492 Independent Study. 1-5 Credits

Provides an opportunity for students of superior academic standing to explore material not covered by the regular courses.

Department: NAS/PS/SOCL

NASX 494 Seminar/Workshop. 1-3 Credits

Provides advanced students an opportunity to investigate intensively topics pertinent to the field of Native American Studies.

Department: NAS/PS/SOCL

NASX 498 Internship/Cooperative Educ. 1-12 Credits

Prerequisite(s): consent of instructor and consent of chairperson of department.

Provides outstanding students an individual opportunity to explore material not covered by regular Native American Studies courses. No more than 6 hours may be counted toward a Native American Studies minor.

Department: NAS/PS/SOCL

## NRGY - Sustainable Energy

NRGY 101 Intro to Sustainable Energy. 3 Credits

Term Typically Offered: Spring

Provides an overview of sustainable energies including solar, wind, hydro, biomass, and geothermal. Students will learn the basic principles of each technology. Students will also investigate renewable resources and their associated technologies.

Lecture Hours 3

Department: Engineering & Industrial - COT

NRGY 120 Industrial Safety and Rigging. 3 Credits

Term Typically Offered: Spring

Provides an overview of safe industrial practices and basic rigging techniques. At completion of this course, students will have earned the OSHA 10 certification.

Lecture Hours 3

Department: Engineering & Industrial - COT

NRGY 121 Climb Safety and Rigging. 1 Credit

Term Typically Offered: Fall

Introduces students to the concept of rigging and basic skills needed for every rigging operation. The skills learned include determining the center of gravity, load balancing, operation of hoists, and use of slings to lift material. Hooks and eyebolts will also be discussed. Students will also learn climb safety and rescue techniques.

Lab Hours 1

Department: Engineering & Industrial - COT

NRGY 130 Fundmtl of Mechanical Systems. 3 Credits

Term Typically Offered: Spring

Explains energy industry mechanical systems at the component level. Topics covered include repairing a basic mechanical system, familiarity with basic tooling, and understanding gears and rotational relationships.

Lecture Hours 3

Department: Engineering & Industrial - COT

NRGY 220 Wind Turbine Equipment. 3 Credits

Prerequisite(s): NRGY 120.

Introduces common wind turbine components and equipment. The mechanical systems that make up the subsystems of wind turbines will be covered in addition to structural characteristics and aerodynamic principles.

Lecture Hours 3

Department: Engineering & Industrial - COT

NRGY 243 Fundmtl Photovol Dsgn Instal. 3 Credits

Term Typically Offered: Fall

Prerequisite(s): NRGY 101 and ETEC 103.

Provides students with an introduction to the fundamental principles and technologies of solar energy systems. Emphasis on system design and installation, including site and resource assessment, load analysis, trouble shooting, and cost analysis. The material covered prepares students for a career in renewable energy or for installing a renewable energy system on their own homes. Solar hydronics will also be covered.

Lecture Hours 3

Department: Engineering & Industrial - COT

NRGY 291 Special Topics. 1-3 Credits

Term Typically Offered: Fall

(1-3 lec/wk) Provides experimental offerings in Sustainable Energy Technology.

Lecture Hours 1-3

Department: Engineering & Industrial - COT

NRGY 298 Internship/Cooperative Educ. 3 Credits

Term Typically Offered: Fall

(V/wk) Provides university credit for student work experience in the area of Sustainable Energy Technology. Learning agreement must be completed prior to registration (restricted).

Department: Engineering & Industrial - COT

NRGY 299 Senior Thesis/Capstone. 3 Credits

Term Typically Offered: Fall

Prerequisite(s): NRGY 101, ETEC 103, NRGY 243, and ELCT 241.

Provides hands-on experience in which the student, under supervision, applies the skills and knowledge presented thus far in the Sustainable Energy program. Students will participate in a sustainable energy technology design, build, and testing project of their choice. The instructor will coach students as they take a project from concept to a working product.

Lecture Hours 3

Department: Engineering & Industrial - COT

## NRSG - Nursing

NRSG 130 Fundamentals of Nursing. 3 Credits

Term Typically Offered: Fall, Spring

Prerequisite(s): Acceptance to PN program.

Corequisite(s): NRSG 131.

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. Offered ONLY Online.

Lecture Hours 3

Department: Health Occupations - COT

<p>NRS 131 Fundamentals of Nursing Lab. <span style="float: right;">3 Credits</span>            Term Typically Offered: Fall, Spring            Prerequisite(s): Acceptance to PN program.            Corequisite(s): NRS 130.            Performance of clinical skills is integrated into this lab 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.            Lab Hours 3            Department: Health Occupations - COT</p>	<p>NRS 142 Nsg Care Women &amp; Children. <span style="float: right;">3 Credits</span>            Term Typically Offered: Fall, Spring            Corequisite(s): NRS 143.            Introduces the student to the knowledge needed to provide safe nursing care for the female patient and family with regard to reproductive issues, including perinatal. Also included is the child patient and family regarding 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. Offered ONLY Online.            Lecture Hours 3            Department: Health Occupations - COT</p>
<p>NRS 135 Pharmacology for PN. <span style="float: right;">3 Credits</span>            Term Typically Offered: Fall, Spring            Corequisite(s): NRS 136.            Introduces the student to the knowledge needed to provide safe nursing care to patients across the lifespan in the administration of medications. Content covered includes the basic principles of pharmacology such as pharmacokinetics, pharmacodynamics, medication interactions, potential adverse medication reactions, and pathophysiology of common disease processes. The emphasis is on patient-centered care utilizing the nursing process and incorporating evidence-based practice. Offered ONLY Online.            Lecture Hours 3            Department: Health Occupations - COT</p>	<p>NRS 143 Nsg Care Women &amp; Children Cl. <span style="float: right;">1 Credit</span>            Term Typically Offered: Fall, Spring            Corequisite(s): NRS 142.            (3 clinical/wk) Integrates the knowledge of care for women, children, and families in a variety of clinical settings.            Lab Hours 1            Department: Health Occupations - COT</p>
<p>NRS 136 Pharmacology for PN Lab. <span style="float: right;">1 Credit</span>            Term Typically Offered: Fall, Spring            Corequisite(s): NRS 135.            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.            Lab Hours 2            Department: Health Occupations - COT</p>	<p>NRS 148 Leadership Issues for PN. <span style="float: right;">2 Credits</span>            Term Typically Offered: Fall, Spring            Corequisite(s): NRS 149.            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 is included. Offered ONLY Online.            Lecture Hours 2            Department: Health Occupations - COT</p>
<p>NRS 140 Adult Health Nursing. <span style="float: right;">4 Credits</span>            Term Typically Offered: Fall, Spring            Corequisite(s): NRS 141.            Builds 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. Offered ONLY Online.            Lecture Hours 4            Department: Health Occupations - COT</p>	<p>NRS 149 Leadership Issues for PN Cl. <span style="float: right;">1 Credit</span>            Term Typically Offered: Fall, Spring            Corequisite(s): NRS 148.            (3 clinical/wk) 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.            Lab Hours 1            Department: Health Occupations - COT</p>
<p>NRS 141 Adult Health Nursing Clinical. <span style="float: right;">2 Credits</span>            Term Typically Offered: Fall, Spring            Corequisite(s): NRS 140.            (6 clinical/wk) Focuses on the implementation of the nursing process, professional behaviors, communication, clinical decision making, caring interventions, and collaboration in interdisciplinary practice to promote, maintain, and restore basic health in well-defined practice settings.            Lab Hours 6            Department: Health Occupations - COT</p>	<p>NRS 152 Gerontology and Comm Nsg. <span style="float: right;">2 Credits</span>            Term Typically Offered: Fall, Spring            Corequisite(s): NRS 153.            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 patient well-being in regard to common acute and chronic health issues, including end-of-life and palliative care. Offered ONLY Online.            Lecture Hours 2            Department: Health Occupations - COT</p>
<p>NRS 141 Adult Health Nursing Clinical. <span style="float: right;">2 Credits</span>            Term Typically Offered: Fall, Spring            Corequisite(s): NRS 140.            (6 clinical/wk) Focuses on the implementation of the nursing process, professional behaviors, communication, clinical decision making, caring interventions, and collaboration in interdisciplinary practice to promote, maintain, and restore basic health in well-defined practice settings.            Lab Hours 6            Department: Health Occupations - COT</p>	<p>NRS 153 Gerontology and Comm Nsg Cl. <span style="float: right;">2 Credits</span>            Term Typically Offered: Fall, Spring            Corequisite(s): NRS 152.            (6 clinical/wk) 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.            Lab Hours 6            Department: Health Occupations - COT</p>

<p>NRSNG 230 Nursing Pharmacology. 3 Credits            Term Typically Offered: Fall, Spring            Corequisite(s): NRSNG 231.            Provides the student with an overview of pharmacology with an emphasis on 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.            Lecture Hours 3            Department: Health Occupations - COT</p>	<p>NRSNG 236 Health/III Maternity Nsg. 2 Credits            Term Typically Offered: Fall, Spring            Corequisite(s): NRSNG 237.            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; and ethical, legal, cultural, and evidence based practice.            Lecture Hours 2            Department: Health Occupations - COT</p>
<p>NRSNG 231 Nursing Pharmacology Lab. 2 Credits            Term Typically Offered: Fall, Spring            Corequisite(s): NRSNG 230.            Focuses on the basic principles in providing safe medication administration, including intravenous therapy across diverse populations and the lifespan.            Lab Hours 2            Department: Health Occupations - COT</p>	<p>NRSNG 237 Health/III Maternal Nsg Cl. 1 Credit            Term Typically Offered: Fall, Spring            Corequisite(s): NRSNG 236.            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.            Lab Hours 1            Department: Health Occupations - COT</p>
<p>NRSNG 232 Foundations for Nursing. 3 Credits            Term Typically Offered: Fall, Spring            Corequisite(s): NRSNG 233.            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 and physical and psychological 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.            Lecture Hours 3            Department: Health Occupations - COT</p>	<p>NRSNG 244 Adult Nursing II. 3 Credits            Term Typically Offered: Fall, Spring            Corequisite(s): NRSNG 245.            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.            Lecture Hours 3            Department: Health Occupations - COT</p>
<p>NRSNG 233 Foundations of Nursing Lab. 3 Credits            Term Typically Offered: Fall, Spring            Corequisite(s): NRSNG 232.            Focuses 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, and basic therapeutic skills are practiced and demonstrated.            Lab Hours 3            Department: Health Occupations - COT</p>	<p>NRSNG 245 Adult Nursing II Cl. 2 Credits            Term Typically Offered: Fall, Spring            Corequisite(s): NRSNG 244.            Provides clinical experiences for the student to 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.            Lab Hours 2            Department: Health Occupations - COT</p>
<p>NRSNG 234 Adult Nursing I. 3 Credits            Term Typically Offered: Fall, Spring            Corequisite(s): NRSNG 235.            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, as well as 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, are emphasized. Normal aging, health alterations associated with aging, and their implications are addressed.            Lecture Hours 3            Department: Health Occupations - COT</p>	<p>NRSNG 246 Hlth/Illness Child/Fmly Nursng. 2 Credits            Term Typically Offered: Fall, Spring            Corequisite(s): NRSNG 247.            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 development principles to facilitate positive health outcomes through health promotion, nutrition, and disease prevention.            Lecture Hours 2            Department: Health Occupations - COT</p>
<p>NRSNG 235 Adult Nursing I Cl. 2 Credits            Term Typically Offered: Fall, Spring            Corequisite(s): NRSNG 234.            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.            Lab Hours 2            Department: Health Occupations - COT</p>	<p>NRSNG 247 Hlth/Illness Child/Fam Nrs Cln. 1 Credit            Term Typically Offered: Fall, Spring            Corequisite(s): NRSNG 246.            Utilizing the nursing process, students will provide nursing care to healthy and high-risk pediatric populations and their families experiencing disruptions in biological, psychological, social, cultural, and spiritual needs. Emphasis is also placed on health promotion, health maintenance, and therapeutic communication.            Lab Hours 1            Department: Health Occupations - COT</p>



<p>NRS 254 Mental Health Concepts. 3 Credits            Term Typically Offered: Fall, Spring            Prerequisite(s): Acceptance to ASN program.            Corequisite(s): NRS 255.            Utilizing the basic nursing concepts of basic human needs, developmental theory, nursing process, therapeutic communication, and nursing interventions, the student will learn 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.            Lecture Hours 3            Department: Health Occupations - COT</p>	<p>NRS 266 Managing Client Care RN. 2 Credits            Term Typically Offered: Fall, Spring            Corequisite(s): NRS 267.            Examines 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.            Lecture Hours 2            Department: Health Occupations - COT</p>
<p>NRS 255 Mental Health Concepts Cl. 1 Credit            Term Typically Offered: Fall, Spring            Prerequisite(s): Acceptance to ASN program.            Corequisite(s): NRS 254.            (3 clinical/wk) Applies the knowledge of psychiatric and mental health nursing. Students will have mental health focused clinical experiences in a variety of settings.            Lab Hours 1            Department: Health Occupations - COT</p>	<p>NRS 267 Managing Client Care RN Cl. 2 Credits            Term Typically Offered: Fall, Spring            Corequisite(s): NRS 266.            (6 clinical/wk) 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 in this precepted clinical.            Lab Hours 2            Department: Health Occupations - COT</p>
<p>NRS 256 Pathophysiology. 3 Credits            Term Typically Offered: Fall, Spring            Prerequisite(s): Acceptance into ASN program or consent of instructor.            Introduces 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 systems will be discussed as well as the latest development in research and patient-centered nursing interventions.            Lecture Hours 3            Department: Health Occupations - COT</p>	<p>NRS 291 Special Topics. 1-3 Credits            Provides an opportunity for experimental study in an area of Nursing or Allied Health professions.            Department: Health Occupations - COT</p>
<p>NRS 259 Adult Nursing III. 3 Credits            Term Typically Offered: Fall, Spring            Corequisite(s): NRS 260 and NRS 261.            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.            Lecture Hours 3            Department: Health Occupations - COT</p>	<p>NRS 294 Seminar/Workshop. 1-3 Credits            Provides an opportunity for experimental study in an area of Nursing or Allied Health professions.            Department: Health Occupations - COT</p>
<p>NRS 260 Adult Nursing III Lab. 1 Credit            Term Typically Offered: Fall, Spring            Corequisites: NRS 259 and NRS 261. Utilizing previous knowledge, students are introduced to basic electrocardiogram interpretation, advanced concepts of perfusion, ventilation, and complex pharmacologic regimens.            Lab Hours 1            Department: Health Occupations - COT</p>	<p>NRS 298 Internship/Cooperative Educ. 1-9 Credits            Department: Health Occupations - COT</p>
<p>NRS 261 Adult Nursing III Cl. 2 Credits            Term Typically Offered: Fall, Spring            Corequisite(s): NRS 259 and NRS 260.            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.            Lab Hours 2            Department: Health Occupations - COT</p>	<p>NRS 301 Nursing in the Community. 5 Credits            Term Typically Offered: Spring            Prerequisite(s): ASN coursework completed.            Corequisite(s): NRS 302.            Provides the student with an opportunity to apply the nursing process to the care of communities. The course explores concepts in population-focused interdisciplinary care, levels of prevention, and levels of practice (individual/family, systems, and communities). Health status indicators for the local community and the Healthy People 2020 national healthcare agenda are researched. Basic concepts of environmental health, emergency preparedness, economics, and epidemiology are discussed. Students explore community coalitions and work groups that interface with vulnerable, at-risk populations in the community. Offered ONLY Online.            Lecture Hours 5            Department: Health Care Services</p> <p>NRS 302 Nursing in the Community Cl. 1 Credit            Term Typically Offered: Fall, Spring            Prerequisite(s): ASN coursework completed.            Corequisite(s): NRS 301.            (45 clinical/cr) Provides a clinical experience in community health preceptor-based learning, a home visit program, and health promotion at community sites. Offered ONLY Online.            Department: Health Care Services</p>



<p>NRS 320 Nursing Informatics. 3 Credits            Term Typically Offered: Fall            Prerequisite(s): ASN coursework completed.            Introduces health informatics by focusing on applications relevant to the nursing profession. Emphasis will be placed on the integration of nursing science with computer technology and information science to support patient care and provide leadership within healthcare systems. Offered ONLY Online.            Lecture Hours 3            Department: Health Care Services</p>	<p>NRS 361 Global Nursing. 3 Credits            Term Typically Offered: Summer            Prerequisite(s): ASN coursework completed.            Examines the foundations of healthcare policy, the financial structure of healthcare systems, and the regulatory environments that impact nursing practice and client care. This course will also analyze current and emerging global health priorities, including emerging infectious diseases, poverty, health inequity, health systems reforms, and major global initiatives for disease prevention and health promotion. Offered ONLY Online.            Lecture Hours 3            Department: Health Care Services</p>
<p>NRS 322 Health Promotion and Ed. 3 Credits            Term Typically Offered: Fall            Prerequisite(s): ASN coursework completed.            Prepares the student to expand practice from illness to include wellness and health promotion, focusing on disease prevention and education. Course content will include theories of learning, assessment of learning needs, and developing and evaluating patient teaching strategies. Focus will be on wellness and health promotion interventions and education across the lifespan for all patient populations. Offered ONLY Online.            Lecture Hours 3            Department: Health Care Services</p>	<p>NRS 424 Nsg Research/Evidence-Based. 3 Credits            Term Typically Offered: Spring            Prerequisite(s): ASN coursework completed.            Examines the research process and the translation of research into clinical practice. Students explore and evaluate current nursing evidence-based knowledge. Emphasis is placed on gaining competency in accessing and critically reading, evaluating, and applying research findings to clinical judgement and nursing practice utilizing evidence-based models.            Lecture Hours 3            Department: Health Care Services</p>
<p>NRS 325 Health Assessment. 3 Credits            Term Typically Offered: Fall            Prerequisite(s): ASN coursework completed.            Prepares the learner to develop a nursing database and builds on the education and skills gained during previous course work. Learners will enhance their assessment techniques through learning experiences that focus on physical, developmental, emotional, psychosocial, cultural, spiritual, and functional assessment of patient wellbeing. The course emphasizes analysis, synthesis, and documentation of assessment data as a foundation for providing holistic clinical reasoning and nursing care. Offered ONLY Online.            Lecture Hours 3            Department: Health Care Services</p>	<p>NRS 463 Leader/Manage for the RN. 5 Credits            Term Typically Offered: Summer            Prerequisite(s): ASN coursework completed.            Corequisite(s): NRS 464.            Examines the theory, research, and practical application of nursing leadership and the managing role of the leader within a variety of nursing practice settings. Concepts such as the leader and manager roles, healthcare organizations, care delivery strategies, managing resources, interpersonal and personal skills, and career management that were introduced at the ASN level are examined in depth in this course. Managerial concepts and leadership skills needed to promote high quality nursing care delivery and organizational effectiveness are examined. Emphasis is placed on applying leadership and management concepts to a complex healthcare system in various clinical settings. Offered ONLY Online.            Lecture Hours 5            Department: Health Care Services</p>
<p>NRS 326 Complex Healthcare Needs. 3 Credits            Term Typically Offered: Spring            Prerequisite(s): ASN coursework completed.            Examines client centered nursing care of individuals with multiple comorbidity health and illness needs. Applies clinical reasoning and evidence-based practice concepts from pathophysiological nursing. The impact of multiple comorbidity illness and injury of individuals and their families is examined. Offered ONLY Online.            Lecture Hours 3            Department: Health Care Services</p>	<p>NRS 464 Leader/Manage for the RN CI. 1 Credit            Term Typically Offered: Summer            Prerequisite(s): ASN coursework completed.            Corequisite(s): NRS 463.            1cr. (1 other/wk) (45 clinical/cr) Enables the student to further develop leadership abilities, communication, critical thinking skills, and decision-making in the role of nurse leader and manager in a variety of settings. Offered ONLY Online.            Department: Health Care Services</p>
<p>NRS 344 Family Nursing. 3 Credits            Term Typically Offered: Summer            Prerequisite(s): ASN coursework completed.            Applies the theories and models of family coping and adaptation by integrating the concepts into professional nursing care of the family unit. Apply these principles while caring for families, identify the strengths and weaknesses of the family unit, and predict how the family will cope in times of illness and wellness. The impact of genetic nursing on the family will be examined. Offered ONLY Online.            Lecture Hours 3            Department: Health Care Services</p>	

## NTS - Networking Technology Systems

<p>NTS 104 CCNA 1: Intro to Networks. 4 Credits            Prerequisite(s): CAPP 120 or Instructor Approval.            Provides students in the first of four semester courses with classroom and laboratory experience in current and emerging networking technology that will empower them to enter employment or further education and training in the computer networking field. Covers the following networking topics and skills: OSI model and industry standards, network topologies, IP addressing including subnet masks, networking components, basic network design, beginning router configurations, and routed and routing protocols.            Lecture Hours 2, Lab Hours 4            Department: Computer Technologies - COT</p>
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NTS 105 CCNA 2: Routing & Switching Es. 4 Credits  
Prerequisite(s): NTS 104.

Teaches students the skills they will need to design, build, and maintain small to medium size networks. The focus of this course is basic configuration of routers into small networks.

Lecture Hours 2, Lab Hours 2

Department: Computer Technologies - COT

NTS 204 CCNA 3: Scaling Networks. 3 Credits  
Prerequisite(s): NTS 105.

Teaches students the skills they will need to design, build, and maintain small to medium size networks. The focus of this course is the integration of routers and switches into small networks.

Lecture Hours 3

Department: Computer Technologies - COT

NTS 205 CCNA 4: Connecting Networks. 3 Credits  
Prerequisite(s): NTS 204.

Teaches students the skills they need to design, build, and maintain small to medium size networks. The focus of this course is configuring routers and small networks into WANs (wide area networks).

Lecture Hours 3

Department: Computer Technologies - COT

## NUTR - Nutrition

NUTR 221 Basic Human Nutrition. 3 Credits  
Term Typically Offered: Fall, Spring

Prerequisite(s): CHMY 121 and one General Education course chosen from the Life Sciences category (BIOB 121 or BIOB 123 are preferable).

Recommended: CHMY 123. Includes the principles of adequate diets in human nutrition, which involves carbohydrates, lipids, proteins, vitamins, minerals, absorption, digestion, metabolism, and energy utilization as they relate to health and food consumption at different stages of the life cycle. This is primarily a course for health science majors.

Lecture Hours 3

Department: Sciences - Biology & Phys Sci

NUTR 411 Nutrition for Sprts & Exercise. 3 Credits  
Term Typically Offered: Fall, Spring

Prerequisite(s): KIN 105, KIN 106, NUTR 221.

Emphasizes nutrition as it applies to fitness, training, and athletic performance. Topics include macro- and micronutrient requirements and dietary recommendations, energy metabolism, anthropometry, body weight issues, increased nutrient needs during training and competition, and nutritional ergogenics. Application of concepts is reinforced in a nutritional assessment of a volunteer student athlete and educational video project.

Lecture Hours 3

Department: Health & Human Performance

## PHL - Philosophy

PHL 110 Introduction to Ethics. 3 Credits  
Term Typically Offered: Fall, Spring

Explores canonical moral theories and contemporary moral problems. Students are invited to examine a variety of moral viewpoints, including the strengths and weaknesses of each, and to critically examine their own moral commitments.

Coursework explores controversial issues such as abortion, animal rights, sexism, poverty, euthanasia, environment, and capital punishment.

Lecture Hours 3

Department: English & Philosophy

PHL 111 Philosophies of Life. 3 Credits  
Term Typically Offered: Fall, Spring

Explores how philosophy shapes our lives. This course serves as an introduction to core philosophical themes and thinkers from a variety of perspectives. Things to be pondered might include the meaning of life, justice, skepticism, and our place in the world.

Lecture Hours 3

Department: English & Philosophy

PHL 234 Intro to Logic: Applied Logic. 3 Credits

Distinguishes between different forms of arguments and exposes a variety of common fallacies. Students will learn to analyze the components of arguments, distinguish different forms of argumentation, assess claims, and think critically about such common cultural expressions as advertisements, political rhetoric, and news reports.

Lecture Hours 3

Department: English & Philosophy

PHL 254 People and Politics. 3 Credits  
Term Typically Offered: Fall

Examines a number of the main figures, texts, and ideas in the history of western political thought, with an emphasis on the development of democracy. Analyzes the significance of issues like rights, freedoms, equality, justice, the legitimacy of the state, and the sovereign.

Lecture Hours 3

Department: English & Philosophy

PHL 265 Stdies in Hstry of Philosophy. 3 Credits  
Prerequisite(s): one course in philosophy.

(every second Sp) Explores the philosophical developments during several of the following eras (to be announced each time the course is offered): Ancient, Medieval and Renaissance, Modern, 19th Century, and 20th Century. Course is an introduction and survey of the major philosophical figures and movements that mark each time period.

Lecture Hours 3

Department: English & Philosophy

PHL 271 Indian Philsphies & Religions. 3 Credits  
Term Typically Offered: Fall

3cr. Explores, through a comparative lens, the philosophies and religions of India, including such topics as Hinduism, Buddhism, mythology, art, ethics, and religious exemplars, as well as contemporary issues such as gender relations, attitudes toward nature, and the place of nonhuman animals. Interactive and rooted in critical thinking, this course invites students to compare their own worldview with philosophical and spiritual worldviews of India.

Lecture Hours 3

Department: English & Philosophy

PHL 272 Chinese Philsphies & Religions. 3 Credits  
Term Typically Offered: Spring

3cr. Explores the philosophies and religions of China, including such topics as Daoism, Confucianism, mythology, art, ethics, and religious exemplars, as well as contemporary issues such as gender relations, attitudes toward nature, and the place of nonhuman animals. Interactive and rooted in critical thinking, this course invites students to compare their own worldview with philosophical and spiritual worldviews of China.

Lecture Hours 3

Department: English & Philosophy

PHL 294 Seminar/Workshop. 1-3 Credits

Provides an opportunity to intensively investigate specific topics pertinent to fields of Philosophy and/or Religious Studies, such as Islam, Philosophy of Science, Sacred Texts and the Natural World, Buddhism, Philosophies of Love, Feminist Philosophy, Existentialism, Phenomenology, and Ideas that Rocked the 20th Century.

Department: English & Philosophy

PHL 320 Philosophy & Business Ethics. 3 Credits  
(every second F) Explores complex moral dilemmas facing individuals in business and the ethical problems of business in society. Explores theories and case studies to analyze the way that justice, human rights, and the social good are critical to business.

Lecture Hours 3

Department: English & Philosophy

PHL 324 Nature, Culture, Ethics. 3 Credits

Term Typically Offered: Spring

Examines how humans understand and relate to the natural world. Critical and comparative in nature, students explore such topics as contemporary environmental issues, important movements and organizations, tactics, theories, and the contributions of key individuals, with an eye to examining the environmental impact of our lifestyles.

Lecture Hours 3

Department: English & Philosophy

PHL 326 Death, Dying & Medical Ethics. 3 Credits

Prerequisite(s): consent of instructor.

(every second Sp) Explores issues involving medicine, technology, and the law, and the host of ethical concerns that accompany them, such as justice, personhood, death, experimentation, medical practice, and the value of life. These will be examined from as many sides as possible, weighing the reasons people have for believing them.

Lecture Hours 3

Department: English & Philosophy

PHL 364 Great Figures and Ideas. 3 Credits

(alternating F) Examines the lives and works of foundational thinkers and what they have contributed to the philosophical tradition. Possibilities include Gandhi, Kant, The Enlightenment, Pre-Socratics, and Sartre.

Lecture Hours 3

Department: English & Philosophy

PHL 375 Women, Philosophy and Religion. 3 Credits

Prerequisite(s): A course in religious studies or consent of instructor.

(alternating F) Explores topics such as violence, gender constructs, the media, sexism, power structures, ecofeminism, and controversial contemporary issues in philosophy and religion. Rooted in critical analysis and class discussion, coursework encourages students to examine sexism and equality in our culture and in their own lives.

Lecture Hours 3

Department: English & Philosophy

PHL 492 Independent Study. 1-5 Credits

Provides students an opportunity to research subjects in Philosophy and Religious Studies which are not explored in regular courses.

Department: English & Philosophy

PHL 494 Seminar/Workshop. 1-3 Credits

Provides an opportunity to intensively investigate specific topics pertinent to fields of Philosophy and/or Religious Studies, such as Islam, Philosophy of Science, Sacred Texts and the Natural World, Buddhism, Philosophies of Love, Feminist Philosophy, Existentialism, Phenomenology, and Ideas that Rocked the 20th Century.

Department: English & Philosophy

## PHOT - Photography

PHOT 154 Exploring Digital Photography. 3 Credits

Term Typically Offered: Fall, Spring, Summer

(6 stu/wk) Introduces technical and aesthetic ways of creating digital photographic images. Emphasis is on the production of photographic images, from acquiring them with digital cameras to using computer software for manipulating digital images.

Instructor and peer critique of student work is an integral part of the course.

Lecture Hours 3

Department: Art

## PHSX - Physics

PHSX 103 Our Physical World. 3 Credits

Term Typically Offered: Fall, Spring, Summer

Prerequisite(s): M 095.

Corequisite(s): PHSX 104.

Concentrates on fundamental ideas of physics: energy, forces, and conservation laws. Helps students understand basic principles which underlie and explain all diverse phenomena and structures of the physical world. Emphasizes conceptual rather than mathematical treatment; however, basic algebra skills are required.

Lecture Hours 3

Department: Sciences - Biology & Phys Sci

PHSX 104 Our Physical World Lab. 1 Credit

Term Typically Offered: Fall, Summer

Corequisite(s): PHSX 103.

Examines and analyzes the immediate physical environment in terms of fundamental principles through data collection, analysis and the formation of scientifically valid conclusions. Develops an appreciation for the simplicity of basic physical laws and the broad range of phenomena that can be explained by them.

Lab Hours 1

Department: Sciences - Biology & Phys Sci

PHSX 205 College Physics I. 3 Credits

Term Typically Offered: Fall

Prerequisite(s): M 122.

Corequisite(s): PHSX 206.

Presents an algebra-based treatment of introductory physics covering vector Analysis, Newton's Laws of Motion, conservation laws, bulk properties of matter, fluid mechanics and wave motion. This is the first semester of a two semester sequence. Students may receive credit for only one introductory sequence: PHSX 205-206 or PHSX 220-232.

Lecture Hours 3

Department: Sciences - Biology & Phys Sci

PHSX 206 College Physics I Lab. 1 Credit

Term Typically Offered: Fall

Prerequisite(s): M 151.

Corequisite(s): PHSX 205.

Laboratory to complement the lecture in PHSX 205.

Lab Hours 1

Department: Sciences - Biology & Phys Sci

PHSX 207 College Physics II. 3 Credits

Term Typically Offered: Spring

Prerequisite(s): PHSX 205 and PHSX 206.

Presents a continuation of PHSX 205 with a discussion of thermodynamics, electricity and magnetism, electric circuits, and the behavior and properties of light (with an emphasis on optical applications). This is the second semester of a two semester sequence. Students may receive credit for only one introductory sequence: PHSX 205-207 or PHSX 220-232.

Lecture Hours 3

Department: Sciences - Biology & Phys Sci

PHSX 208 College Physics II Lab. Term Typically Offered: Spring Prerequisite(s): PHSX 205 and PHSX 206. Complements the lecture in PHSX 207 with emphasis on electricity, magnetism, and thermodynamics. Lab Hours 1 Department: Sciences - Biology & Phys Sci	1 Credit	PHSX 391 Special Topics. Prerequisite(s): PHSX 343. Designed to serve the needs of students who are interested in continued study in physics beyond the introductory level. The course will be devoted to an in-depth study of one of the following topics: electricity and magnetism, classical mechanics, or quantum mechanics. Lecture Hours 3 Department: Sciences - Biology & Phys Sci	3 Credits
PHSX 220 Physics I. Term Typically Offered: Fall Prerequisite(s): M 171 or concurrent enrollment in M 171. Corequisite(s): PHSX 221. Presents calculus-based treatment of introductory physics covering vector analysis, Newton's Laws of Motion, conservation laws, bulk properties of matter, fluid dynamics, and wave motion. This is the first semester of a two-semester sequence. Students may receive credit for only one introductory sequence: PHSX 205-207 or PHSX 220-232. Lecture Hours 3 Department: Sciences - Biology & Phys Sci	3 Credits	PHSX 490 UG Research. Prerequisite(s): Junior standing or consent of instructor. Provides students the opportunity to conduct a research project under the supervision of a faculty member, including library and experimental research as appropriate, analysis of the results, and the submission of a formal research report upon completion of the project. Department: Sciences - Biology & Phys Sci	1-6 Credits
PHSX 221 Physics I Lab. Term Typically Offered: Fall Corequisite(s): PHSX 220. Laboratory to complement the lecture in PHSX 220. Lab Hours 1 Department: Sciences - Biology & Phys Sci	1 Credit	PHSX 491 Special Topics. Prerequisite(s): PHSX 391 in the area to be continued. Continues a topic covered in PHSX 391. The follow-up for electricity and magnetism will be electromagnetic wave theory; for classical mechanics will be fluid dynamics; for quantum mechanics will be further analysis of more complicated atomic systems and a study of Dirac's matrix representation of the Schrodinger equation. Lecture Hours 3 Department: Sciences - Biology & Phys Sci	3 Credits
PHSX 232 Physics II & Thermo. Term Typically Offered: Spring Prerequisite(s): M 171, PHSX 220, PHSX 221. Corequisite(s): PHSX 233. Presents a continuation of the calculus-based treatment of physics with a discussion of thermodynamics, electricity and magnetism, electric circuits, and the behavior and properties of light. Students may receive credit for only one introductory sequence: PHSX 205-207 or PHSX 220-232. Lecture Hours 3 Department: Sciences - Biology & Phys Sci	3 Credits	PHSX 492 Independent Study. Prerequisite(s): consent of instructor and department chairperson. Designed to provide the student with the opportunity to study any special aspect of physics which is not offered directly as a course. Department: Sciences - Biology & Phys Sci	1-4 Credits
PHSX 233 Physics II & Thermo Lab. Term Typically Offered: Spring Corequisite(s): PHSX 232. Laboratory to complement the lecture in PHSX 232. Lab Hours 1 Department: Sciences - Biology & Phys Sci	1 Credit	PHSX 494 Seminar/Workshop. Department: Sciences - Biology & Phys Sci	1-4 Credits
PHSX 294 Seminar/Workshop. Department: Sciences - Biology & Phys Sci	1-4 Credits	PHSX 498 Internship/Cooperative Educ. Department: Sciences - Biology & Phys Sci	1-9 Credits
PHSX 343 Modern Physics. Term Typically Offered: Fall (even years) Prerequisite(s): PHSX 232. Presents the fundamentals of relativity and quantum mechanics with an emphasis on developing the mathematical tools necessary for coordinate transformations, 2nd order partial differential equations, matrices, eigenvalues and eigenvectors. Lecture Hours 3 Department: Sciences - Biology & Phys Sci	3 Credits		
PHSX 344 Modern Physics Lab. Term Typically Offered: Fall (even years) Prerequisite(s): PHSX 232. Corequisite(s): PHSX 343. Presents laboratory exercises to complement the lecture in PHSX 343. Lab Hours 1 Department: Sciences - Biology & Phys Sci	1 Credit		

## PPT - Process Plant Technology

PPT 101 Fund of Process Technology. Introduces the student to the fundamentals of process/refinery technology. Areas covered are the mechanics of fluids, hydrocarbons, gases, heat, and chemistry. The student realizes how each plays a significant role in the refining distillation process. Lecture Hours 4 Department: Engineering & Industrial - COT	4 Credits
PPT 102 Fund of Process Technology Lab. Corequisite(s): PPT 101. Provides students exposure to major concepts of industry through hands-on laboratory investigations and application of principles learned in PPT 101. Lab Hours 1 Department: Engineering & Industrial - COT	1 Credit
PPT 120 Environ Awareness. Provides the student with the history behind certain environmental policies, the creation of OSHA, and key environmental issues. Provides learning in treatment processes, waste water units, vapor recovery systems, cleanup, and an overview of the specialty equipment necessary for an ecologically sound process plant. Lecture Hours 2 Department: Engineering & Industrial - COT	2 Credits

<p>PPT 130 Process Diagrams for Proc Tech. 2 Credits Provides the student with an introduction in the use of process flow and instrument drawings. Upon completion of this course, students will be familiar with using P&amp;ID (Process and Instrument Drawings) drawings in the course of their work as process technicians. In addition, students will obtain the skills necessary to produce process flow diagrams. Lecture Hours 2 Department: Engineering &amp; Industrial - COT</p>	<p>PPT 176 Process Plant Sciences Lab. 1 Credit Corequisite(s): PPT 175. Provides students exposure to major concepts of industry through hands-on laboratory investigations and application of principles learned in PPT 175. Lab Hours 1 Department: Engineering &amp; Industrial - COT</p>
<p>PPT 135 Instrument &amp; Control Systems. 4 Credits Prerequisite(s): PPT 101, PPT 130, TRID 185. Familiarizes the student with the vocabulary surrounding the instrument and control field as well as examining the function of each instrument. The topics of process measurements, analytical instrumentation, process controls, and instrument systems are also covered in this course. Lecture Hours 4 Department: Engineering &amp; Industrial - COT</p>	<p>PPT 207 Boilers, Access &amp; Basic Oprtns. 3 Credits Offers an introduction to boiler equipment, controls, and systems. Instruction includes the function and operation of all major components and control devices, common troubleshooting problems, and common maintenance concerns. Lecture Hours 3 Department: Engineering &amp; Industrial - COT</p>
<p>PPT 136 Instrument &amp; Controls Lab. 1 Credit Corequisite(s): PPT 135. Provides students exposure to major concepts of industry through hands-on laboratory investigations and application of principles learned in PPT 135. Lab Hours 1 Department: Engineering &amp; Industrial - COT</p>	<p>PPT 208 Equipment and Operations Lab. 2 Credits Corequisite(s): PPT 210. Provides students exposure to major concepts of industry through hands-on laboratory investigations and application of principles learned in PPT 210. Lab Hours 2 Department: Engineering &amp; Industrial - COT</p>
<p>PPT 140 Brewing Process Technology. 2 Credits Term Typically Offered: Spring Introduces the student to actual brewing processes, taking an in-depth look at each process, unit variables, equipment design and function, process control methodologies, and unit specific operating and safety considerations. Various types of equipment are discussed, including heaters, coolers, pumps, filters, fermentation reactors, distillation columns, reboilers, and condensers. The course is designed to provide classroom time balanced with hands-on review of the various processes. Department: Engineering &amp; Industrial - COT</p>	<p>PPT 210 Equipment and Operations. 4 Credits Prerequisite(s): PPT 175. Covers the equipment necessary for the operation of a process/refining plant. A few topics of discussion include pumps, compressors, valves, heat exchangers, distillation towers, cooling towers, as well as auxiliary systems. Some of the operations principles reviewed are pneumatics, boilers, hydraulic functions, furnace processes, reactor systems, and distillation. Reading process flows and instrument diagrams is also included. Lecture Hours 4 Department: Engineering &amp; Industrial - COT</p>
<p>PPT 151 Process Plant Safety I. 2 Credits Examines the regulatory safety programs instituted by OSHA and other regulatory agencies which are specific to the processing industry. Covers a variety of topics such as hazards safety, personal protective equipment, emergency response and safe work practices. Lecture Hours 2 Department: Engineering &amp; Industrial - COT</p>	<p>PPT 211 Advanced Operations. 2 Credits Prerequisite(s): PPT 210. Introduces the student to actual refining processes, taking an in-depth look at each process, as well as the unit variables, equipment, critical control areas, product and unit specific safety considerations. Various types of processes are discussed, including Fluid Catalytic Cracking, Alkylation, Catalytic Reforming, De-sulfurization, Crude/Vacuum Systems, Amine, Coking, and Hydro treating. The course is also designed to provide classroom time balanced with field review of the various processes. Lecture Hours 2 Department: Engineering &amp; Industrial - COT</p>
<p>PPT 161 Process Plant Safety II. 2 Credits Prerequisite(s): PPT 151. Provides the student with detailed instruction in the field of safety and health within the Process industry. In this course, the student will complete an in-depth study in the use of gas detection equipment, the use of the permitting system including lock out/tag out, the use of OSHA logs, the use of advanced safety equipment, and study the importance of industrial hygiene in an industrial setting. Lecture Hours 2 Department: Engineering &amp; Industrial - COT</p>	<p>PPT 212 Advanced Operations Lab. 1 Credit Corequisite(s): PPT 211. Provides students exposure to major concepts of industry through hands-on laboratory investigations and application of principles learned in PPT 211. Lab Hours 1 Department: Engineering &amp; Industrial - COT</p>
<p>PPT 175 Process Plant Sciences. 4 Credits Prerequisite(s): PPT 101. Provides the fundamentals necessary for an in-depth look at the distillation process. Examines the concepts of heat and thermodynamics, as well as the chemical bonds, organic chemistry, the periodic table and hydrocarbon concepts. Gives students the necessary tools for a better understanding of the process taking place in the refining and power industries. Lecture Hours 4 Department: Engineering &amp; Industrial - COT</p>	<p>PPT 220 Quality Control Practices. 2 Credits Prerequisite(s): PPT 210. Provides the student with an overview of the field of quality within the Process industry. Within this course, students will be introduced to many industry-related quality concepts including operating consistency, continuous improvement, plant economics, team skills, and statistical process control (SPC). Lecture Hours 2 Department: Engineering &amp; Industrial - COT</p>



PPT 225 Plant Investigation. 2 Credits  
 Prerequisite(s): PPT 210.  
 Provides the student with an overview of the various troubleshooting models used by process technicians. Process troubleshooting involves different types of troubleshooting techniques, procedures, and methods used to solve process problems. Topics include application of data collection and analysis, cause-effect relationships, and reasoning. The student is exposed to many different trouble situations similar to those encountered in the process plant experience. The student is taught a systematic way to solve problems, using measured process variables and personal knowledge of how they affect each other (cause and effect).  
 Lecture Hours 2  
 Department: Engineering & Industrial - COT

PPT 291 Independent Study. 1-3 Credits  
 Department: Engineering & Industrial - COT

PPT 292 Independent Study. 1-3 Credits  
 Department: Engineering & Industrial - COT

PPT 293 Workshop. 1-5 Credits  
 Department: Engineering & Industrial - COT

PPT 298 Cooperative Educ/Internship. 1-6 Credits  
 (45 hours/credit) Provides university credit for a sophomore experience in the area of Process Plant Technology, supervised by faculty. Learning agreement must be completed prior to registration (restricted).  
 Department: Engineering & Industrial - COT

## PSCI - Political Science

PSCI 210 Intro to American Government. 3 Credits  
 Covers the American Political System relative to central government and institutions. Attention is given to concepts, organizations and functions with emphasis on the political, governmental and democratic processes and problems, including the role of individual and group relationships. Provides a perspective and background for further study in Political Science.  
 Lecture Hours 3  
 Department: NAS/PS/SOCL

PSCI 220 Intro to Comparative Govt. 3 Credits  
 Introduces the ideas behind the democratic and non-democratic forms of political life in the modern world; investigates the changing nature of the role of government through systematic and comparative study of political structures, functions, behavior and changes; and provides a background for the pursuance of more specialized study in the various fields of Political Science.  
 Lecture Hours 3  
 Department: NAS/PS/SOCL

PSCI 230 Intro to International Rel. 3 Credits  
 Considers the nature of relations among nations, various dimensions of international politics and the nature of political challenges occasioned by the changing milieu in which international affairs are conducted.  
 Lecture Hours 3  
 Department: NAS/PS/SOCL

PSCI 240 Introduction to Public Admin. 3 Credits  
 Studies the basic principles and theory of administrative structures, organizations, leadership, fiscal management, personnel, and policy-making in the modern state.  
 Lecture Hours 3  
 Department: NAS/PS/SOCL

PSCI 260 Intro to State and Local Govt. 3 Credits  
 Considers the functions, organization and problems of American state governments and the local subdivisions—counties and municipalities—and examines state-federal and state-local relations. This class is a prerequisite for those students interested in applying for a Montana legislative internship.  
 Lecture Hours 3  
 Department: NAS/PS/SOCL

PSCI 294 Seminar/Workshop. 1-6 Credits  
 Department: NAS/PS/SOCL

PSCI 298 Internship/Cooperative Educ. 1-9 Credits  
 Provides university credit for a sophomore work experience in the area of Political Science, supervised by faculty. Learning agreement must be completed prior to registration (restricted).  
 Department: NAS/PS/SOCL

PSCI 335 American Foreign Policy. 3 Credits  
 Prerequisite(s): PSCI 220 and PSCI 210, or consent of instructor.  
 Traces the development of United States foreign policy and foreign policy institutions with emphasis on the post-World War II period. Modern foreign policy is analyzed in the context of theoretical and institutional implications. Will also deal with U.S. foreign policy towards specific areas of the world.  
 Lecture Hours 3  
 Department: NAS/PS/SOCL

PSCI 341 Political Parties & Elections. 3 Credits  
 Examines the structure and function of political parties, interest groups, and the mass media in the electoral process. Special emphasis on electoral rules and citizen participation from a comparative democratic perspective.  
 Lecture Hours 3  
 Department: NAS/PS/SOCL

PSCI 342 Media, Public Opinion, Polling. 3 Credits  
 Provides historical background material on public opinion and polling, as well as address major contemporary issues faced by those who measure public opinion. The students enrolled in this course will develop a survey questionnaire and employ MSU Billings' CATI (Computer Assisted Telephone Interviewing) Laboratory to conduct a random sample statewide telephone survey and write a paper based upon the polling's results.  
 Lecture Hours 3  
 Department: NAS/PS/SOCL

PSCI 346 American Presidency. 3 Credits  
 Examines the evolution and development of the office of the President, its major responsibilities in domestic and foreign affairs, with emphasis on particular power problems that confront the President.  
 Lecture Hours 3  
 Department: NAS/PS/SOCL

PSCI 347 U.S. Congress. 3 Credits  
 Prerequisite(s): PSCI 210.  
 Examines the roles, structures, and procedures of the United States Congress and the Montana Legislature. During legislative election years, special emphasis will be devoted to how members are elected to legislative office.  
 Lecture Hours 3  
 Department: NAS/PS/SOCL

PSCI 370 Courts and Judicial Politics. 3 Credits  
 Prerequisite(s): PSCI 210.  
 Examines the Federal and Montana judicial systems, focusing on the institutions, procedures, and personnel. Presents an introduction to civil and criminal procedures and the legal profession.  
 Lecture Hours 3  
 Department: NAS/PS/SOCL



<p>PSCI 407 Public Policy Analysis. 3 Credits            Term Typically Offered: Fall, Spring, Summer            Prerequisite(s): PSCI 210.            3cr. Applies theoretical and practical analyses of public policies, including theories, and process of policy formation, including the political nature of policy implementation. This course introduces students to public policy analysis in democratic societies, with an emphasis on the United States. The use of case studies will provide the means of analyzing specific policy problems and formulating policy recommendations.            Lecture Hours 3            Department: NAS/PS/SOCL</p>	<p>PSCI 469 Ethics &amp; Public Policy. 3 Credits            Prerequisite(s): Graduate standing.            Explores ethics and selected issues in public service and policy making through theoretical and case study approaches. Emphasis on the relation of continuing issues and problem areas to individual careers in policy making and administrative decision making. Graduate students will be expected to read substantially more in the public administration literature, to produce more in-depth research in their term papers, and to make at least one, possibly two, classroom presentations.            Lecture Hours 3            Department: NAS/PS/SOCL</p>
<p>PSCI 416 Public Organizational Theory. 3 Credits            Term Typically Offered: Fall, Spring, Summer            Prerequisite(s): PSCI 210.            3cr. Introduces the study of complex organizations and organizational behavior in the administration of public policy. This course provides a conceptual grounding in the management of public organization and decision-making process. Students will also critically analyze issues of organizational culture, including challenges to diversity, conflict, and power dynamics.            Lecture Hours 3            Department: NAS/PS/SOCL</p>	<p>PSCI 472 Const Law: Civil Liberties. 3 Credits            Prerequisite(s): HSTA 101 or PSCI 210.            Examines major Supreme Court decisions in the field of individual rights. Provides an overview of civil liberties decisions with emphasis on the recent past, or may consider specific constitutional issues (i.e., church and state, freedom of speech and press, the death penalty) over the course of American history.            Lecture Hours 3            Department: NAS/PS/SOCL</p>
<p>PSCI 424 Democratization. 3 Credits            Term Typically Offered: Spring            Analyzes the political determinants of democratic transitions and democratic consolidation. Global and regional trends are examined systematically through data analysis.            Lecture Hours 3            Department: NAS/PS/SOCL</p>	<p>PSCI 473 Const Law: Powers &amp; Structures. 3 Credits            Prerequisite(s): HSTA 101 or PSCI 210.            Introduces the evolution and structure of the United States constitutional system, focusing on the federal relationship, the separation of powers, and the judicial review, relying primarily upon the case method of analysis.            Lecture Hours 3            Department: NAS/PS/SOCL</p>
<p>PSCI 425 International Conflict. 3 Credits            Term Typically Offered: Spring            Analyzes the political determinants of international war and conflict.            Lecture Hours 3            Department: NAS/PS/SOCL</p>	<p>PSCI 491 Special Topics. 3 Credits            Prerequisite(s): Consent of instructor.            Provides Masters of Public Administration students an opportunity for them to investigate contemporary topics related to the field. Staffing needs will largely involve local practitioners in government and not-for-profit organizations. The course will be offered on an irregular basis.            Department: NAS/PS/SOCL</p>
<p>PSCI 426 Comparative Political Economy. 3 Credits            Term Typically Offered: Fall            Assesses the relationship between politics and economics within countries. Topics covered include the relationship between democracy and development, globalization, and the welfare state. Global and regional trends are examined systematically through data analysis.            Lecture Hours 3            Department: NAS/PS/SOCL</p>	<p>PSCI 492 Independent Study. 1-5 Credits            Prerequisite(s): consent of instructor and chairperson of department.            Provides outstanding students an individual opportunity to explore material not covered by regular Political Science courses.            Department: NAS/PS/SOCL</p>
<p>PSCI 427 Research Methods. 3 Credits            Term Typically Offered: Spring            Develops knowledge of research design, qualitative and quantitative methods, and data analysis skills. Students will prepare and submit a research design that meets social scientific standards.            Lecture Hours 3            Department: NAS/PS/SOCL</p>	<p>PSCI 494 Seminar/Workshop. 1-6 Credits            Provides an opportunity for experimental study in the area of Political Science.            Department: NAS/PS/SOCL</p>
<p>PSCI 446 Language and Law. 3 Credits            Term Typically Offered: Fall, Spring            3cr. Investigates the role that language and linguistics play in the law and legal fields is the focus of this course. Language and Law applies linguistic analysis as a tool for understanding the law, legal interpretations, legal proceedings, and linguistic evidence. Students will apply forensic linguistic techniques to analyze evidence, authorship identification, interpret meaning, profile authors, forensic discourse analysis, and more.            Lecture Hours 3            Department: NAS/PS/SOCL</p>	<p>PSCI 498 Internship/Cooperative Educ. 1-12 Credits            Provides university credit for a work experience in the area of Political Science supervised by faculty. Learning agreement must be completed prior to registration (restricted).            Department: NAS/PS/SOCL</p>
	<h2>PSYX - Psychology</h2>
	<p>PSYX 100 Intro to Psychology. 3 Credits            Term Typically Offered: Fall, Spring, Summer            Presents an overview of the psychological functioning of the individual, including such topics as the biological bases of behavior, learning, cognition, motivation, developmental and social processes, psychological disorders and their treatment.            Lecture Hours 3            Department: Psychology</p>

<p>PSYX 222 Psychological Statistics. 3 Credits            Term Typically Offered: Fall, Spring            Prerequisite(s): PSYX 100 and STAT 141.            Introduces the principles of psychological research and their applications to the analysis and statistical interpretation of experimental data.            Lecture Hours 3            Department: Psychology</p>	<p>PSYX 330 Child Development. 3 Credits            Term Typically Offered: Fall, Spring, Summer            Prerequisite(s): PSYX 100.            Provides a comprehensive overview of child development prior to puberty. Contemporary theory and research will be presented from multiple perspectives that emphasize the integration of biological, cognitive, social, emotional, and cultural influences over time.            Lecture Hours 3            Department: Psychology</p>
<p>PSYX 225 Research Design and Analysis. 3 Credits            Term Typically Offered: Fall, Spring            Prerequisite(s): PSYX 100.            Provides an opportunity for the student to learn about design, control, and measurement techniques through actual construction and implementation of a research plan. Includes laboratory exercises related to topics discussed Lab required.            Lecture Hours 3            Department: Psychology</p>	<p>PSYX 333 Psychology of Aging. 3 Credits            Term Typically Offered: Spring            Prerequisite(s): PSYX 100.            Considers the various aspects of the aging process as they relate to the psychological functioning of people in later life. Theories, data, and applications are considered as they relate to the well being of older people.            Lecture Hours 3            Department: Psychology</p>
<p>PSYX 226 Research Design and Analysis L. 1 Credit            Term Typically Offered: Fall, Spring            Lab Hours 1            Department: Psychology</p>	<p>PSYX 335 Psychology of Gender. 3 Credits            Term Typically Offered: Fall            Prerequisite(s): PSYX 100.            Explores the factors that influence the development of differences in cognitive and social/emotional functioning between males and females and the effects of those differences on psychological functioning.            Lecture Hours 3            Department: Psychology</p>
<p>PSYX 230 Developmental Psychology. 3 Credits            Term Typically Offered: Fall, Spring, Summer            Prerequisite(s): PSYX 100.            Provides a comprehensive overview of human development across the life-course. Contemporary theory and research are presented from a multi-disciplinary perspective that emphasizes the integration of biological, psychological, socio-cultural, and developmental influences over time. The course will cover common developments and challenges encountered at various life stages as well as the emergence of individual differences that account for our unique characteristics.            Lecture Hours 3            Department: Psychology</p>	<p>PSYX 340 Abnormal Psychology. 3 Credits            Term Typically Offered: Fall, Summer            Prerequisite(s): PSYX 100.            Covers the various categories of mental disorders, as classified in the Diagnostic and Statistical Manual of Mental Disorders. For each disorder, information about features, causes, and treatments is examined.            Lecture Hours 3            Department: Psychology</p>
<p>PSYX 294 Seminar/Workshop. 1-8 Credits            Department: Psychology</p>	<p>PSYX 345 Child &amp; Adolescent Psych Dis. 3 Credits            Prerequisite(s): PSYX 100 (Sp) Provides a comprehensive overview of psychological disorders in children and adolescents.            Contemporary theory and research will be presented from an integrative perspective that recognizes interrelations between biological, cognitive, social, emotional, and cultural influences. Special emphasis will be placed on developmental course of each disorder, highlighting the special issues pertaining to different age groups as well as the risk and protective factors affecting developmental pathways. Case studies will be used to illustrate concrete examples of various psychological disturbances.            Lecture Hours 3            Department: Psychology</p>
<p>PSYX 298 Internship/Cooperative Educ. 1-9 Credits            Provides university credit for a sophomore work experience in the area of Psychology, supervised by faculty. Learning agreement must be completed prior to registration (restricted).            Department: Psychology</p>	<p>PSYX 350 Physiological Psychology. 3 Credits            Term Typically Offered: Fall            Prerequisite(s): PSYX 100.            Presents the physiological basis of human and animal behavior. Primarily concerned with the structure and function of the central nervous system as it relates to the behavior of organisms. Laboratory will concentrate on the neuroanatomy of the brain and demonstrations of techniques used in the discipline. Lab required.            Lecture Hours 3            Department: Psychology</p>
<p>PSYX 320 Adv Psych Research Methods. 3 Credits            Term Typically Offered: Spring            Prerequisite(s): PSYX 222.            Enables the student to conduct more advanced statistical analyses of the results of psychological research, through the use of both descriptive statistics, including measures of central tendency, dispersion, skewness, kurtosis, and correlation, and inferential statistics, including parametric statistics, such as the analysis of variance and nonparametric statistics. Lab required.            Lecture Hours 3            Department: Psychology</p>	<p>PSYX 351 Physiological Psychology Lab. 1 Credit            Term Typically Offered: Fall            Prerequisite(s): PSYX 100.            Lab Hours 1            Department: Psychology</p>
<p>PSYX 321 Adv Psych Research Methods Lab. 1 Credit            Term Typically Offered: Spring            Lab Hours 1            Department: Psychology</p>	

<p>PSYX 354 Sensation &amp; Perception. 3 Credits  Prerequisite(s): PSYX 100, PSYX 222 and PSYX 225.  Covers the psychological and physiological aspects of sensory and perceptual experience in humans. Explores the historical and scientific backgrounds of sensation and perception. Laboratory exercises demonstrate psychophysics, measures of perceptual phenomena and sensory physiology. Lab required.  Lecture Hours 3  Department: Psychology</p>		<p>PSYX 380 Memory &amp; Cognition. 3 Credits  Term Typically Offered: Fall  Prerequisite(s): PSYX 100, PSYX 222 and PSYX 225.  Considers such topics as language and thought, attention, visual information processing, and short term and long term memory. Laboratory replicates and extends classical experiences in the field. Lab required.  Lecture Hours 3  Department: Psychology</p>	
<p>PSYX 355 Sensation &amp; Perception Lab. 1 Credit  Lab Hours 1  Department: Psychology</p>		<p>PSYX 381 Memory &amp; Cognition Lab. 1 Credit  Term Typically Offered: Fall  Lab Hours 1  Department: Psychology</p>	
<p>PSYX 358 Drugs and Behavior. 3 Credits  Term Typically Offered: Spring  Prerequisite(s): PSYX 100.  Corequisite(s): PSYX 359.  Explores the physiological and psychological effects of licit and illicit drugs, including drug-related topics in biology, neuroscience, history, and law. Shows how drug taking behavior helps us comprehend human behavior in a biological environment.  Lecture Hours 3  Department: Psychology</p>		<p>PSYX 382 Forensic Psychology. 3 Credits  Term Typically Offered: Spring  Prerequisite(s): PSYX 100 or consent of instructor.  Applies psychology to the legal system. Topics include jury selection and decision-making, memory as evidence, eyewitness testimony, psychological assessment and the insanity defense, and psychological profiling of criminal behavior.  Department: Psychology</p>	
<p>PSYX 359 Drugs and Behavior Lab. 1 Credit  Term Typically Offered: Spring  Prerequisite(s): PSYX 100.  Corequisite(s): PSYX 358.  (1.5 lab/wk) Explores the effects of drugs on the brain and human behavior using statistical modeling and drug use surveys on national populations. Students will learn research techniques useful in the field of pharmacology and psychology. The lab supports topics covering the Drugs and Behavior course.  Lab Hours 1  Department: Psychology</p>		<p>PSYX 385 Psychology of Personality. 3 Credits  Term Typically Offered: Fall  Prerequisite(s): PSYX 100 or consent of instructor.  Surveys the major theories of personality, with secondary attention to the lives of the theorists who formulated them.  Lecture Hours 3  Department: Psychology</p>	
<p>PSYX 360 Social Psychology. 3 Credits  Term Typically Offered: Spring  Prerequisite(s): PSYX 100 or consent of instructor.  Studies how the thought, feeling, and behavior of individuals are influenced by the actual, implied, or imagined presence of others. Emphasis is given to the symbolic interactionist perspective and the relationship between culture and cognitive processes.  Lecture Hours 3  Department: Psychology</p>		<p>PSYX 395 Field Work. 1-8 Credits  Term Typically Offered: Fall, Spring  Prerequisite(s): Junior standing with 2.50 GPA and consent of instructor.  Provides the student an opportunity to apply academic study to actual work experiences. Offers added meaning to theories and principles learned in class as provided by concrete application on supervised and selected work assignments. Includes weekly case conference with instructor.  Lecture Hours 1-8  Department: Psychology</p>	
<p>PSYX 370 Psychology of Learning. 3 Credits  Term Typically Offered: Spring (even years)  Prerequisite(s): PSYX 100.  Explores the facts and principles of learning, motivation and memory. Covers the historical and theoretical background of learning, motivation and memory. Laboratory exercises demonstrate learning, motivation and memory processes. Lab required.  Lecture Hours 3  Department: Psychology</p>		<p>PSYX 400 History &amp; System in Psychology. 3 Credits  Term Typically Offered: Spring, Summer  Prerequisite(s): PSYX 100.  Covers the historical development of psychology and studies the development and the content of the major systems and ideas.  Lecture Hours 3  Department: Psychology</p>	
<p>PSYX 371 Psychology of Learning Lab. 1 Credit  Term Typically Offered: Spring (even years)  Lab Hours 1  Department: Psychology</p>		<p>PSYX 410 Cognitive Learning Theories. 3 Credits  Prerequisite(s): PSYX 100.  Studies the thought processes that underlie learning. Focuses on unseen mental events (such as thinking and memory) that occur during the learning process. Animals and humans use such processes to develop expectancies concerning behavior and its relationship to external events.  Lecture Hours 3  Department: Psychology</p>	
<p>PSYX 378 Intro to Clinical Psyc. 3 Credits  Term Typically Offered: Spring (odd years)  Prerequisite(s): PSYX 100.  Surveys the major approaches to psychotherapy, with emphasis on theoretical foundations. Also addresses the issues of treatment efficacy, common factors, eclecticism, and current controversies.  Lecture Hours 3  Department: Psychology</p>		<p>PSYX 461 Indust &amp; Organiz Psyc. 3 Credits  Term Typically Offered: Spring  Prerequisite(s): PSYX 100 or consent of instructor.  Introduces students to the field of Industrial/Organizational Psychology. Surveys research and practice of psychological principles to a work setting.  Lecture Hours 3  Department: Psychology</p>	

PSYX 470 Psychological Testing. 3 Credits

Term Typically Offered: Spring (odd years)

Prerequisite(s): PSYX 100 and PSYX 222, or equivalent.

Examines the conceptual foundations of psychological testing and surveys representative tests and measurement instruments.

Lecture Hours 3

Department: Psychology

PSYX 482 Psycholinguistics. 3 Credits

Prerequisite(s): LING 210.

Explores the relationship between the human brain and language, including brain anatomy, first and second language acquisition, abnormal language acquisition and functions, and mental language processes.

Lecture Hours 3

Department: Psychology

PSYX 490 Undergrad Research Testing Lab. 1-6 Credits

Department: Psychology

PSYX 492 Independent Study. 1-8 Credits

Prerequisite(s): enrollment in a major or minor program in Psychology and consent of the department chairperson.

Provides outstanding students an individual opportunity to investigate material not covered by regular Psychology courses.

Department: Psychology

PSYX 494 Seminar/Workshop. 1-8 Credits

Department: Psychology

PSYX 495 Practicum. 1-3 Credits

Term Typically Offered: Fall, Spring

Prerequisite(s): Psychology major, Junior or Senior standing and consent of department chairperson.

Provides opportunity of direct use of psychological knowledge in an academic setting. A student may be enrolled in only one practicum during a given semester. If repeated, the second practicum must relate to services in a different course or serve a different function within the same course.

Department: Psychology

PSYX 498 Internship/Cooperative Educ. 1-6 Credits

Provides university credits for a work experience in the area of Psychology supervised by faculty. Learning agreement must be completed prior to registration (restricted).

Department: Psychology

PSYX 499 Senior Thesis. 3 Credits

Term Typically Offered: Fall, Spring

Prerequisite(s): PSYX 222, PSYX 225, PSYX 226, and Senior level standing in Psychology.

Guides students through the process of carrying out a thesis project, including conducting a literature review, designing a study, collecting data, statistical analysis, writing a report, and making an oral presentation. Offered ONLY Online.

Department: Psychology

## PWRP - Power Plant Technology

PWRP 201 Power Plant Equip & Optrns. 3 Credits

Provides the student with an introduction to the major systems and components that make up a modern power plant. Students learn how electric power is produced and distributed; how boilers, turbines, and condensers operate; and what the general responsibilities of plant operators are during all phases of plant operation. Specific attention is given to the flow of water and steam through the steam cycle, how combustion occurs, types of boilers and turbines, operation of steam cycle support systems, bearings and lubrication, turbine control, pollution control, and plant safety. This course covers the various types of equipment used in the production of electricity, including pumps, valves, air compressors, coal pulverizers, fans, cooling towers, condensers, and heat exchangers.

Lecture Hours 3

Department: Engineering & Industrial - COT

PWRP 203 Energy Sources & Conversion. 3 Credits

Allows students to study the various forms of energy and the processes used to convert chemical and potential energy into thermal, mechanical, and in some instances, electrical energy. Energy sources that will be studied include fossil fuels (coal, oil, and natural gas), hydro, wind, fuel cells, solar, derived fuel, geothermal, and nuclear. Combustion and reaction will be discussed in detail for those energy sources that require combustion to convert from one energy form to another.

Lecture Hours 3

Department: Engineering & Industrial - COT

PWRP 210 Turbines, Accessories & Bsc Op. 3 Credits

Prerequisite(s): PPT 135, PPT 175

This course also covers the safe and efficient operation of gas turbines and heat recovery steam generators and their different applications as used in combine cycle and cogeneration configurations. Students will learn how thermal energy is converted to mechanical energy as the steam passes through a typical industry steam turbine. Steam turbine start-up and shut-down procedures will also be studied.

Lecture Hours 3

Department: Engineering & Industrial - COT

PWRP 214 Power Generation. 4 Credits

Prerequisite(s): PPT 175.

Introduces the basic elements of generator design, protection, and operation. Students are introduced to the theoretical aspects of reactive power in power systems by analyzing the inductive and capacitive components of the system, with an emphasis on megavar loading as it is affected by the excitation system.

The generator's auxiliary systems, including hydrogen cooling systems, stator cooling systems, seal oil systems, and generator degassing procedures, are also introduced and the function and types of exciters commonly found in power plants are examined.

Lecture Hours 4

Department: Engineering & Industrial - COT

PWRP 216 Elect Systm Cmpts & Prctns. 3 Credits

Prerequisite(s): PPT 175.

Introduces typical devices used to protect personnel and prevent damage to plant equipment. Also covered are generator, bus, and line differential protection, as well as high- and low-pressure protection. The material presented includes trip and alarm logic for chemical protection, turbine protection, boiler protection, and generator protection. Devices covered include fuses over current relays and over- and under-voltage relays. The course covers practices for electrical protection of plant equipment and personnel.

Lecture Hours 3

Department: Engineering & Industrial - COT

PWRP 218 Adv Plant Oprtns & Trblshntng. 4 Credits  
Prerequisite(s): PWRP 201.

Allows students to gain the knowledge necessary to comprehend overall power plant operations and respond to abnormal operating conditions. Students will also participate in root cause analysis exercises while troubleshooting different operating scenarios.

Lecture Hours 4

Department: Engineering & Industrial - COT

PWRP 298 Cooperative Educ/Internship. 2 Credits  
2cr. (45 hours/credit) Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor.

Lecture Hours 2

Department: Engineering & Industrial - COT

## RD - Reading

RD 101 College Reading Strategies. 3 Credits

Term Typically Offered: Fall, Spring

Provides instruction and practice in applying active reading strategies, improving comprehension in content areas, demonstrating critical thinking skills in responding to individual content area reading assignments, and increasing vocabulary to improve academic success. RD 101 prepares students for the demands of college-level reading. Course earns academic credit but does not count toward General Education, a degree, or certification.

Lecture Hours 3

Department: EDCI/EDF

## REC - Outdoor Recreation

*Due to the course content and environmental requirements, a significant number of REC classes will be held off of the MSU Billings main campus. Courses may meet on weekends and/or during semester breaks. Some courses require a special fee that covers, but is not limited to: transportation, food, gear, lift tickets, and certifications.*

REC 200 Fnd Outdoor Advent Leadershp. 3 Credits  
Corequisite(s): REC 201.

Provides an overview of the theoretical and practical foundations of the discipline including history, research, professional development, and current trends. Field experiences required.

Lecture Hours 3

Department: Health & Human Performance

REC 201 Fnd Outdoor Adv Leadershp Lab. 1 Credit  
Term Typically Offered: Fall

Corequisite(s): REC 200 or consent of instructor.

Provides laboratory experiences in OAL to complement student learning in the classroom. By its nature, outdoor adventure leadership involves activities that are dependent upon physical activity. Overnight field experiences required.

Lab Hours 1

Department: Health & Human Performance

REC 230 Instruct Strat: Bckcntry Anglrs. 2 Credits  
Prerequisite(s): ACT 173 or consent of instructor.

Provides an in-depth exploration of fishing, guiding, instruction, and programming. Activity-specific technical skill development, equipment management, hazard recognition, and professional instructional techniques are addressed. Field experiences required.

Lecture Hours 2

Department: Health & Human Performance

REC 233 Instruct Strat: Ski/Snowboard. 2 Credits  
Term Typically Offered: Fall

Prerequisite(s): REC 220 or REC 225 and Instructor approval.

Develops techniques and skills needed to become an instructor in either Alpine skiing or snowboarding. Emphasis placed on teaching techniques and learning styles. PSIA certification may be offered.

Lecture Hours 2

Department: Health & Human Performance

REC 257 Instruct Strat: Rock Climbing. 2 Credits  
Prerequisite(s): ACT 114 or consent of instructor.

Provides an in-depth exploration of climbing instruction and programming. Activity-specific technical skill development, equipment management, hazard recognition, assistance skills, and basic instructional techniques are addressed. Field experiences required.

Lecture Hours 2

Department: Health & Human Performance

REC 270 Instruct Strat: Water Program. 2 Credits  
Prerequisite(s): ACT 178 or ACT 177 or ACT 176 or consent of instructor.

Provides an in-depth exploration of water program instruction. Activity-specific technical skill development, equipment management, hazard recognition, assistance skills, and basic instructional techniques are addressed. Field experiences required.

Lecture Hours 2

Department: Health & Human Performance

REC 280 Challenge Course Facilitation. 3 Credits  
Corequisite(s): REC 281.

Provides historical, theoretical, and experiential understanding of program and management practice associated with the use of challenge courses. Technical skill development, group facilitation strategies, safety procedures, equipment management, and program design are addressed. Field experiences required.

Lecture Hours 3

Department: Health & Human Performance

REC 281 Challenge Course Facilitatn Lab. 1 Credit  
Term Typically Offered: Spring

Corequisite(s): REC 280 or consent of instructor.

Provides laboratory experiences in OAL to complement student learning in the classroom. By its nature, challenge course facilitation involves activities that are dependent upon physical activity. Overnight field experiences required.

Lecture Hours 0, Lab Hours 1

Department: Health & Human Performance

REC 285 Scuba Diving I. 2 Credits  
Term Typically Offered: Spring, Summer

Teaches understanding and application of scuba diving techniques, equipment, and knowledge of diving hazards and precautions. The skills include, but are not limited to: remove mask and clear, remove and recover regulator, remove and recover Scuba equipment, demonstrate cramp removal, assist other divers, underwater navigation, hand and arm signals, signs and symptoms of decompression sickness, plan and conduct open water dives, dive computer, wetsuit utilization.

Lecture Hours 2

Department: Health & Human Performance

REC 294 Seminar/Workshop. 1-4 Credits  
Department: Health & Human Performance



REC 300 Advt Program Design & Delivery. Term Typically Offered: Fall Prerequisite(s): REC 200 or consent of instructor. Provides theoretical and experiential understanding of the design of outdoor adventure programs with a clear focus on customer experience. Sequencing, event selection, outcomes development, and assessment are addressed. Field experiences required. Lecture Hours 3 Department: Health & Human Performance	3 Credits	REC 358 Swift Water Rescue. Term Typically Offered: Spring Prerequisite(s): Instructor Approval. Explores skills and methods of rescuing persons in swift water conditions. Students study the dynamics of moving water, natural and man-made hazards, swimming the rapids to assist in a rescue, how to deal with strainers, use of throw rope, rope rescue techniques, and the use of a rescue vest. Special topics are added as appropriate by the instructor. SWR certification offered. Lecture Hours 3 Department: Health & Human Performance	3 Credits
REC 306 Applied Wilderness Leadership. Prerequisite(s): REC 201 or consent of instructor. Provides a comprehensive overview of leadership and management for land-based programming, including backpacking, navigation, rock climbing, and caving. Risk management, hazard recognition, and group facilitation are also addressed. Overnight field experiences required. Lecture Hours 3 Department: Health & Human Performance	3 Credits	REC 359 Bckcntry Avlnch Frcting/Rscue. Prerequisite(s): REC 308 or Instructor approval. Develops skills and techniques needed to safely plan, recognize avalanche hazards, make safe travel decisions, and apply effective companion rescue techniques (including multiple and deep burials) in avalanche terrain. Develops an understanding of snowpack development, metamorphosis, factors that contribute to spatial variability, and avalanche release and triggering mechanisms. Introduces snow stability analysis, backcountry forecasting, and standard observation guidelines and recording formats. Lecture Hours 4 Department: Health & Human Performance	4 Credits
REC 308 Appld Wildrnss Leadrshp-Winter. Prerequisite(s): REC 306 or consent of instructor. Provides a comprehensive overview of leadership and management for winter-based programming, including snowshoeing, winter camp management, and basic snow science. Activity-specific technical skill development, equipment management, hazard recognition, assistance skills, and basic instructional techniques are addressed. Overnight field experiences required. Lecture Hours 3 Department: Health & Human Performance	3 Credits	REC 381 Expedition Leadership. Prerequisite(s): REC 306. Focuses on the integration of the outdoor, educational, and human skills essential to all professional outdoor leaders. Students will utilize a backcountry context to engage in a critical self-assessment process and practice implementing site management principles into field course management. Overnight field experiences required. Lecture Hours 4 Department: Health & Human Performance	4 Credits
REC 309 People and the Environment. Provides a comprehensive overview of the principles and techniques of effective resource education, aligned with the standards and expectations from the National Association for Interpretation. Field experiences required. Lecture Hours 3 Department: Health & Human Performance	3 Credits	REC 401 Outdoor Behavioral Healthcare. Prerequisite(s): REC 200 or consent of instructor. Provides a comprehensive overview of the history, research, theory, and practice of the outdoor adventure therapy field, including therapeutic adventure, residential treatment, wilderness therapy, and adventure-based counseling. Field experiences may be required. Lecture Hours 3 Department: Health & Human Performance	3 Credits
REC 310 Leadership in Adventure Pgrms. Prerequisite(s): REC 200 or consent of instructor. Acquaints students with the history, philosophy, depth, and scope of Adventure Leadership. Methods discussed will be applied to group development, minimizing risk in the field, teambuilding, decision making, problem solving, and teaching. Students will explore and enhance their own leadership, philosophy and style through participation in group projects, lecture, and activities while taking this class. Lecture Hours 3 Department: Health & Human Performance	3 Credits	REC 411 Adventure Guiding/Instructing. Prerequisite(s): REC 300 and REC 310 or consent of instructor. Provides students an opportunity to explore teaching methods appropriate for a wide spectrum of adventure guiding and instructing. Examines learning styles, lesson planning, delivery options, risk management, evaluation, and assessment. Field experiences may be required. Lecture Hours 3 Department: Health & Human Performance	3 Credits
REC 356 Search and Rescue. Term Typically Offered: Spring Prerequisite(s): REC 181 and Instructor approval. Instructs individuals in the methods of searching for lost persons. Topics include search and rescue (SAR) hierarchy, personal preparedness, rescue, search, and preventative search and rescue. Course is hands-on oriented and includes one overnight experience. FUNSAR certification offered. Lecture Hours 3 Department: Health & Human Performance	3 Credits	REC 430 Risk Management in OAL. Term Typically Offered: Spring Prerequisite(s): REC 300 and REC 310 or consent of instructor. 3cr. Addresses legal structures and processes, accident assessment and management, and risk management planning related to outdoor adventure programs and services. Case studies are central to the course delivery. Field trips may be required. Field experiences required. Lecture Hours 3 Department: Health & Human Performance	3 Credits
REC 357 Ropes Rescue. Prerequisite(s): REC 257 and Instructor approval. Develops skills and techniques needed to safely perform a rope rescue. Emphasis is placed on rescue philosophy, liability, mitigation, safety, managing a rope rescue, equipment, knots, anchors, mechanical advantage, low-angle and high-angle ropes systems, raising and lowering systems, rappelling, belaying, ascending, and pick-offs. Lecture Hours 3 Department: Health & Human Performance	3 Credits		



REC 470 OAL Operations & Asset Mangmnt. Prerequisite(s): REC 200 and REC 310 or consent of instructor. Provides and introduction to financial planning and management of gear/equipment/facilities common to outdoor programs, e.g., challenge course elements, climbing walls, backcountry gear and storage, boats and trailers, etc. Field experiences may be required. Lecture Hours 3 Department: Health & Human Performance	3 Credits	REHA 292 Independent Study. Provides students an opportunity to intensively investigate topics pertinent to the field of Rehabilitation. Department: Rehab & Human Services	1-3 Credits
REC 492 Independent Study. Department: Health & Human Performance	0.5-4 Credits	REHA 294 Seminar/Workshop. Provides students an opportunity to intensively investigate topics pertinent to the field of Rehabilitation. Department: Rehab & Human Services	1-3 Credits
REC 494 Seminar/Workshop. Term Typically Offered: Fall, Spring Prerequisite(s): Instructor approval. Provides an opportunity for students to investigate intensively specific/independent areas of OAL or allows for a trial of a proposed course to determine acceptability and demand before requesting a regular course number. Department: Health & Human Performance	1-4 Credits	REHA 298 Cooperative Educ/Internship. Department: Rehab & Human Services	1-6 Credits
REC 495 Clinic. Lecture Hours 1-3 Department: Health & Human Performance	1-3 Credits	REHA 301 Pncpls of Cnsng & Grp Theory. Develops an understanding of group process, provides an introduction to conducting interviews and skills in the helping process, and emphasizes group membership skills for rehabilitation clients. Lecture Hours 3 Department: Rehab & Human Services	3 Credits
REC 498 Internship/Cooperative Educ. Prerequisite(s): Instructor approval. Provides OAL majors with practical experience in an OAL profession or a program under the supervision and by prior approval of OAL program faculty. A learning agreement must be completed with the student's advisor prior to registration. In-field contact time is 45 hours per semester credit. Lecture Hours 1-6 Department: Health & Human Performance	1-6 Credits	REHA 406 Assmnt in HS and Addctn Pgrms. Learn skills for assessment and diagnosis of addictions. Also, applies empirical principles to appraisal of client characteristics, needs, and potential. Provides practice with assessment data recording, interpretation, and application to an overall view of a case. Lecture Hours 3 Department: Rehab & Human Services	3 Credits
REC 499 OAL Capstone. Lecture Hours 3 Department: Health & Human Performance	3 Credits	REHA 418 Coun for Loss & Bereavement. Prerequisite(s): consent of instructor. Examines the process of adjustment to losses of many different kinds that frequently occur in the lives of consumers serviced by counselors and human service agencies. Course will discuss counseling techniques and strategies to facilitate successful adjustment to loss. Lecture Hours 3 Department: Rehab & Human Services	3 Credits

## REHA - Rehabilitation

REHA 201 Intro to Diversity in COUNSLNG. Introduction to counseling and the importance of multicultural knowledge, skills, awareness, and attitudes towards the clients they serve. The course focuses on counselor perspectives for understanding and interacting with diverse groups, and will examine theoretical and research literature concerning cultural characteristics and differences related to disability, gender, race/ethnicity, sexual orientation, religion, geography, advanced aging, and social class. Students will be provided the opportunity to explore scholarly as well as practical resources for interacting with diverse individuals and families. Lecture Hours 3 Department: Rehab & Human Services	3 Credits	REHA 425 Psych Rehab & Co-Occur Dsrds. Prerequisite(s): upper division standing. Provides an orientation to the field of psychiatric rehabilitation. The course will include historical antecedents, philosophical and traditional connections with the field of rehabilitation and addictions counseling, assessment, planning and service delivery methods for those intending to work in rehabilitation focused programs serving persons with psychiatric and addiction disabilities. Diagnostic methods for assessing co-occurring psychiatric and addictive disorders utilizing the DSM IV will be explored. Lecture Hours 3 Department: Rehab & Human Services	3 Credits
REHA 216 Psycho-Soc Asp of Rehab/Addct. Provides overall knowledge of psycho-social factors affecting adjustment to disability and the impact of addiction on this population. This course also focuses on introducing students to the field of rehabilitation and the broader human service profession. It covers history, legislation, skills/competencies, attitudes, service delivery, and career information. Students will be provided the opportunity to explore the rehabilitation profession and the broader human service field, including addiction counseling. It will include the required qualifications and skills for various professions. Lecture Hours 3 Department: Rehab & Human Services	3 Credits	REHA 453 Case Mgmt & Comm Resources. Prerequisite(s): upper division standing. Covers methods for effectively managing a case and caseload. Areas covered include writing a case history, treatment planning, and writing case notes. Aids counselors serving consumers, determining appropriate community resources, and making a proper referral. Lecture Hours 3 Department: Rehab & Human Services	3 Credits
		REHA 492 Independent Study. Department: Rehab & Human Services	1-3 Credits
		REHA 494 Seminar/Workshop. Investigates special topics pertinent to the area of Health and Human Services. Department: Rehab & Human Services	1-3 Credits
		REHA 498 Internship/Cooperative Educ. Department: Rehab & Human Services	1-6 Credits

REHA 499 Capstone Addctn Trtmnt P & D. 2 Credits  
Reviews assessment of individuals with a variety of types of addiction and creating client treatment plans. Course content will also include becoming knowledgeable of the DSM and the ASAM and including them in assessment and treatment of co-occurring disorders.  
Lecture Hours 2  
Department: Rehab & Human Services

## RLST - Religious Studies

RLST 170 The Religious Quest. 3 Credits  
Term Typically Offered: Fall, Spring  
Explores humanity's rich accumulation of thought, art, and writings from religious traditions around the world. Rooted in critical thinking, coursework compares and contrasts Daoist, Hindu, Muslim, Buddhist, Confucian, Jewish, Pagan, Jian, Sikh, and Christian traditions, with an eye to exploring and re-envisioning our own spiritual journey.  
Lecture Hours 3  
Department: English & Philosophy

RLST 245 Global Christianity. 3 Credits  
Examines the Christian tradition in a comparative and critical manner from a global perspective. Topics include the life of Jesus, historic development and divisions, ethics and justice, saints and exemplars, ritual and the arts, contemporary movements, and interreligious dialogue.  
Lecture Hours 3  
Department: English & Philosophy

RLST 303 Greek & Roman Mythology. 3 Credits  
Term Typically Offered: Fall  
Examines Greek and Roman mythology principally through the major Greek and Roman authors, typically Homer, Apollonius, Sophocles, Euripides, Vergil, and Ovid. The myths are analyzed from a variety of perspectives, such as philosophical, religious, historical, social, anthropological, and literary. The course considers the influence of the myths on the fine arts, especially later literature.  
Lecture Hours 3  
Department: English & Philosophy

RLST 304 Mythology Around the World. 3 Credits  
Term Typically Offered: Spring  
Invites students to ponder myths that shape our own lives and compare ancient myths with contemporary answers to age-old questions. From Asia and the Americas to Europe and Oceania, this course considers recurring themes in mythology, such as sex and gender equality, good and evil, nature and our relations with nonhuman animals, the gods and creation, and death and salvation. Interactive and rooted in critical thinking, students will examine myths in light of subjects such as philosophy, religion, history, psychology, anthropology, cultural similarity, and cultural difference.  
Lecture Hours 3  
Department: English & Philosophy

RLST 492 Independent Study. 1-5 Credits  
Department: English & Philosophy

## SCIN - Integrated Sciences

SCIN 101 Integrated Sciences I. 1-3 Credits  
Term Typically Offered: Fall  
Prerequisite(s): M 095.  
Corequisite(s): SCIN 102.

Introduces the concepts and methodology of science by integrating biology, chemistry, physics and geology to investigate specific relevant topics. In particular, the themes of organization, energy, transformation, and diversity are explored in relation to each scientific discipline. Emphasizes conceptual rather than mathematical treatment; however, basic algebra skills are required. Lab required.  
Lecture Hours 1-3  
Department: Sciences - Biology & Phys Sci

SCIN 102 Integrated Sciences Lab. 1 Credit  
Term Typically Offered: Fall  
Corequisite(s): SCIN 101.  
Enhances the lecture material of SCIN 101 through experimental activities.  
Lab Hours 1  
Department: Sciences - Biology & Phys Sci

SCIN 103 Integrated Sciences II. 3 Credits  
Term Typically Offered: Spring  
Prerequisite(s): SCIN 101.  
Corequisite(s): SCIN 104.  
Continues to apply the concepts and methodology biology, chemistry, geology, and physics to additional topics. Further details of the application of organization, energy, transformation, and diversity are explored.  
Lecture Hours 3  
Department: Sciences - Biology & Phys Sci

SCIN 104 Integrated Science Lab II. 1 Credit  
Term Typically Offered: Spring  
Prerequisite(s): SCIN 102.  
Corequisite(s): SCIN 103.  
Enhances lecture material of SCIN 103 through experimental activities.  
Lab Hours 1  
Department: Sciences - Biology & Phys Sci

## SIGN - Languages: Sign

SIGN 101 Intro to American Sign Lang. 3 Credits  
Term Typically Offered: Fall  
Provides students with the ability to sign as well as understand a deaf person with basic questions, statements, and commands in American Sign Language (ASL). Upon successful course completion, the student can have simple conversations with a client and be able to assist them with filling out forms. This does not replace the need for an interpreter, but would allow the counselor or receptionist to have a conversation with the client in order to make an appointment or to fill out the initial paperwork.  
Lecture Hours 3  
Department: Modern Languages

SIGN 201 Intermediate Am Sign Lan. 3 Credits  
Term Typically Offered: Spring  
Prerequisite(s): SIGN 101.  
Provides students with additional skills in American Sign Language vocabulary and grammar, building on a foundation learned in SIGN 101. Skills learned in SIGN 201 can be used to complete an initial interview with a deaf client. Students will also learn more about deaf culture and will meet the Billings deaf community in order to practice what is learned in the course.  
Lecture Hours 3  
Department: Modern Languages

## SOCI - Sociology

- SOCI 101 Introduction to Sociology.** 3 Credits  
Introduces concepts and principles of sociology. Surveys the discipline's basic ideas and orientation.  
Lecture Hours 3  
Department: NAS/PS/SOCL
- SOCI 201 Social Problems.** 3 Credits  
Provides key sociological concepts and theoretical perspectives in the study of social problems. Examines certain selected major U.S. social problems from the perspective of cultural values and social structure. Different possible solutions to the problems will also be explored.  
Lecture Hours 3  
Department: NAS/PS/SOCL
- SOCI 221 Criminal Justice System.** 3 Credits  
Familiarizes students with the phenomena of crime and the formal mechanisms of crime control. Uniform Crime Report and National Crime Survey will be used as the primary crime database for examination. Special attention will be paid to study police, their organization and function, as the first-line agent of crime control.  
Lecture Hours 3  
Department: NAS/PS/SOCL
- SOCI 292 Independent Study.** 1-6 Credits  
Department: NAS/PS/SOCL
- SOCI 294 Seminar/Workshop.** 1-6 Credits  
Provides freshmen and sophomores an opportunity to investigate intensively topics pertinent to the field of Sociology.  
Department: NAS/PS/SOCL
- SOCI 298 Internship/Cooperative Educ.** 1-9 Credits  
Provides university credit for a sophomore work experience in the area of Sociology, supervised by faculty. Learning agreement must be completed prior to registration (restricted).  
Department: NAS/PS/SOCL
- SOCI 311 Criminology.** 3 Credits  
Prerequisite(s): SOCI 101 or SOCI 201 and SOCI 221.  
Corequisite(s): WRIT 201 or WRIT 221 if not previously taken.  
Explores the legal aspects of crime by examining the sociological aspects of making of law. Major contemporary theories in crime as well as criminal behavior systems will be discussed.  
Lecture Hours 3  
Department: NAS/PS/SOCL
- SOCI 326 Sociology of Gender.** 3 Credits  
Term Typically Offered: Fall  
Prerequisite(s): SOCI 101 or SOCI 201.  
Corequisite(s): N/A. Examines how gender and gender identities are constructed via social processes and examines the effects of gender inequality on individuals and societies.  
3cr. Applies feminist theories to understanding the social construction of gender and the impact of gendered expectations on individuals, social practices and social structures.  
Lecture Hours 3  
Department: NAS/PS/SOCL
- SOCI 330 Juvenile Delinquency.** 3 Credits  
Prerequisite(s): SOCI 101 or SOCI 201 and SOCI 221.  
Corequisite(s): WRIT 201 or WRIT 221 if not previously taken.  
Considers the structure and function of the juvenile court system in its relation to the societal definition of delinquent behavior and the young people designated as delinquents. Covers the relationship among delinquency and family, school, peer group and social class. Societal reactions to delinquency in terms of mechanisms of social control are also studied.  
Lecture Hours 3  
Department: NAS/PS/SOCL
- SOCI 332 Sociology of the Family.** 3 Credits  
Prerequisite(s): SOCI 351 or consent of instructor.  
Corequisite(s): WRIT 201 or WRIT 221 if not previously taken.  
Examines the basic structures and functions and the family, male-female differences, love and sexuality, types of marital relationships and the family and child raising in different cultures. With the work of John Bradshaw the course also examines family systems theory, dysfunctional family paradigm and the relationships between the family of origin and compulsive behavior.  
Lecture Hours 3  
Department: NAS/PS/SOCL
- SOCI 346 Rural Sociology.** 3 Credits  
Term Typically Offered: Fall  
Prerequisite(s): SOCI 101.  
3cr. Introduces students to issues associated with rural society in the United States. Students will learn about life in rural places, how rural communities are changing, and social problems affecting rural areas. Offered ONLY Online.  
Lecture Hours 3  
Department: NAS/PS/SOCL
- SOCI 355 Population and Society.** 3 Credits  
Prerequisite(s): SOCI 101 or SOCI 201 or ENST 210 or consent of instructor.  
Corequisite(s): WRIT 201 or WRIT 221 if not previously taken.  
Provides an introduction to the field of demography. Emphasis is placed on understanding components of population change, and theories and methods of demography.  
Lecture Hours 3  
Department: NAS/PS/SOCL
- SOCI 370 Sociology of Globalization.** 3 Credits  
Term Typically Offered: Fall  
Prerequisite(s): SOCI 101 or SOCI 201.  
Corequisite(s): N/A. Examines the global interconnectedness of economic, political, and cultural processes.  
3cr. Topics covered include theories and historical analysis of globalization, global culture, and consumerism. Includes analyses of immigration, geopolitics, and social and economic inequality.  
Lecture Hours 3  
Department: NAS/PS/SOCL
- SOCI 380 Soc of Health and Medicine.** 3 Credits  
Prerequisite(s): SOCI 101 or SOCI 201 or SOCI 318 or ENST 210 or consent of instructor.  
Corequisite(s): WRIT 201 or WRIT 221 if not previously taken.  
Considers the application of sociology to the field of health and medicine. Topics include: the relationship between sociology and health/health care; the development of scientific medicine; the influence of the social environment on health and illness; health care practitioners and their relationship with parents and each other; and the health care delivery system.  
Lecture Hours 3  
Department: NAS/PS/SOCL

<p>SOCI 382 Soc Psych and Social Structure. <span style="float: right;">3 Credits</span>  Prerequisite(s): SOCI 101 or SOCI 201 or PSYX 100 or consent of instructor.  Corequisite(s): WRIT 201 or WRIT 221 if not previously taken.  Studies how thoughts, feelings, and behavior of individuals are influenced by the actual, implied, or imagined presence of others. Emphasis is given to the symbolic interactionist perspective and the relationship between culture and cognitive processes.  Lecture Hours 3  Department: NAS/PS/SOCL</p>	<p>SOCI 425 Victims and Society. <span style="float: right;">3 Credits</span>  Prerequisite(s): SOCI 101 or SOCI 201 or SOCI 311 or SOCI 330.  Corequisite(s): WRIT 201 or WRIT 221 if not previously taken.  Applies theoretical understandings gained in Criminology and Juvenile Delinquency to construct and evaluate programs in crime prevention. The primary objective is to familiarize students with major prevention strategies, both criminalization (becoming a criminal) and victimization (becoming a victim), as well as certain operational mechanisms.  Lecture Hours 3  Department: NAS/PS/SOCL</p>
<p>SOCI 400 Applied Research Methods. <span style="float: right;">3 Credits</span>  Term Typically Offered: Fall, Spring  Prerequisite(s): SOCI 101 or SOCI 201, and STAT 141 or STAT 216, and Junior or Senior status.  3cr. Teaches basic skills needed to plan and conduct research and analyze data. Skills include performing literature searches, identifying potential ethical concerns and gaining informed consent, quantitative and qualitative research design and data collection, data analysis, and data interpretation. Report writing and presentation will be components of the course, and opportunities to apply learned skills both inside and outside of academic settings will be emphasized.  Lecture Hours 3  Department: NAS/PS/SOCL</p>	<p>SOCI 430 Social Inequalities. <span style="float: right;">3 Credits</span>  Prerequisite(s): SOCI 101 or SOCI 102.  3cr. Examines social inequalities in American society, with an emphasis on class, race, gender, and sexuality and how these intersect to generate "vectors of oppression and privilege." Reviews the classical theories of inequality and then focuses on the causes and consequences of social stratification in the United States. Examines the social construction of racial and gender categories and analyzes the ideologies that perpetuate inequalities in our culture. Concludes with a discussion of possibilities for change and a move toward greater social equality.  Lecture Hours 3  Department: NAS/PS/SOCL</p>
<p>SOCI 401 Animals and Society. <span style="float: right;">3 Credits</span>  Term Typically Offered: Fall  Prerequisite(s): SOCI 101.  3cr. Examines human-animal relationships in modern society. Students will learn about the status of animals, the use of animals in various industries, and human-animal issues in contemporary society. Offered ONLY Online.  Lecture Hours 3  Department: NAS/PS/SOCL</p>	<p>SOCI 434 Sociology of Human Sexuality. <span style="float: right;">3 Credits</span>  Term Typically Offered: Fall  Prerequisite(s): SOCI 101 or SOCI 201.  Corequisite(s): N/A. Investigates human sexuality from a sociological perspective.  3cr. Focuses on the social context of human desires, experiences, identities and meanings in historical and cultural context primarily using a social construction of human sexuality perspective.  Lecture Hours 3  Department: NAS/PS/SOCL</p>
<p>SOCI 402 Theories of Society &amp; Soc Beh. <span style="float: right;">3 Credits</span>  Term Typically Offered: Fall, Spring  Prerequisite(s): SOCI 101 or SOCI 201.  3cr. Provides an introduction to both classical and contemporary sociological theories. Analyzes both theories of the social world as a whole and those that attempt to explain the events of everyday social life, as well as those that attempt to integrate the two. Critically evaluates the strengths and weaknesses of each approach to the analysis of social life and discusses how the theories may be applicable to issues and problems in our current social world.  Lecture Hours 3  Department: NAS/PS/SOCL</p>	<p>SOCI 435 Law and Society. <span style="float: right;">3 Credits</span>  Prerequisite(s): SOCI 101 or SOCI 201 or PSCI 220 or instructor consent.  Corequisite(s): WRIT 201 or WRIT 221 if not previously taken.  Examines the relationship between the approaches by informal (cultural) and formal (legal) social institutions in attempting to define, organize, and ultimately to legitimately control human behavior in multicultural, historical, institutional, and constitutional contexts. The dichotomy of social justice and inequality is of special concern, along with examining the social impact (or lack thereof) of different socially and/or legally-based institutional attempts at social change implementation.  Lecture Hours 3  Department: NAS/PS/SOCL</p>
<p>SOCI 415 Sociology of Hunting &amp; Poaching. <span style="float: right;">3 Credits</span>  Term Typically Offered: Spring  Prerequisite(s): SOCI 101 or SOCI 201.  Corequisite(s): WRIT 201 or WRIT 221 if not previously taken.  Provides an in-depth sociological examination of hunting and poaching in modern society. Examines the role of hunting and conservation in the United States and explores contemporary hunting issues. Students will learn criminological theories used to explain the illegal taking of wildlife resources.  Lecture Hours 3  Department: NAS/PS/SOCL</p>	<p>SOCI 470 Environmental Sociology. <span style="float: right;">3 Credits</span>  Corequisite(s): WRIT 201 or WRIT 221 if not previously taken.  Takes a holistic and systemic approach, applying sociological perspectives to environmental issues. Emphasis on ecological, social-cultural, political-economic, and demographic interactions with the environment.  Lecture Hours 3  Department: NAS/PS/SOCL</p>
<p>SOCI 423 Sociology of Corrections. <span style="float: right;">3 Credits</span>  Prerequisite(s): SOCI 101 or SOCI 201.  Corequisite(s): WRIT 201 or WRIT 221 if not previously taken.  Examines philosophies of punishment and provides an introduction to institutional and community corrections. Topics include prisons, jails, and probation.  Lecture Hours 3  Department: NAS/PS/SOCL</p>	<p>SOCI 491 Special Topics. <span style="float: right;">3 Credits</span>  Term Typically Offered: Fall, Spring, Summer  Prerequisite(s): SOCI 101 or SOCI 201 and SOCI 400 and SOCI 402.  3cr. Investigates contemporary issues relevant to the field of sociology. Provides students with the opportunity to engage in in-depth study of emerging issues or specialized content which are not represented in the main curriculum.  Lecture Hours 3  Department: NAS/PS/SOCL</p>

SOCI 492 Independent Study. Prerequisites: consent of instructor and chairperson of department. Provides outstanding students an individual opportunity to explore material not covered by regular Sociology courses. Department: NAS/PS/SOCL	1-5 Credits	SPNS 201 Intermediate Spanish I. Term Typically Offered: Fall, Spring Prerequisite(s): SPNS 102 or equivalent. A sequence course; student must pass SPNS 201 before enrolling in SPNS 202. Provides a systematic review and expanded study of Spanish grammar and increased development of oral, reading, and writing skills. Lecture Hours 3 Department: Modern Languages	3 Credits
SOCI 494 Seminar/Workshop. Prerequisite(s): SOCI 101 or SOCI 201. Corequisite(s): WRIT 201 or WRIT 221 if not previously taken. Provides an opportunity for experimental study in an area of Sociology. Department: NAS/PS/SOCL	1-6 Credits	SPNS 202 Intermediate Spanish II. Term Typically Offered: Fall, Spring Prerequisite(s): SPNS 102 or equivalent. A sequence course; student must pass SPNS 201 before enrolling in SPNS 202. Provides a systematic review and expanded study of Spanish grammar and increased development of oral, reading, and writing skills. Lecture Hours 3 Department: Modern Languages	3 Credits
SOCI 498 Internship/Cooperative Educ. Term Typically Offered: Fall, Spring, Summer Prerequisite(s): Must be junior or senior standing and receive permission from advisor. V1-12cr. (1-12 other/wk) Provides university credit for work experience in an area relevant to sociology. Encourages student to connect academic training with real-world experiences. Internship is supervised by academic advisor but learning agreement must be completed with Career Services prior to registration. Offered ONLY Online. Department: NAS/PS/SOCL	1-12 Credits	SPNS 292 Independent Study. Department: Modern Languages	0.5-4 Credits
SOCI 499 Senior Thesis/Capstone. Term Typically Offered: Spring Prerequisite(s): Senior standing and consent of instructor. 3cr. (3 other/wk) Provides students with the opportunity to apply their sociological knowledge to investigate social issues they have identified as holding importance to their local or regional communities. Relying on methodological and theoretical skills gained throughout the program, students will participate in a multi-step project in which they identify and research a problem, choose appropriate methods to assess the extent of the problem, and then based on the application of those methods report the findings from the project. Presentation is required. Department: NAS/PS/SOCL	3 Credits	SPNS 293 Study Tours/Study Abroad. Department: Modern Languages	3 Credits
<b>SPNS - Languages: Spanish</b>		SPNS 304 Spanish for Business. Prerequisite(s): SPNS 321 or consent of instructor. Introduces essential business terminology and practices in Spanish, including idioms and special language affecting business investments, labor relations, and corporate economic viability. Special attention is given to U.S.-Latin American sphere. Lecture Hours 3 Department: Modern Languages	3 Credits
SPNS 101 Elementary Spanish I. Term Typically Offered: Fall, Spring A sequence course; student must pass SPNS 101 before enrolling in SPNS 102. Introduces modern Spanish; an audio-lingual approach which teaches the grammar necessary for simple spoken and written Spanish. Lecture Hours 4 Department: Modern Languages	4 Credits	SPNS 305 Spanish Phonetics. Prerequisite(s): SPNS 202 or consent of instructor. (alternating Sp) Introduces students to the unique sound system and fundamentals of Spanish pronunciation, with attention to syllabication intonation, articulation, and individual difficulties; provides students with opportunities to produce, recognize, and transcribe a wide variety of Spanish language sounds. Department: Modern Languages	3 Credits
SPNS 102 Elementary Spanish II. Term Typically Offered: Fall, Spring A sequence course; student must pass SPNS 101 before enrolling in SPNS 102. Introduces modern Spanish; an audio-lingual approach which teaches the grammar necessary for simple spoken and written Spanish. Lecture Hours 4 Department: Modern Languages	4 Credits	SPNS 311 Hispanic Culture & Civ I. Term Typically Offered: Fall, Spring Prerequisite(s): SPNS 202 or consent of instructor. Studies the culture and civilization of Spain (SPNS 311) and Latin America (SPNS 312). Readings and discussion on Hispanic history, politics, and culture. Conducted in Spanish. Lecture Hours 3 Department: Modern Languages	3 Credits
SPNS 150 The Hispanic Tradition. Term Typically Offered: Fall Presents aspects of Hispanic traditions and culture across the time and geography as they have shaped current Hispanic societies. Taught in English. Lecture Hours 3 Department: Modern Languages	3 Credits	SPNS 312 Hispanic Culture & Civ II. Term Typically Offered: Fall, Spring Prerequisite(s): SPNS 202 or consent of instructor. Studies the culture and civilization of Spain (SPNS 311) and Latin America (SPNS 312). Readings and discussion on Hispanic history, politics, and culture. Conducted in Spanish. Lecture Hours 3 Department: Modern Languages	3 Credits
		SPNS 314 Latino Literature. Term Typically Offered: Spring (odd years) Introduces Latino/a literature with focus on classic and contemporary writers of Hispanic origin living and writing in the U.S. Analyzes their historical, political, cultural, and literary discourses through fictional and some non-fictional works focusing on Latino/a society as a marginalized minority. Lecture Hours 3 Department: Modern Languages	3 Credits



SPNS 321 Adv Spanish Conversations I. Term Typically Offered: Fall, Spring Prerequisite(s): SPNS 202 or consent of instructor. Provides extensive oral practice to develop greater fluency and proficiency in spoken Spanish. Conducted in Spanish. Lecture Hours 3 Department: Modern Languages	3 Credits	SPNS 498 Internship/Cooperative Educ. Prerequisite(s): Completion of 60 credit hours or upper division standing in Spanish, 3.0 overall GPA, consent of advisor. Provides an opportunity for students to acquire field experience and material not covered in regular classes in Spanish; can only be taken on a Pass/No Pass basis. Department: Modern Languages	1-8 Credits
SPNS 322 Adv Spanish Conversations II. Term Typically Offered: Fall, Spring Prerequisite(s): SPNS 202 or consent of instructor. Provides extensive oral practice to develop greater fluency and proficiency in spoken Spanish. Conducted in Spanish. Lecture Hours 3 Department: Modern Languages	3 Credits	SPNS 499 Senior Thesis/Capstone. Prerequisite(s): Senior standing in Spanish or consent of instructor. Major research paper to be defended in Spanish. Department: Modern Languages	1 Credit
SPNS 405 Spanish Comp & Grammar I. Term Typically Offered: Fall, Spring Prerequisite(s): SPNS 202 or consent of instructor. Considers various points of Spanish grammar with the goal of developing an awareness of style necessary for teaching or advanced studies. Lecture Hours 3 Department: Modern Languages	3 Credits	<b>STAT - Statistics</b>  STAT 141 Intro to Statistical Concepts. Term Typically Offered: Fall, Spring, Summer Prerequisite(s): M 088 or equivalent. Introduces the basic ideas of modern statistics including descriptive statistics, probability, and statistical inference. Lecture Hours 3 Department: Math/Comp Sci/Statistics	3 Credits
SPNS 406 Spanish Comp & Grammar II. Term Typically Offered: Fall, Spring Prerequisite(s): SPNS 202 or consent of instructor. Considers various points of Spanish grammar with the goal of developing an awareness of style necessary for teaching or advanced studies. Lecture Hours 3 Department: Modern Languages	3 Credits	STAT 216 Introduction to Statistics. Term Typically Offered: Fall, Spring, Summer Prerequisite(s): M 088 or equivalent. Covers descriptive techniques, probability distributions, and statistical inference of one and two sample tests and associated confidence intervals for means and proportions and linear regression. Introduces statistical analysis using technology. Lecture Hours 4 Department: Math/Comp Sci/Statistics	4 Credits
SPNS 455 Topics in Spanish American Lit. Term Typically Offered: Spring (even years) Prerequisite(s): SPNS 312 or consent of instructor. Studies aspects of Spanish American literature by genre, theme, or period. Focus varies. May be repeated for up to 6 credits. Conducted in Spanish. Lecture Hours 3 Department: Modern Languages	3 Credits	STAT 217 Intern Statistical Concepts. Prerequisite(s): STAT 216 or consent of instructor. Covers one and two sample tests and associated confidence intervals for means and proportions; one-way analysis of variance; F-tests; multiple comparisons; correlation; contingency tables; and distribution-free methods. Emphasizes statistical analysis using the computer. Lecture Hours 4 Department: Math/Comp Sci/Statistics	4 Credits
SPNS 456 Topics in Spanish Literature. Prerequisite(s): SPNS 311 or consent of instructor. (alternating Sp) Studies aspects of Spanish literature by genre, theme, or period. Focus varies. May be repeated for up to 6 credits. Conducted in Spanish. Lecture Hours 3 Department: Modern Languages	3 Credits	STAT 294 Seminar/Workshop. Department: Math/Comp Sci/Statistics	1-8 Credits
SPNS 492 Independent Study. Prerequisite(s): consent of instructor and department chairperson. Offers an opportunity for students of outstanding ability to explore material not covered by regular courses in languages. Department: Modern Languages	1-12 Credits	STAT 341 Intro Probability & Statistics. Term Typically Offered: Fall Prerequisite(s): M 273. Covers discrete and continuous random variables, moment generating functions, statistical inference, and methods of estimation. Topics may vary from year to year. Lecture Hours 4 Department: Math/Comp Sci/Statistics	4 Credits
SPNS 493 Study Tours/Study Abroad. Department: Modern Languages	3 Credits	STAT 492 Independent Study. Prerequisite(s): consent of instructor and department chairperson. Provides outstanding students an individual opportunity to explore material not covered by regular statistics courses. Department: Math/Comp Sci/Statistics	1-3 Credits
SPNS 494 Seminar/Workshop. Prerequisite(s): consent of instructor and department chairperson. Provides advanced students an opportunity to investigate intensively topics pertinent to the field of Spanish Languages and Literatures. Department: Modern Languages	1-6 Credits	STAT 494 Seminar/Workshop. Provides an opportunity for experimental study in an area of statistics. Department: Math/Comp Sci/Statistics	1-3 Credits



## THTR - Theatre

**THTR 101 Introduction to Theatre.** 3 Credits  
Introduces the student to various aspects of theatre and performance with the goal of enhancing the student's enjoyment of drama and performance art. Provides the student with an understanding and an appreciation of the art of theatre.  
Lecture Hours 3  
Department: Communication

## TRID - Trade & Industry

**TRID 140 Auto Sheet Mtl Strct MIG Wldng.** 2 Credits  
Term Typically Offered: Fall  
Demonstrates the basic methods and techniques used in GMAW (Gas Metal Arc Welding) also referred to as MIG (Metal Inert Gas) welding. The MIG welding concentration is focused on gauges of metal used in the production of modern automobiles.  
Lecture Hours 1, Lab Hours 2  
Department: Transportation - COT

**TRID 150 Environ/Shop Practices.** 2 Credits  
Term Typically Offered: Fall, Spring  
Informs students on safety, hazardous materials and toxic waste. Students are given a working knowledge of tool use, measuring devices, fasteners, use of shop manuals, and hazardous waste precautions and handling procedures.  
Lecture Hours 2  
Department: Transportation - COT

**TRID 151 Welding.** 2 Credits  
Term Typically Offered: Fall, Spring  
A theory and practical course designed to give students experience in oxyacetylene welding, cutting, and arc welding processes used in the trade and industrial field applications. Various types of welders and electrodes are used for practice on weld coupons.  
Lecture Hours 1, Lab Hours 2  
Department: Transportation - COT

**TRID 152 Vehicle Htg, Vent & AC.** 3 Credits  
Term Typically Offered: Fall, Spring  
The auto air portion of this course is designed to help students gain an understanding and working knowledge of air conditioning systems and controls currently used in automobiles and trucks. Theory, diagnosis and service procedures, and environmental concerns are presented to give students the necessary skills to repair vehicle air conditioning systems.  
Lecture Hours 1, Lab Hours 4  
Department: Transportation - COT

**TRID 160 Hazrdz Mtrl Tech Gen Trng.** 3 Credits  
Term Typically Offered: Spring  
Provides hazardous materials training needed to meet all requirements of the first responder at the awareness, operations, and technician level of emergency hazardous materials response. Technicians shall meet the training requirements in accordance with requirements of OSHA and NFPA (National Fire Protection Association).  
Lecture Hours 2, Lab Hours 2  
Department: Transportation - COT

**TRID 170 Engine Theory.** 4 Credits  
Term Typically Offered: Fall  
Prerequisite(s): Eligible to enter WRIT 104 and either RD 101 or appropriate placement score.

Theory-driven introductory course that will give the student a basic understanding of compression and spark ignition engines. This course will study engine components, terminology of engine design, and will provide a basic understanding of engine design and operation. This is not an engine overhaul course.  
Lecture Hours 2, Lab Hours 4  
Department: Transportation - COT

**TRID 180 Electrical Systems.** 4 Credits  
Term Typically Offered: Fall, Spring  
Prerequisite(s): M065 or appropriate placement score.

Covers introductory material in Automotive Electrical Systems. This course is designed to give the student a strong background in the theory of operation, diagnosis, and repair of electrical and electronic systems. Theory of AC/DC electricity, Ohm's Law, magnetism, wiring, and measuring devices are discussed. Units covered include the theory of testing and/or repair of automotive and heavy-duty batteries, starters, alternators, and regulators.  
Lecture Hours 2, Lab Hours 4  
Department: Transportation - COT

**TRID 181 Transport Elect Systems Lec.** 2 Credits  
Term Typically Offered: Fall, Spring  
Corequisite(s): TRID 182.

Covers introductory theory of electrical systems found in the transportation and heavy equipment industry. This course is designed to give the student a strong background in the theory of operation of electrical and electronic systems. Theory of AC/DC electricity, Ohm's Law, magnetism, wiring, and measuring devices are discussed. Units covered include the theory of testing and/or repair of automotive and heavy-duty batteries, starters, alternators, and regulators.  
Lecture Hours 2  
Department: Transportation - COT

**TRID 182 Transport Elect Systems Lab.** 2 Credits  
Term Typically Offered: Fall, Spring  
Corequisite(s): TRID 181.

Covers introductory testing and repair of electrical systems found in the transportation and heavy equipment industry. This course is designed to give the student a strong background in the diagnosis and repair of electrical and electronic systems. Application of AC/DC electricity, Ohm's Law, magnetism, wiring, and measuring devices are applied. Units covered include the testing and/or repair of automotive and heavy-duty batteries, starters, alternators, and regulators.  
Lab Hours 2  
Department: Transportation - COT

**TRID 185 Intro Industrial Power Systems.** 2 Credits  
Covers the fundamental principles of direct current and alternating current circuits and their use in an industrial setting. Also includes transformers and electrical distribution systems.  
Lecture Hours 2  
Department: Transportation - COT

**TRID 186 Intro Indstrial Pwr Systms Lab.** 1 Credit  
Corequisite(s): TRID 185.  
Provides students exposure to major concepts of industry through hands-on laboratory investigations and application of principles learned in TRID 185.  
Lab Hours 1  
Department: Transportation - COT

**TRID 292 Independent Study.** 1-3 Credits  
Provides students an opportunity to investigate intensively topics pertinent to the field of trade and industry.  
Department: Transportation - COT

TRID 294 Workshop. 1-3 Credits  
Provides an opportunity for experimental study in an area of trade and industry.  
Department: Transportation - COT

TRID 298 Internship. 1-3 Credits  
Credit varies. Integrates coursework with program-related work experience in business, industry, and/or government. Students do not receive pay. This must be coordinated through the department chairperson.  
Department: Transportation - COT

## WGSS - Women's & Gender Studies

WGSS 274 Women, Culture & Society. 3 Credits  
Examines the diversity of women's experience in society as citizens, creators, and thinkers. The course includes cross-cultural and historical study, but concentrates on the status and roles of women (and men) in contemporary American society.  
Lecture Hours 3  
Department: NAS/PS/SOCL

WGSS 294 Seminar/Workshop. 3 Credits  
Provides beginning or advanced students an opportunity to investigate intensive topics pertinent to the field of Women's Studies.  
Department: NAS/PS/SOCL

WGSS 492 Independent Study. 1-6 Credits  
Provides outstanding students an opportunity to explore material not covered by regular Women's Studies courses.  
Department: NAS/PS/SOCL

WGSS 494 Seminar/Workshop. 3 Credits  
Provides beginning or advanced students an opportunity to investigate intensive topics pertinent to the field of Women's Studies.  
Department: NAS/PS/SOCL

WGSS 498 Internship/Cooperative Educ. 1-6 Credits  
Provides university credit for a work experience in the area of Women's Studies, supervised by faculty. Learning agreement must be completed prior to registration (restricted).  
Department: NAS/PS/SOCL

WGSS 499 Senior Thesis/Capstone. 3 Credits  
Emphasizes analysis of women's studies theories and research methods and applications of feminist thought to social institutions that are of concern to women.  
Department: NAS/PS/SOCL

## WLDG - Welding

WLDG 117 Blueprint Rd & Weld Symbols. 3 Credits  
Term Typically Offered: Fall  
Prerequisite(s): RD 101 and WRIT 104 or appropriate placement score.  
Introduces the student to structural steel, piping, and mechanical blueprint reading. Hand sketching of orthographic and isometric drawings are taught along with weld symbols and solid modeling for blueprint design.  
Lecture Hours 3  
Department: Engineering & Industrial - COT

WLDG 124 Welding Theory Tech & Safety. 3 Credits  
Term Typically Offered: Fall  
Prerequisite(s): RD 101 and WRIT 104 or appropriate placement score.  
Examines and presents welding and shop safety, oxy-fuel safety, base metal preparation, weld quality, SMAW equipment and set-up, electrode selection, and joint design and fit-up. Other topics introduced are air carbon arc cutting, plasma cutting, and beginning pipe welding.  
Lecture Hours 3  
Department: Engineering & Industrial - COT

WLDG 125 Cut/Shielded Mtl Arc Weld Lab. 5 Credits  
Term Typically Offered: Fall  
Corequisite(s): WLDG 124.

Includes manual and semi-automated oxy-acetylene cutting processes and safety. Shielded Metal Arc Welding with 6010 electrode prepares students for the American Welding Society D1.1 and American Society of Mechanical Engineers Section IX structural certification. In addition, air carbon cutting process, plasma arc cutting process, and equipment set-up are presented. Welding shop safety and quality are emphasized.  
Lab Hours 5  
Department: Engineering & Industrial - COT

WLDG 126 Shielded Metal Arc Welding Lab. 4 Credits  
Term Typically Offered: Fall  
Corequisite(s): WLDG 124.  
Continues WLDG 125 which leads the student toward American Welding Society D1.1 and American Society of Mechanical Engineers Section IX structural certification for 6010 and 7018 electrodes in all positions. Equipment set-up, operation, weld quality, and safety are emphasized.  
Lab Hours 4  
Department: Engineering & Industrial - COT

WLDG 153 Metal Fabrication Basics. 3 Credits  
Term Typically Offered: Spring  
Prerequisite(s): WLDG 124, WLDG 117, WLDG 125, WLDG 126, M 111, or instructor consent.  
Corequisite(s): WLDG 154.  
Introduces metal fabrication procedures and safe operation of fabrication equipment. Instruction covers operation of shears, press-brakes, ironworkers, punches, drill presses, CNC plasma tables, and CAD software. Common terminology, fabrication theory, material use, and equipment safety are taught.  
Lecture Hours 3  
Department: Engineering & Industrial - COT

WLDG 154 Metal Fabrication Basics Lab. 3 Credits  
Term Typically Offered: Spring  
Prerequisite(s): WLDG 124, WLDG 117, WLDG 125, WLDG 126, or consent of instructor.  
Corequisite(s): WLDG 153.  
Uses techniques learned in WLDG 153 to perform layout, cutting and fabrication, fitting, and weld-out procedures applicable to fabricating a finished product or project. Includes the proper use of fabrication equipment and shop practices. Safety, accuracy, quality, and commitment to excellence are emphasized. Semester projects are assigned.  
Lab Hours 3  
Department: Engineering & Industrial - COT

WLDG 156 Semi-Automatic Welding. 2 Credits  
Term Typically Offered: Spring  
Prerequisite(s): WLDG 124, WLDG 117, WLDG 125, WLDG 126, or consent of instructor.  
Prepares and teaches students basic knowledge of Gas Metal Arc Welding (GMAW), Flux Core Arc Welding (FCAW), shielded and non-shielded, and GMAW-Pulsed. Equipment needs, set-up, joint design, filler metals, shielding gasses, welding techniques, and safety will be taught.  
Lecture Hours 2  
Department: Engineering & Industrial - COT

<p>WLDG 157 Semi-Automatic &amp; SMAW Lab. 5 Credits            Term Typically Offered: Spring            Prerequisite(s): WLDG 124, WLDG 125, WLDG 126, or consent of instructor.            Corequisite(s): WLDG 156.            Introduces semi-automatic wire feed processes. This course leads to AWS and ASME certification of plate (all positions) with the SMAW, GMAW, GMAW-P, and FCAW-G and FCAW processes. Safe practices and weld quality are emphasized.            Lab Hours 5            Department: Engineering &amp; Industrial - COT</p>	<p>WLDG 251 Specialty Weld Processes. 5 Credits            Term Typically Offered: Spring            Prerequisite(s): Completion of first year of program, WLDG 213, WLDG 215, and WLDG 205 or instructor's consent.            Provides welding students with the practices and difficulties welding high carbon and low alloy steels, cast iron, stainless steel, and aluminum with SMAW, GTAW, GMAW, and FCAW. Welding safety will be a component of this course.            Department: Engineering &amp; Industrial - COT</p>
<p>WLDG 205 Applied Metallurgy. 2 Credits            Term Typically Offered: Fall            Prerequisite(s): Completion of first year of program or consent of instructor.            Introduces the student to weldability of metals, welding metallurgy, welding automation and robotics, and related cutting and welding processes.            Lecture Hours 2            Department: Engineering &amp; Industrial - COT</p>	<p>WLDG 280 Weld Testing Certification. 2 Credits            Term Typically Offered: Spring            Prerequisite(s): WLDG 205, WLDG 213, WLDG 215.            2cr. Prepares the student for weld testing and certification. Covers destructive and non-destructive testing for weld inspection. Students learn the weld certification process and welding codes governing welding.            Lecture Hours 2            Department: Engineering &amp; Industrial - COT</p>
<p>WLDG 212 Pipe Welding &amp; Layout. 3 Credits            Term Typically Offered: Fall            Prerequisite(s): Completion of first year of program or consent of instructor.            Provides the second year welding student with an introduction to pipe layout, fitting, and welding. Instructs students in piping information, basic pipe layout practices, use of pipe layout tools, and basic pipe welding techniques for 1G rolled position, 2G, 5G, and 6G fixed position using 6010 and 7018 electrodes. Safety, quality, and proper welding techniques according to ASME SEC IX and API 1104 standards are stressed.            Department: Engineering &amp; Industrial - COT</p>	<p>WLDG 281 Weld Testing Certification Lab. 3 Credits            Term Typically Offered: Spring            Prerequisite(s): WLDG 205, WLDG 213, WLDG 215.            Corequisite(s): WLDG 280.            3cr. Provides students with the opportunity to prepare and practice for plate and pipe tests according to AWS D1.1, API 1104, and ASME Section IX codes and standards.            Lab Hours 6            Department: Engineering &amp; Industrial - COT</p>
<p>WLDG 213 Pipe Welding I Lab. 5 Credits            Term Typically Offered: Fall            Prerequisite(s): Completion of first year of program or consent of instructor.            Corequisite(s): WLDG 212.            (5 lec/10 lab/wk) Provides students with the practical application of pipe welding and fitup. Students will practice pipe layout, fitting, and welding techniques in the 1G rolled position the 2G, 5G, and 6G fixed position using 6010 and 7018 welding electrodes and semi-automatic wire processes. Quality and safety will be emphasized.            Department: Engineering &amp; Industrial - COT</p>	<p>WLDG 294 Seminar/Workshop. 1-3 Credits            Provides students an opportunity to investigate intensively topics pertinent to the field of metal fabrication.            Department: Engineering &amp; Industrial - COT</p>
<p>WLDG 215 Gas Tungsten Arc Welding. 5 Credits            Term Typically Offered: Fall            Prerequisite(s): Completion of first year of program or consent of instructor.            Provides an intense course in all aspects of manual gas tungsten arc welding (GTAW). Course covers welding techniques and applications, equipment setup, and procedures for ferrous and non-ferrous metals. Quality and safety will be stressed.            Department: Engineering &amp; Industrial - COT</p>	<p>WLDG 298 Internship/Cooperative Educ. 1-9 Credits            (45 hours/credit) Provides university credit for a sophomore work experience in the area of Welding and Metal Fabrication Technology, supervised by faculty. Learning agreement must be completed prior to registration (restricted).            Department: Engineering &amp; Industrial - COT</p>
<p>WLDG 250 Metals Production. 2 Credits            Term Typically Offered: Spring            Prerequisite(s): WLDG 205, WLDG 213, WLDG 215.            2cr. Complete a project from conceptualization to final product that includes creating blueprints, developing bill of materials, and generating cost estimates. The students fabricate the project to print dimensions and tolerances. Students use CAD and other software, math skills, various welding positions, fabrication, and assembly techniques for product completion.            Lab Hours 4            Department: Engineering &amp; Industrial - COT</p>	<p><b>WRIT - Writing</b></p> <p>WRIT 095 Developmental Writing. 3 Credits            Reviews basic grammar with emphasis on sentence structure and mechanics. Also presents basic writing considerations, especially paragraph organization and development of the multi-paragraph essay. Placement by student's request or by results of Writing Placement Test, SAT, or ACT and by faculty recommendation. Credits do not apply toward graduation requirements and do not fulfill General Education requirements. Credits not applicable to English major or minor. However, the credits do count towards enrollment status for financial aid.            Lecture Hours 3            Department: General Education - COT</p> <p>WRIT 101 College Writing I. 3 Credits            Term Typically Offered: Fall, Spring            Prerequisite(s): Satisfactory passing score on Placement Examination or grade of C or better in WRIT 095.            In addition, RD 101 or concurrent enrollment in RD 101 or qualifying score on reading placement exam. Provides instruction in writing competencies expected of college students. Pays special attention to writing as a problem-solving process, patterns of organization in personal and informative writing, and logical thinking and style in argumentative/persuasive writing. (Course not applicable to English major or minor.)            Lecture Hours 3            Department: English &amp; Philosophy</p>

WRIT 104 Workplace Communications. Prerequisite(s): RD 101 or concurrent enrollment in RD 101 or qualifying score on reading placement exam. Designed to teach students the fundamentals of the English language including grammar, spelling, punctuation, and word usage, with emphasis on applying these skills in written communication for the work world. Lecture Hours 3 Department: General Education - COT	3 Credits	WRIT 321 Advanced Technical Writing. Term Typically Offered: Fall Prerequisite(s): WRIT 101 or WRIT 121 or WRIT 122. Focuses on effective technical communication, including theory and practice of audience analysis, purpose and scope, organization, and development. Emphasizes drafting, revising, and editing for specialized audiences. Lecture Hours 3 Department: English & Philosophy	3 Credits
WRIT 121 Intro to Technical Writing. Term Typically Offered: Spring Prerequisite(s): WRIT 095 or WRIT 104 or qualifying score on placement exam. In addition, RD 101 or concurrent enrollment in RD 101 or qualifying score on reading placement exam. Introduces the student to the creation and evaluation of several kinds of written and oral technical communication. Lecture Hours 3 Department: General Education - COT	3 Credits	WRIT 339 Teaching Writing and Literatur. Term Typically Offered: Spring Prerequisite(s): WRIT 101. Explores theoretical and practical issues related to teaching writing and literature within secondary English classrooms, including creating assignments, evaluating student writing, standardizing writing assessments, and designing multi-modal and digital composition processes. Lecture Hours 3 Department: English & Philosophy	3 Credits
WRIT 122 Intro to Business Writing. Term Typically Offered: Fall, Spring, Summer Prerequisite(s): Satisfactory completion of WRIT 095 or WRIT 104 or qualifying score on the placement exam. In addition, RD 101 or concurrent enrollment in RD 101 or qualifying score on reading placement exam. Provides instruction in the preparation of business memos, letters, reports, oral presentations, and computer assisted writing in business contexts. Lecture Hours 3 Department: General Education - COT	3 Credits	WRIT 396 Peer Tutoring. Term Typically Offered: Fall, Spring Prerequisite(s): English major or minor and consent of instructor. R-6. Provides practical experience imparting basic language skills to fellow students in the Writing Lab. Department: English & Philosophy	1 Credit
WRIT 201 College Writing II. Term Typically Offered: Fall, Spring Prerequisite(s): WRIT 101. Provides opportunities for students to develop writing and thinking skills that are both relevant and adaptable to many writing situations and assignments. Includes basic research writing and information gathering skills appropriate to a variety of academic disciplines. Students will be instructed in the use of both the M.L.A. and the A.P.A. systems of documentation. Lecture Hours 3 Department: English & Philosophy	3 Credits	WRIT 398 Cooperative Educ/Internship. Lecture Hours 1 Department: English & Philosophy	1 Credit
WRIT 220 Business & Prof Writing. Term Typically Offered: Fall, Spring Prerequisite(s): WRIT 101 or WRIT 122. Provides the study and practice of advanced writing for business and administrative settings. The student learns to write various kinds of messages (informational, bad news, persuasive, critical, sales/solicitation) and uses various formats (memos, letters, reports). Students work collaboratively on group writing assignments. Lecture Hours 3 Department: English & Philosophy	3 Credits	WRIT 398A Internship/Cooperative Educ. Term Typically Offered: Fall, Spring Prerequisite(s): English major, Upper-division status, or consent of instructor. 1cr. R-6. Places the upper-division English student in a section of WRIT 101 College Writing I, as a teaching assistant with a faculty member as mentor. The student will assist the faculty member in teaching the class and have primary responsibility for designing, implementing, and evaluating at least one writing assignment. The class provides direct teaching experience for students pursuing teacher licensure in English. Lecture Hours 1 Department: English & Philosophy	1 Credit
WRIT 221 Intermediate Tech Writing. Term Typically Offered: Spring Prerequisite(s): WRIT 101. 3cr. Emphasizes advanced strategies and techniques appropriate to descriptive and analytical writing in sciences and technical disciplines. Lecture Hours 3 Department: English & Philosophy	3 Credits	WRIT 429 Professional Writing. 3cr. Develops writing skills across multiple modes for effective workplace communication, digital document and portfolio design, professional editing, and other forms of professional writing. Lecture Hours 3 Department: English & Philosophy	3 Credits
WRIT 294 Seminar/Workshop. Provides freshmen and sophomores an opportunity to investigate intensively topics pertinent to the fields of composition, literature and language. Department: English & Philosophy	1-3 Credits	WRIT 492 Independent Study. Lecture Hours 1-3 Department: English & Philosophy	1-3 Credits
WRIT 298 Internship/Cooperative Educ. Department: English & Philosophy	1-9 Credits	WRIT 494 Seminar/Workshop. Provides an opportunity for experimental study in an area of English and the teaching of English. Department: English & Philosophy	1-3 Credits
		WRIT 498 Internship/Cooperative Educ. V1-4cr. (1-4 other/wk) Provides opportunities for students to acquire field experience in their area of specialization. Individual internships coordinated through the chair and instructor; all students must apply for WRIT 498 during the previous semester. Department: English & Philosophy	1-4 Credits

WRIT 499 Thesis/Capstone: Portfolio.

3 Credits

Term Typically Offered: Fall

Prerequisite(s): LIT 201 or consent of instructor.

3cr. (3 other/wk) Requires students to produce a substantial quantity and variety of written work and to demonstrate skills in research or creative scholarship. Each student makes an oral presentation of his or her best chosen work with the advice of instructor. Course affords opportunity for conferences with instructor as well as discussions of related readings. Designed especially for senior English majors. Work produced for Capstone constitutes an outcomes assessment of the quality of the student's training in English.

Department: English & Philosophy

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