HELENA COLLEGE

UNIVERSITY OF MONTANA

Catalog

2022-2023

October Update

The catalog is available on Helena College's Website and is updated monthly.

Table of Contents

2022-2023 Institutional Calendar Fall 2022

* Orientation, registration, book buyback dates subject to change

August 1	Priority Application Date
August 19	Students registered on or before this day who have not paid/finalized their bill will be dropped from classes at the end of the day and fees may be applied. **(Application Deadline for fall semester)**
August 25	Orientation Airport Campus
August 26	Orientation Donaldson Campus
August 29	**Fall Semester Starts, First Block Classes Begin**
August 30	Students registered on or before this day who have not paid/finalized their bill will be dropped from classes at the end of the day and fees may be applied.
August 31	Last day to add classes through MyHC - An add form, instructor approval, will be required after today. Students registered on or after this day will be assessed a $40 late fee. Second Deferred Payment Due
September 2	Last day to drop First Block Classes without record and receive a refund.
September 5	**Labor Day - No Classes, College Closed**
September 8	Last day to add classes - An add form, and instructor approval required.
September 11	Last day to drop first half only classes; grade reflected will be a "W".
September 19	15th class day - Last day to drop full semester courses online without a grade of "W" and receive a refund. Students registered on or before this day who have not paid/finalized their bill will be withdrawn from classes at the end of the day and fees may be applied.
September 26	Last day to drop First Block Classes; grade recorded will be a "W".
September 30	**End of First Block**
October 1	Third deferred payment due
October 3	**Start of Second Block Classes**
October 10	**Columbus Day – College OPEN and classes are in session**
October 7	Last day to drop second Block Classes; without record and receive a refund.
October 17	Registration for spring/summer semester begins for current students.
October 19	First half semester classes end
October 20	Second half semester classes start
October 25	Midterm grades posted to My HC
October 31	Last day to drop second Block Classes; grade recorded will be a "W".
November 1	Final deferred payment due
November 4	**End of Second Block Classes**
November 7	**Start of Third Block Classes**
November 8	**Election Day- No Classes, College Closed**
November 11	**Veteran's Day - No Classes, College Closed**
November 14	Registration begins for new students
November 15	Last day to drop Third Block Classes without record and receive a refund.
November 23	**Thanksgiving Break – College OPEN**
November 24-25	**Thanksgiving Break - College Closed**

November 28 ....Last day to drop classes
December 1 ....Graduation Application for Spring/Summer 2022 graduates due.
December 7..Last day to drop second half-only classes; grade reflected will be a "W".
December 12..Last day to drop Third Block Classes; grade recorded will be a "W".
December 16..**Last day of Fall Semester & Third Block,** Priority Application Date
December 17 ....Graduation
December 20..Grades Due
December 23..Grades posted to MyHC
December 26..**Christmas Day - College Closed**

2022-2023 Institutional Calendar Spring 2023

November 14, 2022	Registration begins for new students
December 16, 2022	Priority Application Date
January 2, 2023	**New Year's Day - College Closed**
January 6	Final Application Deadline.
January 6	Students registered on or before this day who have not paid/finalized their bill will be dropped from classes at the end of the day and fees may be applied.
January	Spring Orientation TBD
January 16	**Martin Luther King Day - No Classes, College Closed**
January 17	**Spring Semester Classes Begin, First Block Classes Begin**
January 18	Students registered on or before this day who have not paid/finalized their bill will be withdrawn from classes at the end of the day and fees may be applied.
January 19	Last day to add classes without instructor permission.
January 23	Last day to drop First Block classes with record and receive a refund.
January 26	Last day to add classes using an add form and instructor approval required.
February 1	Second deferred payment due
February 6	Last day to drop with record and receive a partial refund.
February 6	Students registered on or before this day who have not paid/finalized their bill will be withdrawn from classes at the end of the day and fees may be applied.
February 13	Last Day to drop First Block
February 18	**End of First Block Classes**
February 20	**President's Day - No Classes, College Closed**
February 22	**Second Block Classes Begin**
February 28	Last day to drop Second Block
February 28	Last day to drop first half only class.
March 1	Third deferred payment due
March 9	**First Half Semester Classes End**
March 10	**Second Half Semester Classes Begin**
March 13	Mid-Term Grades Due
March 16-17	**Spring Break - No Classes, College Open**
March 24	Last day to drop Second Block Classes; grade received is a "W"
March 27	Registration begins for current students
March 30	**End of Second Block**
March 31	**Start of Third Block**
April 1	Final deferred payment due
April 6	Last day to drop Third Block Classes without record and receive a refund
April 14	No Classes – College OPEN
April 17	Last Day to Drop Classes
April 25	Last day to drop second half only class
May 1	Last day to drop Third Block Classes; grade received is a "W"
May 1	Registration for fall 2023 semester begins for new students.
May 1	Graduation applications are due for fall 2023 graduates.
May 5	**Last day of Spring Semester. End of Third Block Classes**
May 5	Airport Campus Graduation
May 6	Donaldson Campus Graduation
May 9	Spring grades due
May 12	Spring grades posted to MyHC

2022-2023 Institutional Calendar Summer 2023

May 15 ....**Beginning of Aviation Summer Session**
May 22 ....**Beginning of first 5-week session and 10-week sessions**
May 23 ....Last day to add first 5-week session classes without instructor permission. Payment due for students registered in 5-week, 6-week, or 10-week sessions for summer
May 24 ....Last day to add 10-week session classes without instructor permission
May 25 ....Last day to add first 5-week session classes (instructor permission required)
May 26 ....Last day to add10-week session classes (instructor permission required)
May 26 ....Last day to drop first 5-week session classes without record and receive partial refund
May 29 ....**Memorial Day - No classes, College Closed**
June 5 ....Last day to drop first 10-week session classes without record and receive partial refund
June 16 ....Last day to drop first 5-week classes
June 19 ....**Beginning of 6-week Session**
June 20 ....Last day to add 6-week session classes without instructor permission
June 22 ....Last day to add 6-week session classes. (instructor permission required)
June 23 ....End of first 5-week session
June 26 ....Last day to drop 6-week session classes without instructor permission
June 26 ....**Beginning of second 5-week session**
June 27 ....Last day to add second 5-week session classes without instructor permission
June 29 ....End of first 5-week session
June 30 ....Last day to drop second 5-week session classes without record and receive partial refund
July 4...**Independence Day - No classes, College Closed**
July 14...Last day to drop 10-week session classes; grade received will be a "W"
July 20...Last day to drop 6-week session classes; grade received will be a "W"
July 21...Last day to drop second 5-week session classes; grade received will be a "W"
July 28...End of 10-week, 6-week and second 5-week sessions; grade received will be a "W"
August 11 ....End of Aviation summer session

Mission, Vision, & Strategic Plan
Accreditation, Certification, and Approval

Mission, Vision, & Strategic Plan

Mission Statement

Helena College supports our diverse community by providing the paths and tools necessary to assist learners in achieving their educational and career goals.

Vision Statement

Helena College aspires to empower our students through impactful, affordable, lifelong education that is responsive to the needs of our community in ways that are enriching, collaborative, and equitable.

Strategic Plan 2022-2027

In spring 2021, the Helena College Institutional Development, Effectiveness, and Accreditation (IDEA) Committee began development of a new strategic plan. Following a series of listening sessions open to all employees, a new mission and vision statement were established and approved by the campus, in addition to four guiding principles, which serve as pillars of the strategic plan. Under each guiding principle are statements that further define what it means for Helena College to live its mission, and strategic goals to help us achieve our vision. The plan was finalized by the Dean's Cabinet in April 2022. More information, including strategic goal targets, rationale, and key performance indicators, can be found on the **Strategic Planning page** of the Helena College website.

EFFECTIVENESS

We utilize a variety of assessment practices to ensure continuous improvement and mission fulfillment.

1. Systematically assess and advance the strategic enrollment plan to support the mission of the College.
2. Demonstrate that students have learned requisite knowledge and skills relevant to their educational goals.
3. Apply research and assessment data to make evidence-based decisions regarding curriculum, instruction, programming, and resource allocation.
4. Utilize performance metrics for assessing institutional progress toward strategic goals.

Strategic Goal

Streamline and align assessment and data reporting practices to support decision-making and planning.

STEWARDSHIP

We act on behalf of stakeholders in the responsible planning and management of organizational resources while fostering a culture of integrity and accountability across our community.

1. Foster a culture of organizational stewardship that promotes accountability and integrity.
2. Demonstrate fiscal responsibility in the procurement and allocation of resources in support of the mission and vision of the college.
3. Utilize long-term planning for capital asset management, sustainability, and innovation in response to the needs of our students and communities.
4. Leverage professional development to promote innovation and efficiency among all employees.

Strategic Goal 1

Develop and implement a new budget process that is data-driven, transparent, and aligns with our strategic plan. This process will include a 10-year master plan with renewal and replacement schedules for capital assets.

Strategic Goal 2

Conduct targeted trainings to increase employee understanding of stewardship.

Strategic Goal 3

Improve the return on investment in professional development activities.

IMPACT

We collaboratively create responsive educational opportunities.

1. Evaluate and respond to educational and workforce needs to cultivate mutually beneficial relationships.
2. Create and support academic pathways that align with strategic goals to promote seamless career transition or postsecondary transfer.
3. Stimulate curiosity, critical thinking, and problem solving to promote student engagement and intentional self-discovery.
4. Collaborate to build a culture of adaptability, inquiry, respect, and civic engagement that works toward the common good.
5. Holistically support and empower students to attain their academic, career, and personal goals.

Strategic Goal 1

Demonstrate campus-wide engagement with our community.

Strategic Goal 2

Utilize academic pathways to increase enrollment, retention, and completion.

EQUITY

We strive to foster a positive and welcoming climate where we value, include, and support all at Helena College.

1. Attract, retain, and support a diverse community of administrators, faculty, staff, and students.
2. Build and utilize community partnerships to recognize and address the holistic needs of our diverse population to bridge equity gaps.
3. Demonstrate a shared commitment to promoting equity in all areas of campus operations.
4. Identify and eliminate institutional barriers that have prevented the full participation of underserved groups.

Strategic Goal 1

Build institutional capacity for incorporating equity as a fundamental element of regular operational practice, decision-making, and planning.

Strategic Goal 2

Develop and implement strategies to disaggregate student and employee data to identify, monitor, and eliminate institutional barriers.

Accreditation, Certification, and Approval

Helena College University of Montana is accredited by the Northwest Commission on Colleges and Universities.

Accreditation of an institution of higher education by the Northwest Commission on Colleges and Universities indicates that it meets or exceeds criteria for the assessment of institutional quality evaluated through a peer review process. An accredited college or university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the Northwest Commission on Colleges and Universities is not partial but applies to the institution as a whole. As such, it is not a guarantee of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding an institutions accredited status by the Northwest Commission on Colleges and Universities should be directed to the administrative staff of the institution. Individuals may also contact:

Northwest Commission on Colleges and Universities
8060 165th Avenue N.E., Suite 100
Redmond, WA 98052 (425) 558-4224

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

All educational programs offered at Helena College are approved by the Montana Board of Regents, Northwest Commission on Colleges and Universities, and the United States Department of Education. Programs are approved for the GI Bill® education benefits.

Additional Opportunities & Support

Learning Opportunities for High School Students
Dual Credit Courses
College Credit Only
Access to Success
Adult Education
TRIO Student Support Services
Community Education Center
Office of eLearning

Learning Opportunities for High School Students

High school students seeking an early start toward earning college credit can participate in dual enrollment opportunities, which include dual credit and college credit only courses. Dual enrollment courses are provided at a reduced cost for tuition and fees. Earned credit may be transferable to other colleges and universities.

Dual Credit Courses

Helena College provides dual credit courses for high school students through agreements across the region with the following high schools: Broadwater High School, Capital High School, Drummond School, Granite High School, Helena High School, Montana Digital Academy, Jefferson High School, Manhattan High School, Manhattan Christian, Seeley Swan High School, Sentinel High School, Sweet Grass County High School, East Helena High School, and Project for Alternative Learning. Dual credit allows students to enroll in courses at their high schools that satisfy diploma requirements and provide college credits applicable towards degree and certificate programs at Helena College. Earned credits are accepted by the high school and Helena College. Course availability varies by high school location.

College Credit Only

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

All students interested in dual enrollment will need to meet the following requirements:

- Students must satisfy any course prerequisites or placement requirements.
- Students must be 16 years of age, in their junior or senior year, and must provide proof of high school enrollment or participation in a home school program.
- Students must submit a Dual Enrollment Application and Registration Form.

Students interested in dual enrollment opportunities should contact a dual enrollment advisor: **dualenrollment@helenacollege.edu**.

.

Access to Success

In an effort to improve options for those students severely at-risk or who have completely dropped out of high school, Helena College and the Helena School District have formed a partnership called Access to Success. This pathway serves as a model dropout recovery/reengagement program in the Helena community.

Access to Success is a high school diploma completion program. All coursework is provided in an adult learning environment. The program is housed on the Helena College campus. Eligibility is limited to those persons 16 and over not currently enrolled in school and who do not have a high school diploma. Those not meeting eligibility requirements will be referred to other skill-building programs within the district.

In Access to Success, students have the opportunity to pursue their high school diploma while also given the chance to enroll in college classes. Some classes offer dual credit and allow students to work simultaneously toward their high school diploma and post-secondary goals. For students meeting the entry-level course placement requirements and in need of the core high school credit, the option for dual credit will be provided at no cost to the student.

Maintaining small class sizes is essential to creating a supportive learning environment. All students begin by taking a course titled "Strategies for Success" while concurrently taking courses required for their high school diploma. Each student will be supported through individual case management and small class size. Students also have access to all the support services provided on the Helena College campus. It is our hope that this opportunity will open new doors for those in need within our community.

For more information, contact:

> **Access to Success**
> Helena College (Room 125)
> 1115 N. Roberts Street
> Helena, MT 59601
> 406-447-6380

Adult Education

Helena Adult Learning Center

Services include:

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

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

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

HiSET Testing Center

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

For more information, contact:

Adult Education
Helena College
1115 North Roberts St. Room 117
Helena, MT 59601
Phone: 406-447-6387
Quick Text: 406-686-2021

TRIO Student Support Services

Program Description

TRIO Student Support Services at Helena College is a federal grant-funded program committed to serving 140 students each year. Our dedicated staff partner with student participants in achieving academic, career, financial, and personal success through a variety of services and programs. The TRIO SSS program helps students overcome economic, social, and academic challenges.

Eligibility Criteria

Students must meet all four of the criteria below:

1. Be a citizen or national of the United States, or meet the residency requirements for Federal student financial assistance.
2. Be a degree-seeking student enrolled in a minimum of 6 credit hours per regular semester and having the objective of completing 18-24 credit hours per year.
3. Demonstrate a need for academic support, as determined by this program through an application process, in order to successfully pursue a post-secondary educational program.
4. Be at least one of the following:
   a. First generation college student status (neither parent has completed a 4-year degree);
   b. Income qualified (as described by the U.S. Department of Education guidelines); or
   c. An individual with a documented disability (physical, mental, or learning).

Program Services

Academic Advising: Individualized advising, academic coaching & support.

Transfer Advising: Assistance in transfer preparation and planning; opportunities to visit 4-year campuses and connect with partner TRIO programs.

Short-Term Mental Health Counseling

Career Advising: Students will have access to *TALLO*, a career readiness platform.

Financial Literacy & FAFSA Support: Students will have access to *Gradready* and other financial education programming & assistance in FAFSA completion.

Scholarship Assistance: Opportunities for students to craft and record their personal stories; aid in identifying and applying for scholarships.

Tutoring: Individualized, group, and online tutoring to aid in coursework.

Technology Assistance: Limited supply of computers and surfaces are available for checkout through the library; additional help with Moodle, online course navigation, and other programs as needed.

Early Registration: TRIO participants select and register for classes prior to the first day of registration.

Leadership Development: Training through NASPA's Certified Peer Educator Program, participation in the annual state TRIO Leadership Conference, and membership in the TRIO S2S club.

Community Engagement: Events and activities build community.

Community Education Center

Lifelong Learning and Professional Development

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

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

- Painting, drawing, foreign languages
- Digital photography, welding
- Small business class and personal finance classes
- Professional development and career training courses and more

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

Classes are offered on an ongoing and continuous basis. They range in length from one hour to 30+ hours in duration and may be eligible for college credit or continuing education units. Our courses are affordable and convenient for your lifestyle. We offer evening, weekend, lunchtime and online courses to meet the needs of working professionals and families. For a listing of our current course offerings, view our **website**.

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

Office of eLearning

The Office of eLearning expands and complements the programs at Helena College by offering a variety of online and hybrid learning experiences for our diverse student community.

As a student taking an online or hybrid course, you will be able to access your online course content through the Moodle course portal available from the Helena College website. Moodle is our online learning management system.

In order to locate your class in **Moodle**. Choose "Portals" (top right), then "Student Portal":

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

Once you have accessed **Moodle**, you will find a variety of student resources on the Moodle homepage. The 'Moodle Tutorial for Students' course can assist you with learning and navigating Moodle.

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

- Program Modality Definitions (see also **BOR Policy 940.20**)

  - *Online Program:* Any academic degree or certificate program in which all of the required coursework can be completed through online delivery.

  - *Blended Program:* Any academic degree or certificate program in which 80% or more of the required coursework (but not all) can be completed through online delivery.

- Course Modality Definitions

  - *Internet or Online* delivery implies that 100% of the course section is offered completely online and delivered asynchronously, with no face-to-face interaction between instructors and students**.

  - *Video Conferencing* is characterized by a course section offered through scheduled (synchronous) interactive video, including desktop conferencing.

  - *Blended* delivery is designed specifically to be delivered partially online in an asynchronous format and partially through face-to-face (F2F) interaction, typically in the classroom. Both online and F2F interactions are required for the course. This delivery is characterized by the expectation of reduced F2F class meeting time when compared to the equivalent credit classroom course.

  - *Hybrid-Flexible* or 'Hyflex' delivery is any class section where students may choose to attend either in an assigned face-to-face environment or in an online environment, synchronously or asynchronously.

  - *Other Distance* delivery includes courses other than internet/online and interactive video, and may include correspondence courses, tape/DVD delivery, etc.

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

Students will be charged a $35 per credit fee associated with courses provided by Online (O) or HyFlex (H) modality.
Students will be charged a $17.50 per credit fee associated with courses provided by Blended (B) or Virtual Blended (VB) modality.

If you need any assistance with eLearning, please contact:

The Office of eLearning
elearning@HelenaCollege.edu
406-447-6364

Admission Requirements and Procedures

Helena College Welcome Center

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

Application Process

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

First-Time and Transfer Admission

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

1. A completed and signed application for admission.

2. Out of State Only: A $30 non-refundable application fee.

3. Proof of immunization if born after December 31, 1956; proof of age if born before January 1, 1957. (See Immunization section)

4. Official high school transcripts received from an accredited high school with a graduation date posted, a copy of GED, or HiSET scores. Homeschool students will need to provide an official transcript signed by the home instructor. Non-accredited high schools will need to be verified by the appropriate office of public instruction to confirm validity. Helena College may request additional information to confirm the validity of a high school diploma.

5. Official college transcripts, if applicable.

Non-Degree Admission

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

1. A completed and signed application for admission.

2. Out of State Only: A $30 non-refundable application fee.

3. Demonstrated completion of any prerequisites or necessary placement testing.

Readmission

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

1. Submit a completed and signed application for readmission.

2. Submit official transcripts from all college(s) attended since last attending Helena College, if applicable.

3. If readmission follows academic suspension from Helena College, applicants must submit an academic plan with their application for readmission. Readmission is conditional upon approval of the academic plan by the Admissions Review Committee.

Application Fee: <u>Out of State Only</u>

A $30 non-refundable application fee is required of all out of state residence applicants to The University of Montana campuses, including The University of Montana, Missoula College, Montana Tech, Highlands College, The University of Montana – Western, and Helena College. If a student does not enroll within one calendar year of application fee payment, the application fee expires. After attending any of the Montana University System institutions, students may submit a Transmittal application and the appropriate fee as an application to any institution within the system. For more information, please seek assistance from either the Admissions or Executive Director of Enrollment offices.

Orientation

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

Immunizations

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

1. Students born in 1957 or later must provide evidence that they have received two measles and two rubella immunizations, with dose one administered at 12 months of age or later and dose two administered at least 28 days after dose one. No measles vaccination before 1967 is valid. No rubella vaccination before 1969 is valid. As an alternative, students may supply a laboratory report from a CLIA approved laboratory indicating that the student is immune to measles and/or rubella.

2. Student may be conditionally enrolled for an initial term if they have not received the second dose of measles and/or rubella vaccine provided they receive the second dose at least 28 days after the first dose and before the beginning of the succeeding school term.

3. A student may be exempt from the above requirements for medical reasons (ARM 37.114.715) providing the student supplies a statement from a physician (MD or DO) holding a license to practice in the United States or Canada stating:
   a. The specific immunization is contraindicated;
   b. The time period the immunization is contraindicated;

      and
   c. The reasons for the contraindication.

4. A student may be exempt from the above requirements for religious reasons providing the student supplies a notarized statement that immunizations are contrary to the student's religious beliefs. This notarized statement must be submitted annually by any student claiming a religious exemption (ARM 37.114.716).

5. 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:
   d. The specific immunization is contraindicated;
   e. The time period the immunization is contraindicated;

      and
   f. The reasons for the contraindication.

6. A student may be exempt from the above requirements for religious reasons providing the student supplies a notarized statement that immunizations are contrary to the student's religious beliefs. This notarized statement must be submitted annually by any student claiming a religious exemption (ARM 37.114.716).

Residency Requirements

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

1. A person must be physically present in Montana for twelve (12) or more consecutive months without an absence in excess of a total of 30 days. One must demonstrate by appropriate actions during the twelve-month period the intent to make Montana one's permanent home. The required twelve-month period does not begin until specific actions are taken to change legal ties to Montana.

2. An individual must be at least 51% financially self-sufficient during the entire twelve-month period and may not be claimed as an exemption under federal income tax regulations by someone filing an out-of-state federal tax return.

3. A person must have filed a Montana income tax return or have had Montana income tax withheld as required by state tax laws during the twelve-month period.

4. If a person owns or operates a motor vehicle in Montana, he/she must license the vehicle in Montana within 60 days of moving. If a person does not own or operate a vehicle. They should obtain a Montana State ID within 60 days.

5. An individual must register to vote in Montana if he/she expects to exercise the right to vote.

6. If an individual chooses to attend any unit of the Montana University System during the twelve-month period of continuous physical presence, he/she must limit enrollment to a maximum of seven credits per semester.

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

Subject to Board of Regents Policy 940.1, a student may petition for a change in classification status or appeal an initial residency determination. Students petitioning for reclassification need to complete and submit the residency questionnaire to the Helena College Admissions Evaluator. The burden of proof, including production of required documentation, is upon the individual seeking reclassification. To be eligible to receive in-state status for a particular term of enrollment, the individual must be eligible for in-state status on or before the 15th instructional day of the term, and the reclassification petition must be submitted by that date. Otherwise, a change in classification is effective on the first official day of enrollment for the first term following the date the petition is received by the Admissions Office unless the late filing of a Montana individual income tax form is required, in which case the effective date is the date of filing the tax form. The final decision by Admissions and Records may be appealed to the Commissioner of Higher Education, and the Commissioner's decision may be appealed to the Board of Regents. An appeal shall be submitted to the campus administration for transmittal to the Commissioner and must be submitted within 14 calendar days of the final campus decision.

Safety and Security Considerations

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

Placement Assessment

Students will work with their advisor to determine accurate course placement.

Western Undergraduate Exchange (WUE)

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

Credit by Examination

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

- **College-Level Examination Program (CLEP)**
  Required scores on the respective CLEP exams will warrant full course credit in the equivalent Helena College course. Official results must be sent directly from the CLEP Testing Center to Admissions and Records.

- **Advanced Placement (AP)**
  A score of 3, 4, or 5 on an AP exam for any equivalent Helena College course will warrant the award of full course credit. Official results must be sent directly from the AP testing center to Admissions and Records.

- **Credit by Exam (CBE)**
  Students may receive credit through nationally recognized professional licenses or certificates gained through examinations. Students must be able to provide the original certification document and examples of the curriculum for the certification. The student must verify the certification through his or her advisor and the Executive Director of Enrollment Office. If curriculum and certification cannot be verified, the student may be able to show competencies through the challenge process. Students should refer to the Challenge Policy for more information.

A student will receive a grade of "EC" for any credits awarded through CLEP/AP/CBE.

Transfer of Credit

Helena College 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 reviewed for transfer credit. Helena College will review and transfer all applicable credits to meet program, general education, and elective requirements.

1. **Higher Learning Commission**
2. **Middle States Commission on Higher Education**
3. **New England Commission of Higher Education**
4. **Northwest Commission on Colleges & Universities**
5. **Southern Assoc. of Colleges & Schools Commission**
6. **WASC Senior College and University Commission**

Transfer credits from institutions not accredited by the agencies in the above (excluding foreign institutions) list will not be accepted for transfer.

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

Students will be notified in writing of the admission decision, the total number of credits accepted for transfer to Helena College, and the transferability of general education and/ or elective credits within ten working days of the receipt of a completed transfer application on or before the priority deadline. Students seeking transfer of credits to satisfy degree and/or certificate requirements must have their official transcripts reviewed by faculty from the appropriate academic program.

Students completing their transfer application before the priority deadline will be notified of the transferability of credits towards specific degree and/or certificate requirements no later than the last day to add classes for the intended term of entry.

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

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

Students with questions or who need further information about transfer policies should contact Admissions and Records at 406-447-6912 or 406-447-6907.

Montana University System Transfer Initiative

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

Policy of Nondiscrimination

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

1. To exclude, expel, limit, or otherwise discriminate against an individual seeking admission as a student or an individual enrolled as a student in the terms, conditions, or privileges of the institution because of race, creed, religion, sex, marital status, color, age, physical handicap, national origin, service in federally or state defined uniform service, veteran status, political ideas, genetic information, gender identity, gender expressions, sexual orientation or physical or mental handicap, unless based on reasonable grounds;

2. To make or use a written or oral inquiry or form of application for admission that elicits or attempts to elicit information or to make or keep a record concerning the race, color, sex, marital status, age, creed, religion, service in federally or state defined uniform service, veteran status, political ideas, genetic information, gender identity, gender expressions, sexual orientation, physical or mental handicap, or national origin of an applicant for admission;

3. To print, publish, or cause to be printed or published a catalog or other notice or advertisement indicating a limitation, specification, or discrimination based on the race, color, creed, religion, age, physical or mental handicap, sex, marital status, or national origin of an applicant for admission;
   or,

4. To announce or follow a policy of denial or limitation of educational opportunities of a group of its members through a quota or otherwise, because of race, color, sex, marital status, age, creed, religion, service in federally or state defined uniform service, veteran status, political ideas, genetic information, gender identity, gender expressions, sexual orientation or physical or mental handicap, or national origin.

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

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

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

Any person wishing more information regarding Helena College's policy and process as they relate to Discrimination, Harassment, Sexual Misconduct, Stalking and Retaliation, may do so through contacting:

The **Title IX Coordinator and Section 504, Valerie Curtin**, 406-447-6913.

Title IX Coordinator, Valerie Curtin
valerie.curtin@HelenaCollege.edu
406-447-6913

Expenses

2022-2023 Tuition & Fee Schedule
Books & Supplies
Deferred Fee Payment Plan
Non-Payment
Payment of Tuition and Fees
Vocational Rehabilitation
Tuition Refunds

Expenses

2022-2023 Tuition & Fee Schedule

All fees are subject to Board of Regents approval.

The Board of Regents has approved the fee schedule; however, fees are subject to change without notice. Final approved schedules are available in Business Services and online on the **Commissioner of Higher Education's website**. Tuition and fees are based on credit hours and are paid by the student each semester. Different fee schedules are applied for students with WUE residency. Contact Business Services at 406-447-6921 for more information. The $30.00 registration fee is non-refundable.

Credits	Registration Fee	InState Tuition	Bldg Maint Fee*	Comp Tech Fees**	Equip Fee	Acad Fac Fee	Student Bldg Fee	Library Fee	Student Gov	Wellness Fee	InState Total	NR Bldg Fee	NR Tuition	NR Total
1	30.00	111.85	4.15	9.12	4.20	2.09	5.20	1.64	35.00	15.45	218.70	3.80	369.43	480.08
2	30.00	223.70	8.30	18.24	8.40	4.18	10.40	3.28	35.00	15.45	356.95	7.60	738.86	879.71
3	30.00	335.55	12.45	27.36	12.60	6.27	15.60	4.92	35.00	15.45	495.20	11.40	1,108.29	1,279.34
4	30.00	447.40	16.60	36.48	16.80	8.36	20.80	6.56	35.00	15.45	633.45	15.20	1,477.72	1,678.97
5	30.00	559.25	20.75	45.60	21.00	10.45	26.00	8.20	35.00	15.45	771.70	19.00	1,847.15	2,078.60
6	30.00	671.10	24.90	54.72	25.20	12.54	31.20	9.84	35.00	15.45	909.95	22.80	2,216.58	2,478.23
7	30.00	782.95	29.05	63.84	29.40	14.63	36.40	11.48	35.00	15.45	1,048.20	26.60	2,586.01	2,877.86
8	30.00	894.80	33.20	72.96	33.60	16.72	41.60	13.12	35.00	15.45	1,186.45	30.40	2,955.44	3,277.49
9	30.00	1,006.65	37.35	82.08	37.80	18.81	46.80	14.76	35.00	15.45	1,324.70	34.20	3,324.87	3,677.12
10	30.00	1,118.50	41.50	91.20	42.00	20.90	52.00	16.40	35.00	15.45	1,462.95	38.00	3,694.30	4,076.75
11	30.00	1,230.35	45.65	100.32	46.20	22.99	57.20	18.04	35.00	15.45	1,601.20	41.80	4,063.73	4,476.38
12	30.00	1,342.09	49.80	109.44	50.40	25.00	62.40	19.68	35.00	15.45	1,739.26	45.60	4,433.12	4,875.89
13	30.00	1,342.09	49.80	109.44	50.40	25.00	67.60	19.68	35.00	15.45	1,744.46	45.60	4,433.12	4,881.09
14	30.00	1,342.09	49.80	109.44	50.40	25.00	72.80	19.68	35.00	15.45	1,749.66	45.60	4,433.12	4,886.29
15	30.00	1,342.09	49.80	109.44	50.40	25.00	78.00	19.68	35.00	15.45	1,754.86	45.60	4,433.12	4,891.49
16	30.00	1,342.09	49.80	109.44	50.40	25.00	78.00	19.68	35.00	15.45	1,754.86	45.60	4,433.12	4,891.49
17	30.00	1,342.09	49.80	109.44	50.40	25.00	78.00	19.68	35.00	15.45	1,754.86	45.60	4,433.12	4,891.49
18	30.00	1,342.09	49.80	109.44	50.40	25.00	78.00	19.68	35.00	15.45	1,754.86	45.60	4,433.12	4,891.49
19	30.00	1,342.09	49.80	109.44	50.40	25.00	78.00	19.68	35.00	15.45	1,754.86	45.60	4,433.12	4,891.49
20	30.00	1,342.09	49.80	109.44	50.40	25.00	78.00	19.68	35.00	15.45	1,754.86	45.60	4,433.12	4,891.49
21	30.00	1,342.09	49.80	109.44	50.40	25.00	78.00	19.68	35.00	15.45	1,754.86	45.60	4,433.12	4,891.49
22	30.00	1,342.09	49.80	109.44	50.40	25.00	78.00	19.68	35.00	15.45	1,754.86	45.60	4,433.12	4,891.49

* Includes Access Fee of $1.40 and Building Fee of $2.75 per credit

** Includes Computer Fee of $4.25 and Technology Fee of $4.87 per credit

- Students will be charged a $35 per credit fee associated with courses provided by Online (O) or HyFlex (H) modality.
- Students will be charged a $17.50 per credit fee associated with courses provided by Blended (B) or Virtual Blended (VB) modality.
- All new students are charged a $15.00 Identification Card Fee, and all new degree-seeking students are charged a $30.00 Orientation Fee in addition to the above schedule

Additional fees may be charged for students registered in some programs and/or courses. Contact Business Services at 406-447-6921 for information.

Books & Supplies

Helena College Retail Services consists of a Campus Stores on the Donaldson campus. The Campus Store provide supplies, electronics, apparel, some hot food, beverages, and snacks Monday through Friday during the academic year. The Campus Store accepts cash, credit cards (except for American Express), and checks made payable to Helena College for the amount of purchase only. The Donaldson Campus Store also features a full-service Coffee Counter with a wide selection of hot and cold drinks. The College is not liable for any personal work performed by students. Course materials can be purchased **online at BNC Virtual.**

Deferred Payment Plan

The Deferred Payment Plan (DPP) is designed to give students an opportunity to pay tuition and mandatory fees in 4 payments. Students who are in good financial and academic standing may apply for this assistance.

A deferred payment plan is authorized providing that:

1. Your first payment, approximately 25% of charges + a $30 service fee, is due at the time the deferred payment plan is initiated.
2. Second payment, of 25%, is due on the first of September/February.
3. Third Payment, of 25%, is due on the first of October/March.
4. Fourth (Final) payment, of 25%, is due on the first of November/April.

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

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

Non-Payment

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

Payment of Tuition and Fees

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

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

How do you access your schedule bill online?
- Go to MyHC, log in to your account
- Select Student Services and Financial Aid
- Select Payment and Account Information
- Select Pay and Finalize your Registration Bill

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

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

What if you have funding from an outside source?

If your outside source funding is not posted on your schedule bill, notify Student Accounts. You must finalize your bill online even if your balance is zero. If you have questions about your third party payment, call Student Accounts at 406-447-6921.

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

How do you access your schedule bill online?
1. Log onto your MyHC account.
2. Click on "**Student Services**"
3. Select the correct term "**xxxxx Semester 20xx**" (click the down arrow on the right to show list)
4. Click on "**Make a Payment**"
5. Click the "**Pay Your Registration Bill**" button

If you have financial aid greater than total tuition/fees (or continue to 7 if you owe money)
6. Click the "**Complete Finalization**" button. You will get a confirmation screen.

If you have a balance due and want to pay online:
7. Click the "**Pay/Finalize Registration Bill**" button (you're bill will be finalized when you pay in full).
8. Click the "**Make Electronic Payment**" button.

Tuition Refunds

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

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

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

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

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

- An individual course dropped will be refunded at 100% for the first 15 days of the semester or half semester in which the course begins.
- Beginning the 16th instructional day of the semester or half semester in which the course begins, no refunds will be made.

Vocational Rehabilitation

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

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

Financial Aid

Financial Aid

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

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

The following is an example of how financial aid is determined:

The cost of attendance is determined by the College in October of each year for the following academic year. The cost of attendance for a full-time, in-state student for 2022-2023 is as follows:

Tuition and Fixed Fees	$3,478
Room Allowance	$5,823
Board Allowance	$2,844
Personal Expense Allowance	$3,933
Transportation Allowance	$3,672
Loan Fee Allowance	$29
Book and Supplies Allowance	$1,516
Total Cost of Attendance	$21,295

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

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

An example of the calculation is:

Financial Aid Cost of Attendance	$21,295
Less: Calculated EFC (assume $2,000)	$2,000
Calculated Financial Need	$19,295

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

Eligibility Requirements for Federal Aid

- Acceptance to Helena College as a certificate/degree-seeking student.
- Priority is given to students with FAFSA results submitted to Helena College by December 1.
- Possess either a high school diploma, GED, HiSET, or completed a state recognized home school curriculum.
- Completed the Free Application for Federal Student Aid (FAFSA) and submitted as soon as possible after the first business day in October. The information should be sent to Helena College, Title IV Code 007570. A FAFSA must be completed each year the student desires financial aid.

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

- The student should review the Student Aid Report (SAR) sent by the processing center and submit necessary corrections to the Financial Aid Office.

Note: The FAFSA application for the 2022-2023 year will be available in October of 2021. The application will be based on the student's (and parent's or spouse's) 2020 income tax information. This is to assist students in preparing for the financial responsibilities of attending college. The Financial Aid Office will be available for assistance with this process.

Financial Aid Notification

Students who have been accepted for admission as a certificate/degree-seeking student and for whom the College has received results of the FAFSA on or before December 1 will receive a need-based financial aid packages in February. The aid offers will contain all financial aid offers by and through Helena College with directions how to accept and receive the offers. After February, students will receive financial aid offers as they are admitted to the College and the results of the FAFSA become available.

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

Verification must be completed no later than 14 days prior to the end of the spring semester of enrollment, the aid year for which a FAFSA was filed. A student's failure to complete verification will result in the cancellation of all federal and institutional need-based aid. In addition:

- No financial aid will be released until verification is completed.
- Students employed under the federal or state work-study programs cannot work without completing verification.

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

In some cases, the Financial Aid Office will re-evaluate financial aid offers based on special circumstances. If a student or student's family have special needs or have recently experienced unusual financial circumstances, they should contact the Financial Aid Office. A Special Circumstance/Professional Judgment form is available on the Financial Aid Forms page of the **Financial Aid Forms & Policies-HC.**

Financial aid is not available for audited or challenged courses.

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

Accepting Financial Aid

- A postcard notification stating financial aid is ready to be accepted will be mailed to accepted students beginning in February or after Helena College receives FAFSA information.
- The student should acknowledge acceptance of the financial aid by accepting and submitting offer preference on their MyHC account **online** and should promptly return all required documentation requested. Student's aid offer will not be finalized until all completed paperwork is submitted and processed.
- Financial aid will be disbursed in two installments during the semester. The first installment will occur 7-10 business days after the 15th instructional day and will consist of all grants, all scholarships, and 1/2 student loans for the term. The second installment will be the remaining 1/2 of the student loans for the term and will be disbursed 7-10 business days after successful midterm grades have posted.
- Financial Aid, except for work-study offers, will be credited directly to the student account in Business Services on the aforementioned disbursement dates.

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

Student Responsibilities

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

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

Helena College Scholarships & Offers

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

- Boeing Access to Education
- Everett D. Potter Scholarship
- Gianforte Manufacturing Scholarships
- Harold Hamm
- Helena College Foundation Scholarships
- Intermountain Children's Home
- Montana Food Distributors Association
- Opportunity Bank of Montana
- Peter Nelson Scholarships
- Reach Higher Montana
- Shodair Children's Hospital
- Soroptimist Training Program
- Soroptimist Vocational Technical Scholarships
- Student Senate Scholarships

Private Scholarships

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

Tuition Waivers

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

These categories include:
- American Indian
- Montana Veterans
- War Orphans
- Dependents of Prisoners of War
- Senior Citizens
- Surviving Dependents of Montana Firefighters or Peace Officers
- Faculty and Staff
- MUS Employee Dependent
- MUS High School Honors
- National Guard

Applications for tuition waivers must be completed within 14 days of the start of the semester in which the student wants to utilize the waiver. For more information and applications, please see the Financial Aid page on the **Scholarships-HC.**

Federal Financial Aid

Students should complete the FAFSA on or shortly after October 1 and request the Student Aid Report (SAR) be sent to Helena College, Title IV Code 007570. It takes approximately 4 to 6 weeks for a paper FAFSA application to be processed. Applications submitted via the **internet** take considerably less time. Students (and parents, if applicable) must have a Federal Student Aid (FSA) ID, which will be comprised of a user-selected username and password, to electronically sign the **FAFSA**. Students must re-apply for federal aid each year. Delays in receiving financial aid are often the result of late or incomplete submission of the FAFSA. Priority date for Helena College is December 1.

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

1. Federal Pell Grants and Federal Supplemental Education Opportunity Grants (FSEOG) are offered to students with exceptional financial need.

   Note: Pell grants are limited to 12 full-time semesters. FSEOG funds are limited.

2. Federal Iraq and Afghanistan Service Grants may be offered to students whose parent or guardian was a member of the U.S. Armed Forces and died as a result of service performed in Iraq or Afghanistan after September 11, 2001. The grant offer is equal to the amount of the maximum Pell Grant for the academic year, not to exceed the cost of attendance for that academic year. Offer amounts are subject to change based on federal funding.

3. Work-study employment opportunities are available through the need-based Federal Work Study (FWS) as well as the need-based and non-need based State Work Study (SWS) programs. Limited funds are offered on a first-come, first-served basis, in accordance with Helena College policy. Offers are usually between 10 and 15 hours per week. These funds are not offered within the financial aid offer. If students are interested in work-study, they need to contact the Financial Aid Office.

4. Loan monies at federally regulated interest rates are available to students and their parents. Federal loans are offered on a need and non-need basis as documented through the FAFSA.

   a. Federal Direct Loan – available to students on either a need (subsidized) or non-need (unsubsidized) basis. Subsidized loans do not accrue interest upon disbursement or while the student is attending college at least half-time. The federal government subsidizes the interest burden. Subsidized loan eligibility is limited to 150% of the student's program of study. Unsubsidized loans do accrue interest upon disbursement. Unless the student pays the interest while in school, the interest will capitalize on top of the principle amount upon repayment status. Interest rates are set annually in accordance with federal regulations.

   b. Federal PLUS (Parent) Loan – for parents of dependent students who want to borrow to help pay for their student's education. Interest rates are set annually in accordance with federal regulations.

College-Related Federal Tax Provisions

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

5. American Opportunity Tax Credit provides a maximum $2,500 per year tax credit (non-refundable) each eligible student for up to four years and up to $1,000 of the credit can be refunded if your credit is more than you owe in taxes. Qualifying expenses include tuition, fees and required course materials.

6. Lifetime Learning Tax Credit provides a maximum $2,000 per year tax credit (non-refundable) per family. This cannot be combined with the American Opportunity Tax Credit.

7. Student Loan Interest Deduction provides a non-refundable deduction (not credit) of interest on qualified education loans used to finance qualified education expenses. The maximum deduction each taxpayer is permitted equals $2,500.

8. Tuition and fees deduction – taxpayers may be able to deduct up to $4,000 paid toward qualified tuition and related expenses as an adjustment to income.

Note: Students are advised that there are numerous eligibility requirements and other specifics contained in the tax provisions and should contact their tax advisor before making decisions. More detailed information can be found here.

Financial Aid Satisfactory Academic Progress Policy
Requirements and Purpose

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

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

Indicators of Progress
- Financial aid Satisfactory Academic Progress (SAP) is measured 'qualitatively' and 'quantitatively'.
- Quality of work is measured by cumulative grade point average (GPA) resulting from classes completed with Helena College.
- Quantity of work is measured against a maximum time frame in which the student must complete the educational objective. The quantitative measurement requires designation of a minimum amount of work a student must successfully complete (credit hours earned) by the end of designated periods of enrollment (full-time equivalent semesters). The quantitative measure is cumulative for all periods of enrollment and for all transfer credits, including periods of enrollment in which students did not receive federal student financial assistance.

Enrollment Status
Student status is based on the following:
- Full time (FT) – Attempting 12 or more credits
- Three-quarter time (QT) – Attempting 9-11 credits
- Half-Time (HT) – Attempting 6-8 credits
- Less-than-half-time (LTHT) – Attempting 5 or fewer credits

For financial aid offering and satisfactory academic progress purposes, enrollment status is based on credit hours for which the student is enrolled as of the published date considered to be the 15th instructional day of the term for the majority of students. Financial aid will be adjusted to reflect less-than full-time status if the student is not registered for at least 12 credit hours on that date. Students who are registered for a class on the first day of the term but never attend the class cannot include those credits in determining enrollment status for financial aid purposes. Financial aid will be adjusted if students are reported as never having started attendance in one or more of their classes. All summer sessions jointly are considered one term.

Students Subject to SAP Measurement

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

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

SAP Measurement Date

SAP measurement is made after completion of each semester.

Measurement Standards of SAP

Qualitative Measurement

A student must possess a cumulative GPA of 2.0 or higher resulting from work at Helena College only. Grades and grade point averages are calculated as outlined on page 48 of this catalog.

Quantitative Measurement

Remedial and repeated course work for which a student received credit multiple times is treated as any other course work. If repeating a course, the most recent grade shall be the one counted in computing GPA. Incompletes are considered failed for GPA until completion of the course and a letter grade other than F has been assigned. Withdrawn courses do not count in computing GPA; however, the course is deemed as attempted and the credits are calculated in the quantitative measurement of SAP. A student must meet the qualitative standard in addition to the quantitative standards discussed.

Duration of Eligibility

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

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

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

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

Consequences

Financial Aid Warning

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

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

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

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

Financial Aid Termination
A student will have their financial aid terminated if he/she:
- Fails to meet both qualitative and quantitative SAP requirements and has been determined unable to make satisfactory academic progress during the subsequent semester.
- Fails to meet the academic progress requirements at the end of a warning semester.
- Has been determined to have exceeded the maximum time frame OR has been determined unable to mathematically finish the program in the maximum time frame.

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

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

Appeal Requirements
The student must respond in writing to the notification of failure to meet SAP standards. The response must be directed to the Financial Aid Appeals Committee at Helena College. The response must describe in specific terms why Helena College should grant an exception to its established SAP policy. At a minimum, the response must include the following:
1. A typed personal statement, plus supporting documentation, as appropriate, explaining the circumstances that led to failure to meet established SAP standards.
   a. Overall experience:
      1) What most contributed to your not meeting the necessary standards the last time you attended? What steps have you taken to alleviate those issues moving forward?
      2) Did course load contribute to your lack of success? Would taking fewer credits/classes allow you to be more successful?
      3) What percentage of class periods did you miss? What caused these absences? Were you proactive in contacting your instructor regarding these absences?
      4) How many hours a week have you dedicated to your schoolwork? Do you have a study routine? Explain that routine.
      5) How often did you meet with your instructors to seek help the last time you attended?
   b. Tutoring and other campus resources:
      1) Have you used tutoring services on campus? If so, name the tutoring services used and how often.
      2) How often did you utilize the online tutoring service, smarthinking?
      3) How often do you utilize the library?
      4) How often do you have your writing efforts proofread?
   c. Other factors:
      1) Do you have a preferred learning technique? If so, what is/are your preferred learning techniques?
      2) How often did you meet with your advisor during the semester you were unsuccessful?
      3) How many times a week do you check your Helena College email account?
      4) What device do you use to interact with Moodle?
      5) When on campus, where do you prefer to study?
      6) Are you familiar with your course(s) syllabus?
      7) Do you utilize the Student Handbook as a resource for policies and potential departments or individuals to contact for assistance? If so, who have you contacted, or what policy(ies) have you referred to?

2. The statement should also include a typed academic plan outlining how the student expects to meet the SAP standards, as well as the time frame in which the student expects to be back in compliance with such standards.
   a. What are your goals for the semester? (Or what do you plan to do to get off probation?) Include measurable objectives and methods. It is not enough to write, "I will study more." (ex. When will you study? How will you study? Where will you study?)
   b. While we are here to help you, you will be held accountable for your own academic progress and success.
      1) What will you do to ensure the successful completion of your degree? (ex. What resources or services will you seek out? X hours spent with a tutor or completing work. Meet with advisor X times during the term.)

3. Copy of student's unofficial Helena College transcripts.
4. Copy of student's loan debt from the **National Student Loan Database System.**

Appeal Deadlines and Processing

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

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

1. The Financial Aid Appeals Committee may deny the appeal. The Financial Aid Director is the final authority regarding SAP decisions. The student will be notified, in writing, of action on the appeal in a timely manner.

2. The Financial Aid Appeals Committee may approve the appeal. If so, the student will receive written notice of the approval along with conditions to be met in the future, if appropriate. A student may be approved in one of two statuses:

   a. Probation: Helena College determines that the student should be able to make satisfactory academic progress during the subsequent semester and meet the College's satisfactory academic progress standards at the end of the semester.

   b. Academic Recovery Plan: The Financial Aid Appeals committee refers the student to an academic coach. The student and advisor develop a plan that, if followed, will ensure the student is able to meet the institution's satisfactory academic progress standards by a specific point in time prior to completion of program.

Students approved for an Academic Recovery Plan will complete and sign a contract with an academic coach. A copy of this document will be recorded in the Financial Aid Office and will be monitored by the Financial Aid Appeals Committee after every term. If a student is not academically progressing as planned, financial aid will be terminated.

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

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

A student who is disqualified from participation in college, state, and federal student financial assistance programs may regain eligibility by satisfying the established SAP standards. This can be done by attending college without financial assistance. If a student is deemed not to be making satisfactory academic progress, but later meets the standards, his or her eligibility for aid is reinstated. The other option is the student can pay for and pass at least 6 credits on his/her own and re-submit a Financial Aid Reinstatement Appeal. This, however, is not a guarantee of financial aid reinstatement. A student may be paid for the semester in which he/she regains satisfactory academic progress, but may not be paid for any semesters in which the student did not meet the standards.

Additional Information

- **Additional Degree:** Students who have obtained an Associate degree and wish to return to Helena College for a subsequent degree may not necessarily be eligible for Financial Aid. Changes from A.A.S. to A.S. or A.A. degrees will receive consideration as they are separate and distinct degree programs. The request for a subsequent degree must be submitted to the Executive Director of Compliance and Financial Aid with a degree audit from the Executive Director of Enrollment. If approved for a new degree or certificate, the student will be required to take only courses required for the new degree or certificate. It is the student's responsibility to only take courses for the program. Failing to do so may result in financial aid termination.

- **Challenged Courses:** Students may not receive financial aid for credits they successfully challenged.

- **Changed and Late Grades:** The student must notify the Financial Aid Office of grade changes, including updates for incomplete or missing grades. Grades must be officially changed in the Enrollment Office before financial aid will be reviewed.

- **Evaluation Time Frame:** Helena College will evaluate a student's satisfactory academic progress at the end of each semester: fall, spring, and summer. A student placed on financial aid warning or termination will be notified via U.S. mail to the current mailing or permanent address on record. It is the responsibility of the student to ensure addresses are correct via MyHC.

- **Incomplete:** An incomplete course is one for which no term credits were earned. It is construed as an "F" until a positive letter grade is recorded by the Enrollment Office. A student who is placed on warning or termination because of incomplete credits may request that the Financial Aid Office to review his/her status upon course completion.

- **Remedial Courses:** Certain sub-100 remedial courses, which do not apply toward graduation requirements, may be included as part of a credit load for determining enrollment status each term. These courses can total no more than half the credit load per term and cannot exceed 30 credits.
- **Return of Federal Title IV Funds:** Federal regulations require colleges to recalculate a student's financial aid for those who officially or unofficially withdraw from classes prior to completing 60% of a semester to determine the amount of aid that was earned and unearned. The unearned portion will be returned to the Department of Education.

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

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

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

Note: In addition to calculating a return of Federal Title IV funds for students who notify Helena College of a withdrawal, the College must also make a calculation for students who do not "officially" withdraw. The Financial Aid Office reviews final semester grades to evaluate students with all "F" grades to determine if the student stopped attending all classes. If so, the last date of academic activity is obtained. To facilitate the process, the Executive Director of Enrollment has requested faculty to indicate last date of attendance for all students offered an "F" grade.

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

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

The institution will disburse any funds that result in a credit balance on a student's account after the *Return of Title IV Calculations* have been completed. These funds will be sent to the student as soon as possible, but no later than 14 days after the date of the calculation (i.e. the date of the *Return of Title IV Calculations* was performed.)

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

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

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

The institution's share is the lesser of:
- The total amount of unearned aid; **or**
- Institutional charges multiplied by the percentage of aid that was unearned.

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

The institution's share is allocated among Title IV programs, in an order specified by statute, before the student's share. After the student's share is fully allocated among the Title IV programs, any amount owed to a grant program is reduced by half. Students return their share of unearned aid attributable

to a loan under the terms and conditions of the promissory note.

Time Frame for Returning Funds

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

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

Late Disbursements

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

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

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

Withdrawal Dates

- **Unofficial Withdrawal**
  For students who withdraw without notifying the institution, the institution must determine the student's withdrawal date within 30 days after the expiration of the earlier date of the:
  - Payment period or period of enrollment;
  - Academic year in which the student withdrew; **or**
  - Educational program from which the student withdrew.

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

  The only exception would be if the student left without notification because of circumstances beyond his/her control. The institution may determine a withdrawal date related to the circumstances. The Executive Director of Compliance and Financial Aid is responsible for making

such a determination, along with the Executive Director of Enrollment.

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

  For a student who unofficially withdrew (withdrew without notifying the institution), this date is the date the institution becomes aware the student ceased attendance. The "date of institution's determination that a student withdrew" is used for the following purposes:
  - It provides the dividing date between disbursed aid and late disbursements; **and**
  - It starts the clock for the period of time within which the institution must return federal funds.

Suspension/Withdrawal

If a student is withdrawn based on a school-initiated suspension during a period of enrollment, the date used for the withdrawal date is as follows:
- If the student is given the option to appeal the suspension and does not appeal within the time frame allowed, the date of the initial suspension letter is used in the calculation.
- If the student does not appeal and can attend classes during the appeal process (regardless of whether they attend or not), the official date on the appeal denial letter from the College will be used for the calculations rather than the initial suspension letter date.

Drug-Related Convictions

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

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

For a drug possession conviction, eligibility is suspended:
- One year from date of conviction for 1st offense;
- Two years from date of conviction for 2nd offense;
- Indefinite period for 3+ offenses.

For a drug sale conviction, eligibility is suspended:
- Two years from date of conviction for 1st offense; **or**
- Indefinite period for 2nd offense.

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

Regaining Eligibility after a Drug Conviction

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

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

Standards for a Qualified Drug Rehabilitation Program

A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:
- Be qualified to receive funds directly or indirectly from a federal, state, or local government program.
- Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
- Be administered or recognized by a federal, state, or local government agency or court.
- Be administered or recognized by a federally or state licensed hospital, health clinic, or medical doctor.

Incarcerated Students

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

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

Student Information

Student Information

Acceptable Use of Electronic Resources

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

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

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

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

Associated Students of Helena College

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

ASHC welcomes student representatives from each academic program and all officially recognized student organizations. Representatives are elected by a student vote during the spring semester. Student representatives serve as the main communication link between ASHC and the student body. Representatives bring student suggestions to the organization and keep students informed student government, various activities, and important campus issues.

Family Education Rights and Privacy Act (FERPA)

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

Definition of a Student Education Record

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

Rights Afforded to Students under FERPA

Students have specific rights concerning their education record:

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

> **The Family Policy Compliance Office**
> U.S. Department of Education
> 400 Maryland Ave, SW
> Washington, D.C. 20202-5920

Disclosures Made without Student's Consent

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

- To Helena College employees with a legitimate educational interest. Legitimate educational interest is defined as needing the records to carry out employee responsibilities.
- To authorized representatives of the United States Comptroller General, Attorney General, Secretary of Education, or state and local educational authorities.
- In connection with the application or receipt of financial aid when the information is necessary to determine eligibility, amount of the aid, determine the conditions of the aid, and enforce the conditions of the aid.
- To another institution where a student seeks to enroll or is enrolled.
- To state and local juvenile justice systems or their officials.
- To organizations conducting educational studies.
- To contractors, consultants, or volunteers providing the institution services.
- To accrediting organizations carrying out their accrediting functions.
- In compliance with a judicial order or lawfully issued subpoena.
- To appropriate parties in an emergency if the information will help assist in resolving the emergency.
- To victims of an alleged perpetrator of a crime, disciplinary records maintained by colleges concerning the alleged crime.
- In connection with a disciplinary proceeding at the College.
- If designated as directory information (and the student has not opted out).
- Federal and State Data Collection and Use
- As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records — including your Social Security Number, grades, or other private information — may be accessed without your consent. First, the U.S. Comptroller General, the

U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

Disclosure to Parents

In accordance with Montana Statute §20-25-515 MCA, will not give information to parents unless the student has provided written permission. If students would like to provide access to their parents, they must sign a Release of Information form available from the Executive Director of Enrollment Office.

Disclosure of Records to Students

Helena College requires students to present picture identification for all transactions. Any student wishing to receive information over the phone must complete a Release of Information form with the Executive Director of Enrollment Office. Students will be required to know a password and student identification number to receive information over the phone.

Disclosure to Potential Employers

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

Access to Records

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

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

Directory Information

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

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

Students may request directory information not be released without consent. Requests for non-disclosure must be made through the Executive Director of Enrollment Office, and in effect the date the student makes the request; it will only be revoked if the student requests so in writing. Students should be aware if they choose this option, Helena College will not provide enrollment or graduation verifications without the student's written consent.

Fees for Copies of Records

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

Right of Helena College to Refuse Copies of Records

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

Compliance

Students should address questions, concerns, or problems concerning this policy to the Executive Director of Enrollment Office, Donaldson Campus, 1115 North Roberts, Helena, MT 59601.

Campus Store

The Helena College Campus Store is located on the Donaldson Campus and provides supplies, electronics, apparel, beverages, and snacks Monday through Friday during the academic year. The Campus Store accepts cash, credit cards (with the exception of American Express), and checks made payable to Helena College for the amount of purchase only. The Campus Store also features a full-service Coffee Counter with a wide selection of hot and cold drinks.

Health Insurance

Students enrolled in six or more credits each semester may select to purchase medical insurance while attending Helena College. Through the Montana University System Student Insurance Plan (MUSSIP) students may purchase coverage from Blue Cross Blue Shield of Montana (BCBSMT). The insurance plan provides major medical and prescription coverage including but not limited to hospitalizations, outpatient surgery, and emergency services. The plan does not cover vision or dental. High school students participating in dual enrollment programs are not eligible for the insurance plan.

The student insurance plan is elected or waived during electronic registration for both the fall and spring semesters and must be purchased by the 15th day of instruction for the coverage term. If selected, medical coverage begins the first day of the semester provided payment is made as required within the enrollment period. Students who elect coverage and withdraw before the 15th day of instruction will receive a full refund of the premium cost if it has not been used. There are no refunds after the 15th day of instruction. Students wishing to enroll in the student insurance plan after the 15th class day may do so furnishing documentation of a major life event (loss of insurance, loss of employment, etc.). In such cases, the premium will not be prorated and the cost will be the same as the beginning of the semester. Plan coverage and premium costs are published each academic year in the MUSSIP campus brochure and on the **Helena College website**. Contact the Executive Director of Enrollment, 406-447-6908 for more information.

Housing Resources

Helena College is a non-residential campus. Apartment rentals in the Helena area average $600 – $1,000 per one/two-bedroom apartment. The College's housing brochure offers tips on finding housing as well as helpful contact information for newspapers, apartment finders, housing complexes, and childcare. A housing bulletin board is maintained in the Welcome Center at the Donaldson Campus. Students are encouraged to consult the classified advertising section of the **Helena Independent Record**.

Library Learning Hub

The mission of the Helena College Learning Hub is to enable student success in the programs and degrees offered at the College. Professional librarians, along with an Academic Coach and Tutor Coordinator, will achieve this mission by collaborating with the Helena College community, and the Montana library community, in the selection, purchase, and creation of information resources and services; and by providing coaching, tutoring, and information literacy instruction targeted to the curriculum. In addition, the library exists as a quiet place of study and inquiry, fostering the concepts of lifelong learning, intellectual freedom, and cultural enrichment.

Library

 The library has a location on each campus. The main library is located in room 140 on the Donaldson Campus. The Airport Campus library is located in the southwest corner of the building and can be accessed through the back hallway. These combined locations house over 10,000 print book titles, two daily print newspapers, more than 40 print magazines and journals reflecting the diversity of programs at the College, and 20 laptops for student use. The OneSearch search box on the library homepage allows users to place requests on books and DVDs from sixteen academic libraries across the state participating in the Treasure State Academic Library Services (TRAILS) consortium. The library also provides access to materials internationally through interlibrary loan. The library **website** provides full-text online access to articles from periodicals (magazines, journals, and newspapers), reference sources, and scholarly e-books, as well as e-books and digital audiobooks for leisure reading. All electronic resources are available both on and off campus. The library also provides computers for public use, group and quiet study areas, a multi-function photocopier/printer/scanner, and a color printer. A professional library staff member is available during open hours for individual assistance or group instruction.

Tutoring and Academic Coaching

Individualized tutoring is free for Helena College students and is available for most courses. For more information, contact the **Library Learning Hub** or click on the Office 365 Bookings **link** to make an appointment with a tutor. For courses not covered, or for students needing help outside of the hours offered, online tutoring is available through TutorMe; you will find TutorMe in Moodle. **Academic** coaching is available to all students to help them develop the skills they need to achieve their goals by providing individual support in the areas of time management and study skills. Appointments may be made by contacting the library Learning Hub or Academic Coach, **Kim Caldwell.** Tutoring services and academic coaching are located in room 140 of the Library Learning Hub on the Donaldson Campus.

Montana Campus Compact

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

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

- Offer student scholarships, faculty grants, and resources to member campuses to support civic engagement activities;
- Organize conferences, forums, and workshops to develop civic engagement initiatives;

- Foster partnerships between campus, business, community, and government leaders;
- Provide timely research and service related to its member campuses; **and**
- Assist in state legislation promoting public and community service.

Students interested in learning more about Campus Compact opportunities at Helena College should contact the **Emily Schuff**, Director of Student Life, 406-447-6962, DON 104H.

Parking

Permits are required on all Helena College parking properties. Permits are obtained by application from the Cashier's Office at the Donaldson campus for a $15 fee and are valid for each academic year. Authorized temporary permits, good for one day, are available from the Helena College Welcome Center. Parking permits must be clearly displayed and visible from the outside of the vehicle. Citations for unpermitted vehicles or vehicles parked in a hazardous manner are $10. Please review the parking application for all parking requirements. In the event a vehicle is towed, the owner will be responsible for all associated fees. Penalties for violation of handicapped parking laws will be applied to the fullest extent of the law.

Handicapped Parking

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

It is against the law to use anyone else's handicapped parking permit. This law also applies to disabled veteran plates. If you park illegally in any part of handicapped parking stalls or ramps, you will be ticketed appropriately. Repeat offenders may have their vehicle impounded and be responsible for recovery expenses.

If you believe someone is parked illegally in a handicapped parking space, please contact the Administrative Associate to Enrollment Services 406-447-6900 or Director of Facilities 406-447-6936.

Personal Property Responsibility

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

Student Handbook

The Helena College Student Handbook is intended to provide students with basic information about services as well as policies and procedures related to student rights, responsibilities, and conduct as members of the campus community. **Student Handbooks** are available online.

Student Information Change

Students may change their address and phone number through the online student information system "MyHC" on the Helena College website. Students may also make the change by completing a Name and Address form available from the Executive Director of Enrollment Office.

Student Name Change

A student who needs to update their legal name must complete a form at the Registrar's Office and provide documentation. Documentation may consist of a Legal Court document, Marriage Certificate, Driver's License, or Social Security Card.

Student Records & Transcripts

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

> **Executive Director of Enrollment Office**
> 1115 North Roberts Street
> Helena, MT 59601

Transcripts may also be ordered online through the Helena College **website.**

Students attending Helena College after 2000 may access their unofficial transcripts through their "MyHC" web page by logging into their Student Login and selecting the "MyHC" link.

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

Student Code of Conduct

The Student Conduct Code embodies the ideals of academic integrity, honesty, and responsible citizenship. It governs all academic work and student behavior at Helena College. The principles and policies that make up the Code set forth the standards of acceptable student conduct, disciplinary sanctions, and procedures to be followed in adjudicating charges of both academic and non-academic misconduct. For information regarding student rights and responsibilities, conduct code, and due process, please refer to the current Helena College Student Handbook or contact the Executive Director of Compliance and Financial Aid, 406-447-6913.

Student Support Services

Advising

The Advising service is located on the Donaldson and Airport Campus and provides academic and personal support to promote student success while attending college. Students are assigned an individual advisor upon completion of their application. Academic advising includes initial and ongoing academic advising, transfer information, and academic success strategies. For appointments or services offered in Advising, students can call 406-447-6900.

Career Services

Career Services helps students gain skills and information to secure employment. The Career Services provides workshops and individual counseling assisting students with exploring career choices, resume writing, and interviewing. Students interested in obtaining assistance with employment should contact Career Services at 406-447-6903. More information can be found on the **Career Services** page of the College's website.

Wellness

The **Office of Student Life** provides wellness coaching and community referral services to registered Helena College students. The office provides outreach and educational programming to the campus community in the context of mental health, suicide prevention and violence prevention initiatives. Our campus along with other college campuses across the state, through the Montana University System provide access to online tools students can access to monitor and improve their mental health.

Helena College Mental Health Resources

Kognito Online Interactive Training

Kognito for mental health, is an online evidence-based virtual simulation training module for both faculty/staff and students that teaches how to recognize and respond to someone who may be experiencing distress or suicidal thinking. It is an interactive web-based module that can be accessed from any device. Use the enrollment keys below to access this innovative teaching tool.

Kognito
Enrollment Key Faculty and Staff: helenaemployee
Enrollment Key Student: helenastudents

You at Helena College
You at College, is a personalized digital tool created by behavioral health experts to foster campus wide well-being among students, faculty and staff. Creating a *You at Helena College* profile allows you to access health and wellness content from the comfort of your own home. Connect to the *You* community virtually, keep up-to-date on wellness content that matches your lifestyle, and set goals for yourself that can help you reach your highest potential.

Find Counselors Online

Helena College would like to introduce you to **Thriving Campus**, an online directory that allows students to access a list of off-campus, licensed mental health clinicians. The website includes various guides and resources that assist students through the process of securing off-campus outpatient care. If you would like assistance navigating this

tool, contact **Emily Schuff**, Director of Student Life, 406-447-6962. Access the directory **here**.

Disability Resources

Services for students with disabilities are provided at Helena College under the guidelines of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 as amended in 2008. Access to the College's programs and facilities is provided for all qualified students and discrimination based on disability against any student is specifically prohibited under these laws. Services are located on the Donaldson Campus, Room 139. Students are encouraged to contact the Coordinator of Disability Resources as early as possible for reasonable accommodations. It is the student's choice to disclose any disability and their responsibility to request accommodations each term. Certain persons with disabilities may qualify for educational assistance through Montana Vocational Rehabilitation and should contact that office at 406-444-1710 for more information. All documentation related to the student's disability is kept in separate and confidential files in the Office of Disability Resources, although it is still part of the student's educational record. More information can be found on the **Disability Resources** page of the College's website. Students may also want to call 406-447-6952 for information.

Higher Education Assistance (HEA) and Tribal Grants

American Indian students may be eligible for need-based grants from the HEA or the student's tribe. For more information, students should contact the Tribal Educational Specialist with the tribe of which they are affiliated.

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

Student Computer Requirement

Student ownership of and/or permanent access to a computing device is required at Helena College. Students benefit greatly from the ability to work and access online information and services at any time and from any place. For specific program requirements and additional information, please visit the **Helena College** website.

Veterans Education Benefits

The Executive Director of Compliance and Financial Aid, located on the Airport Campus, serves as a liaison for students receiving benefits, the College, and the Veteran's Administration.

- Applications for Veteran benefits are obtained online at **www.vets.gov**.
- A Montana University System Veterans fee waiver is available for veterans who have exhausted their chapter benefits.

- Helena College complies with the requirements of 38 U.S.C, section 3679, which allows any individual who is entitled to educational assistance under Chapter 31, Vocational Rehabilitation and Employment, or Chapter 33, Post-9/11, VA education benefits, to attend or participate in the course of education while awaiting payment from the VA if they provide the college with a "Certificate of Eligibility" no later than the first day of a course of education. Such certificate can include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website – eBenefits, or a VAF 28-1905 form for Chapter 31. Helena College will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under Chapter 31 or 33. This policy remains in effect until the date on which payment from the VA is made to the institution.

The Veteran Resources contact is the Executive Director of Compliance and Financial Aid. Call 406-447-6913. More information, **Click here.**

Academic Information

Academic Information

Student Responsibility Statement

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

Academic Forgiveness

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

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

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

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

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

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

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

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

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

Procedure:

1. Provide a written statement that outlines the nature of your request for Academic Forgiveness and the reasons you believe your appeal merits approval.

2. Submit a letter(s) of support from an academic administrator, faculty member, advisor, or other College professional who is familiar with your situation. If the extenuating circumstance involves medical reasons, it is not necessary for the letter(s) of support to contain details of the medical condition.

3. Submit the completed form and required documentation to Executive Director of Enrollment for approval.

4. If approved, the form and documentation will be forwarded to the Executive Director of Enrollment for completion of the process. Academic Forgiveness will result in all credits and grades earned during the semester in question being excluded from the student's GPA calculation; a student will not be allowed to select specific courses or credits for exclusion. The excluded courses and original grades earned will remain listed on the transcript; however, they may not be used to fulfill any Helena College requirements toward attainment of a credential or degree.

Academic Integrity

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

The College will regard the following acts as violations of academic integrity constituting academic dishonesty. Although the list and descriptions are not intended to be exhaustive of all types or instances of academic dishonesty, they are presented as examples of behavior to avoid. It is explicitly the student's responsibility to avoid academic dishonesty of all kinds, and each student is required to seek guidance in advance of taking any questionable action, including but not limited to those enumerated, below.

Plagiarism: A student will be considered in violation of standards for academic integrity if they submit an assignment in any form (written, oral, graphic, or computer-generated, etc.) which consists wholly or partially of the words, work, or ideas of another individual without giving the original author proper credit. A similar violation would occur in cases where a student submits a paper or other project/assignment for one course that was originally created

for another course even if that student was the originator of the paper/project/assignment in the first instance. Similarly, using facts, figures, graphs, charts or information without acknowledging the source constitutes plagiarism, which may occur verbally, in written form, through computer programs and files, research methods, designs, particular distinctive words or phrases, ideas and images or any other information that was created by another person without acknowledgement of that person's role in its creation. Inadvertent or unintentional misuse or appropriation of another's work (such as relying heavily on source material that is not expressly acknowledged) is still considered plagiarism.

Copying/Cheating: A student will be considered in violation of academic integrity standards if they gain, or attempts to gain, credit for work by dishonest or deceptive means. Examples include the use of crib notes, cheat sheets, books, or any other material or electronic device as aids in an examination or any other graded exercise, unless the instructor of the class has given explicit permission to use such materials. Collaboration with another student on an examination or other graded exercise, unless the instructor has given permission, also constitutes copying. It is the policy of the College to prohibit phones, smart watches, and other similar devices during examinations. Prior to administering an examination, instructors will require all such devices are turned off and stored in an inaccessible place. Failure to comply with this policy will constitute a violation of the academic integrity policy. If a student is found in possession of such a device during an examination, they will be assigned a score of 0 for the examination. Further examples include: copying assignments from another source (classmate, etc.); working with others on exams or homework that is not explicitly permitted by the instructor to be collaborative; looking at another student's paper or screen during an exam or assignment; disclosing exam content to others during an exam, or after completion of an exam, including allowing such information to be disclosed to you; and/or attempting to or allowing another person to complete assignments for another person (such as in an online course). The above examples are meant to illustrate violations of the principle of academic integrity, and are not intended to be all-inclusive. Additional instances of dishonesty that are not explicitly identified in the above list will nevertheless be treated as violations.

Contributing to Academic Dishonesty: A student will be considered in violation of academic integrity standards if they willfully assist another student in an act of academic dishonesty.

Academic dishonesty will not be tolerated. Academic sanctions for a first violation are at the discretion of the instructor and range from a failing grade for the assignment to a failing grade in the course in which the academic dishonesty occurs. When a faculty member assigns a failing grade based on academic dishonesty, they shall notify the affected student(s) and the appropriate Division Director of the violation and provide all supporting documentation to the Division Director. Record of the infraction will be kept on file in the office of the Division Director, although no further official action will be taken unless/until a second infraction is reported. In cases of repeated offenses, the Executive Director of Compliance and Financial Aid will be notified and will administer a range of disciplinary sanctions up to and including expulsion from the College. Students retain their right to due process and may refer to the Student Handbook or the Executive Director of Compliance and Financial Aid regarding any disciplinary sanctions.

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

Instructors must excuse absences for the following reasons: military service, mandatory public service (court appearance, jury duty), emergency medical attention of self or immediate family member, and/or death of immediate family member. To petition for an excused absence, the student must contact the instructor of the course and the Division Director(s) responsible for the applicable course(s) as soon as possible, but no more than 5 days following the absence. Contact information for Division Director can be found on course syllabi. Each request will be handled on a case-by-case basis using all available information and documentation to make an informed decision. Part of this determination will be based on whether or not the student can successfully complete the course following the absence. In some cases, class and/or discipline requirements may preclude the possibility of successful completion of the course. Course requirements including assignments, lab work, quizzes, and exams cannot be removed; however, when appropriate, extensions to due dates may be granted. If the student does not agree with the determination of the Division Director, they may appeal to the Dean/CEO.

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

Students Called to Active Duty

If a student is ordered to active duty while enrolled in one or more courses at an educational institution, the faculty shall, when consistent with accreditation requirements:

a. assign a final passing grade in the course if, in the faculty's judgment, enough of the course requirements have been completed;
b. assign a military incomplete in the course and extend the period of time in which the student may complete course requirements; or
c. allow the student to withdraw from the course, backdating out of the term, and all tuition/fees paid will be reimbursed to the entity that paid it (noting there may be Financial Aid implications), and no grades (including "W's") will be recorded.

If a student re-enrolls in one or more courses at an educational institution within 12 months after returning from the active duty that interrupted the student's previous enrollment at the institution, the student must, to the extent possible, be readmitted with the same academic status that the student had when ordered to active duty, unless the student requests or agrees to admission with a different academic status.

Please fill out a specialized "Students Called to Active Duty" form for the above situations.

Audit

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

Challenging a Course for Credit / Prior Learning Assessment

A student who has completed course work through prior learning or non-accredited learning experiences has the option of earning college credit by taking a challenge exam for designated courses. It is important to note that not all courses can be challenged. An instructor will determine if the student's previous course work and/or experience supports the challenge request. The request must be approved by the Division Director and then validated through the Executive Director of Enrollment Office. The exam must be completed with passage of at least 80% of the exam contents (written, oral, and/or hands-on content) in order to receive credit for the course. A grade of "CH" will be placed on the student's transcripts with successful completion of the examination. The grade received for the challenge does not affect the student's GPA. A fee will be charged for the challenge exam in accordance with Board of Regents policy. Challenged credits will not count towards financial aid. A student cannot challenge more than 25% of the credits required for his or her degree.

Course Substitutions

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

Dean's List

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

Add / Drop Classes

Students registered for fall or spring semesters and attending classes may add classes through the first 8 instructional days of the semester, which can be done online for the first three days. Instructor approval, add form, are required to add classes on days 4 through 8. Students may drop a class without record through MyHC during the first 15 business days of the semester. After the online add/drop window has passed, a drop form must be completed and returned to the registrar's office. If a student drops a class AFTER the first 15 days and prior to three weeks before the end of the course, a "W" (withdraw) will be given. Students cannot drop a class during the last three weeks of the semester and will receive a letter grade from the instructor based on coursework completed. Drop forms are not used to withdraw completely from the College. Adds/drops for summer semester courses and shorter terms are computed on the same ratio stated above for hours attended to total course hours; the registration guide outlines summer and shorter term deadlines.

Administrative Drops

Generally it is the student's responsibility to drop themselves from classes they will not be completing. There are certain scenarios where a student may be removed from classes administratively.

Non-Payment of Tuition and Fees

Students that have not paid tuition and fees by payment deadlines will be dropped from classes. Payment deadlines are listed in the academic calendar. Students will receive notification from the Registrar's Office notifying them when their classes have been dropped. Students may reregister for classes after the drop.

Course Pre-requisites Not Met

Students that pre-register for a course, but fail to meet the pre-requisites will be removed from the course before the start of the semester. Students will receive notification from the

Registrar's Office before the drop occurs. Students will need to receive instructor consent if they would like to add the course back in to their schedule.

Instructor Initiated Drop Due to Non-Attendance

Instructors may drop students during the initial drop period for non-attendance. During this time students will be dropped without record on their transcript and are eligible for a partial refund of their tuition and fees. These dates will be listed in the academic calendar. Non-attendance will be counted as the following:

1. Student fails to attend 2 consecutive class meetings without prior approval from the instructor during a 15-week semester or block semester.
2. Student fails to log into and meet the requirements of active participation in an online or hybrid class within 5 consecutive days during a 15-week semester. Active participation is considered submitting an assignment, quiz, an interactive tutorial, or participate in a discussion.
3. Student fails to attend or log into summer session class during the first two days of the class without prior approval from the instructor.

The instructor will notify the student through Helena College email that they will be initiating the drop. The Registrar's Office will send the student confirmation of the drop once it is processed. Students will be subject to refund schedule at the time of withdrawal. Students should not rely on this to be dropped from class as it is up to the instructor to pursue. If a student does not plan to attend the student should take initiative to drop the class themselves.

If students receive notification of an instructor initiated drop and believe it is in error or there are extenuating circumstances they will need to contact the instructor to discuss the option of being added back into the class.

Grades & Grade Point Averages

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

Grade	Quality of Work	Grade Points
A	Excellent	4.00
A-		3.67
B+		3.33
B	Above Average	3.00
B-		2.67
C+		2.33
C	Average	2.00*
C-		1.67*
D+		1.33
D	Passing	1.00
D-		0.67
F	Failing	0
FR	Failing / Remedial	0
NF	Never Attended	0
AUD	Audit	N/A
EC	Credit by Exam (AP/CLEP)	N/A
I	Incomplete	N/A
MG	Missing Grade	N/A
NP	No Pass	N/A
CH	Challenge/Pass	N/A
P	Pass	N/A
R	Following a Traditional Grade	N/A*
TP	Tech Prep	N/A
TR	Transfer Course	N/A
R	Retake	N/A
SL	Service Learning	N/A
W	Withdraw	N/A

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

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

Grade Appeal Process
Final Course Grade Appeal

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

SECTION A
Student initiated INFORMAL Process
1. Discuss the matter with their instructor. Clerical errors are usually handled in this manner, with the instructor signing the correction of official records. If the student believes the problem is not resolved, the student shall then;
2. Meet with the Division Director who supervises faculty teaching the course to discuss the issue. If the concern still remains unresolved, the student may;

3. Elect to file a formal written Grade Appeal with the Executive Director of Enrollment. The Executive Director records the official filing of the appeal and then refers it to the Peer Review Committee. **A formal Grade Appeal may not be filed until steps 1 and 2 above have been completed**. It is recommended that students present documentation that may shed light on the appeal. Ask for the Grade Appeal form at the Welcome Center desk

SECTION B
FORMAL Process
Conditions under which grade may be appealed:
1. If there is a dispute over the numerical calculation of the grade, or
2. If the grade assigned appears arbitrary or capricious or inconsistent with syllabus assessment/grading policy.

Faculty Peer Review Committee
Upon receipt of a student's written Grade Appeal, the Executive Director of Enrollment shall then convene a hearing of the Peer Review Committee. The committee will be formed ad hoc and consist of:
1. A division chairperson from OUTSIDE of the division where the course is offered. This chairperson is non-voting and serves only to facilitate the process.
2. Four faculty members who shall be selected by the Executive Director of Enrollment, with two from the Airport Campus and two from the Donaldson Campus.
3. The student who has filed the appeal must be in attendance or else waive his/her right to attend the meeting in writing prior to its being scheduled.
4. The involved faculty member may attend or send written comments at her/his discretion.
5. The institutional Registrar may be invited to provide information or as a committee resource.

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

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

SECTION A
Student Initiated INFORMAL Process
1. Discuss the matter with his/her instructor. Clerical errors are usually handled in this manner, with the instructor signing the correction of official records. If the student believes the problem is not resolved, the student shall then;
2. Visit with the division director who supervises faculty teaching the course to discuss the issue. If the concern still remains unresolved, the student must wait to;
3. File a formal written Grade Appeal with the Executive Director of Enrollment according to the process outlined above AFTER the final grade for the course has been posted. It is recommended that students present documentation that may shed light on the appeal.

Graduation
In accordance with Montana Board of Regents Policy 301.5.3, students must earn a "C-" or higher in all classes that are used to satisfy the requirements for a certificate or degree. Students must also have a 2.00 GPA, unless otherwise specified by their program.

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

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

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

A graduation ceremony is held every May. Fall and spring graduates of the corresponding year are invited to attend the ceremony. Summer graduates may attend the spring graduation ceremony as well. Caps and gowns are available through the Donaldson Campus Store.

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

requirements in six years will be advised into the catalog in use at the time of graduation.

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

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

4.00	Summa Cum Laude
3.80 – 3.99	Magna Cum Laude
3.50 – 3.799	Cum Laude

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

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

Outdated Coursework
In accordance with Board of Regents Policy 301.5.2, Helena College uses the following guidelines for evaluating previous coursework taken at Helena College:
*   Courses specific to a program of study are guaranteed for evaluation for five years.
*   Courses used for general education requirements are guaranteed for evaluation for 15 years.
*   Courses used for elective credits are guaranteed for evaluation for 15 years.

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

Pass / No Pass
Student Option: Students who enroll in courses for which their preparedness is in question may enroll in certain courses on a pass/no pass basis at the discretion of the instructor.

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

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

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

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

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

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

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

Scholastic Requirements
Academic Probation: Students will be placed on academic probation, or continued probation, at the end of any term

(including summer session) if their cumulative GPA drops below or remains below 2.00.

All students on Academic and Financial Aid probation are required to participate in the Academic Recovery Program. Students failing to meet the conditions of their Academic Recovery Contract during the semester may be suspended.

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

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

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

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

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

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

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

Readmission Following Suspension: Students who are suspended for academic reasons must apply for readmission to Helena College. Students who seek readmission after "sitting out" the required suspension period must submit:

1. A properly completed Application form;
2. A letter that acknowledges the reasons the student did poorly and steps taken to improve the student's ability to perform;

and

3. An Application for Reinstatement after Academic Suspension form.

The application and letter will be reviewed by a committee. Students reinstated after suspension will be assigned an advisor and follow a strict academic plan. Reinstatements will not be considered for the summer semester.

Withdrawal

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

Retroactive Withdrawal

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

Procedure:

1. Provide a written statement that outlines the nature of your request for a Retroactive Withdrawal and the reasons you believe your appeal merits approval.

2. Submit a letter(s) of support from an academic administrator, faculty member, advisor, or other college professional who is familiar with your situation. If the extenuating circumstance involves medical reasons, it is not necessary for the letter(s) of support to contain details of the medical condition.

3. Submit the completed form and required documentation to Executive Director of Enrollment.

Helena College Degrees & Certificates

Associate of Arts
Associate of Science
General Education Core Curriculum
Mathematics at Helena College
A.A. & A.S Advising Options
Associate of Applied Science
Certificate of Applied Science
Advance & Professional Certificates

Helena College Degrees/Certificates

ASSOCIATE OF ARTS DEGREE
4 Semesters, General Transfer Degree

ASSOCIATE OF ARTS DEGREE – PRE-CRIMINAL JUSTICE
4 Semesters

ASSOCIATE OF SCIENCE DEGREE
4 Semesters, General Transfer Degree

ASSOCIATE OF SCIENCE DEGREE – Fire & Emergency Services
4 Semesters

ASSOCIATE OF SCIENCE DEGREE – Pre-Pharmacy
4 Semesters

ASSOCIATE OF SCIENCE DEGREE – REGISTERED NURSING
5 Semesters, Leading to Registered Nursing

ASSOCIATE OF APPLIED SCIENCE DEGREE
4 Semesters

Accounting Technology	Diesel Technology
Automotive Technology	Industrial Welding & Metal
Aviation Maintenance Technology	Metals Technology
Business Technology	Software Development
CNC Machining	

CERTIFICATES OF APPLIED SCIENCE DEGREE
2 Semesters

Automotive Technology	Entrepreneurship
Aviation Airframe	Fire & Emergency Services
Aviation Power Plant	Licensed Practical Nursing (LPN)
Bookkeeping	Manual Machining
Diesel Technology	Welding Technology

PROFESSIONAL CERTIFICATES
Certificate of Technical Studies in Hybrid Vehicle Service Technology

EMBEDDED CERTIFICATE OF GENERAL STUDIES
Students that complete the Helena College General Education Core will earn a Certificate of General Studies

30–32 Credits

Natural Science w/Lab	Social & Psychological Sciences/History
Natural Sciences	Humanities/Fine Arts
Mathematics	Written Communication
Oral Communication	Cultural Diversity

Associate of Arts Degree

The Associate of Arts (A.A.) degree is a general transfer degree. Completion of this program indicates the student has completed a course of study equivalent to the first two years of a baccalaureate degree. The Associate of Arts degree does not officially include a major or minor course of study.

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

Students may also accumulate credits to transfer to another college or university. Completion of the Helena College general education core requirements (30 credits) satisfies the general core requirements of the Montana University System. All Montana University System institutions will accept the Helena College general education core to satisfy their lower division general education requirements.

The following requirements must be met for completion of an A.A. Degree:
1. Completion of 60 semester credits in courses numbered 100 level and above. A course cannot satisfy more than one general education core or graduation requirement.
2. Completion of the General Education Core Curriculum (30 credits).
3. Completion of the A.A. Requirements: 6 credits: one Foreign Language course, and any Social & Psychological Science, History, Humanities, or Fine Arts.
4. Final cumulative grade point average of 2.0 or above. A grade of "C-" or better is required for all courses.
5. At least 15 credits must be at the 200 level.
6. At least 1/3 of the degree must be completed at Helena College.
7. Completion of one course designated as Cultural Heritage of American Indian (CHAI).

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

General Education Core (30 Credits)

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

A.A. Requirements (6 Credits)
One Foreign Language course, and any Social & Psychological Science, History, Humanities, or Fine Arts course.

Associate of Science Degree

The Associate of Science (A.S.) degree is a general transfer degree. Completion of this program indicates the student has completed a course of study equivalent to the first two years of a baccalaureate degree. The Associate of Science degree does not officially include a major or minor course of study.

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

Students may also accumulate credits to transfer to another college or university. Completion of the Helena College general education core requirements (30 credits) satisfies the general core requirements of the Montana University System. All Montana University System institutions will accept the Helena College general education core to satisfy their lower division general education requirements.

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

1. Completion of 60 semester credits in courses numbered 100 level and above. A course cannot satisfy more than one general education core or graduation requirement.
2. Completion of the General Education Core Curriculum (30 credits).
3. Completion of the A.S. Requirements: 6 credits: one Natural Science course with lab, and an additional Natural Science or Mathematics course.
4. Final cumulative grade point average of 2.0 or above. A grade of "C-" or better is required for all courses.
5. At least 15 credits must be at the 200 level.
6. At least 1/3 of the degree must be completed at Helena College.
7. Completion of one course designated as Cultural Heritage of American Indian (CHAI).

.

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

General Education Core (30 Credits)

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

A.S. Requirements (6 Credits)

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

General Education Core Curriculum

The General Education Core of the Helena College provides students with the broad foundation of knowledge essential for success at the associate and baccalaureate levels. All students are prepared for independent, abstract, and critical thinking; responding creatively to problems; applying quantitative and mathematical knowledge; finding information; and communicating both orally and in written forms. This is done to engender life-long learning skills, a foundation of knowledge in a variety of disciplines, and a broadened perspective on our interdependent, changing global community.

The following 7 areas are included in the Helena College General Education Core:

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

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

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

D. Oral Communication
Written/Oral Communications Outcomes
- Demonstrate mastery of engaging, clear, and coherent structures for presenting ideas in a variety of expository and argumentative models.
- Develop ideas logically, clearly, convincingly, and ethically.

- Control the effect of voice in achieving specific communication purposes with specific audiences.
- Control the conventions of language.
- Understand and apply research skills necessary for academic study.
- Employ analysis, synthesis, and evaluation in both writing and reading.
- Exercise proficiency, confidence, and self-reliance in the application of academic activities.

E. Social & Psychological Sciences, History
Social and Psychological Science Outcomes
- Have an awareness of major perspectives in social and individual behavior.
- Be able to apply social science theories to multicultural perspectives.
- Understand how historical experiences influence current theories.
- Be able to apply critical thinking skills.
- Be able to recognize and practice ethical research techniques.

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

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

A: Natural Science

ASTR110	Introduction to Astronomy	4
BIOB101	Discover Biology	4
BIOB160	Principles of Living Systems w/Lab	4(H)
BIOB170	Principles of Biological Diversity w/Lab	4
BIOB260	Cellular and Molecular Biology w/Lab	4(H)
BIOB275	General Genetics	4
BIOH104	Basic Human Biology	4
BIOH201	Human Anatomy & Physiology I w/Lab	4
BIOH211	Human Anatomy &Physiology II w/Lab	4
BIOM250	Microbiology for Health Sciences	4(H)
CHMY121	Introduction to General Chemistry	4
CHMY123	Intro to Organic & Biochemistry	4
CHMY141	College Chemistry I	4
CHMY143	College Chemistry II	4(H)
CHMY221	Organic Chemistry I	5
CHMY223	Organic Chemistry II	5(H)
ENSC105	Environmental Science	3
ENST230	Nature and Society	3
GEO101	Introduction to Physical Geology	4
GPHY111	Physical Geography with Lab	4
PHSX205	College Physics I	4
PHSX207	College Physics II	4
PHSX220	Physics I (with Calculus)	4
PHSX222	Physics II (with Calculus)	4
PHSX226	General Science: Integrated Physical Science I	4

B: Mathematics

M105	Contemporary Mathematics	3
M115	Probability and Linear Mathematics	3
M121	College Algebra	3
M132	Numbers & Operations for K-8 Teachers	3
M133	Geometry and Geometric Measurement for K-8 Teachers	3
M140	College Math for Healthcare	3
M151	Pre-Calculus	4
M171	Calculus I	4
M172	Calculus II	4
M273	Multivariable Calculus	4
M274	Introduction to Differential Equations	4
STAT216	Introduction to Statistics	3

C: Written Communication

WRIT101	College Writing I	3
WRIT201	College Writing II	3

D: Oral Communication

COMX111	Introduction to Public Speaking	3
COMX115	Interpersonal Communications	3(H)

E: Social & Psychological Sciences, History

ANTY101	Anthropology & the Human Experience	3(D)
BGEN105	Introduction to Business	3
CJUS121	Introduction to Criminal Justice	3
ECNS201	Principles of Microeconomics	3
ECNS202	Principles of Macroeconomics	3
GPHY121	Human Geography	3
HSTA101	American History I	3(C)
HSTA102	American History II	3(C)
HSTA160	Introduction to the American West	3
HSTA215	Post-WW II America	3
HSTA255	Montana History	3
NASX105	Introduction to Native American Studies	3(C,D)
PHL223	Introduction to Deductive Logic	3
PSCI210	Introduction to American Government	3
PSCI240	Introduction to Public Administration	3
PSCI260	State and Local Government	3
PSYX100	Introduction to Psychology	3
PSYX120	Research Methods I	3
PSYX230	Developmental Psychology	3
PSYX233	Fundamentals of Psychology of Aging	3
PSYX240	Fundamentals of Abnormal Psychology	3(D,H)
PSYX250	Fundamentals of Biological Psychology	3(H)
PSYX260	Fundamentals of Social Psychology	3
PSYX270	Fundamentals of Learning	3
PSYX280	Fundamentals of Cognition and Memory	3(H)
SOCI101	Introduction to Sociology	3 (G)
SOCI160	Sociology of Media and Popular Culture	3 (D, H)
SOCI201	Social Problems	3
SOCI211	Introduction to Criminology	3 (G)
SOCI220	Race, Gender, and Class	3(D)
SOCI234	Sex and Sexualities	3(D, H)
SOCI235	Aging and Society	3

(C)- Course may be taken for CHAI credit
(D)- Course can be taken for Diversity credit
(H)- Course can be taken for Honors credit

F: Humanities & Fine Arts

ARTH200	Art of World Civilization	3(H)
ARTH 201	Art of World Civilization II	3(H)
ARTZ101	Art Fundamentals	3
ARTZ105	Visual Language – Drawing	3(H)
ARTZ106	Visual Language – 2-D Foundations	3
ARTZ108	Visual Language 3-D Foundation	3
ARTZ194	Art Seminar	2
ARTZ211	Drawing I	3
ARTZ221	Painting	3
ARTZ291	Special Topics	3
ARTZ298	Internship	3
ARTZ299	Capstone	3
BGEN220	Business Ethics and Social Responsibility	3
CRWR240	Introduction to Creative Writing Workshop	3
EDU297	Methods: K-8 Music	3
FRCH101	Elementary French I	4(D)
FRCH102	Elementary French II	4(D)
HONR121	Ways of Knowing	3(C,D,H)
LIT110	Introduction to Literature	3
LIT211	American Literature II	3(D)
LIT213	Montana Literature	3
LIT224	British Literature II	3
LIT227	Introduction to Shakespeare	3
LIT230	World Literature Survey	3(D)
LIT234	Intro to Existential Lit	3
LIT250	The Novel	3
MART145	Web Design	3
MUSI101	Enjoyment of Music	3
MUSI203	American Popular Music	3
PHL110	Problems of Good & Evil	3
PHL215	Introduction to Consciousness Studies	3
SPNS101	Elementary Spanish I	4(D)
SPNS102	Elementary Spanish II	4(D)
THTR101	Introduction to Theater	4
THTR120	Introduction to Acting I	3

G: Diversity

ANTY101	Anthropology & the Human Experience	3(D)
ARTH293	Study Abroad	3(D)
LIT211	American Literature II	3(D)
LIT230	World Literature Survey	3(D)
FRCH101	Elementary French I	4(D)
FRCH102	Elementary French II	4(D)
HONR121	Ways of Knowing	3(D)
MUSI203	American Popular Music	3(D)
NASX105	Introduction to Native American Studies	3(D)
PSYX240	Fundamentals of Abnormal Psychology	3(D)
SPNS101	Elementary Spanish I	4(D)
SPNS102	Elementary Spanish II	4(D)
SOCI160	Sociology of Media and Popular Culture	3(D)
SOCI220	Race, Gender, and Class	3(D)
SOCI234	Sex and Sexualities	3(D, H)

H: Cultural Heritage of American Indians

HONR121	Ways of Knowing	3 (C,D,H)
NASX105	Native American Studies	3(C,D)
HSTA101	American History I	3(C)
HSTA102	American History II	3(C)
HSTA255	Montana History	3(C
LIT211	American Literature II	3(C)
LIT213	Montana Literature	3(C)

Mathematics at Helena College

Path to M105 or M115

M105

Contemporary Math
(no prerequisite)

M115

Probability & Linear Math

(no prerequisite)

Other Math Options

M111
Technical Math
(no prerequisite)

M120
Mathematics with Health Care Applications
(for PN program only, no prerequisite)

STAT216
Introduction to Statistics
(prerequisite is any 100-level Gen Ed Core math course)
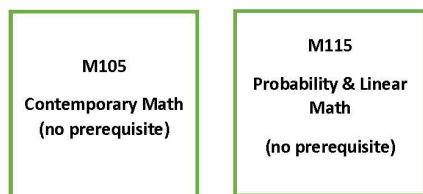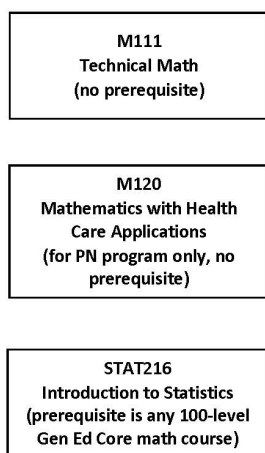
ASRN, Natural Science or Path to Calculus
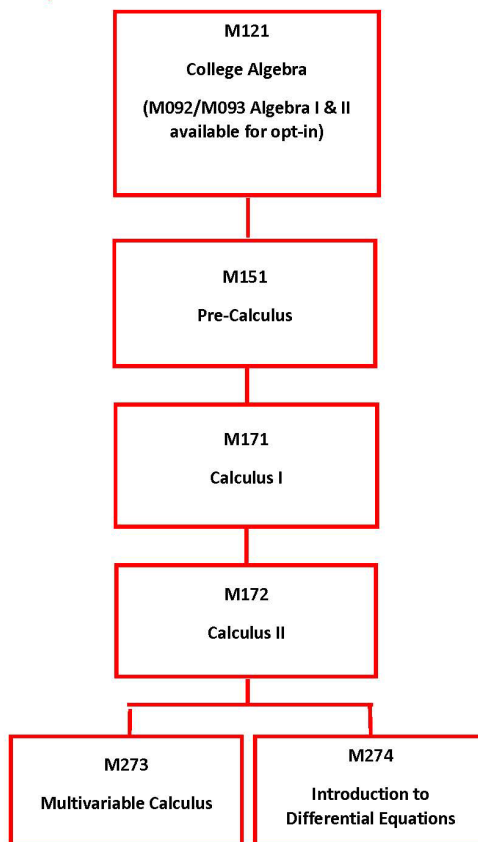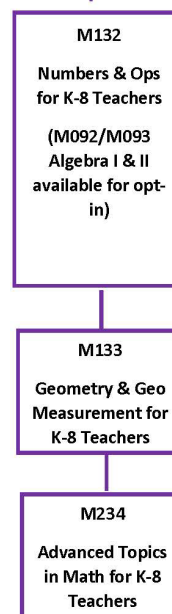
M121

College Algebra

(M092/M093 Algebra I & II available for opt-in)

M151

Pre-Calculus

M171

Calculus I

M172

Calculus II

M273

Multivariable Calculus

M274

Introduction to Differential Equations

Elementary Education

M132

Numbers & Ops for K-8 Teachers

(M092/M093 Algebra I & II available for opt-in)

M133

Geometry & Geo Measurement for K-8 Teachers

M234

Advanced Topics in Math for K-8 Teachers

Associate of Applied Science

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

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

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

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

Minimum requirements
- Completion of a minimum of 60 semester credit hours (some programs may be higher)
- Completion of 3 related instruction courses with a grade of "C-" or higher
- An overall GPA of 2.00 upon completion

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

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

A. **Written and Oral Communications**
- Written and Oral Communications student learning outcomes:
- Develop ideas logically, clearly, convincingly, and ethically
- Control the effect of voice in achieving specific communication purposes with specific audiences
- Employ analysis, synthesis and evaluation in both writing and reading

B. **Computational Skills**
- Computational Skills student learning outcomes:
- Solve quantitative problems and interpret solutions
- Use inductive and deductive scientific reasoning to solve novel problems

C. **Human Relations**
- Human Relations student learning outcomes:
- Demonstrate an awareness of major perspectives in social and individual behavior
- Be able to apply critical thinking skills
- Be able to recognize and practice ethical research techniques
- Demonstrate appreciation of diversity across cultures and be able to reflect upon students own cultural values and systems
- Demonstrate understanding of, and be able to analyze the complex political, social and economic relationships within and among cultures

Certificate of Applied Science

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

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

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

Minimum requirements
- Completion of a minimum of 29 semester credit hours (some programs may be higher)
- Completion of 3 related instruction courses with a grade of "C-" or higher
- An overall GPA of 2.00 upon completion

Related Instruction

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

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

A. **Written and Oral Communications**
- Written and Oral Communications student learning outcomes:
- Develop ideas logically, clearly, convincingly, and ethically
- Control the effect of voice in achieving specific communication purposes with specific audiences
- Employ analysis, synthesis and evaluation in both writing and reading

B. **Computational Skills**
- Computational Skills student learning outcomes:
- Solve quantitative problems and interpret solutions
- Use inductive and deductive scientific reasoning to solve novel problems

C. **Human Relations**
- Human Relations student learning outcomes:
- Demonstrate an awareness of major perspectives in social and individual behavior
- Be able to apply critical thinking skills
- Be able to recognize and practice ethical research techniques
- Demonstrate appreciation of diversity across cultures and be able to reflect upon students own cultural values and systems
- Demonstrate understanding of, and be able to analyze the complex political, social and economic relationships within and among cultures

Accounting & Business Technology

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

Requirements for all Accounting and Business certificates and degrees: Students must fulfill their math requirements in at least M 105 Math Probability or M 115 Probability and Linear Mathematics or M 121 College Algebra or STAT 216 Intro to Statistics and their English requirements in WRIT 101 College Writing I.

Program Outcomes

- The successful graduate of the Accounting and Business Technology program should be expected to:
- Demonstrate knowledge of accounting procedures (accounting);
- Identify the fundamentals of launching and maintaining a small business (business);
- Demonstrate a broad understanding of the business environment as it relates to legal, ethical, and economic issues (accounting and business);
- Demonstrate competency in computer applications maintaining accounting records and business documents (accounting and business);
- Apply communication skills toward enhancing interpersonal relationships (accounting and business);
- Demonstrate critical thinking and problem-solving abilities (accounting and business).

Accounting & Business Technology

Accounting Technology A.A.S.

The Associate of Applied Science (A.A.S.) degree is ordinarily considered a terminal degree, and is intended to prepare students for immediate employment, usually in a technical or occupational field. Students choosing an A.A.S. in Accounting may transfer their A.A.S. degree toward a Bachelor of Applied Science degree in Business through other Montana higher education institutions.

The Bookkeeping C.A.S. is a stackable credential towards the Accounting Technology A.A.S. degree. Students may complete the Bookkeeping C.A.S. coursework to obtain the C.A.S., which meets the criteria for the first year of coursework towards the A.A.S. in Accounting Technology.

Stackable with Bookkeeping C.A.S.

Required Courses

Course/Semester (Prefix, Number and Title)	Credits	Fall/Spring Only	Milestone Course
Semester 1 Fall			
M105 Contemporary Math, M115 Probability & Linear Mathematics, M121 College Algebra, or STAT216 Intro to Statistics	3		
ACTG101 Accounting Procedures I	3	Fall	*
BGEN105 Intro to Business	3	Fall	*
WRIT101 College Writing I	3		
CAPP156 MS Excel	3	Fall	
Total	**15**		
Semester 2 Spring			
ACTG102 Accounting Procedures II	3	Spring	*
ACTG205 Computerized Accounting	3	Spring	*
BGEN220 Business Ethics	3		
CAPP266 Advanced Excel	3	Spring	
PSYX100 Intro to Psychology or SOCI 101 Intro to Sociology	3		
Total	**15**		
Semester 3 Fall			
ACTG180 Payroll Accounting	3	Fall	*
ACTG201 Principles of Financial Accounting	3	Fall	*
ACTG211 Income Tax	3	Fall	*
BGEN235 Business Law	3	Fall	
COMX111 Intro to Public Speaking or COMX115 Interpersonal Communications	3		
Total	**15**		
Semester 4 Spring			
ACTG202 Principles of Managerial Accounting	3	Spring	*
ACTG215 Foundations of Governmental & Not for Profit Accounting	3	Spring	*
BFIN265 Intro to Business Finance	3	Spring	
ECNS201 Principles of Microeconomics or ECNS202 Principles of Macroeconomics	3		
ACTG298 Internship or Elective Course	3		
Total	**15**		

*The suggested sequence in this catalog is for students entering in the fall semester. Please see your advisor for a suggested spring entry sequence. *__Students must earn a "C-"or better to successfully complete a course__*.

Accounting & Business Technology

Bookkeeping C.A.S.

Certificate of Applied Science – 30 Credits

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

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

Required Courses

Course/Semester (Prefix, Number and Title)	Credits	Fall/Spring Only	Milestone
Semester 1			
ACTG101 Accounting Procedures I	3	Fall	*
BGEN105 Introduction to Business	3	Fall	*
WRIT101 College Writing	3		
M105 Contemporary Math, M115 Probability & Linear Mathematics, M121 College Algebra, or STAT216 Intro to Statistics	3		
Total Credits	3	Fall	
Semester 2	**15**		
ACTG102 Accounting Procedures II		Spring	
ACTG205 Computer Accounting	3	Spring	*
BGEN220 Business Ethics & Social Responsibility	3		*
CAPP266 Advanced Excel	3	Spring	
PSYX100 Intro to Psychology or SOCI 101 Intro to Sociology	3		
Total Credits	3		
	15		

*The suggested sequence in this catalog is for students entering in the fall semester. Please see your advisor for a suggested spring entry sequence. ***Students must earn a C- or better in order to successfully complete a course.***

Accounting & Business Technology

Business Technology A.A.S.
Associate of Applied Science

The Associate of Applied Science (A.A.S.) degree is ordinarily considered a terminal degree and is intended to prepare students for immediate employment, usually in a technical or occupational field. Students choosing an A.A.S. in Business may transfer their A.A.S. degree toward a Bachelor of Applied Science degree in Business through other Montana higher education institutions.

The Entrepreneurship C.A.S. is a stackable credential towards the Business Technology A.A.S. degree. Students may complete the Entrepreneurship C.A.S. course work to obtain the C.A.S., which meets the criteria for the first year of coursework towards the A.A.S.

in

Stackable with Entrepreneurship C.A.S.

Required Courses

Course/Semester (Prefix, Number and Title)	Credits	Fall/Spring Only	Milestone Course
Semester 1			
M105, M115, M121 or STAT216	3		
ACTG101 Accounting Procedures I	3	Fall	*
BGEN105 Intro to Business	3	Fall	*
WRIT101 College Writing I	3		
CSCI172 Intro to Computer Modeling	3	Fall	
Total	**15**		
Semester 2			
ACTG205 Computerized Accounting	3	Spring	
BGEN220 Business Ethics	3		*
COMX111 Intro to Public Speaking or COMX115 Interpersonal Communications	3		
CAPP153 MS PowerPoint or CAPP154 MS Word	3	Spring	
PSXY100 Intro to Psychology or SOCI101 Intro to Sociology	3		
Total	**15**		
Semester 3			
BGEN235 Business Law	3	Fall	*
BMIS270 MIS Foundations for Business	3	Fall	*
BMKT225 Marketing	3	Fall	*
BMGT215 Human Resource Management	3	Fall	*
BMKT240 Advertising	3	Fall	*
Total	**15**		
Semester 4			
BFIN265 Intro to Business Finance	3	Spring	*
BMGT210 Small Business Entrepreneurship	3	Spring	*
BMGT235 Management	3	Spring	*
ECNS201 Principles of Microeconomics or ECNS202 Principles of Macroeconomics	3		
BMGT263 Legal Issues in HR or BGEN298 Internship	3	Spring	*
Total	**15**		

*The suggested sequence in this catalog is for students entering in the fall semester. Please see your advisor for a suggested spring entry sequence. * Students must earn a "C-"or better to successfully complete a course.*

Entrepreneurship C.A.S.
Certificate of Applied Science

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

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

Required Courses

Course/Semester (Prefix, Number and Title)	Credits	Fall/Spring Only	Milestone Course
Semester 1			
ACTG101 Accounting Procedures I	3	Fall	*
BGEN105 Intro to Business	3	Fall	*
WRIT101 College Writing I	3		
M105 Contemporary Math, M115 Prob & Linear, M121 College Algebra or STAT216 Intro to Statistics	3		
CSCI172 Intro to Computer Modeling	3	Fall	
Total Credits	**15**		
Semester 2			
ACTG205 Computerized Accounting	3	Spring	
BGEN220 Business Ethics	3		*
COMX111 or COMX115	3		
CAPP153 MS PowerPoint or CAPP154 MS Word	3	Spring	
PSXY100 Intro to Psychology or SOCI101 Intro to Sociology	3		
Total Credits	**15**		

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

Students must earn a C- or better in order to successfully complete a course.

Automotive Technology

Automotive Technology A.A.S.
Associate of Applied Science

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

Program Outcomes

- Demonstrate safe shop practices and hazardous material handling
- Diagnose and repair automotive electrical systems to ASE Education Foundation Standard
- Diagnose and repair automotive engine performance, fuel, and emission control systems to ASE Education Foundation Standard
- Diagnose and repair automotive brakes suspension, and steering systems to ASE Education Foundation Standard
- Diagnose and repair automotive internal combustion engine systems to ASE Education Foundation Standard
- Diagnose and repair automotive powertrain systems (manual and automatic transmission/transaxles and drive axles) to ASE Education Foundation Standard
- Diagnose and repair automotive heating and air conditioning systems as to ASE Education Foundation Standard

The Helena College Automotive Technology program has partnered with local industry to provide work-based learning opportunities for each student in the Automotive Program. Students will be offered a two-year apprenticeship/internship opportunity at a local dealership or private business to obtain practical experience in addition to their curriculum requirements. Upon completion of the program students will have approximately 1000 hours of on the job training to accompany their degree.

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

Automotive Technology

Automotive Technology A.A.S.
Required Courses

Course/Semester (Prefix, Number and Title)	Credits	Fall/Spring Only	Milestone Course
Semester 1			
M111Math	3		*
AST103 Mechanics Core	3	Fall	*
AST130 Intro to Automotive Electronics	6	Fall	*
AST114 Automotive Brakes	5	Fall	
Total Credits	17		
Semester 2			
AST220 Automotive Steering & Suspension	5	Spring	
AST160 Automotive Engine Repair	6	Spring	
AST108 Manual Drivetrain	5	Spring	
WRIT121 Technical Writing	3	Spring	
COMX106 Communicating in a Dynamic Workplace	2	Spring	
Total Credits	21		
Semester 3			
AST230 Electrical/Electronic Systems II	6	Fall	
AST262 Engine Performance I	6	Fall	
AST264 Engine Performance II	6	Fall	
Total Credits	18		
Semester 4			
AST270 Automatic Transmissions	6	Spring	
AST172 Automotive Heating/Air Conditioning	5	Spring	
AST274 Intro to Hybrid Vehicle Technology	3	Spring	
Total Credits	14		

Students must earn a C- or better in order to successfully complete a course.

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

Automotive Technology

C.A.S. Automotive Technology

Course/Semester (Prefix, Number and Title)	Credits	Fall/Spring Only	Milestone Course
Semester 1			
M111 Technical Math	3		*
AST103 Mechanics Core	3	Fall	*
AST130 Intro to Automotive Electronics	6	Fall	*
AST114 Automotive Brakes	5	Fall	
Total Credits	**17**		
Semester 2			
AST220 Automotive Steering/Suspension	5	Spring	
AST160 Automotive Engine Repair	6	Spring	
AST108 Manual Drivetrain	5	Spring	
WRIT121 Technical Writing	3	Spring	
COMX106 Communicating Dynamic Workplace	2	Spring	
Total Credits	**21**		

Students must earn a C- or better in order to successfully complete a course.

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

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

Hybrid Vehicle Service Technology C.T.S.
Certificate of Applied Science

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

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

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

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

Aviation Maintenance Technology

Associate of Applied Science

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

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

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

Program Outcomes

- Read and interpret Federal Aviation Regulations, aircraft service manuals, directives and bulletins to properly complete aircraft maintenance and repairs
- Prepare logbook entries and prepare proper documentation for the repairs completed on an aircraft
- Complete proper jacking procedures, ground handling and servicing on aircraft.
- Prepare weight and balance computations and properly prepare the required documentation
- Evaluate sheet metal, composite structure, fabric covering and structural damage and prepared and complete the required repairs in accordance with approved repair procedures
- Complete repair and maintenance on various airframe components and systems
- Complete repair and maintenance on aircraft reciprocating and turbine engines.
- Return an aircraft to service after maintenance and repair
- Inspect, remove and install non-repairable items such as propellers and aircraft instruments

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

Aviation Maintenance Technology

Aviation Maintenance Technology A.A.S.
Associate of Applied Science Required Courses

Course/Semester (Prefix, Number and Title)	Credits	Notes
Semester 1 First Year Students, Fall AVMT General Courses		
AVMT100 Intro to Aviation/Math and Basic Physics	3	
AVMT105 Basic Electricity	3.5	
AVMT110 Aircraft Drawings/Weight and Balance	3	
AVMT115 Materials & Processes/Fluid Lines &Fittings/Cleaning &Corrosion Control	4	
AVMT120 Ground Operations and Servicing	1.5	
AVMT125 Maint. Publications/Forms & Records/Mechanic Privileges & Limitations	3	
AVMT130 Basic Aerodynamics	3	
M111 Technical Math	3	Take Fall 1st Sem.
Total Credits	**24**	Will require signature
Semester 2 First Year Students, Spring AVMT Airframe Courses		
AVMT135 Assembly and Rigging/Airframe Inspection	4	
AVMT140 Sheet Metal	4	
AVMT145 Composites and Plastics	4	
AVMT150 Wood Structures	2	
AVMT175 Aircraft Electrical Systems	2.5	
AVMT187 Aircraft Instruments, Communication and Navigation Systems	2.25	
WRIT121 Technical Writing	3	
COMX106 Communicating in a Dynamic Workplace	2	
Total Credits	**23.75**	Will require signature
Semester 3 First Year Students, Summer AVMT Airframe Courses		
AVMT155 Aircraft Coverings and Finishes	2	
AVMT160 Aircraft Welding	3	
AVMT165 Hydraulic and Pneumatic Systems	3	
AVMT170 Aircraft Landing Gear, Position and Warning Systems	3	
AVMT180 Aircraft Fuel Systems/Fire Protection Systems/Ice and Rain Control	3	
AVMT185 Cabin Atmosphere Control Systems	2.5	
Total Credits	**16.5**	
Semester 4 Second Year Students, Fall AVMT Powerplant Courses		
AVMT225 Reciprocating Engines & Systems I	5.5	
AVMT 230 Reciprocating Engines & Systems II	5.5	
AVMT 240 Engine Instrument Systems	3	
AVMT 250 Engine Fire Protection Systems	2.5	
Total Credits	**16.5**	
Semester 5 Second Year Students, Spring AVMT Powerplant Courses		
AVMT 235 Turbine Engines and Systems 1	6	
AVMT 237 Turbine Engines and Systems 2	2	
AVMT 245 Engine Electrical Systems/Auxiliary Power Units	3.75	
AVMT 255 Propellers and Unducted Fans	4	
Total Credits	**15.75**	

Students must earn a C- or better in order to successfully complete a course

Aviation Maintenance Technology

Aviation Airframe C.A.S.
Certificate of Applied Science

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

Course/Semester (Prefix, Number and Title)	Credits	Notes
Semester 1 First Year Students, Fall AVMT General		**Summer semester required in AVMT.**
AVMT100 Intro to Aviation/Math and Basic Physics	3	
AVMT105 Basic Electricity	3.5	
AVMT110 Aircraft Drawings/Weight and Balance	3	
AVMT115 Materials & Processes	4	
AVMT120 Ground Operations and Servicing	1.5	
AVMT125 Maintenance Publications/Forms	3	
AVMT130 Basic Aerodynamics	3	
M111 Technical Math	3	Recommended to take first fall semester.
Total Credits	**24**	Will Require Overload Signature
Semester 2 First Year Students, Spring AVMT Airframe		
AVMT135 Assembly and Rigging/Airframe Inspection	4	
AVMT140 Sheet Metal	4	
AVMT145 Composites and Plastics	4	
AVMT150 Wood Structures	2	
AVMT175 Aircraft Electrical Systems	2.5	
AVMT187 Aircraft Instruments, Communication and Navigation Systems	2.25	
WRIT121 Technical Writing	3	
COMX106 Communicating in a Dynamic Workplace	2	
Total Credits	**23.75**	Will Require Overload Signature
Semester 3 First Year Students, Summer AVMT Airframe		
AVMT155 Aircraft Coverings and Finishes	2	
AVMT160 Aircraft Welding	3	
AVMT165 Hydraulic and Pneumatic Systems	3	
AVMT170 Aircraft Landing Gear, Position and Warning Systems	3	
AVMT180 Aircraft Fuel Systems/Fire Protection Systems/Ice and Rain Control	3	
AVMT185 Cabin Atmosphere Control Systems	2.5	
Total Credits	**16.5**	

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

Students must earn a C- or better in order to successfully complete a course.

Aviation Maintenance Technology

Aviation Power Plant C.A.S.

Certificate of Applied Science

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

Required Courses

Course/Semester (Prefix, Number and Title)	Credits	Notes
Semester 1 First Year Students, Fall AVMT General Courses		
AVMT100 Intro to Aviation/Math and Basic Physics	3	
AVMT105 Basic Electricity	3.5	
AVMT110 Aircraft Drawings/Weight and Balance	3	
AVMT115 Materials & Processes	4	
AVMT120 Ground Operations and Servicing	1.5	
AVMT125 Maintenance Publications/Forms	3	
AVMT130 Basic Aerodynamics	3	
M111 Technical Math	3	Recommended to take first fall semester.
Total Credits	**24**	Will Require Signature
Semester 4 Second Year Students, Fall AVMT Power Plant Courses		
AVMT225 Reciprocating Engine Systems	5.5	
AVMT230 Reciprocating Engine Overhaul	5.5	
AVMT240 Engine Instrument Systems	3	
AVMT250 Engine Fire Protection Systems	2.5	
COMX106 Communicating in a Dynamic Workplace	2	
WRIT121 Technical Writing	3	
Total Credits	**21.5**	
Semester 5 Second Year Students, Spring AVMT Power Plant Courses		
AVMT235 Turbine Engines and Systems 1	6	
AVMT237 Turbine Engines and Systems 2	2	
AVMT245 Engine Electrical Systems/Auxiliary Power Units	3.75	
AVMT255 Propellers and Un-ducted Fans	4	
Total Credits	**15.75**	

.

Students must earn a C- or better in order to successfully complete a course.

CNC Machining

CNC Machining A.A.S.

Associate of Applied Science

CNC Machining A.A.S. is designed to prepare students as entry-level machinists. Students will study machining processes and procedures using lathes, mills, and precision grinders. Students will be prepared to enter the work force as entry-level CNC operators, CNC programmers, CAD/CAM technicians, and manual machinists. Students will be prepared for machining jobs in many areas including transportation, energy industry, aerospace, job shop, and tool and die making.

The first-year students will use a variety of manual machines, including engine lathes, horizontal and vertical mills, and precision grinders. Students will work from blueprints and follow exact specifications and apply practical shop math to accomplish the required tasks. Students will receive six Nc3 Precision Measurement Certifications.

The second-year CNC portion of the program is devoted to the operation and programming of CNC machines. Students will program and operate machining centers and turning centers in the lab. Students will learn manual programming and the Mastercam software system, which allows students to design parts on the computer and then manufacture them in the lab. Students will work from blueprints and exact specifications that are used in industry. Lab work will include programming and CNC machine use. These machines will be used for manufacturing fixtures, project work, and production projects. Graduating students will receive two FANUC Certified CNC Training Certifications.

Program Outcomes

- Perform machining operations to exacting tolerances common in industry.
- Prepare and demonstrate cutting tool applications.
- Prepare, setup, and operate precision manufacturing equipment.
- Interpret and create various blueprint types and information.
- Demonstrate and complete machine and tooling maintenance

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

CNC Machining

CNC Machining A.A.S. 71 Credits

Required Courses

Course/Semester (Prefix, Number and Title)	Credits	Fall/Spring Only	Milestone
Semester 1			
M111 Technical Mathematics	3	Fall	
MCH130 Machine Shop	3	Fall	
MCH132 Introduction to Engine Lathes	5	Fall	
MCH134 Introduction to Mills	5	Fall	
MCH240 Metallurgy	2		
Total Credits	**18**		
Semester 2			
MCH136 Advanced Lathes	5	Spring	
MCH137 Advanced Mills	5	Spring	
MCH139 Grinding	2	Spring	
MCH245 Shop Practices	2	Spring	
DDSN135 Solidworks 1	2	Spring	
WRIT121 Introduction to Technical Writing	2		
COMX106 Communicating in a Dynamic Workplace	2	Can take Sem. 3	
Total Credits	**21**	Signature Required	
Semester 3			
MCH230 Tooling and Fixturing in CNC	2	Fall	
MCH231 CNC Turning Operations Level 1	4	Fall	*
MCH232 CNC Turning Programming Operations Level 2	3	Fall	
MCH234 CNC Milling Operations Level 1	4	Fall	*
MCH235 CNC Milling Programming Operations Level 2	3	Fall	
Total Credits	**16**		
Semester 4			
MCH233 CNC Turning Programming Operations Level 3	3	Spring	
MCH236 CNC Milling Programming Operations Level 3	3	Spring	
MCH237 CAD / CAM CNC Turning Center	5	Spring	
MCH238 CAD / CAM CNC Milling Center	5	Spring	
Total Credits	**16**		

*. *Students must earn a C- or better in order to successfully complete a course.*

CNC Machining

Manual Machining C.A.S.

Certificate of Applied Science

Manual Machining is designed to prepare students as entry-level machinists in many areas, including aerospace, computer industries, job shop, gunsmithing, tool and die making, Students will study machining processes and procedures using lathes, mills, drill presses, cylindrical grinders, and surface grinders.

The first-year students will use a variety of manual machines, including engine lathes, horizontal and vertical mills, and precision grinders. Students will work from blueprints and follow exact specifications and apply practical shop math to accomplish the required tasks. Students will receive six Nc3 Precision Measurement Certifications. Much of the lab time will used for shop and project work.

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

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

Required Courses

Course/Semester (Prefix, Number and Title)	Credits	Fall/Spring Only	Milestone Course
Semester 1			
M111Technical Mathematics	3	Fall	
MCH130 Machine Shop	3	Fall	*
MCH132 Introduction to Engine Lathes	5	Fall	*
MCH134 Introduction to Mills	5	Fall	*
MCH240 Metallurgy	2		
Total Credits	**18**		
Semester 2			
MCH136 Advanced Lathes	5	Spring	
MCH137 Advanced Mills	5	Spring	
MCH139 Grinding	2	Spring	
MCH245 Shop Practices	2	Spring	
DDSN135 Solidworks 1	2	Spring	
WRIT121 Introduction to Technical Writing	3	Spring	
COMX106 Communicating in a Dynamic Workplace	2		
Total Credits	**21**	Requires Signature	

*Students must earn a C- or better in order to successfully complete a course.

Diesel Technology

Diesel Technology A.A.S.
Associate of Applied Science

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

Course/Semester (Prefix, Number and Title) Total 69 Credits	Credits	Fall/Spring Only
Semester 1		
M111 Technical Math	3	Fall
DST108 Industrial Practices for Diesel Technology	3	Fall
DST112 Diesel Electrical Systems	7	Fall
DST142 Hydraulics	7	Fall
Total Credits	**18**	
Semester 2		
DST 145 Diesel Engine Repair	6	Spring
DST 240 HD Manual Drive Trains	5	Spring
DST 245 HD Hydraulic Drive Trains	4	Spring
WRIT121 Intro to Technical l Writing	3	
COMX106 Communicating in a Dynamic Workplace	2	
Total Credits	**20**	
Semester 3		
DST200 Diesel Engine Performance	6	Fall
DST210 Diesel Maintenance Practices	5	Fall
DST255 HD Brakes & Undercarriage	7	Fall
Total Credits	**18**	
Semester 4		
DST130 Diesel HVAC	4	Spring
DST211 Electronic Systems	6	Spring
DST295 Applied Field Work	6	Spring
Total Credits	**16**	

Students will need professional tools to gain employment upon graduation; therefore, they are required to purchase a tool set as outlined in the tool section.

Program Outcomes

- Demonstrate the ability to safely work in a shop environment
- Demonstrate their work ethic and professionalism
- Demonstrate their understanding of diesel systems operation and function of components
- Demonstrate the ability to properly diagnose the system and perform the proper repairs
- Demonstrate their ability to work in a live shop environment by interacting with customers, diagnosing and repairing a multitude of failures, working well with other students and properly completing work orders

Diesel Technology

Diesel Technology C.A.S. – 42 Credits

Certificate of Applied Science

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

Required Courses

Course/Semester (Prefix, Number and Title)	Credits	Fall/Spring Only
Semester 1		
DST108 Industrial Practices	3	Fall
DST112 Diesel Electrical Systems	5	Fall
HEO100 Commercial Truck Driver	4	
DST142 Hydraulics	7	Fall
M111 Technical Math	3	Fall
Total Credits	**22**	
Semester 2		
DST145 Diesel Engine Repair	6	Spring
DST240 HD Manual Drive Trains	5	Spring
DST245 HD Hydraulic Drive Trains	4	Spring
WRIT121 Intro to Tech Writing	3	
COMX106 Communicating in a Dynamic Workplace	2	
Total Credits	**20**	

*Students must earn a C- or better in order to successfully complete a course.

Fire & Emergency Services

Fire & Emergency Services C.A.S / A.S.
Associate of Science / Certificate of Applied Science

The Fire and Emergency Services program is designed to prepare graduates for entry into the challenging and competitive field of fire and emergency services. The program concentrates on industry recognized certifications and the U.S. Fire Administration's Federal Fire and Emergency Services Higher Education Curriculum, while also providing the student with a well-rounded general education and 4-year degree transfer opportunities. Successful students will be well trained and qualified to enter and advance in careers with fire and emergency services agencies across Montana and around the country. The program includes options for a 1-year Certificate of Applied Science (C.A.S.) and a 2-year Associate of Science (A.S.) degree in Fire and Emergency Services. All of the courses included in the 1-year Certificate of Applied Science is fully transferable to the 2-year A.S. degree. A student that has earned the C.A.S. in Fire and Emergency Services can continue directly into the second year of the A.S. in Fire and Emergency Services degree program.

Program Outcomes for C.A.S. or A.S. program students:

- Demonstrate professional conduct by displaying a positive work ethic, flexibility, teamwork, physical fitness, safety consciousness, and sensitivity to diversity.
- Demonstrate basic fire fighter skills in the areas of structural firefighting, wildland firefighting, hazardous materials, and emergency response.
- Effectively communicate and interact in the workplace as well as in the community.
- Be able to function at the NFPA 1001 Fire Fighter I Level

Additional Program Outcomes for AS students:

- Demonstrate basic knowledge of fire protection systems, fire prevention, and technical rescue techniques.
- Be able to function at the NFPA 1001 Fire Fighter II Level

Official acceptance into the Fire and Emergency Services program is contingent upon the student successfully completing two physical requirements and a background check:

- A medical exam performed by the student's family physician or medical practitioner.
- A physical agility test designed to evaluate the ability of the student to complete coursework that includes NFPA 1001 Fire Fighter Job Performance Requirements. Physical agility testing will be offered during fall orientation.
- A criminal background check that is clear of items that would preclude employment as a career firefighter in Montana.

Licensure as an EMT is required for many Fire & Emergency Services career opportunities. ECP 130 Emergency Medical Technician is a strongly recommended elective for the Fire & Emergency Services program students that do not have an EMT license.

Note: Upon admission to the Fire & Emergency Services Program, students are required to purchase equipment as outlined in the tools & equipment section of this catalog. Students are required are responsible for a program fee each semester.

Fire & Emergency Services

Fire & Emergency C.A.S.

Law & Public Safety

Required Courses

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

Special Requirements: Physical Exam, Agility Test, & Criminal Background Check		
Course	**Course Title**	**Credits**
First Semester 1		
FIRE101	Principles of Fire & Emergency Services I	4
FIRE102	Principles of Fire and Emergency Services II	4
M121	College Algebra	3
BIOH104**	Intro to Human Biology w/ Lab	4
FIRE298	Fire Service Internship	2
	Total	**17**
Second Semester		
FIRE106	Wildland Fire Fighting	3
FIRE110	Hazardous Materials Operations	2
FIRE131	Fire Apparatus & Hydraulics	4
COMX115	Interpersonal Communications	3
WRIT101	College Writing I	3
FIR298	Fire Service Internship	2
	Total	**17**

**BIOH104 is a recommended science elective and may be substituted for any other science course with a lab.

Fire & Emergency Services

Fire & Emergency A.S

Required Courses

Course/Semester (Prefix, Number and Title)	Credits	Fall/Spring Only	Notes
Semester 1			
FIRE101 Principles of Emergency Services	4	Fall	
FIRE102 Principles of Fire and Emergency Services	4	Fall	FIRE101 Co-requisite
M121 College Algebra	3		
BIOH104 ** Basic Human Biology with lab	4		BIOH201/211 Recommended for pre-paramedic
FIRE298 Fire Service Internship (required)	2		
Total Credits	**17**		
Semester 2			
FIRE110 Hazardous Materials Operations	2	Spring	
FIRE106 Wildland Fire Fighting	3	Spring	
FIRE131 Fire Apparatus and Hydraulics	4	Spring	
COMX115 Interpersonal Communications	3		
WRIT101 College Writing I	3		
FIRE298 Fire Service Internship (optional)	2		
Total Credits	**17**		
Semester 3			
FIRE261 Building Construction for Fire Protection	2	Fall	
FIRE270 Fire Prevention	2	Fall	
BIOH201** Anatomy & Physiology I with Lab	4		BIOH211 Recommended for pre-paramedic
PSYX100** Introduction to Psychology	3		
NASX105** Introduction to Native American Studies	3		
SPNS101** Elementary Spanish I	4		
FIRE298 Fire Service Internship (required)	2		
Total Credits	**20**		
Semester 4			
FIRE202 Fire Fighter II	5	Spring	
FIRE234 Fire Protection Systems	2	Spring	
PSYX240**Fundamentals of Abnormal Psychology	3		
SPNS102** Elementary Spanish II	4		
FIRE288 Capstone	2	Spring	
Total Credits	**16**		

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

*Students must earn a C- or better in order to successfully complete a course.

**A.S. required general education courses may have substitution options. The above courses are SUGGESTED based on industry recommendations. Contact an advisor for information regarding options/substitutions/transfer credits.

Industrial Welding & Metal Fabrication

Industrial Welding & Metal Fabrication A.A.S. – 70 Credits
Associate of Applied Science

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

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

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

With an emphasis on safety, students will receive hands-on, theoretical, and technical training covering shielded metal arc welding(SMAW), flux cored arc welding(FCAW), gas metal arc welding(GMAW), gas metal arc welding pulse(GMAW-P), gas tungsten arc welding(GTAW), orbital GTAW, and submerged arc welding(SAW) processes along with courses in fabrication techniques. Plasma arc, oxy-fuel and carbon arc cutting processes are also examined in great detail. Under the guidance of experienced welding professionals, students can build skills needed for an outstanding career in welding, including strong fitting and fabrication skills gained through extensive hands on training including the fabrication of various projects.

The Helena College Welding Program is proudly affiliated with the American Welding Society as an Institutional Educational Member beginning Spring Semester 2013. We hold our students to the highest standards set by the American Welding Society.

Program Outcomes
- Practice industry standards for safety and compliance
- Demonstrate proper applications for different cutting processes and equipment
- Demonstrate proper applications for different welding processes, codes and procedures
- Interpret industrial blueprints
- Enter the workforce with entry level industry skills
- Identify and demonstrate the proper use of manufacturing equipment
- Demonstrate proper applications for advanced cutting and welding processes and equipment
- Demonstrate advanced fabrication skills

Note: Upon admission to the Industrial Welding & Metal Fabrication Program, students are required to purchase a tool set as outlined in the tool section of this catalog.

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

Industrial Welding & Metal Fabrication A.A.S. – 70 Credits

Required Courses

Course/Semester (Prefix, Number and Title)	Credits	Fall/Spring Only	Milestone Course
Semester 1			
M111 Technical Math	3	Fall	*
WLDG107 Industrial Safety for Welding	2	Fall	
WLDG112 Cutting Processes	3	Fall	
WLDG135 GMAW Theory and Practical Application	5	Fall	
WLDG181 SMAW Theory and Practical Application	5	Fall	
Total Credits	**18**		
Semester 2			
WLDG137 Blueprint Reading, Layout and Beginning Fabrication	7	Spring	
WLDG141 GTAW Theory and Practical Application	4	Spring	
WLDG151 Shop Practices	4	Spring	
WRIT121 Technical Writing	3	Spring	
COMX106 Communicating in a Dynamic Workplace	2	Spring	
Total Credits	**20**		
Semester 3			
WLDG213 Pipe Welding 1 Lab	6		
WLDG246 Advanced Metal Forming/Fabrication Theory & Practical Application	5		*
WLDG257 Cutting Processes II	5		
Total Credits	**16**		
Semester 4			
WLDG227 Advanced Joining Processes Theory and Practical Application	6		
WLDG245 Metal Fabrication Design and Construction	5		
WLDG299 Industrial Welding Capstone	5		
Total Credits	**16**		

Students must earn a C- or better in order to successfully complete a course.

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

Industrial Welding & Metal Fabrication

Welding Technology C.A.S. – 38 Credits
Certificate of Applied Science

With an emphasis on safety, students will receive extensive hands-on, theoretical, and technical training covering various Cutting and Welding Processes such as: Oxy-Fuel Cutting (OFC), Plasma Arc Cutting (PAC), Air Carbon Arc Cutting (CAC-A), Shielded Metal Arc Welding (SMAW), Flux Cored Arc Welding (FCAW), Gas Metal Arc Welding (GMAW), Gas Tungsten Arc Welding(GTAW), all while training/inspecting to the strict codes and procedures of the American Welding Society (AWS). Under the guidance of experienced welding professionals, students will demonstrate cutting and welding skills, interpret industrial blueprints and demonstrate fabrication techniques needed by entry level technicians into the industrial welding workforce.

The Helena College Welding Program is proudly affiliated with the American Welding Society as an Institutional Educational Member beginning Spring Semester 2013. We hold our students to the highest standards set by the American Welding Society

Program Outcomes
- Practice industry standards for safety and compliance
- Demonstrate proper applications for different cutting processes and equipment
- Demonstrate proper applications for different welding processes, codes and procedures
- Interpret industrial blueprints
- Enter the workforce with entry level industry skills

Note: Upon admission to the Industrial Welding & Metal Fabrication Program, students are required to purchase a tool set as outlined in the tool section of this catalog.

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

Required Courses

Course/Semester (Prefix, Number and Title)	Credits	Fall/Spring Only	Milestone Course
Semester 1			
M111 Technical Mathematics	3	Fall	*
WLDG107 Industrial Safety for Welding	2	Fall	*
WLDG112 Cutting Processes	3	Fall	
WLDG135 GMAW Theory and Practical Application	5	Fall	
WLDG181 SMAW Theory and Practical Application	5	Fall	
Total Credits	**18**		
Semester 2			
WLDG137 Blueprint Reading, Layout and Beginning Fabrication	7	Spring	
WLDG141 GTAW Theory and Practical Application	4	Spring	
WLDG151 Shop Practices	4	Spring	
WRIT121 Technical Writing	3	Spring	
COMX106 Communicating in a Dynamic Workplace	2	Spring	
Total Credits	**20**		

*The suggested sequence in this catalog is for students entering in the fall semester. Please see your advisor for a suggested spring entry sequence. ***Students must earn a C- or better in order to successfully complete a course***

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

Sheet Metal Apprenticeship C.A.S.
Certificate of Applied Science

This program is not accepting students at this time.

A.A.S. Software Development
Associate of Applied Science

Students are required to take the classes and credits shown.

Program Outcomes

- An ability to apply knowledge of computing and mathematics appropriate to the discipline
- An ability to analyze a problem, and identify and define the computing requirements appropriate to its solution
- An ability to design, implement, and evaluate a computer-based system, process, component, or program to meet desired needs
- An ability to function effectively on teams to accomplish a common goal
- An understanding of professional, ethical, legal, security and social issues and responsibilities
- An ability to communicate effectively with a range of audiences
- An ability to analyze the local and global impact of computing on individuals, organizations, and society
- Recognition of the need for and an ability to engage in continuing professional development
- An ability to use current techniques, skills, and tools necessary for computing practice.
- Synthesize and apply information to meet an identified need.

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

Information Technology & Programming

A.A.S. – Software Development – 63 Credits

Required Courses

Course/Semester (Prefix, Number and Title)	Credits	Fall/Spring Only	Milestone Course
Semester 1			
CSCI100 Introduction to Programming	3	Fall	*
CSCI194 Seminar	2	Fall	
ITS164 Network Fundamentals	3	Fall	
M115 Probability and Linear or M 121	3		
WRIT121 Intro to Tech Writing	3		
Total Credits	**14**		
Semester 2			
CSCI111 Programming with Java I	3	Spring	*
CSCI240 Databases SQL	3	Spring	
ITS165 Intro to OS and the CMD Line	3	Spring	
ITS224 Intro to Linux	3	Spring	
MART145 Web Design	3	Spring	
Total Credits	**15**		
Semester 3			
CSCI221 Systems Analysis and Design	3	Fall	
CSCI121 Programming with Java II	3	Fall	*
CSCI211 Client Side Web Development	3	Fall	
CSCI276 Application Security	3	Fall	
CSCI245 Modern Data Systems	3	Fall	
CSCI298 Internship or CSCI 292 Independent Study or CT Elective	2		
Total Credits	**17**		
Semester 4			
CSCI206 .NET Applications	4	Spring	*
ITS221 Project Management	3	Spring	
ITS279 Cloud Systems	3	Spring	
CSCI257 Web Services	3	Spring	
CSCI299 Capstone	2	Spring	*
COMX106 COMM in a Dynamic Workplace	2	Spring	
Total Credits	**17**		

Students must earn a C- or better in order to successfully complete a course.

Metals Technology

Metals Technology A.A.S.
Associate of Applied Science

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

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

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

A.A.S. Program Outcomes

- Demonstrate proper applications for different cutting processes and equipment
- Demonstrate proper applications for different welding processes, codes and procedures
- Enter the workforce with entry level industry skills
- Demonstrate competency in their ability to operate machine shop equipment: lathes, mills, grinders, and drills
- Demonstrate competency in their ability to read and interpret blueprints per industry standards
- Successfully demonstrate their ability to write a procedure sheet and manufacture a part to completion in the lab
- Apply mathematical concepts used in industry
- Apply basic safety practices in the machine and welding shops

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

Metals Technology

Metals Technology A.A.S. – 69 Credits

Required Coursework

Course/Semester (Prefix, Number and Title)	Credits	Fall/Spring Only	Milestone Course
Semester 1			
M111 Technical Math	3		
WLDG107 Industrial Safety for Welding	2	Fall	*
WLDG112 Cutting Processes	3	Fall	
WLDG135 GMAW Theory and Practical Application	5	Fall	
WLDG181 SMAW Theory and Practical Application	5	Fall	
Total Credits	**18**		
Semester 2			
WLDG137 Blueprint Reading, Layout and Beginning Fabrication	7	Spring	
WLDG141 GTAW Theory and Practical Application	4	Spring	
WLDG151 Shop Practices	4	Spring	
COMX106 Communicating in a Dynamic Workplace	2	Spring	
WRIT121 Technical Writing	3	Spring	
Total Credits	**20**		
Semester 3			
MCH130 Machine Shop	3	Fall	
MCH132 Introduction to Engine Lathes	5	Fall	*
MCH134 Introduction to Mills	5	Fall	*
MCH240 Metallurgy	2	Fall	
Total Credits	**15**		
Semester 4			
MCH136 Advanced Lathes	5	Spring	
MCH137 Advanced Mills	5	Spring	
MCH139 Grinding	2	Spring	
MCH245 Shop Practices	2	Spring	
DDSN135 Solidworks 1	2	Spring	
Total Credits	**16**		

Students must earn a C- or better in order to successfully complete a course.

Nursing

The nursing curricula prepares graduates to function as members of the health care team in various health care environments. The curricula focuses on preparation for employment and articulation. The nursing programs are approved by the Montana State Board of Nursing.

The nursing program consists of a 3-semester Certificate of Applied Science Practical Nursing (LPN) program and a 5-semester Associate of Science Registered Nursing (ASRN) program.

Program Outcomes for LPN and RN students:

- Graduates will meet or exceed the national average for first time takers for the NCLEX-PN (National Council Licensure Examination for Practical Nurses) and NCLEX-RN.
- Eighty percent (80%) of students admitted to the program will complete the program within the allotted time (2-4 semesters).
- Ninety (90%) of graduates actively seeking employment will be employed within one year of graduation.
- Ninety (90%) of the surveys returned by graduates will indicate that they are satisfied with their education.
- Ninety (90%) of the surveys returned by employers will indicate satisfaction with the graduate's performance

Nursing Programs

The nursing programs consist of a 3-semester Certificate of Applied Science in Practical Nursing and a 5-semester Associate of Science in Registered Nursing. For current LPN's seeking an Associates of Science in Registered Nursing, please contact the nursing office for more information about the LPN Bridge Program. The Helena College RN Program is ACEN (Accreditation Commission for Education in Nursing) accredited.

Admission to the LPN CAS or ASRN program requires completion of the Helena College application for admission and the nursing program application. Nursing applications are available through the nursing department at the Donaldson Campus of Helena College and on the website. A student may apply while enrolled in the prerequisite courses with acceptance to the program to be determined after the current completed semester grades are finalized.

All students applying to the 3-semester LPN CAS will be required to obtain a 2.65 GPA in prerequisite courses, score 65 or higher on the TEAS test, and score 40 points or higher on the application. Applications to LPN-CAS are accepted in fall. LPN courses start each spring semester. Please see the Nursing Department for more detailed information on the application process.

All students applying to the 5-semester ASRN program will be required to have all four RN prerequisites completed with a 2.75 GPA. Students are required to get a 70% or higher on the TEAS test and achieve 60 points or higher on application to be eligible. ASRN cohorts start in both fall and spring. The 5-semester Associate of Science Registered Nursing program accepts applications twice a year in the fall. Please see the Nursing department for more detailed information on the application process. Application deadlines can be obtained from the Nursing department and posted on the **Nursing webpage**.

We recommend that you carefully review your application for completeness prior to submitting it. An incomplete application will result in disqualification. A student must maintain a "C" or better in each of the courses required and complete each semester prior to progressing to the next semester. Once accepted into the nursing program, the student must show proof of current CPR for the Health Care Provider and a criminal background check.

Nursing

Practical Nursing C.A.S.
Certificate of Applied Science

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

Graduates of the program are eligible to apply for the National Council of Licensing Examination (NCLEX) LPN licensure examination from the Montana State Board of Nursing. Upon passing the examination, the graduate becomes a Licensed Practical Nurse, LPN. After licensure, graduates typically find employment in urgent care centers, long-term care facilities, physician offices, clinics, and other health care agencies.

The LPN program will admit 16 students once a year in the Spring semester (eight students in the Helena College area and eight in the Hamilton, Bitterroot College area). The student will complete the program in the Fall semester. All didactic courses will be taught by Helena College nursing faculty via TEAMs in a virtual format. Exams and ATI testing occurs in person on student's respective campus. Skills labs and clinical experiences are scheduled in either Helena or Hamilton/ Bitterroot College.

Admission requires a student successfully completes the pre-requisite coursework with a 2.65 GPA or better, 65 or higher TEAS test score, and overall points on application of 40 or higher.

Included in the application process is a general physical examination and all immunization records: tuberculosis testing using the PPD or chest x-ray; Covid-19 vaccine*; Hepatitis B vaccine series; MMR series or titer; Varicella (chicken pox) vaccination or titer; Tetanus; annual Flu vaccine, and Hepatitis A. *Clinical healthcare settings may require nursing students be fully vaccinated for Covid-19 as a condition of attending clinicals in that facility. HC Nursing students must comply with the requirements of the clinical agencies where assigned in order to complete the clinical coursework and progress on in the program.

A student must maintain a "C" or better in each of the courses required and complete each semester prior to progressing to the next semester. Once accepted into the nursing program, the student must show proof of current CPR for the Health Care Provider and a criminal background check.

Student Achievement Outcome Data

- NCLEX pass rate for Practical Nursing: 100%
- Retention/Completion rate for Practical Nursing: 88%
- Job placement rate for Practical Nursing (within 6 months of graduation): 100%

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

Nursing

Practical Nursing C.A.S. – 40 Credits

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

Required Courses

Course/Semester (Prefix, Number and Title)	Credits	Fall/Spring Only
Semester 1		
M120 Mathematics for Healthcare Application	3	
BIOH104 Basic Human Biology	4	
PSYX100 Introduction to Psychology	3	
WRIT101 College Writing I	3	
Total Credits	**13**	
Semester 2		
NRSG130 Fundamentals of Nursing	3	Spring
NRSG131 Fundamentals of Nursing Lab	3	Spring
NRSG135 Nursing Pharmacology	3	Spring
NRSG136 Nursing Pharmacology Lab	1	Spring
NRSG152 Gerontology and Community Nursing	2	Spring
NRSG153 Gerontology and Community Nursing Clinical	2	Spring
Total Credits	**14**	
Semester 3		
NRSG140 Adult Health Nursing	4	Fall
NRSG141 Adult Health Nursing Clinical	2	Fall
NRSG142 Nursing Care of Women and Children	3	Fall
NRSG143 Nursing Care of Women and Children Clinical	1	Fall
NRSG148 Leadership Issues for Practical Nurses	2	Fall
NRSG149 Leadership Issues for Practical Nurses Clinical	1	Fall
Total Credits	**13**	

The suggested sequence in this catalog is for students entering in the fall semester. Please see your advisor for a suggested spring entry sequence. ***Students must earn a C or better in order to successfully complete a course.***

Nursing

Registered Nursing A.S.R.N.
Associate of Science Registered Nursing

(5-Semester)

The Associate of Science degree program prepares graduates to function as members and leaders of health care teams in various health care environments. The curriculum focuses on preparation for employment. Graduates of the program are eligible to apply for the NCLEX-RN licensure examination from the Montana State Board of Nursing. After passing the examination, the graduate becomes a Registered Nurse (RN). The Associate of Science Registered Nursing degree program is ACEN Accredited.

The Associate of Science RN program is a 5-semester curriculum. The RN program accepts up to 20 qualified applicants in both fall and spring semesters.

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

Included in the application process is a general physical examination and all immunization records: tuberculosis testing using the PPD or chest x-ray; Covid-19 vaccine*; Hepatitis B vaccine series; MMR series or titer; Varicella (chicken pox) vaccination or titer; Tetanus; annual flu vaccine and Hepatitis A. *Clinical healthcare settings may require nursing students be fully vaccinated for Covid-19 as a condition of attending clinicals in that facility. HC Nursing students must comply with the requirements of the clinical agencies where assigned in order to complete the clinical coursework and progress on in the program.

Applicants to the RN program must score 70% or higher on the TEAS, achieve a GPA of 2.75 or higher in pre-requisite courses, and score 60 points or higher on application to be eligible to apply.

A student must maintain a "C" or better in each of the courses required and complete each semester prior to progressing to the next semester. Once accepted into the nursing program, the student must show proof of current CPR for the Health Care Provider and a criminal background check.

Student Achievement Outcome Data

- NCLEX pass rate for Registered Nursing program : 90.9%
- Retention/Completion rate for Registered Nursing program: 100%
- Job placement rate for Registered Nursing program (within 6 months of graduation): 100%

Nursing

Registered Nursing A.S.R.N.

Required Courses

Course/Semester (Prefix, Number and Title)	Credits	Notes
Semester 1		
M121 College Algebra	3	
BIOH201 Anatomy & Physiology w/Lab	4	
CHMY121 Intro to General Chemistry w/Lab	4	
WRIT101 College Writing	3	
Total Credits	**14**	
Semester 2		RN COURSES Acceptance into program required to register for semester 2-5
BIOH211 Anatomy & Physiology II W/LAB	4	May be taken prior to 2nd semester.
NRSG230 Nursing Pharmacology	3	
NRSG231 Nursing Pharmacology Lab	2	
NRSG232 Foundations of Nursing	3	
NRSG233 Foundations of Nursing Lab	3	
Total Credits	**15**	
Semester 3		
NRSG256 Pathophysiology	3	
NRSG234 Adult Nursing I	3	
NRSG235 Adult Nursing I Clinical	2	
NRSG236 Health/Illness Maternal Nursing	2	
NRSG237 Health/Illness Maternal Nursing Clinical	1	
PSYX100 Intro to Psychology	3	May be taken prior to 3rd semester.
Total Credits	**14**	
Semester 4		
NRSG244 Adult Nursing II	3	
NRSG245 Adult Nursing II Clinical	2	
NRSG254 Mental Health Concepts	3	
NRSG255 Mental Health Clinical	1	
NRSG246 Health/Illness Child/Family Nursing	2	
NRSG247 Health/Illness Child/ Family Nursing Clinical	1	
SOCI101 Intro to Sociology	3	May be taken prior to 4th semester.
Total Credits	**15**	
Semester 5		
NRSG259 Adult Nursing III	3	
NRSG260 Adult Nursing III Lab	1	
NRSG261 Adult Nursing III Clinical	2	
NRSG266 Managing Client Care	2	
NRSG267 Managing Client Care Clinical	2	
BIOM250 Microbiology for Health Sciences w/ Lab	4	May be taken prior to semester 5.
Total Credits	**14**	

Direct Transfer Opportunities

UM – Davidson Honors College with Latin Honors

UM – Elementary Education, K-8

UM – Pre-Pharmacy

UM – Social Work

UM – School of Business Administration

Montana Tech – Accounting / Business Technology

Montana Tech – Business & Information Technology

Montana Tech – RN to BSN Completion Program

WGU – RN to BSN Completion Program

MSU – Jake Jabs College of Business & Entrepreneurship

MSU Northern – Criminal Justice

UM – Davidson Honors College with Latin Honors

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

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

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

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

A.S. Advising option in Elementary Education. to B.A. - 61 Credits

Associate of Science to Bachelor of Arts

Via Articulation Agreement with UM Phyllis J. Washington College of Education and Human Sciences

Contact: **Robyn Kiesling,** 406-447-6900

The Associate of Science (A.S.) advising option in Elementary Education at Helena College is designed specifically for articulation to the University of Montana's Phyllis J. Washington College of Education and Human Sciences for a Bachelor of Arts (B.A.) in K-8 Elementary Education. Upon completion of the A.S. degree, students are eligible to apply for admissions into UM's Teacher Education Program, but not guaranteed admission. Students must maintain a cumulative GPA of 2.75 in all courses and state licensure core content courses, and earn a grade of "C-" or better in all courses. Students accepted into UM's Teacher Education Program will enter with junior standing and complete coursework through UM to obtain a B.A. in K-8 Elementary Education.

UM's Level 1, 2, and 3 courses during the junior and senior years will be delivered remotely via synchronous web streaming to a classroom at Helena College, thus allowing students to participate in real-time lectures and classroom discussions without requiring their physical presence on the UM campus in Missoula. Also listed under University Center Partnerships.

Required Courses

Course/Semester (Prefix, Number and Title)	Credits	Fall/Spring Only
Semester 1		
M 132 Numbers & Operations for K-8 Teachers	3	Fall
BIOB101 Discover Biology	4	
WRIT101 College Writing I	3	
EDU297 Methods: K-8 Music	2	Fall
HEE202 Instructional Strategies for Elementary Physical Education	3	Fall
Total Credits	15	
Semester 2		
M 133 Geometry & Geometric Measurement for K-8 Teachers	3	Spring
GEO101 Intro to Physical Geology	4	
COMX111 Intro to Public Speaking or COMX 115 Interpersonal Communications	3	
LIT110 Intro to Literature	3	
EDU231 Literature and Literacy for Children	3	Spring
Total Credits	16	
Semester 3		
M234 Higher Mathematics for K-8 Teachers	3	Fall
HSTA101 American History I or HSTA 102 American History II	3	
PSCI210 American Government	3	
GPHY121 Human Geography	3	Fall
HTH201 Heath Issues for Educators	3	Fall
Total Credits	15	
Semester 4		
PHSX226 – General Science: Integrated Science I	4	Spring
ARTZ102 Fundamentals of Art for Elementary Teachers	2	Spring
ARTZ101 Fundamentals of Art or MUSI 101 Enjoyment of Music	3	
NASX105 Intro to Native American Studies	3	
HSTA255 Montana History	3	
Total Credits	15	

UM – Pre-Pharmacy

Pre-Pharmacy A.S. Transfer Degree

Via Articulation Agreement with UM Skaggs School of Pharmacy

This degree program is specifically designed for students seeking admissions into the Skaggs School of Pharmacy at the University of Montana–Missoula. Upon completion of this degree, students desiring a professional (Pharm.D.) degree in Pharmacy Practice or Biomedical and Pharmaceutical Sciences are eligible to apply for admissions into UM-Missoula's Skaggs School of Pharmacy.

Note: Students in this program must also complete the Pharmacy College Admissions Test (PCAT) and complete 20 hours of volunteer or paid service in a pharmacy, or other health care, or social field. This program satisfies the two-year pre-professional requirement and offers eligibility for application to the Skaggs School of Pharmacy at the UM–Missoula and does not guarantee admission. Students must earn a grade of "C-" or better in all courses.

Note: Due to the competitive nature of the Pre-Pharmacy program, it is recommended that students earn a B or higher in all courses.

Contact: **Dr. John W. Hartman**, 406-447-6977.

		Course/Semester (Prefix, Number and Title)	Credits
Semester I	M171	Calculus	4
	BIOH201	Anatomy and Physiology I	4
		Total	**8**
Semester 2	STAT216	Introduction to Statistics	3
	BIOH211	Anatomy and Physiology II	4
		Total	**7**
Summer	COMX111	Intro to Public Speaking	3
		Total	**3**
Semester 3	WRIT101	College Writing I	3
	CHMY141	College Chemistry I with Lab	4
		Total	**7**
Semester 4	PSYX100 or SOCI101	Introduction to Psychology or Introduction to Sociology	3
	CHMY143	College Chemistry II with Lab	4
		Total	**7**
Semester 5	CHMY221	Organic Chemistry I with Lab	5
	LIT110	Intro to Literature	3
		Total	**8**
Semester 6			
	SPNS101/102, or PHL110, ARTH200/201	Elementary Spanish I or II, Intro to Ethics, Art of World Civilizations I or II	3-4
	CHMY223	Organic Chemistry II with Lab	5
		Total	**8-9**
Semester 7	ECNS201	Principles of Microeconomics	3
	PHSX205	College Physics I with Lab	4
		Total	**7**
Semester 8	BIOB260	Cellular and Molecular Biology	4
	NASX105	Intro to Native American Studies	3
		Total	**7**
Optional	CHMY290*	Undergraduate Research	2-3*

UNIVERSITY OF
MONTANA
Skaggs School of Pharmacy

UM – Social Work

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

Please contact **Nathan Munn** for information, or 406-447-6981

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

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

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

Course/Semester (Prefix, Number and Title)	Credits
Semester 1	
M105 Contemporary Math or M 121 College Algebra	3
WRIT101 College Writing I	3
COMX111 Intro to Public Speaking	3
PSXY100 Intro to Psychology	3
SW100 Intro to Social Welfare	3
Total	**15**
Semester 2	
SOCI101 Intro to Sociology	3
SW200 Intro to Social Work Practice	3
PSYX230 Developmental Psychology	3
BIOH104 Basic Human Biology	4
LIT110 Intro to Literature	3
Total	**16**
Semester 3	
PSCI210 Intro to American Government	3
ECNS201 Principles of Microeconomics	3
SPNS101 Elementary Spanish I	4
ENSC105 Environmental Science	3
PSYX240 Abnormal Psychology	3
Total	**16**
Semester 4	
PSYX250 Fundamentals of Biological Psychology	3
SPNS102 Elementary Spanish II	4
NASX105 Intro to Native American Studies	3
SOCI220 Race, Gender, and Class or PSYX 270 Fundamentals of the Psychology of Learning	3
Total	**13**

*Completion of one course designated as Cultural Heritage of American Indian (CHAI).

UM – School of Business Administration

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

Please contact **Robyn Kiesling** for more information, or 406-447-6963

Introduction:

The purpose of this agreement is to provide an articulation process whereby a student completing the Associate of Science degree from Helena College University of Montana (Helena College) with the prescribed course of study contained herein may prepare for admission to the Business Administration program at The University of Montana (UM) College of to obtain a Bachelor of Science in Business Administration. The goals of the articulation process are to: (a) provide students with a seamless transition between Helena College and UM; (b) allow students to complete all the first and second year requirements of the UM College of Business Administration program on the Helena campus; and (c) provide both institutions with mechanisms to ease the transfer process for students who intend to pursue a Bachelor of Science in Business Administration degree from UM.

Articulation Requirements:

1. Students must select and complete the prescribed course of study contained herein while at Helena College, including fulfillment of all degree requirements. The specific requirements are shown in Appendix A.
2. Students, must complete specific course selections within the Montana University System (MUS) core in order to fulfill the Extra-departmental Requirements of the Business Administration program, as described in Appendix A. Students who have successfully completed ALL the above requirements and who complete all published application requirements of the UM College of Business Administration are eligible to apply for admission to the College of Business Administration at UM. Having fulfilled all requirements listed and having been accepted, students would begin the Business Administration program with Junior Standing.
3. In order to ensure ongoing articulation of the programs at each institution, participants from Helena College Academic Affairs and from the UM College of Business Administration agree to meet or confer by phone annually on a mutually agreeable date not later than January 31st to review and refine the agreement and attendant advising plan (herein provided as Appendix A) as needed.
4. During the pursuit of the Associate of Science degree option, students under this agreement will be advised by Helena College faculty.

This agreement takes effect upon execution, and shall remain in effect until such time as the chief academic officer of either institution notifies the other in writing of intent to discontinue the agreement. Such notification will be provided by not later than September 1st in the academic year PRIOR to termination of the agreement.

UM – School of Business Administration

Associate of Science Leading to a Bachelor of Science in Business Administration Articulation with the University of Montana

Course/Semester (Prefix, Number and Title)	Credits
Semester 1	
M121 College Algebra	3
WRIT101 College Writing I	3
GEO101, ASTR110, or BIOH104	4
CSCI172 Intro to Computer Modeling	3
BGEN105 Intro to Business	3
Total	**16**
Semester 2	
ACTG101 Accounting Procedures I	3
GEO101, ASTR110, or BIOH104	4
ECNS201 Principles of Microeconomics or ECNS202 Principles of Macroeconomics	3
BGEN220 Business Ethics	3
COMX111 Intro to Public Speaking or COMX115 Interpersonal Communications	3
Total	**16**
Semester 3	
BMIS270 MIS Foundations in Business	3
BGEN235 Business Law	3
ACTG201 Principles of Financial Accounting	3
GEO101, ASTR110, or BIOH104	4
ECNS201 Principles of Microeconomics or ECNS 202 Principles of Macroeconomics	3
Total	**16**
Semester 4	
ACTG202 Principles of Managerial Accounting	3
ARTZ101, SPNS101, MART145, or PHL110	3
PSYX100, SOCI101, ANTY101, any HSTA course	3
NASX105 Intro to Native American Studies	3
STAT216 Introduction to Statistics	3
Total	**15**

Note: Finance Majors are required to take Applied Calculus (M162) in place of Probability & Linear Mathematics (M115). This course should be taken the student's first semester at UM-Missoula. In the semester when students will have (a) completed 60+ cumulative credits, (b) earned a C or better in all primary lower core courses, and (c) attained a 2.0 overall GPA, they will apply for admissions into the School of Business Administration.

Montana Tech – Accounting / Business Technology

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

Please contact **Robyn Kiesling** for more information, or 406-447-6963

This articulation agreement applies for the following degrees: (1) All A.A.S. degrees; (2) A.A. in Accounting Technology or Business Technology; (3) A.S. in Accounting Technology, Business Technology, or Computer Technology. Students should see their advisor to plan their transfer into B.A.S. Any specific Helena College course will only be transferred in one the following categories: (1) Block Transfer; (2) General Education Core; or (3) Business Concentration. Classes cannot be counted in more than one category. Students need to see their advisor to maximize the transferability of their classes.

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

- Some courses may have pre-requisites or require specific test scores for enrollment. Pre-requisite courses not listed on this agreement may not count towards a student's transfer into the bachelor's degree program.
- Minimum Credits for B.A.S. degree in Business 120 credits. Minimum of 39 upper division credits (3XX or 4XX). Minimum of 30 upper division credits, including BMGT426, must be Montana Tech credits.
- BMGT426 is the capstone course and should only be attempted during one of the last two semesters in the program.

MontanaTech

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

General Education Core			
Natural Science & Mathematics			
M115	Probability and Linear Math	3	Helena College
M171 or STAT216	Calculus I or Statistics	3	Helena College
Natural Science & Mathematics Elective	(BIOB, BIOH, CHMY, EVSC, GEO, PHYS)	3	Helena College
Natural Science & Mathematics Elective	(ASTR w/lab, BIOB, BIOH, GEO, PHYS)	4	Helena College
Written & Oral Communication			
WRIT101	College Writing I	3	Helena College
WRIT322	Business and Professional Writing	3	Mt Tech
Social & Psychological Sciences, History			
ECNS203	Principles of Micro and Macro Economics	3	Helena College
Social & Psychological Sciences Elective	(Psychology, Sociology, Anthropology)	3	Helena College
Humanities & Fine Arts			
Humanities & Fine Arts Elective	(History, Literature, Language)	3	Helena College
BGEN363	Business Ethics and Decision-Making	3	Mt Tech
Business Concentration Credits required for both tracks:			
ACTG201	Principles of Financial Accounting	3	Helena College
ACTG202	Principles of Managerial Accounting	3	Helena College
ACTG321	Accounting Information Systems I	3	Mt Tech
BFIN322	Business Finance	3	Mt Tech
BGEN235	Business Law I	3	Helena College/Mt Tech
BMKT225/BMKT325	Marketing/Principles of Marketing	3	Helena College/Mt Tech
BMGT235/BMGT335	Management/Management and Organization	3	Helena College/Mt Tech
BMGT426	Strategic Management	3	Mt Tech

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

Management Track
Required Courses

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

Accounting Track
Required Courses

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

Helena College academic & Career Pathway: Business & Technology	Credits
Semester 1 Fall	
M105 Contemporary Math, M115 Probability & Linear Mathematics, M121 College Algebra, or STAT216 Intro to Statistics	3
ACTG101 Accounting Procedures I	3
BGEN105 Intro to Business	3
WRIT101 College Writing I	3
CAPP156 MS Excel	3
Total	**15**
Semester 2 Spring	
ACTG102 Accounting Procedures II	3
ACTG205 Computerized Accounting	3
BGEN220 Business Ethics	3
CAPP266 Advanced Excel	3
PSYX100 Intro to Psychology or SOCI101 Intro to Sociology	3
Total	**15**
Semester 3 Fall	
ACTG180 Payroll Accounting	3
ACTG201 Principles of Financial Accounting	3
ACTG211 Income Tax	3
BGEN235 Business Law	3
COMX111 Intro to Public Speaking or COMX115 Interpersonal Communications	3
Total	**15**
Semester 4 Spring	
ACTG202 Principles of Managerial Accounting	3
ACTG215 Foundations of Governmental & Not for Profit Accounting	3
BFIN265 Intro to Business Finance	3
ECNS201 Principles of Microeconomics or ECNS 202 Principles of Macroeconomics	3
ACTG298 Internship or Elective Course	3
Total	**15**

Montana Tech – Business Technology

Business Technology Transfer to Montana Technological University

Associate of Applied Science

MontanaTech

Course/Semester (Prefix, Number and Title)	Credits
Semester 1	
M105, M115, M121 or STAT216	3
ACTG101 Accounting Procedures I	3
BGEN105 Intro to Business	3
WRIT101 College Writing I	3
CSCI172 Intro to Computer Modeling	3
Total	15
Semester 2	
ACTG205 Computerized Accounting	3
BGEN220 Business Ethics	3
COMX111 Intro to Public Speaking or COMX 115 Interpersonal Communications	3
CAPP153 MS PowerPoint or CAPP 154 MS Word	3
PSXY100 Intro to Psychology or SOCI 101 Intro to Sociology	3
Total	15
Semester 3	
BGEN 235 Business Law	3
BMIS 270 MIS Foundations for Business	3
BMKT 225 Marketing	3
BMGT 215 Human Resource Management	3
BMKT 240 Advertising	3
Total	15
Semester 4	
BFIN265 Intro to Business Finance	3
BMGT210 Small Business Entrepreneurship	3
BMGT235 Management	3
ECNS201 Principles of Microeconomics or ECNS 202 Principles of Macroeconomics	3
BMGT263 Legal Issues in HR or BGEN 298 Internship	3
Total	15

Transfer Degree towards Bachelor of Science Nursing
Via Articulation Agreement with Montana Technical University

One-Year Completion Pathway (Updated 2/1/2021)

For more information related to this program, please, contact:
Montana Tech Nursing Department

RN to BSN Completion Program Articulation between Helena College & Montana Tech

72 Credits awarded from Helena College Transcripts

(One Year Completion Pathway)

General Education Requirements for BSN Completion					
Program Requirement			Substitute Equivalence		
Course #	Course Name	Credits	Course #	Course Name	Credits
STAT 216	Introduction to Statistics	3	STAT 216	Introduction to Statistics	3
HCI 316	Healthcare Ethics & Regulation	3	NRSG 220	Foundations of Ethical Nursing	3
PSYX 230	Developmental Psych.	3	PSYX 230	Developmental Psych.	3
WRIT 322W	Adv. Business Writing	3	WRIT 201	College Writing II	3
HUMN	Elective	3	HUMN	Elective	3
Total Credits		15	Total Credits		15

Admission into Junior Year Required (See Montana Tech admission criteria)

Fall Semester Course Layout – All nursing courses must be taken from Montana Tech		
Course Number #	Course Name	Credits
NRSG 361 W	Global Nursing	3
NRSG 424	Nurs. Research & Evid. Based Prac.	3
NRSG 325	Advanced Health Assessment	3
Total Credits		9
Spring Semester Courses – All nursing courses must be taken from Montana Tech		
Course Number #	Course Name	Credits
NRSG 326	Complex Health Care Needs	3
NRSG 344	Family Nursing	3
NRSG 320	Nursing Informatics	3
NRSG 322	Health Promotion & Education	3
Total Credits		12
Summer Session Courses - All nursing courses must be taken from Montana Tech		
Course Number #	Course Name	Credits
NRSG 301	Nursing in the Community	5
NRSG 302	Nursing in the Comm. Clinical	1
NRSG 463	Leadership & Mgmt for the RN	5
NRSG 464	Lead. & Mgmt for the RN Clinical	1
Total Credits		12
Total Nursing Credits		33

All courses are online.

For more information call the Montana Tech Nursing Department at 406-496-4390 or visit online at www.mtech.edu/nursing.

406-496-4390
All courses are online

montanaTech

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

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

One Year Completion Pathway

For more information related to this program, please, contact:
Western Governors University
866-225-5948 Ext 5253

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

Prerequisite – Non-Nursing Course Layout		
STAT216	Introduction to Statistics	3
PHL325	Public Speaking	3
WRIT201	College Writing II	3
Elective	Humanities Elective	3
Elective	Humanities Elective	3
Approximately 31 credits will be given for the 8 pre-requisite classes taken for nursing entrance.		
50 credits will be given for completion of the LPN/RN programs at Helena College. Student must have a current and valid RN license. Grading is Pass or No Pass (a pass is a B or better) CCNE accredited		
First Semester – Nursing Course Layout (15 credits)		
NVT2	Professional Roles and Values	3
GLT1	Growth and Development	3
GNT1	Contemporary Nursing Issues	4
HAT1	Community Health Nursing	3
HGT1	Community Health Nursing Practicum	2 (clinical)
Second Semester – Nursing Course Layout (12 credits)		
GRT1	Biochemistry	3
NUT1	Nursing Informatics	2
EBT1	Evidence Based Practice & Applied Nursing Research	3
KOT1	Organizational Systems and Quality Leadership	4 (clinical)

MSU – Jake Jabs College of Business & Entrepreneurship

Transfer Degree towards Bachelor of Science
via Articulation Agreement with MSU Jake Jabs College of Business & Entrepreneurship

Please contact **Robyn Kiesling** for more information, or 406-447-6930.

Introduction:

The purpose of this agreement is to provide an articulation process whereby a student completing the Associate of Science degree from Helena College University of Montana (Helena College) with the prescribed course of study contained herein may prepare for admission to the Jake Jabs College of Business & Entrepreneurship (JJCBE) program at Montana State University (MSU) to obtain a Bachelor of Science in Business. The goals of the articulation process are to: (a) provide students with a seamless transition between Helena College and MSU; (b) allow students to complete many of the first and second year requirements of the MSU Jake Jabs College of Business & Entrepreneurship program on the Helena campus; and (c) provide both institutions with mechanisms to ease the transfer process for students who intend to pursue a Bachelor of Science in Business degree from MSU. Upon completion of the requirements listed herein students will be well prepared for transfer to MSU to study Business. Several lower-division courses and establishment of MSU GPA of 2.50 or greater will be required before students will be eligible to apply for admission into the JJCBE.

Articulation Requirements:

1. Students must select and complete the prescribed course of study contained herein while at Helena College, including fulfillment of all degree requirements. The specific requirements are shown in Appendix A.
2. In order to ensure ongoing articulation of the programs at each institution, participants from Helena College Academic Affairs and from the MSU Jake Jabs College of Business & Entrepreneurship agree to meet or confer by phone annually on a mutually agreeable date not later than January 31st to review and refine the agreement and attendant advising plan (herein provided as Appendix A) as needed.
3. During the pursuit of the Associate of Science degree option, students under this agreement will be advised by Helena College faculty.
4. This agreement takes effect upon execution, and shall remain in effect until such time as the chief academic officer of either institution notifies the other in writing of intent to discontinue the agreement. Such notification will be provided by not later than September 1st in the academic year PRIOR to termination of the agreement.

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

MSU – Jake Jabs College of Business & Entrepreneurship

Associate of Science leading to Bachelor of Science in Business Articulation with Montana State University Jake Jabs College of Business & Entrepreneurship

General Education Core: (30 credits):		
Natural Sciences with Lab	4 credits	
Natural Sciences with or without Lab	3+ credits	
Mathematics	3 credits	Students advised to take M 121
Written Communication	3 credits	
Oral Communication	3 credits	
Social & Psychological Sciences/History	3 credits	
Social & Psychological Sciences/History	3 credits	ECNS 202 will meet this requirement
Humanities and Fine Arts	6 credits	Students advised to take BGEN 220
Cultural Diversity	3 credits	
A.S. Additional Requirements: (6 credits):		
Natural Science with lab	4 credits	
Any Natural Science or Mathematics course	2+ credits	Students advised to take STAT 216
Advising Option: (24 credits):		
ACTG201	3 credits	Common Course Numbering (CCN) for ACTG 201
ACTG202	3 credits	CCN for ACTG 202 (in JJCBE required for MGMT, MKTG, ACCT, but not for FIN students)
BGEN105	3 credits	Course substitutes for JJCBE BGEN 204
BGEN235	3 credits	Course substitutes for JJCBE BGEN 361
BMIS270	3 credits	Course accepted as JJCBE general elective
CSCI172	3 credits	Course substitutes for JJCBE BMIS 211
ECNS201	3 credits	Course substitutes for JJCBE ECNS 204 in Business only
ECNS202	3 credits	CCN for ECNS 202
Total AS Degree (60 credits)*		

*Completion of one course designated as Cultural Heritage of American Indian (CHAI).

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

MONTANA
STATE UNIVERSITY

JAKE JABS
College of
BUSINESS &
ENTREPRENEURSHIP

MSU Northern – Criminal Justice

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

Please contact **Robyn Kiesling** for more information.

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

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

Course/Semester	Credits
Semester 1	
M105 Contemporary Math or	3
M121 College Algebra	
PSYX100 Intro to Psychology	3
Total	**6**
Semester 2	
CJUS121 Intro to Criminal Justice	3
WRIT101 College Writing I	3
Total	**6**
Summer Semester 3	
SOCI101 Intro to Sociology	3
COMX111 Intro to Public Speaking or COMX 115 Intro to Interpersonal Communications	3
Total	**6**
Semester 4	
PSCI210 Intro to American Government	3
BIOH104 Basic Human Biology	4
Total	**7**
Semester 5	
CAPP131 Basic MS Office or CAPP 154 MS Word	3
PSYX240 Fundamentals of Abnormal Psychology	3
ARTZ101 Art Fundamentals or PHL 110 Intro to Ethics	3
Total	**9**
Summer Semester 6	
NASX105 Intro to Native American Studies	3
SPNS101 Elementary Spanish I	4
Total	**7**
Semester 7	
SOCI211 Intro to Criminology	3
PSYX260 Fundamentals of Social Psychology	3
GEO101 Intro to Physical Geology or ASTR 110 Intro to Astronomy	4
Total	**10**
Semester 8	
SOCI220 Race, Gender, and Class	3
PSCI260 State and Local Government	3
ARTZ101 Art Fundamentals, PHL110 Intro to Ethics, or SPNS102 Elementary Spanish II	3-4
Total	**9**

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

MONTANA STATE UNIVERSITY
NORTHERN
Education that Works

Course Descriptions

Course Descriptions

Transferability Initiative

The **Montana University System** has been undergoing a statewide curriculum review to improve the transfer processes between its campuses. Helena College has been fully engaged in that review. As a result, many of our course prefixes, numbers, and even titles have had to change in order to more clearly connect to similar courses at other campuses. The course content is typically not any different, and any course that you took under its old name and number will be considered equivalent to the new name and number. If it is difficult to find information on a course, please contact the Helena College Academic Affairs Office at 406-447-6929 or search the Montana University System website for the new course information.

ACTG101 ACCOUNTING PROCEDURES I
Credits: 3
Pre-requisite(s): None
This course is an introduction to the basic accounting cycle, acoounting transaction analysis, perparation of journal entries, trial balance, work sheet,s and financial statements. Acoounting for the sole proprietorships is emphasized including special journal accounting procedures.

ACTG102 ACCOUNTING PROCEDURES II
Credits: 3
Pre-requisite(s): A "C-" or higher in ACTG101 or consent of instructor
A continuation of accounting transactions, financial statements, and analysis of accounts receivable, notes payable, notes receivable, merchandise inventory, property, plant, equipment, and long-term bonds. Accounting for partnerships and corporations is introduced.

ACTG180 PAYROLL ACCOUNTING
Credits: 3
Pre-requisite(s): A "C-" or higher in ACTG101
This course is an introduction to payroll accounting which emphasizes the process of accounting for payroll by employers and the rights of employees. Topics covered include the historical perspective of payroll accounting, the payroll accounting process from the legal issues surrounding hiring and maintaining records for employees, calculating gross pay, net pay, and payroll taxes, calculating employees' deductions and benefits, recording payroll transactions, procedures for making payroll tax deposits and completing employment tax reports.

ACTG201 PRINCIPLES OF FINANCIAL ACCOUNTING
Credits: 3
Pre-requisite(s): A "C-" or higher in ACTG101 and M115 or M121, or STAT216, or consent of instructor. ACTG 102 is recommended as a prerequisite for accounting students.
This course emphasizes the understanding of fundamental accounting principles and procedures and will develop the student's accounting problem-solving abilities and critical thinking. Topics covered include the basic structure of analyzing and recording transactions, establishing accounting policy, generally accepted accounting principles, control of cash, receivables and payables, merchandise inventory valuation methods, recording of property, plant, and equipment transactions, and long-term financing. Sources of equity capital for corporations and financial statements are analyzed.

ACTG202 PRINCIPLES OF MANAGERIAL ACCOUNTING
Credits: 3
Pre-requisite(s): A "C-" or higher ACTG201 or consent of instructor
This course emphasizes the fundamental concepts for planning, control, and decision-making. Topics covered include the basic structure of systems design, planning and control through standard costs, cost variance analysis, cost-volume-profit analysis, operating and capital budgets, and using relevant costs in decision making.

ACTG205 COMPUTERIZED ACCOUNTING
Credits: 3
Pre-requisite(s): A "C-" or higher in ACTG101
This course is an introduction to accounting on microcomputers, which provides a realistic approach to computerized, integrated accounting principles. This course emphasizes set up and maintenance of accounts and transactions used in the general ledger, sales and accounts receivable, purchasing and accounts payable, cash receipts, cash disbursements, job costing, financial statement analysis, payroll setup and processing, budgets and business analysis. Access to an off-campus pc (not mac) is required.

ACTG211 INCOME TAX FUNDAMENTALS
Credits: 3
Pre-requisite(s): None
This course is a fundamental overview of tax schedules and forms as required by the Federal and State Internal Revenue Service.

ACTG215 FOUNDATIONS OF GOVERNMENTAL AND NOT FOR PROFIT ACCOUNTING
Credits: 3
Pre-requisite(s): A "C-" or higher in ACTG101 or consent of instructor
Accounting for governmental and nonprofit organizations is explored. Topics covered include objectives and principles of accounting for governmental entities, differences between business and government accounting, modified and accrual accounting, transactions for the general fund, special revenue funds, capital projects funds, debt service funds, permanent funds, proprietary funds (enterprise and internal service), and fiduciary funds. The impact of FASB and GASB on reporting for colleges and universities, governmental entities and other nonprofit organizations is reviewed.

ACTG292 INDEPENDENT STUDY
Credits: 1
Pre-requisite(s): Consent of Helena College faculty member in the selected program area and approval of Division Director
This course is designed to meet specific learning needs of students. Typically, such independent study projects focus on learning opportunities not otherwise offered in our college curriculum. The student must seek prior approval of an instructor willing to serve as faculty sponsor. The student then initiates a proposal describing, among other things, the number of hours to be spent on the study project, specific learning outcomes, and how evaluation is to be accomplished. The approved proposal will have signatures of the student, faculty sponsor, Division Director, and Executive Director of Enrollment office.

ACTG298 INTERNSHIP
Credits: 1
Pre-requisite(s): Consent of Helena College faculty member in the selected program area and approval of the Division Director
This course is designed for the student who takes the initiative to perform professional skills outside of and in addition to the normal school curriculum. If done properly, it can be a highly rewarding experience and aid the student's transition from school to work. The student initiates a proposal describing, among other things, the number of hours to be spent in the internship, specific learning outcomes, and how evaluation is to be accomplished. The approved proposal will have signatures of the Student, Faculty Sponsor, Division Director, and Executive Director of Enrollment office.

AHMS105 HEALTHCARE DELIVERY SYSTEMS
Credits: 3
Pre-requisite(s): None
This course will allow students to develop an understanding of the history and development of today's healthcare system in the United States. Students will develop an understanding of various types of facilities, the "continuum of care" concept that is the basis for modern health care, and examine the quality management process. The course also provides students with a working knowledge of reimbursement mechanisms and managed care concepts that affect health care delivery.

AHMS108 HEALTH DATA CONTENT & STRUCTURE
Credits: 3
Pre-requisite(s): None
This course provides an in-depth study of origin, use, content and structure of health records; storage and retrieval systems; numbering and filing systems; documentation requirements; use and structure of health care data sets; and how these components relate to primary and secondary record systems. Students will also develop an understanding of the compilation and computing of healthcare related statistics, use of research and statistical methods for developing healthcare data into information for various requesters.

AHMS144 MEDICAL TERMINOLOGY
Credits: 3
Pre-requisite(s): None
The course introduces students to complex medical terminology and facilitates students in recognizing that the meaning of complex medical terms can be determined by analyzing simpler components using prefixes, suffixes, and word roots. Correct pronunciation, definition, and spelling of these terms are derived through extensive usage of the textbook and computer software exercises. This course will connect the medical terminology to the basic structure and functioning of the systems of the human body including aspects of normal physiology and function, deviations from normal, diseases, and maintenance of health.

AHMS156 MEDICAL BILLING FUNDAMENTALS
Credits: 3
Pre-requisite(s): None
AHMS 156 familiarizes students with the fundamentals of medical billing. Students will learn about commercial insurance carriers, Medicare, Medicaid, managed care, military insurance carriers, and worker's compensation. Students will discuss insurance regulations and fee schedules, learn how to read an EOB and complete

payment calculations. Students will also discuss HIPAA and its impact on healthcare.

AHMS160 BEGINNING PROCEDURAL CODING
Credits: 3
Pre-requisite(s): A "C-" or higher in AHMS144
This course covers the basic levels of theory and application of the principles and guidelines for coding and sequencing medical procedures and services. Examples of patient records and coding exercises using the CPT and HCPCS coding manuals and simulation software will provide practice in coding procedures and services. This course involves the application of CPT and HCPCS codes, knowledge of medical terminology and procedures, and the use of simulated patient case scenarios.

AHMS164 BEGINNING DIAGNOSIS CODING
Credits: 3
Pre-requisite(s): A "C-" or higher in AHMS144
This course covers the basic levels of theory and application of ICD-10-CM principles and guidelines for coding and sequencing diagnoses and procedures. Examples of patient records and coding exercises using the ICD-10 coding manual and simulation software will provide practice in coding and sequencing diagnoses. This course involves the application of ICD-10 diagnosis codes, knowledge of medical terminology and procedures, and the use of simulated patient case scenarios.

AHMS210 BASIC MEDICAL CODING
Credits: 3
Pre-requisite(s): A "C-" or higher in BIOH104
This course will cover the introduction and basic coding information for CPT, HCPCS, and ICD-10 coding sets. The focus of this class is learning guidelines and assigning codes to a wide range of abbreviated coding scenarios covering different body systems and medical specialties.

AHMS220 MEDICAL OFFICE PROCEDURES
Credits: 3
Pre-requisite(s): A "C-" or higher in AHMS105, AHMS108 or AHMS156, or approval of instructor
This course offers an introduction to the necessary skills and qualities required to develop key administrative competencies in professional responsibilities, interpersonal and written communications, records management, financial administration, and managing the medical office. This course will provide information and instruction regarding the latest accreditation and certification standards; latest insights on skill competency requirements, electronic technology, insurance regulations, including health care reform and coding as well as legal compliance.

AHMS252 COMPUTERIZED MEDICAL BILLING
Credits: 3
Pre-requisite(s): A "C-" or higher in AHMS144
AHMS 252 familiarizes the student with the capabilities of medical practice software programs. Students learn and apply procedures such as patient scheduling, statement billing, payment reconciliation, insurance claim processing, procedure posting, HIPAA, medical records management, insurance company procedures, and insurance company regulations.

AMGT150 CUSTOMER SERVICE STRATEGIES
Credits: 3
Pre-requisite(s): None
Customer service is an integral part of doing business. Developing excellent customer service can help a business earn customers and accomplish its goals. In this course, students will define and evaluate effective customer service while focusing on determining and meeting the needs of internal and external customers.

AMGT210 OFFICE SUCCESS STRATEGIES
Credits: 3
Pre-requisite(s): None
This course is an introduction to the many aspects of a business environment. Topics covered include written and verbal communication, teamwork, office relationships, professionalism, time management, career planning, success on the job, issues in the workplace, etiquette, work ethic, professional appearance, critical thinking, problem solving, and office procedures.

AMGT292 INDEPENDENT STUDY
Credits: 1
Pre-requisite(s): None
This course is designed to meet specific learning needs of students. Typically, such independent study projects focus on learning opportunities not otherwise offered in our college curriculum. The student must seek prior approval of an instructor willing to serve as faculty sponsor. The student then initiates a proposal describing, among other things, the number of hours to be spent on the study project, specific learning outcomes, and how evaluation is to be accomplished. The approved proposal will have signatures of the student, Faculty Sponsor, Division Director, and Executive Director of Enrollment office.

AMGT298 INTERNSHIP
Credits: 1
Pre-requisite(s): Consent of Helena College instructor and approval of the Division Director
This course is designed for the student who takes the initiative to perform work outside of and in addition to the normal school curriculum. If done properly, it can be a highly rewarding experience and aid the student's transition from school to work.

AMGT299 CAPSTONE: INTEGRATED OFFICE
Credits: 3
Pre-requisite(s): A "C-" or higher in CAPP153, CAPP154, CAPP156, and CAPP158
Integrated Office Capstone utilizes the knowledge gained in the areas of computer skills, communication and writing techniques, business knowledge, customer service skills, project management, and office procedures in the creation of a culminating project.

ANTY101 ANTHROPOLOGY AND THE HUMAN EXPERIENCE
Credits: 3
Pre-requisite(s): None
This course is a survey of the various subfields of anthropology including archaeology, physical anthropology, cultural anthropology, and linguistics.

ARTH200 ART OF WORLD CIVILIZATION
Credits: 3
Pre-requisite(s): None
The course is an introduction to art history that will explore developments in art and architecture from the Prehistoric through Medieval periods ('caves tocathedrals') from a global perspective. We will focus on examples of significant artistic andarchitectural monuments from a range of historical periods and cultures that represent the foundations of art and architecture. The objective is that students will "learn to look" at artistic expression and the visual sources of history and come to an understanding of works of art within their historical contexts. Developing your analytical, critical, reading, writing, and discussion skills is central to our methods of introducing you to the practice of art history. We hope that your study in this course will lead to an enriched appreciation of art and culture and provide a challenging academic experience.

ARTH201 ART OF WORLD CIVILIZATION 2
Credits: 3
Pre-requisite(s): None
The course is an introduction to art history that will explore developments in art and architecture from the Renaissance through Contemporary art from a global perspective. We will focus on examples of significant artistic and architectural monuments from a range of historical periods and cultures that represent the foundations of art and architecture of the period. The objective is that students will "learn to look" at artistic expression and the visual sources of history and come to an understanding of works of art within their historical contexts. Developing ones analytical, critical, reading, writing, and discussion skills is central to the methods of introducing oneself to the practice of art history.

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

ARTZ101 ART FUNDAMENTALS
Credits: 3
Pre-requisite(s): None
This course is designed to give a basic history of art from cave paintings to modern and contemporary approaches. This is a lecture based course where students will use lectures, presentations, field trips, films, and some small art projects to further their understanding of art history. Students will be required to complete writing assignments as well as tests and quizzes on the lectures given.

ARTZ102 FUNDAMENTALS OF ART FOR ELEMENTARY TEACHERS
Credits: 2
Pre-requisite(s): None
This course provides a survey of concepts, theories, and experiences for teaching art. It will enable the future elementary teacher to develop educational art units and lesson plans for the classroom. This is accomplished by

imparting theoretical knowledge and experiencing practical applications.

ARTZ105 VISUAL LANGUAGE - DRAWING
Credits: 3
Pre-requisite(s): None
This introductory drawing course covers basic principles of drawing and design in art. Major areas of study are space, form, volume, tone, texture, and line, using various drawing materials and techniques.

ARTZ106 VISUAL LANGUAGE - 2-D FOUNDATIONS
Credits: 3
Pre-requisite(s): None
An exploration of the principles and elements of design, as well as application of those principles through a variety of hands-on projects.

ARTZ108 VISUAL LANGUAGE 3-D FOUNDATIONS
Credits: 3
Pre-requisite(s): None
An Introductory design course covering basic elements and principles of 3 dimensional art. Major areas of study are space, form, and volume using various materials and techniques in the creation of 3-D objects.

ARTZ194 VISUAL ARTS SEMINAR
Credits: 2
Pre-requisite(s): None
This first-year seminar is a requirement for students enrolled in the Arts A.S. degree. The course provides an orientation to the college and the fine arts program, and is designed to promote student success by creating a sense of community and belonging, and equipping students with the habits, skills, and dispositions needed to successfully navigate art school and beyond. Fostering creative inquiry and critical self-assessment, this course will empower students to take responsibility for their education, career paths, and personal artistic development.

ARTZ211 DRAWING I
Credits: 3
Pre-requisite(s): A "C-" or higher in ARTZ105
ARTZ 211 is a more advanced drawing course focusing on human anatomy. Participants will observe, study and apply drawing techniques with such mediums as charcoal, pen and ink, ink wash, conte crayon/compressed charcoal, and graphite while studying live models, anatomical casts and personal anatomy studies in and outside of the classroom. Through these observations students will expand their knowledge of the human form through a classical drawing

approach and critique themselves and their peers both verbally and in writing for the projects assigned.

ARTZ221 PAINTING I
Credits: 3
Pre-requisite(s): Recommended A "C-" or higher in ARTZ105 or ARTZ106
Practice and principles of painting in traditional media, including watercolor, acrylic, and oil painting. The course emphasis is on acquiring and refining technical skills, composition and application of color theory. Research in historical and contemporary strategies.

ARTZ291 SPECIAL TOPICS
Credits: 3
Pre-requisite(s): Recommended A "C-" or higher in ARTZ105, ARTZ106, ARTZ 108, ARTZ211, OR ARTZ 221
This course will build upon students' understanding of elements, principles and fine art practices in a studio course setting, creating and critiquing one's own work. Mediums will vary with the artists/teacher and their area of expertise. Students will need to have completed a previous ARTZ course or prove competent understanding in the medium offered in order to take this course.

ARTZ298 INTERNSHIP
Credits: 3
Pre-requisite(s): None
This course is designed for the student who takes the initiative to perform professional skills outside of and in addition to the normal school curriculum. If done properly, it can be a highly rewarding experience and aid the student's transition from school to work. The student initiates a proposal describing, among other things, the number of hours to be spent in the internship, specific learning outcomes, and how evaluation is to be accomplished. The approved proposal will have signatures of the Student, Faculty Sponsor, Division Director and Executive Director of Enrollment office.

ARTZ299 VISUAL ARTS CAPSTONE
Credits: 2
Pre-requisite(s): None
The course will be an intensive mentoring class focused on assessing the stenghts and weknesses of previous art work such that a coherent portfolio of projects and a mature thesis proposal will be developed for presentation in both school and professional contexts, such as an exhibition or portfolio review for transferring students.

AST103 AUTOMOTIVE MECHANICS CORE

Credits: 3

Pre-requisite(s): None

This course covers proper shop safety procedures, basic hand tool operation and identification, pneumatic and hydraulic tool operation and identification, vehicle hoist operation and safety, material safety data sheets (MSDS), precision measurement tools use, threaded fasteners, and basic vehicle maintenance.

AST108 MANUAL DRIVETRAINS

Credits: 5

Pre-requisite(s): AST103, AST114, AST130, MIII

This course covers the theory of operation and service procedures related to dry friction clutches, manual transmissions/transaxles, front drive axles, rear drive axles, drivelines, transfer cases, and locking hubs. Students will disassemble, inspect and re-assemble selected power train components.

AST114 AUTOMOTIVE BRAKES

Credits: 5

Pre-requisite(s):

This course focuses on the function, diagnosis, and service practices of current automotive braking systems. Students will learn about disc and drum brake hydraulic, mechanical, and electrical systems, to include ABS systems.

AST118 BRAKES AND CHASSIS

Credits: 7

Pre-requisite(s): AST103, AST108, AST130, AST160

This course focuses on the function, diagnosis, and service practices of current automotive braking, steering and suspension systems. Students will learn about disc and drum brake hydraulic, mechanical, and electrical systems, to include ABS systems. Students will also study current steering and suspension systems, to include 4 wheel alignments, suspension system, and tire service.

AST130 INTRODUCTION TO AUTOMOTIVE ELECTRONICS

Credits: 6

Pre-requisite(s): None

This course is designed to give Automotive Technology students the basic electrical/electronic foundation needed to build on in other advanced courses requiring electrical and electronic knowledge. The course progresses from electrical/electronic theory, circuits and circuit failure, meters, and components through to starting and charging systems. The lab component of this course is designed to provide the hands-on activities common to automotive electrical/electronic applications. Emphasis will be placed on developing a knowledge and skill base needed to diagnose and repair general automotive electrical system malfunctions.

AST160 AUTOMOTIVE ENGINE REPAIR

Credits: 6

Pre-requisite(s): None

This course covers the theory of operation, diagnosis and service procedures associated with automotive engine repair. Students will learn automotive engine theory and will disassemble, assemble, and run electronically-controlled, overhead cam training engines and their related components.

AST172 AUTOMOTIVE HEATING/AIR CONDITIONING

Credits: 5

Pre-requisite(s): A "C-" or higher in AST103, AST130, AST160, & AST230

This course is designed to provide Automotive Technology students with the knowledge and skills required to understand, service, and repair mobile air conditioning systems as used in the automotive industry. The course content includes heat and refrigeration principles, component function and interrelation concerns and EPA Requirements. The lab component is designed to provide the hands-on activities common to automotive, mobile air conditioning applications.

AST220 AUTOMOTIVE STEERING AND SUSPENSION

Credits: 5

Pre-requisite(s): AST103, AST130, AST114, M111

This course focuses on the function, diagnosis, and service practices of current automotive steering and suspension systems. Students will learn and study current steering and suspension systems, to include 4 wheel alignments, suspension systems, and tire service.

AST230 ELECTRICAL/ELECTRONIC SYSTEMS II

Credits: 6

Pre-requisite(s): A "C-" or higher in AST103 and AST130

This course covers theory of operation, diagnosis, and service procedures related to selected electrical and electronically controlled systems. Systems/subjects covered include: vehicle communication networks, supplemental inflatable restraint systems, anti-theft systems, cruise control, remote keyless entry, and power accessories.

AST262 ENGINE PERFORMANCE I
Credits: 6
Pre-requisite(s): A "C-" or higher in AST103, AST130, AST160, and AST230
This course covers theory of operation, diagnosis, and service procedures as they relate to engine performance. Subjects studied will include the effects of engine design on performance, federal emissions legislation, fuel composition and characteristics, electronic fuel injection, and computerized engine control. Students will learn to use industry-accepted test procedures and test equipment to determine the cause of degraded engine performance, drivability complaints, and/or excessive exhaust emissions.

AST264 ENGINE PERFORMANCE II
Credits: 6
Pre-requisite(s): A "C-" or higher in AST103, AST130, AST160, AST230, and AST262
This course covers principles of operation, safety practices, service, and diagnostic procedures related to computerized engine management systems. Ignition and emission control system diagnosis and repair will be explored with special emphasis given to the development of proper diagnostic skills and the use of state of the art electronic test equipment.

AST270 AUTOMATIC TRANSMISSIONS/TRANSAXLES
Credits: 6
Pre-requisite(s): A "C-" or higher in AST103, AST108, AST130, AST230
This course covers the theory of operation, diagnosis, and service procedures related to hydraulically controlled and computerized automatic transmissions and transaxles. Students will disassemble, rebuild, and reassemble selected transmissions/transaxles.

AST274 INTRODUCTION TO HYBRID VEHICLE TECHNOLOGY
Credits: 3
Pre-requisite(s): A "C-" or higher in AST103, AST130, AST160, AST230, AST262, & AST264
The Introduction to Hybrid-Electric Vehicle Technology AST 274 course will provide students with instruction in theory and operation, service practices, and diagnostic procedures related to hybrid electric vehicles. Subjects covered will include high voltage safety, high voltage battery design and test procedures, electric machine/ motor operation, power inverters, DC to DC converters, hybrid vehicle braking systems, electric power steering, and hybrid vehicle heating and air conditioning.

AST276 LIGHT DUTY DIESEL
Credits: 3
Pre-requisite(s): A "C-" or higher in AST103, AST130, AST160, AST262, and AST264; or current ASE Master Automotive Technician Certification; or AAS in Automotive Technology
This course covers theory of operation, diagnosis, and service procedures of the automotive diesel engine and related systems. Subjects studied will include the mechanics of a diesel engine, diesel fuels and compositions, fuel delivery and injection systems, exhaust emissions, and exhaust after treatment systems per federal emission standards. Students will learn to use industry accepted test procedures and test equipment to determine the cause and learn to correct common diesel engine failures.

AST280 APPLIED LAB EXPERIENCE AND LIGHT REPAIR
Credits: 5
Pre-requisite(s): A "C-" or higher in AST103, AST108, AST118, AST160, AST172, AST230, and AST262
This is a "capstone" experience course for Automotive Technology students in their second year, intended to apply their knowledge base acquired in previous courses to additional, repetitive lab experiences, thereby developing their critical thinking and physical service skills. It is important to note that this is not a "hobby shop" or "rebuild" course and will focus on "quick turn-around" light repair and problem solving. Emphasis will be placed on vehicle service practices, preventative maintenance, component diagnosis and replacement, electrical/electronic systems diagnosis and repair, heating and A/C service, and "under car" service and repair.

ASTR110 INTRODUCTION TO ASTRONOMY
Credits: 4
Pre-requisite(s): None
This course provides an introduction to astronomy with a lab component for the non-science major. Topics include the tools of astronomy, the solar system, stars and stellar evolution, the Milky Way, extragalactic astronomy, cosmology, and life in the universe.

AVMT100 INTRODUCTION TO AVIATION
Credits: 3
Pre-requisite(s): None
This course introduces students to many facets of aviation maintenance and where it is going into the future. The course will also cover mathematical concepts such as powers and roots, ratio and proportion, and practical applications of plane geometry and algebra, and basic physics, to include mechanical advantage, conversion between forms of energy, vibrations, the gas laws, heat, and pressure.

AVMT100 INTRODUCTION TO AVIATION
Credits: 3
Co-requisite(s): M111
This course of instruction discusses the profession of the Aviation Maintenance Technician, what it means to possess an Airframe and Powerplant Certificate as well as the privileges and limitations associated with it. It also discusses how the profession has evolved from its early beginnings to what the future holds for today's technician. Additionally in this course, mathematics as it applies to the aviation maintenance technician is also taught. Students will use the principles of simple machines, sound, fluid and heat dynamics. The relationship between pressure, volume and temperature of air masses and liquid will be covered.

AVMT105 BASIC ELECTRICITY
Credits: 3.5
Pre-requisite(s): None
This course covers the elements of basic electricity, laying the foundation for electrical circuitry, and supporting the explanation of electrical power generation and distribution, which is necessary for understanding the way aircraft electrical systems function. This course will also describe current flow and to analyze circuit operation in both theory and practical applications.

AVMT110 AIRCRAFT DRAWINGS
Credits: 3
Pre-requisite(s): None
This course introduces aircraft drawings, which enhances the ability to communicate ideas, to understand and explain an operation, and to record what has been done to an aircraft using symbols and different types of drawings such as views, and projections used in aircraft maintenance. The course will also introduce weight and balance, for safety and efficiency of flight, of maintaining the weight of an aircraft and its center of gravity within their specified limits. The course will cover the theory of aircraft weight and balance, weight and balance information, and the procedures for weighing an aircraft, and how to find the aircraft center of gravity and perform adverse-load center of gravity checks.

AVMT115 MATERIALS AND PROCESSES
Credits: 4
Pre-requisite(s): None
This course provides students the opportunity to inspect aircraft components for wear, identify aircraft hardware and materials, learn the basic theory of heat-treatment processes, nondestructive inspection procedures, and perform dye-penetrant and magnetic particle inspections. The course will also cover fluid lines and fittings, which must be of the correct size and material. The student is introduced to the selection of materials for both rigid and flexible fluid lines and to the proper installation of various types of aircraft fittings on these lines. The student is also taught the proper installation and inspection of high-pressure fluid lines in an aircraft. This course also covers the importance of recognizing and properly treating an aircraft structure that shows evidence of corrosion. This introduces the student to the selection of cleaning materials, with emphasis on their relationship to the type of material being cleaned. It stresses the identification of the various types of corrosion, the evaluation of corrosion damage, the proper way of removing the corrosion deposits, and treatment of the corroded areas.

AVMT120 GROUND OPERATION AND SERVICING
Credits: 1.5
Pre-requisite(s): None
This course introduces servicing and ground operations of aircraft, and covers the choice and identification of fuels for both reciprocating and turbine engine powered aircraft and the necessary precautions to observe when fueling an aircraft. Since awareness of ground operations and hazards are emphasized in this section, the student is also introduced in-depth, "Safety in the Shop and on the Flight Line." This increment also covers the proper procedure for starting reciprocating and turbine engines and the procedures for proper engine run-up, aircraft movement, and tie-down.

AVMT125 MAINTENANCE PUBLICATIONS
Credits: 3
Pre-requisite(s): None
This course gives the student an understanding of the regulations governing aviation maintenance and emphasizes the importance of the legal aspects of aviation maintenance. Also covered in this block are the various aircraft manufacturer's manuals, publications, specifications, and datasheets. FAA forms, maintenance entries and proper completion of paperwork will also be studied.

AVMT130 BASIC AERODYNAMICS
Credits: 3
Pre-requisite(s): None
This course introduces knowledge of basic aerodynamics; this deals with the motion of air and the forces acting on bodies moving relative to the air. In the study of aerodynamics, the student learns about why and how an airplane flies. Although aerodynamics is a complex subject, exploring the fundamental principles, which govern flight, is the main challenge in understanding what

makes an airplane fly and begins with learning the four forces of flight, which are lift, weight, thrust and drag.

AVMT135 ASSEMBLY AND RIGGING, AND AIRFRAME INSPECTION
Credits: 4
Pre-requisite(s): None
This course introduces knowledge of the correct assembly and rigging of an aircraft which is vital to safe and efficient flight, this section explains the relationship between aircraft rigging and the aerodynamics of flight. The course also introduces how to determine the legal airworthiness of an aircraft, its powerplant, and components. The student will learn the inspection aspects from a legal standpoint in which the emphasis is placed on the practical aspects and performance of required inspections.

AVMT140 SHEET METAL
Credits: 4
Pre-requisite(s): None
This course introduces knowledge of sheet metal structures, which is one of the most important types of modern aircraft construction. This section gives students a solid lesson in the types and materials for metallic aircraft structures, a discussion that includes the stresses on aircraft structure, and the strength of various metal materials. The student is taught to install conventional rivets, special rivets and fasteners; hand form, layout, and bend sheet metal; and to inspect and repair sheet metal structures.

AVMT145 COMPOSITES AND PLASTICS
Credits: 4
Pre-requisite(s): None
This course introduces knowledge of nonmetallic composite structures, which is the second most important type of modern aircraft construction. This section gives students a solid lesson in the types of composite materials and their manufacture details, a discussion that includes the foundation for the understanding of "nonmetallic aircraft structures" and "composite structure inspection and Repair".

AVMT150 WOOD STRUCTURES
Credits: 2
Pre-requisite(s): None
This course introduces aircraft wood structures; the student will learn and be able to identify defects and the different kinds of woods suitable for their application, describe the kinds of glues and gluing techniques, and to restore old aircraft that have wood wing spars, ribs and plywood structures.

AVMT155 AIRCRAFT COVERING AND FINISHES
Credits: 2
Pre-requisite(s): None
This course introduces the student to the application and maintenance of fabric covered aircraft. They will learn about how a fabric covering is properly attached to aircraft structures. The student will become familiar with the different types of covering materials that are used to cover an aircraft plus the dope fillers, paints and rejuvenator finishes used on the fabric.

AVMT160 AIRCRAFT WELDING
Credits: 3
Pre-requisite(s): None
This course introduces the knowledge of welding, which is important, because modern structures are so complex and highly stressed that welding is usually a specialized type of repair done under highly controlled conditions. This section concludes the discussion of Metallic Aircraft Structures with a detailed description of the types, tools, materials and methods of welding for aircraft construction, maintenance and repair.

AVMT165 HYDRAULIC AND PNEUMATIC POWER SYSTEMS
Credits: 3
Pre-requisite(s): None
This course introduces hydraulic and pneumatic power systems that are used to operate many of the vital systems, such as landing gear retraction, brakes, and powered flight controls. The students will inspect, check, service, troubleshoot and repair these systems and will learn to work safely with these fluids and their pressurized containers.

AVMT170 AIRCRAFT LANDING GEAR SYSTEMS
Credits: 3
Pre-requisite(s): AVMT100, M111
This course introduces landing gear systems, which is subject to greater stresses than any other airframe system and therefore the student must completely understand these vital components. This section includes lectures and schematic diagrams of these systems, exploded views of the assemblies, and illustrations of the workings of brake control systems and the required maintenance. The different systems are covered in three areas; anti-skid brakes and their systems, electrical circuits and landing gear actuation, and warning systems for instruments that indicate and measure movement.

AVMT175 AIRCRAFT ELECTRICAL SYSTEMS
Credits: 2.5
Pre-requisite(s): None
This course introduces electricity and airframe electrical systems. The course consists of a review of basic electricity and how electrical energy is produced and used in aircraft circuits. The student will learn both general diagram symbols and specific electrical systems along with acceptable methods of installation and the proper use of electrical testing equipment.

AVMT180 AIRCRAFT FUEL SYSTEMS/FIRE PROTECTION SYSTEMS/ICE AND RAIN CONTROL SYSTEMS
Credits: 3
Pre-requisite(s): AVMT100, M111
This course is designed to introduce the student to the fact that modern aircraft carry a large volume of highly flammable fuel in a complex system of tanks, valves, and pumps. The student will learn these systems in order to service them efficiently and safely. This section describes the various aircraft fuels, and explains fuel system requirements. This course also introduces fire protection systems; both fire detections systems and fire extinguishing systems as used in aircraft. The student will learn about the nature of aircraft fires and the appropriate methods and agents used for detecting and extinguishing these fires. This section explains these fire protection systems. This course also covers ice and rain control systems, which provides the student with information on systems that prevent the formation of ice on an aircraft structure and systems to remove ice after it forms.

AVMT185 CABIN ATMOSPHERE CONTROL SYSTEMS
Credits: 2.5
Pre-requisite(s): AVMT100, M111
This section covers maintaining an aircraft cabin environment with the proper pressure, temperature, humidity, and air movement, which is more than a matter of comfort; it also involves a safety factor. This section backs up its discussion of these systems by starting with an explanation of "Human Needs in Flight" and how the atmosphere, the chemistry of oxygen, and the physics of heat, temperature, and pressure relate to this topic.

AVMT187 AIRCRAFT INSTRUMENT SYSTEMS/COMMUNICATION AND NAVIGATION SYSTEMS
Credits: 2.25
Pre-requisite(s): None
This course introduces instrument systems that are needed to provide the flight crew with data relating to the operating of the various flight and powerplant systems. This section describes the instruments and the basic operating principles of the systems that run them. The student will learn the installation and maintenance of these systems. Aircraft depend upon electronic navigation and communication equipment. The student will learn their responsibility for determining the condition of the installed equipment and its interface with the aircraft itself. The student will also receive a detailed discussion of communication and navigation systems, as well as basic radio theory, to provide the understanding of how these systems should work.

AVMT200 ADVANCED ELECTRICITY
Credits: 3
Pre-requisite(s): AVMT105
This course will review basic electricity including DC and AC and then expand on this knowledge to cover advanced electrical concepts including digital electronics, series and parallel circuits, and multivibrator/oscillator circuits.

AVMT206 CIRCUIT THEORY
Credits: 2
Pre-requisite(s): None
This course will review basic circuit theory and focus on advanced circuit theory. Students will apply both direct and alternating current operations within series, parallel and series-parallel circuits. Formulas, measurement techniques, and calculations will be used to create a greater understanding of given circuit dynamics.

AVMT211 RF CIRCUITS
Credits: 4
Pre-requisite(s): None
This course will give the student the knowledge necessary to recognize and identify frequency dependent circuits such as: filter supply circuits, frequency sensitive filtering circuits, and wave generating circuits. This course will also give the student the ability to accurately describe and compare power supply circuits/components.

AVMT216 ELECTRICAL COMPONENTS
Credits: 3
Pre-requisite(s): None
This course will cover important discreet circuit components and diagnostic techniques. The items in this course are fundamental to many types of aircraft circuits. Examples of the components covered in this course are: resistors, inductors, capacitors, transformers and switches.

AVMT221 DIGITAL LOGIC
Credits: 3
Pre-requisite(s): None
This course will explore digital logic gates, functions, and symbols. Students will analyze, define, and interpret digital

logic circuits and compare hexadecimal, octal, and binary digital numbering systems.

AVMT225 RECIPROCATING ENGINES AND SYSTEMS I
Credits: 5.5
Pre-requisite(s): None
This course will introduce the student to the development of aircraft powerplants from the Wright Brothers first engine, to the modern piston, turbine and turboprop engines that are used on aircraft and helicopters throughout the world today. This course will also introduce the student to aircraft reciprocating engine maintenance including operation and overhaul.

AVMT230 RECIPROCATING ENGINES AND SYSTEMS II
Credits: 5.5
Pre-requisite(s): None
This course introduces the student to aircraft reciprocating engine maintenance including troubleshooting, inspections and repairs to both engines and the systems used to operate the engine. It will also introduce the student to correct servicing and operation of the basic functions of the lubrication system and components, as well as the specific lubricants essential for safe reciprocating engine operation. They will gain an understanding of the ignition and starting requirements for reciprocating engine systems, and discusses the many different aspects of reciprocating engine ignition and starting systems. They will be introduced to reciprocating engines carburetion and fuel injection systems and the methods and equipment used to deliver aviation fuel to the engine fuel metering systems. The course also describes the different components and subsystems used to supply fuel to the engine and demonstrates the various methods used to supply an adequate amount of clean air to the engine. The students learn how air induction systems direct air to the engine and how to prevent induction system icing. They will also learn the various methods used to turbocharge or supercharge a piston engine. The importance of the cooling systems for reciprocating engines will be emphasized. They will learn the different methods used to control the heating and cooling of aircraft piston engines and the proper procedures employed to maintain cooling systems. They will also be educated in the dangers of exhaust gases and to the systems and methods used to properly direct damaging exhaust gases away from the aircraft.

AVMT235 TURBINE ENGINES AND SYSTEMS
Credits: 6
Pre-requisite(s): None
This course introduces the students to the history of the turbine engine. This course will also introduce the student to turbine engine theory and operation including maintenance, inspection, repair, servicing, and troubleshooting of the various systems associated with an engine. They will be introduced to turbine engine fuel metering systems and the methods and equipment used to deliver aviation fuel to the engine fuel metering systems. The course also describes the different components and subsystems used to supply an adequate amount of air to the engine and how to prevent system icing. They will gain an understanding of the ignition and starting requirements for turbine engines.

AVMT237 TURBINE ENGINE SYSTEMS 2
Credits: 2
Pre-requisite(s): None
This course will introduce the student to correct servicing and operation of the basic functions of the lubrication system and components, as well as the specific lubricants essential for safe engine operation and the importance of the cooling systems for turbine engines. Removal, installation, and inspection of engines will be performed.

AVMT240 ENGINE INSTRUMENT SYSTEMS
Credits: 3
Pre-requisite(s): None
This course covers all required powerplant instrumentation, and also discusses the various types of electronic, digital and computerized instrumentation of today's aircraft.

AVMT245 ENGINE ELECTRICAL SYSTEMS
Credits: 3
Pre-requisite(s): None
In this section the methods of generating and controlling electrical energy are discussed. It includes a refresher of electrical principles as they apply to powerplant operation, and each control system in detail. There is also a lecture on aircraft electrical system installation, to prepare the student for the practical application of electrical system service and maintenance. The student will also learn about the APU (auxiliary power unit) system that is used to provide electricity and compressed air when the aircraft is on the ground and the main engines are not operating.

AVMT250 ENGINE FIRE PROTECTION SYSTEMS
Credits: 2.5
Pre-requisite(s): None
This course teaches the student how modern aircraft powerplants are protected from fire with effective fire-detection systems and fire-extinguishing systems. These are described in detail so the student understands the practical application necessary in the servicing, inspection, troubleshooting and repair of these systems.

AVMT255 PROPELLERS AND UNDUCTED FANS
Credits: 4
Pre-requisite(s): None
This course introduces the student to propeller theory as a foundation for the understanding of propeller maintenance, repair and inspection. This course also introduces a new development in aircraft propulsion that is known as an ultra-high bypass (UHB) turbofan, or unducted fan (UDF) engine.

BFIN265 INTRODUCTION TO BUSINESS FINANCE
Credits: 3
Pre-requisite(s): A "C-" or higher in ACTG101 and BGEN105
This course is designed to assist students in making effective financial business decisions. Topics include time value of money, cash flow, financial ratio analysis, long-term financing/equity decision, working capital management, personal finance, and the influence of the economic environment of a business' financial considerations.

BGEN105 INTRODUCTION TO BUSINESS
Credits: 3
Pre-requisite(s): Recommended: WRIT101 or WRIT101 taken concurrently
This course introduces the nature of business and the trends that change the way business is conducted. Topics covered in this course include the business environment, starting a business, management, ethics, social responsibility, human resources, marketing and finance.

BGEN220 BUSINESS ETHICS AND SOCIAL RESPONSIBILITY
Credits: 3
Pre-requisite(s): A "C-" or higher in BGEN105 or consent of instructor
This course focuses on moral judgments, responsibilities to society, and their impact on decision making, with particular emphasis on business ethics and values. Organizations and their relationship to the external environment, the law, and various stakeholders are addressed.

BGEN235 BUSINESS LAW
Credits: 3
Pre-requisite(s): A "C-" or higher in BGEN105
This course is an overview of business law including the judicial system and procedures. Emphasis will be on ethics and law, tort law, contract law, sales and lease laws, negotiable instruments, bankruptcy laws, and legal ramifications for organizational types.

BGEN292 INDEPENDENT STUDY
Credits: 1
Pre-requisite(s): Consent of Helena College faculty member in the selected program area and approval of the Division Director
This course is designed to meet specific learning needs of students. Typically, such independent study projects focus on learning opportunities not otherwise offered in our college curriculum. The student must seek prior approval of an instructor willing to serve as faculty sponsor. The student then initiates a proposal describing, among other things, the number of hours to be spent on the study project, specific learning outcomes, and how evaluation is to be accomplished. The approved proposal will have signatures of the Student, Faculty Sponsor, Division Director, and Executive Director of Enrollment office.

BGEN298 INTERNSHIP
Credits: 1
Pre-requisite(s): Consent of Helena College faculty member in the selected program area and approval of the Division Director
This course is designed for the student who takes the initiative to perform professional skills outside of and in addition to the normal school curriculum. If done properly, it can be a highly rewarding experience and aid the student's transition from school to work. The student initiates a proposal describing, among other things, the number of hours to be spent in the internship, specific learning outcomes, and how evaluation is to be accomplished. The approved proposal will have signatures of the Student, Faculty Sponsor, Division Director, and Executive Director of Enrollment office.

BIOB101 DISCOVER BIOLOGY
Credits: 4
Pre-requisite(s): None
This non-majors Biology lecture and lab course introduces the student to the fundamentals of biological organization, the scientific method, cellular biology, molecular biology, genetics, ecology and origins.

Relationships between form and function, acquisition and the use of energy, and continuity among generations will be addressed.

BIOB160 PRINCIPLES OF LIVING SYSTEMS
Credits: 4
Pre-requisite(s): None
The first course in the biology sequence is an introduction to the basic concepts and principles of general biology with an emphasis on lab experiences, critical thinking, problem solving, and the scientific method. Areas of study include organic chemistry and biochemistry, cellular biology, cell growth, genetics and genetic engineering, reproduction, cell metabolism, ecology, evolution theory, and classification systems in biology.

BIOB170 PRINCIPLES OF BIOLOGICAL DIVERSITY
Credits: 4
Pre-requisite(s): None
The second course in the biology sequence emphasizes study of the principles of biology within specific classifications such as kingdoms and species. Areas of study include viruses, bacteria, protists, fungi, plant, invertebrates, vertebrates, and human biology.

BIOB260 CELLULAR AND MOLECULAR BIOLOGY
Credits: 4
Pre-requisite(s): CHMY122; and BIOB101 or higher
An introduction to the biology of the cell, including the nature of organization of the cell, cell growth, basic bioenergetics and enzyme function, cell environment, membrane structure and function, the chemical and physical mechanisms of metabolism in plants and animals, and the work performed by cells. Laboratory is included.

BIOB275 GENERAL GENETICS
Credits: 4
Pre-requisite(s): A "C-" or higher in BIOB101 or BIOB160
Biology 275 will emphasize biological principles, scientific concepts, and experimental design. Expected outcomes are that you will thoroughly understand the mechanisms of inheritance, develop a firm grasp of the fundamental principles of gene structure and gene expression and gain experience in reading primary literature that uses genetics to address fundamental biological questions. Genetics is a problem-based science. Assignments and exams will be designed to encourage students to synthesize subject matter, not simply to test their ability to recall details.

BIOB290 UNDERGRADUATE RESEARCH
Credits: 3
Pre-requisite(s): None
Students will develp an understanding of the principles of scientific investigation, then apply this understanding to original scientific research. This will include developing a research question or hypothesis, conducting an appropriate review of the scientific literature related to their hypothesis, and planning and conducting laboratory/field research on the chosen topic. By the end of the semester students will demonstrate an ability to communicate their findings to their mentor and to a broader scientific audience.

BIOB298 BIOLOGY INTERNSHIP
Credits: 1
Pre-requisite(s): None
This course is designed for the student who takes the initiative to perform work outside of and in addition to the normal school curriculum. If done properly, it can be a highly rewarding experience and aid the student's transition from school to work. Internship plans approval from Department Administration and HR. Contact your program advisor for paperwork and procedural information.

BIOH104 BASIC HUMAN BIOLOGY
Credits: 4
Pre-requisite(s): None
This one-semester course covers the basic anatomy and physiology of the human body. Lecture will concentrate on the physiology (function) of several body systems including the nervous, cardiovascular, respiratory, and urinary systems and how the contribute to homeostasis of the body. Lab will mainly concentrate on the anatomy (form) of bones, muscles, brain and spinal cord, and the heart.

BIOH201 ANATOMY AND PHYSIOLOGY I WITH LAB
Credits: 4
Pre-requisite(s): None
This is the first course of a two-semester course series. In this course the student will build on the general principles of cell biology and basic chemistry. Structure and function of the integumentary, skeletal, muscular, and nervous systems will be studied, with emphasis on homeostasis, control, and integration of the human body. Lecture will concentrate on physiology (function) while the lab experience will concentrate on anatomy (form), including histology (cellular level).

BIOH211 ANATOMY AND PHYSIOLOGY II WITH LAB
Credits: 4
Pre-requisite(s): A "C-" or higher BIOH201
This is the second course of a two-semester course series. In this course the student will build on the general principles of cell biology and basic chemistry. Structure and function of the endocrine system, cardiovascular system, digestive system, renal system and reproductive system will be studied, with emphasis on homeostasis, control, and integration of the human body. Lecture will concentrate on physiology (function) while the lab experience will concentrate on anatomy (form), including histology (cellular level).

BIOM250 MICROBIOLOGY FOR HEALTH SCIENCES WITH LAB
Credits: 4
Pre-requisite(s): A "C-" or higher BIOB160 or BIOH201
This course will survey both general and medical microbiology. It will emphasize medical microbiology and place it in perspective with the whole of human health. Bacterial, fungal, and viral agents of disease will be studied and methods for their identification and control. Lab is included.

BMGT210 SMALL BUSINESS ENTREPRENEURSHIP
Credits: 3
Pre-requisite(s): Consent of Instructor
This course introduces the student to entrepreneurial mind set necessary to discover opportunities for markets and situations in which a small business can be developed successfully. Topics covered include the nature of small business, seeking entrepreneurial opportunities, developing new ventures, marketing and managing a small business, and the social and legal environment of businesses.

BMGT215 HUMAN RESOURCE MANAGEMENT
Credits: 3
Pre-requisite(s): A "C-" or higher in BGEN105
This course introduces the student to an overview of the background of human resource management, acquisition of human resources, training and development of employees, compensation of human resources, and labor relations. Topics covered include human resource planning, recruitment, selection and training, equal opportunity and employment laws, job analysis and design, performance management systems, compensation and benefits, and employee/labor relations.

BMGT235 MANAGEMENT
Credits: 3
Pre-requisite(s): A "C-" or higher in BGEN105 and WRIT101
Students learn efficient and effective use of resources in achieving organizational goals. Topics include the environment of management, the functions of planning, organizing, leading, and controlling, and decision-making for organizational leaders.

BMGT263 LEGAL ISSUES IN HUMAN RESOURCES
Credits: 3
Pre-requisite(s): A "C-" or higher in BGEN105
This course introduces the student to an overview of legal issues in human resource and employment law. Topics covered include employment relationships, hiring, termination, employment discrimination, employment regulation (wage and hour, safety, workers' compensation), and employee evaluation.

BMIS270 MIS FOUNDATIONS FOR BUSINESS
Credits: 3
Pre-requisite(s): A "C-" or higher in CAPP156 or CSCI172 (CSCI172 prefered)
The field of Management Information Systems (MIS) is an exciting academic discipline that is integral to all business activities. This course is designed to introduce students to MIS and examine how these powerful systems have fundamentally reshaped modern organizations, as well as our society. This course focuses on the key components of MIS- people, software, hardware, data, and telecommunications, highlighting how these components can be integrated and managed to create and sustain competitive advantages. This course utilizes MS Access.

BMIS285 FUNDAMENTALS OF MANAGEMENT INFORMATION SYSTEMS
Credits: 3
Pre-requisite(s): None
The Fundamentals of Management Information Systems course is designed to introduce technology students to information systems. This course focuses on the key components of information systems – people, software, hardware, data, and telecommunications. Technology students will learn the terminology used in the information technology (IT) field as well as how information flows within a business. They will also gain an understanding of how local, regional, national, and global businesses utilize IT to gain competitive advantantage.

BMKT225 MARKETING

Credits: 3

Pre-requisite(s): A "C-" or higher in BGEN105 and WRIT101

This course introduces the student to making marketing decisions. Topics covered include the marketplace and consumers, marketing plans, market analysis, the marketing mix, and global marketing.

BMKT240 ADVERTISING

Credits: 3

Pre-requisite(s): A "C-" or higher in BGEN105

This course is designed to acquaint students with the fundamentals and terminology of advertising. Topics covered are the role of advertising, demographic segmentation, advertising psychology, advertising strategies, media strengths and weaknesses, layout and design, and careers in advertising. Class participants will develop their own advertisements using a variety of media.

CAPP131 BASIC MS OFFICE

Credits: 3

Pre-requisite(s): None

This course provides students with basic computer literacy concerning terminology, careers, and social issues related to computer, network, and information technology. Topics include issues with computer use, ethics, crime, and copyright issues. Students will explore a computer operating system, word processing and spreadsheet application software, and the internet to find solutions for real world problems. Through hands-on activities, participants will learn effective uses of a Windows-based computer as a tool to increase their productivity.

CAPP153 MS POWERPOINT

Credits: 3

Pre-requisite(s): None

Using MS PowerPoint, students will apply effective design concepts and features to create readable, well-balanced presentations to use in a business or educational setting. A variety of appropriate presentation techniques will be discussed and applied.

CAPP154 MS WORD

Credits: 3

Pre-requisite(s): None

Students will learn the basic principles of word processing. Emphasis is placed on creating, saving, editing, and formatting documents along with some of the special features of the word processing software. This course uses Microsoft Word.

CAPP156 MS EXCEL

Credits: 3

Pre-requisite(s): None

Using MS Excel, students will learn how to effectively use spreadsheets for personal and business tasks. Students will learn basic principles such as formatting a workbook, working with formulas and functions, and creating charts and tables. Students will also learn important spreadsheet concepts such as order of precedence in formulas, function syntax, absolute and relative cell references, what-if analysis, and data validation.

CAPP266 ADVANCED MS EXCEL

Credits: 3

Pre-requisite(s): A "C-" or higher in CAPP156 or CSCI172

This is an advanced course that builds upon the skills learned in CAPP156 - MS Excel or CSCI

CHMY121 INTRODUCTION TO GENERAL CHEMISTRY

Credits: 4

Pre-requisite(s): A "C-" or higher in M093 or co-enrollment in M121

This course is designed to provide students with a working knowledge of the basic principles of chemistry and the physical world at a microscopic scale. Topics include the atomic model of matter, energy, chemical bonds and reactions, the states of matter, acids and bases, and an introduction to organic chemistry. The course integrates lecture, homework assignments and laboratory exercises to provide students practical examples of applications of course material to "real world" situations.

CHMY123 INTRODUCTION TO ORGANIC AND BIOCHEMISTRY

Credits: 4

Pre-requisite(s): A "C-" or higher in CHMY121 or consent of instructor

This course is designed to expand on the information presented in Introduction to General Chemistry, providing students with a working knowledge of the basics of organic and biologic chemistry. Topics include the basic organic functional groups and their reaction properties, and basic biologic molecules such as carbohydrates, lipids, proteins, and enzymes and how these molecules form and function in biologic systems. The course integrates lecture, homework assignments, and lab exercises to provide students practical examples of applications of course material to "real world" situations.

CHMY141 COLLEGE CHEMISTRY I
Credits: 4
Pre-requisite(s): A "C-" or higher M121
This is the first semester of a two-semester college chemistry sequence. Topics covered include atomic structure, chemical reactions, stoichiometry, chemical bonding, the periodic table, and the states of matter. The experimental and mathematical aspects of chemistry are emphasized.

CHMY143 COLLEGE CHEMISTRY II
Credits: 4
Pre-requisite(s): A "C-" or higher in CHMY141 and M121
This is the second semester of a two-semester college chemistry sequence designed for students entering a science, engineering, or pre-med field of study. Covered topics include solution chemistry; chemical equilibria, kinetics, and thermodynamic; acids and bases; electrochemistry; and nuclear chemistry. Heavy emphasis will be placed the mathematical aspects of chemistry and on making connections to "real-world" applications of chemistry.

CHMY221 ORGANIC CHEMISTRY I
Credits: 5
Pre-requisite(s): A "C-" or higher in CHMY143
This is the first semester of a one-year sequence with emphasis on fundamental concepts of structure, nomenclature, properties and reaction mechanisms of organic compounds, and an introduction to biochemical molecules.

CHMY223 ORGANIC CHEMISTRY II
Credits: 5
Pre-requisite(s): A "C-" or higher in CHMY221
This is the second semester of a one-year sequence with emphasis on functional group interconversions, chemistry of aromatic compounds, multistep reaction pathways, molecular structure determinations using spectroscopic methods, retrosynthetic analysis, and introduction to biological chemistry. Laboratory included.

CHMY290 UNDERGRADUATE RESEARCH
Credits: 2
Pre-requisite(s): Consent of Faculty Mentor
This course is designed to introduce students to the creative nature of advanced chemical research, and training in methods of synthesis, purification, analysis and characterization of chemical species not typically encountered in tradition one-year sequences of college chemistry and organic chemistry. Students investigate the chemical literature and participate in a research project under the guidance of the faculty mentor. Proper

maintenance of a formal laboratory research notebook is required. Presentation of research findings through publication or presentation at a scientific meeting is expected.

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

CJUS121 INTRODUCTION TO CRIMINAL JUSTICE
Credits: 3
Pre-requisite(s): Placement into WRIT101 or WRIT101 taken concurrently with CJUS121
This course is a survey of the history and philosophy of American justice concepts with the emphasis on present day practical application through the efforts of the law enforcement, court, and correction segments of the criminal justice system.

COLS101 FIRST YEAR SEMINAR
Credits: 3
Pre-requisite(s): None
This multi-disciplinary course, presented in seminar format, draws from the disciplines of psychology, sociology, history, and philosophy, and encourages students to explore issues critical to their academic goals and objectives. Students will build both verbal and oral communication skills, develop strategies for community building, explore and utilize college resources, practice self-advocacy, and articulate how their educational paths propel their career goals. All coursework is interactive and directly applicable to students' other courses, responsibilities, and needs.

COMX106 COMMUNICATING IN A DYNAMIC WORKPLACE
Credits: 2
Pre-requisite(s): None
Students will study human behavior and personality, self-management, self-development, and elementary business psychology. Classroom focus is on career planning and job search: in a way that supplements writing instruction, students will develop skills to prepare and present resumes,

cover letters, and other communications involved in obtaining a job. This class is a requirement for the Professional Technical programs.

COMX111 INTRODUCTION TO PUBLIC SPEAKING
Credits: 3
Pre-requisite(s): None
This course focuses on the development of oral communication skills through an emphasis on audience analysis, organization of ideas, and the delivery of spoken messages. Students will craft and deliver informative, special-occasion, and persuasive speeches and practice critical listening ability by participating in post-speech critiques and discussions.

COMX115 INTRODUCTION TO INTERPERSONAL COMMUNICATION
Credits: 3
Pre-requisite(s): None
The purpose of this course is for students to become aware of their present communication styles and decide what is effective and what can be improved in order to build healthier relationships on an interpersonal level. Students will learn skills to help them manage conflict both in personal relationships and professional relationships. Communication will be viewed from both a verbal and nonverbal perspective. Communicating more clearly and listening more effectively will be addressed as well as the following topics: creating identities through communication, communication and emotion, interpersonal conflict management, creating healthy communication climates, gender communication, and cultural diversity and communication.

COMX282 THE ART OF NARRATIVE
Credits: 3
Pre-requisite(s): COMX111 or COM 115, or consent of instructor.
In this course, students explore audio and written narratives from creation to production. Students record, edit, transcribe, and rewrite their own stories, then apply those skills to the collection of other narratives. Students assist with the design and production of a website and podcast, gaining first-hand experience in professional production. Additionally, the course explores a variety of storytelling techniques and traditions, including the ethics and methodology of interviewing.

COMX291 SPECIAL TOPICS
Credits: 3
Pre-requisite(s): COMX111 or COMX115, or consent of Instructor
This course builds upon students' understanding of theoretical elements of communication in speech delivery, one-on-one interactions, audience analysis, effective presentation formats, effective use of language, and critical listening. Specific topics will vary by teachers and their areas of expertise. Students need to have completed a previous COMX course or prove competent in the specific course content. Course outcomes will be specific to each unique section.

COMX292 INDEPENDENT STUDY
Credits: 1 to 3
Pre-requisite(s): COMX111 or COMX115 and consent of Instructor Required
This course is designed to meet specific learning needs of students. Typically, such independent study projects focus on learning opportunities not otherwise offered in our college curriculum. The student must seek prior approval of an instructor willing to serve as faculty sponsor. The student then initiates a proposal describing, among other things, the number of hours to be spent on the study project, specific learning outcomes, and how evaluation is to be accomplished.

COMX298 INTERNSHIP
Credits: 1
Pre-requisite(s): Consent of Instructor Required
This course is designed for the student who takes the initiative to perform work outside of and in addition to the normal college curriculum. If done properly, it can be a highly rewarding experience and aid the student's transition from college to work. Internship plans need approval from Department Administration and HR. Contact your program advisor for paperwork and procedural information.

CRWR240 INTRODUCTION TO CREATIVE WRITING WORKSHOP
Credits: 3
Pre-requisite(s): None
This course is designed to give students experience with generating and developing original works of poetry and short fiction through two methods: analysis and discussion of works by practicing authors, and drafting and polishing their own work through workshops and writing tanks.

CRWR291 SPECIAL TOPICS
Credits: 3
Pre-requisite(s): None
This course builds upon students' understanding of the terminology and concepts that apply to multiple genres of

creative writing, as well as foundational skills in reading, discussing, and writing creatively. Students will expand their abilities in giving and receiving feedback and will practice the art of revision. Objectives will be specific to each special topic.

CSCI100 INTRODUCTION TO PROGRAMMING
Credits: 3
Pre-requisite(s): None
This course is an introduction to elementary programming techniques using modern programming languages. A wide range of programs will be written by the student and run on a computer. Students learn the techniques of looping, functions and sub/routines, arrays, variables and data types, user input/output, file input/ output and appropriate programming practices.

CSCI107 JOY AND BEAUTY OF COMPUTING
Credits: 3
Pre-requisite(s): None
This course examines the computing field and how it impacts the human condition. Introduces exciting ideas and influential people. Provides a gentle introduction to computational thinking using the Python programming language.

CSCI111 PROGRAMMING WITH JAVA I
Credits: 3
Pre-requisite(s): A "C-" or higher in CSCI100
This course offers a thorough introduction to the concepts behind object-oriented software development, including the terminology and methodologies utilizing the Java Programming Language. This course provides the student with the fundamentals of programming with a focus on object-oriented techniques. These skills are needed to work effectively in the area of information technology. The ability to understand the relationship between data and the algorithmic manipulation of data is crucial in IT related fields.

CSCI121 PROGRAMMING WITH JAVA II
Credits: 3
Pre-requisite(s): A "C-" or higher in CSCI111
This course covers some intermediate and advanced topics of the Java programming language as well as in introduction to Data Structures and Algorithms. The course explores the implementation of lists, stacks, and queues in addition to several standard sorting and searching algorithms. Students will also build a web application that interacts with a database.

CSCI127 THE JOY AND BEAUTY OF DATA
Credits: 3
Pre-requisite(s): A "C-" or higher in CSCI 111 or consent of Instructor
Provides a gentle introduction to the exciting world of big data and data science. Students expand their ability to solve problems with Python by learning to deploy lists, files, dictionaries and object-oriented programming. Data science libraries are introduced that enable data to be manipulated and displayed.

CSCI172 INTRODUCTION TO COMPUTER MODELING
Credits: 3
Pre-requisite(s): None
This course provides problem solving with spreadsheets and databases using the computer to analyze a set of data; presentation of results of analysis.

CSCI194 CT SEMINAR
Credits: 2
Pre-requisite(s): None
This course introduces students to the information technology industry and covers basic technology literacy skills and concepts. Students will sed educational goals and begin creating their portfolio.

CSCI205 .PROGRAMMING LANGUAGES WITH C/C++
Credits: 3
Pre-requisite(s): A "C-" or higher in CSCI111
The objective of this class is to provide students the opportunity of becoming proficient in the following programming languages: C, C++.

CSCI206 .NET APPLICATIONS
Credits: 4
Pre-requisite(s): A "C-" or higher in CSCI111 and CSCI240
This course covers advanced desktop and web application features of the .NET framework. Students will learn Exception Handling, Collections, Linq, Generics, Multithreading, .NET ADO.NET, ADO.NET Entity Framework, ASP.NET Web Forms and MVC, and Object Oriented Programming. Students will use C# language and Microsoft SQL Server for all projects.

CSCI210 WEB PROGRAMMING
Credits: 3
Pre-requisite(s): A "C-" or higher in CSCI100, CSCI240, and MART145
This course provides students with skills necessary to use the PHP scripting language to develop dynamic Web-based applications. Topics of study include the fundamentals of

the scripting, using PHP with HTML forms, creating functions, and integrating with MySQL databases.

CSCI211 CLIENT SIDE PROGRAMMING
Credits: 3
Pre-requisite(s): A "C-" or higher in CSCI100 and MART145
This course focuses on the concepts client side web development including AJAX Development covering JavaScript, DOM, XML, and Asynchronous page updates.

CSCI212 WEB SERVER ADMINISTRATION
Credits: 3
Pre-requisite(s): A "C-" or higher in ITS224, ITS280, and ITS164 or NTS104
In this course, students explore issues dealing with building and managing a web server. Topics will include web server and network issues, Domain Name System, TCP/IP connectivity, server setup, web site administration, Internet commerce, and security. Students will implement web servers using Apache and IIS.

CSCI221 SYSTEM ANALYSIS AND DESIGN
Credits: 3
Pre-requisite(s): A "C-" or higher in CSCI240 and WRIT101 or WRIT121 or concurrently enrolled, or consent of Instructor
This course studies the concepts and skills needed to analyze and design information systems. The primary focus in this course is to prepare the student to understand the systems development life cycle. Special emphasis is placed on business functions, process flows, dataflow diagramming, entity relationship diagramming, and database requirements. Students will be required to complete a semester project which includes a report and presentation.

CSCI232 INTERMEDIATE DATA STRUCTURES & ALGORITHMS
Credits: 4
Pre-requisite(s): A "C-" or higher in CSCI121 and CSCI246
The purpose of this course is to introduce you to essential data structures and algorithms that will serve as valuable building blocks for the remainder of your career as a computer scientist. In this class, we emphasize understanding of both (i) the methods for implementing fundamental data structures and algorithms and (ii) the ways in which these data structures algorithms can be used in code you will write for the remainder of your career.

CSCI236 XML DATA PROCESSING
Credits: 2
Pre-requisite(s): A "C-" or higher in CSCI240
The course studies the use of XML data in data processing and its use in data transmission between organizations.

Students will learn to create and validate XML data documents. Students will create applications that generate, transform, query, and transmit XML data. Students will create applications that manipulate XML data using professional software development tools on multiple platforms.

CSCI238 STANDARDS BASED MOBILE APPLICATIONS
Credits: 3
Pre-requisite(s): A "C-" or higher in CSCI111 and MART145
This is an introductory course in developing mobile applications utilizing industry standard languages, tools, and frameworks. Applications will be created using standards based HTML 5, Cascading Style Sheets (CSS) 3, and JavaScript along with frameworks to assist in the deployment to different mobile platforms. Frameworks such as PhoneGap will be utilized to gain access to platform devices and sensors.

CSCI240 DATABASES AND SQL
Credits: 3
Pre-requisite(s): None
This course focuses on the concepts of relational databases and includes tables, records and typed fields, primary and foreign keys, and database normalization, and a thorough coverage of Structured Query Language "SQL". Through a variety of exercises, the student will learn how to model a business enterprise using the entity-relationship approach to relational database design. The Oracle database is used for all exercises.

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

CSCI246 DISCRETE STRUCTURES
Credits: 3
Pre-requisite(s): A "C-" or higher in m171
This course covers logic, discrete probability, recurrence relations, Boolean algebra, sets, relations, counting, functions, maps, Big-O notation, proof techniques including induction, and proof by contradiction.

CSCI257 WEB SERVICES
Credits: 3
Pre-requisite(s): A "C-" or higher in CSCI111 and CSCI240
This course covers the creation, deployment, consumption and orchestration of SOAP, REST, and GRPC Web Services. Both the Service Oriented and Microservice Architectures will be covered. Students will create services that produce and consume both XML, JSON, and Protocol Buffer data formats.

CSCI276 APPLICATION SECURITY
Credits: 3
Pre-requisite(s): A "C-" or higher in CSCI111 and CSCI240
The course studies the best practices in the development of secure software applications. Through code reviews, students will analyze and test application code for security vulnerabilities such as SQL injection, XML injection, cross site scripting, buffer overflow, and improper error handling. Students will analyze different types of security attacks and discuss countermeasures to safeguard applications and data. Security issues of particular programming languages, platforms, and application types will also be discussed. Network and physical security are not covered in this course but are covered in ITS 218 Network Security.

CSCI292 INDEPENDENT STUDY
Credits: 1
Pre-requisite(s): Upon instructor approval
This course is designed to meet specific learning needs of students. Typically, such independent study projects focus on learning opportunities not otherwise offered in our college curriculum. The student must seek prior approval of an instructor willing to serve as faculty sponsor. The student then initiates a proposal describing, among other things, the number of hours to be spent on the study project, specific learning outcomes, and how evaluation is to be accomplished. The approved proposal will have signatures of the student, faculty sponsor, Division Director, and Executive Director of Enrollment office.

CSCI298 INTERNSHIP
Credits: 1
Pre-requisite(s): Upon instructor approval
This course is designed for the student who takes the initiative to perform work outside of and in addition to the normal school curriculum. If done properly, it can be a highly rewarding experience and aid the student's transition from school to work.

CSCI299 SENIOR CAPSTONE
Credits: 2
Pre-requisite(s): Upon Instructor approval
This course is an applied learning opportunity that integrates the coursework, knowledge, and skills gained in Computer Technology coursework. Students will be matched with an organization that needs assistance on an Information Technology project. Students will work with the organization and assigned Computer Technology Faculty to complete project. Project demonstration and required documentation will be presented at project completion.

DDSN135 SOLIDWORKS 1
Credits: 2
Pre-requisite(s): None
Upon completion of this course the student will know the user interface of the 3D modeling software. The student will learn to create sketches and turn them into parametric features, modify and edit the features to create parts for assemblies. The student will know how to assembly the parts (individual drawings) and mate them to one another, create a simulation of movement to detect interference, and export files for 3D printing. The student will learn to operate and maintain 3D printers to print their projects for assembly.

DST108 INDUSTRIAL PRACTICES FOR DIESEL TECHNOLOGY
Credits: 3
Pre-requisite(s): None
This course will introduce students to the safety requirements and common shop practices of the diesel and heavy equipment industry. Personal safety as well as overall shop/job site safety will be emphasized while students learn to operate shop equipment, identify and assemble common components, and make repairs common to all aspects of the diesel and heavy equipment industry. Skills learned in this course will be directly applied throughout the diesel technician program. Students will receive instruction on the safe operation of a lift truck. Students will receive instruction an OSHA 10 certification. This course will also teach basic welding skills needed to adequately and safely make minor repairs to diesel equipment.

DST112 DIESEL ELECTRICAL SYSTEMS
Credits: 5
Pre-requisite(s): None
This course is designed to give students basic electrical knowledge. The course progresses from electrical theory, circuits and circuit failure, and components of the starting and accessory systems. Emphasis will be placed on

developing the knowledge base needed for diagnosing and repairing diesel equipment electrical systems. The second half of the course will have emphasis on developing the knowledge base needed for charging system, circuit diagnosing, diesel computer control systems, and repairing of diesel equipment electrical systems. It is also designed to provide hands-on activities common to diesel equipment electrical applications.

DST130 DIESEL HVAC
Credits: 4
Pre-requisite(s): A "C-" or higher in M111 and WRIT121, DST200, DST210, DST255
This course is designed to provide Diesel Technology students with the knowledge and skills required to understand service and repair of mobile air conditioning systems as used in the Diesel industry. Component Functions and EPA Requirements are covered in this course.

DST142 HYDRAULICS
Credits: 7
Pre-requisite(s): A "C-"or higher in DST112
This is an introductory course that will cover the basic theory and understanding of hydraulic principles as related to many components and systems covered in the advanced courses in the Diesel Technology program. In addition to the basic theory, the function of basic systems and components will be discussed. Using school owned hydraulic mock-ups the students will disassemble, inspect, and reassemble hydraulic pumps, motors, cylinders, and electric and manual control valves. Students will learn how to read schematics and create a functioning hydraulic circuit.

DST145 DIESEL ENGINE REPAIR
Credits: 6
Pre-requisite(s): A "C-" or higher in DST108, DST112, DST142, and M111
The course is designed to provide students with the knowledge and skills required to understand and repair various engine systems as used in the heavy-duty, diesel powered, on and off road equipment industry. Emphasis will be placed on pre-electronic diesel engines.

DST200 DIESEL ENGINE PERFORMANCE
Credits: 6
Pre-requisite(s): A "C-" or higher in M111, WRIT121, DST145, DST240, and DST245
This is an advanced level course offered to second-year, Diesel Technology students. This course builds upon the knowledge and skills attained in the first-year course DST112 as well as DST145 to solve diesel engine performance problems. Students are exposed to maintenance, diagnostic and repair experiences involving a variety of systems on diesel-powered equipment. The diesel engine systems included are starting, instrumentation, as well as diesel engine mechanical fuel systems, electronic engine control, and tune-up.

DST210 DIESEL MAINTENANCE PRACTICES
Credits: 5
Pre-requisite(s): A "C-" or higher in M111, WRIT121, DST145, DST240, and DST 245
This is a preventative maintenance course for heavy-duty, diesel powered, on and off road equipment. This course familiarizes the student with routine service, inspection and; adjustment of the following component/systems: engine, power train, hydraulic, pneumatic, electrical, steering, braking, cooling, and air intake systems. Lubricants, fuels and filters will also be included. Students will also be exposed to annual Department of Transportation inspection of heavy-duty diesel trucks.

DST211 ELECTRONIC SYSTEMS
Credits: 6
Pre-requisite(s): Pre-requisite(s): A "C-" or higher in M111, WRIT121, DST200, DST210, and DST255
This course provides a review of electrical systems and introduces electronic theory and applications as used in medium and heavy duty vehicles. Emphasis is placed on the basic function and operation of semiconductor and integrated circuits. Upon completion students should be able to identify electronic components, explain their use, function and use meters and flow charts to diagnose and repair systems.

DST240 HD MANUAL DRIVE TRAINS
Credits: 5
Pre-requisite(s): A "C-" or higher in DST108, DST112, DST142 and M111
This course includes the basic fundamentals of manual drive trains including power flow, ratios, gears, bearings, and seals. With removal, troubleshooting, repair, and replacement of clutches, transmissions, drive lines, drive axles, final drives, power takeoffs, and specialty drives that are related to heavy-duty, diesel powered, on and off road equipment.

DST245 HD HYDRAULIC DRIVE TRAIN
Credits: 4
Pre-requisite(s): A "C-" or higher in DST108, DST112, DST142 and M111
This course covers the fundamentals, operation, and diagnosis and repair of hydrostatic and power shift transmissions, torque converters and torque dividers that

are related to the heavy duty, diesel powered, on and off road equipment.

DST255 HD BRAKES AND UNDERCARRIAGE
Credits: 7
Pre-requisite(s): A "C-" or higher in M111, WRIT 121, DST 145, DST240, and DST245
Co-requisite: M111
This course covers the adjustment, maintenance, troubleshooting, and repair of heavy-duty air-actuated brakes, dual air system valves and circuits, heavy-duty ABS systems, and hydraulic-assisted brakes as used with on and off road diesel powered equipment. This course also includes maintenance, adjustment, and repair of suspension systems as used with tandem axle diesel trucks and off-road equipment. Students will be exposed to alignment of solid I-beam front axles and 5th wheels as related to heavy-duty trucks.

DST292 INDEPENDENT STUDY
Credits: 1
Pre-requisite(s): Consent of instructor and approval of the Division Director
This course is designed to meet specific learning needs of students. Typically, such independent study projects focus on learning opportunities not otherwise offered in our college curriculum. The student then initiates a proposal describing, among other things, the number of hours to be spent on the study project, specific learning outcomes, and how evaluation is to be accomplished. The approved proposal will have signatures of the student, faculty sponsor, Division Director, and Executive Director of Enrollment office.

DST295 APPLIED FIELD WORK
Credits: 6
Pre-requisite(s): A C- or higher in M111, WRIT121, DST200, DST210 & DST255
This course will build upon the applied lab course and students will have increased interaction and exhibit effective communication as would be expected in a field experience. Students will perform tasks to repair equipment back to working order and complete all documentation to close out the work order. Students will be expected to perform duties with minimal instruction but under close supervision.

DST298 INTERNSHIP
Credits: 1
Pre-requisite(s): Consent of instructor and approval of the Division Director
This course enhances classroom learning with a real life work experience. The host employer provides on-the-job training. The student intern will gain valuable work experience and interact with professional technicians and management personnel. The approved proposal will have signatures of the student, faculty sponsor, Division Director, and Executive Director of Enrollment office.

ECNS201 PRINCIPLES OF MICROECONOMICS
Credits: 3
Pre-requisite(s): None
The course studies the market behavior of individuals, households, and businesses, focusing on how individual choice influences and is influenced by economic forces. Areas of study include individual decision making, pricing, supply and demand functions of firms, market structures, impacts of the government sector, and impacts of distribution of income alternatives.

ECNS202 PRINCIPLE OF MACROECONOMICS
Credits: 3
 Pre-requisite(s): None
The course studies the market as a whole, focusing on aggregate relationships such as unemployment, inflation, and business cycles. Areas of study include aggregate supply and demand, fiscal policy, money and banking, monetary policy, economic growth, impacts of government budget and deficit financing, and consequences of international trade.

ECP130 EMERGENCY MEDICAL TECHNICIAN
Credits: 5
Pre-requisite(s): Requires background check, TB test (within past 6 months) and COVID vaccine. Hepatitis B vaccine recommended.
The purpose of Emergency Medical Technician (EMT) course is to provide students with an academic and working knowledge to provide basic life support care to critically ill or injured patients. The course provides the basic concepts of emergency care which are needed to function as an EMT. EMTs learn to manage an airway using artificial devices, assess the severity of illness or injury, manage wounds and bleeding, immobilize fractures, perform CPR, utilize an automated defibrillator, assist with the administration of some medications, and a host of other procedures. This course involves classroom and clinical experience. This course may be helpful for other healthcare fields.

ECP133 ADVANCED EMERGENCY MEDICAL TECHNICIAN
Credits: 5
Pre-requisite(s): ECP130 OR currently licensed by the State of Montana and/or registered as an "active" Emergency Medical Technician.
The focus of study in Advanced Emergency Medical Technician will provide the student knowledge and skills

needed to apply basic and limited advanced emergency medical care and transportation for critical and emergent patients who access the emergency medical system. Advanced Emergency Medical Technicians function as part of a comprehensive EMS response and perform interventions with the basic and advanced equipment typically found on an ambulance.

EDU231 LITERACY AND LITERATURE FOR CHILDREN
Credits: 3
Pre-requisite(s): A "C-" or higher in WRIT101
A survey of children's books with an emphasis on their use in K-8 classrooms. Introduces the history and current genres of children's literature. Students will become aware of selection criteria, award-winning books, and strategies for sharing books with students.

EDU297 METHODS: K-8 MUSIC
Credits: 2
Pre-requisite(s): None
The course is designed for elementary education students. The course introduces basic concepts, skills, and vocabulary in music for the elementary teachers. Students will participate in musical activities appropriate for the elementary classroom. Integration of musical experiences with other subject areas as a way to enhance student learning is explored. Students will practice lesson creation, delivery, and assessment to serve as development as a teacher.

ENSC105 ENVIRONMENTAL SCIENCE
Credits: 3
Pre-requisite(s): None
This course is designed to introduce students to important science-related issues in the world around us. The class will examine environmental issues on global, regional, and local scales. Class discussions and activities will emphasize the basic scientific principles needed to evaluate scientific problems relevant to environmental issues.

ENST230 NATURE AND SOCIETY
Credits: 3
Pre-requisite(s): A "C-" or higher WRIT101 or WRIT121
This course is designed to provide students with an understanding of the relationship between human society and the environment and how it has changed through the growth of modern civilization. The course applies the idea that true environmental studies are a mixture of multiple disciplines and not just a science topic. The course is presented to allow students flexibility to draw and present their own conclusions, similar to a philosophy course in the humanities. Students will read from multiple sources and

class discussions will reflect topics of student interest and their applications to modern society.

FIRE101 PRINCIPLES OF FIRE EMERGENCY SERVICES I
Credits: 4
Pre-requisite(s): None
This course provides an overview to fire and emergency services and the role of the Fire Fighter I in the Fire Service; Students will work as part of a team to develop NFPA 1001 Firefighter I level knowledge and skills.

FIRE102 PRINCIPLES OF FIRE EMERGENCY SERVICES II
Credits: 4
Pre-requisite(s): None
Co-requisite(s): FIRE101
This course applies NFPA 1001 Fire Fighter I skills and knowledge to simulated fire scenes. Students will perform simulated fire attack, rescue, and ventilation working as part of a team.

FIRE106 WILDLAND FIRE FIGHTING
Credits: 3
Pre-requisite(s): None
This course introduces the methods, equipment, and terminology specific to wildland firefighting. This course meets or exceeds the minimum requirements for the National Wildland Coordinating Group (NWCG) Firefighter II qualification as defined in the NWCG 310-1.

FIRE110 HAZARDOUS MATERIALS OPERATIONS
Credits: 2
Pre-requisite(s): None
This course is designed to prepare students to obtain certification in awareness and operations level hazardous materials response according to NFPA 1072 standards. This course focuses on identification of hazards and simulations of operations level hazardous materials responses.

FIRE131 FIRE APPARATUS AND HYDRAULICS
Credits: 4
Pre-requisite(s): None
This course is designed to prepare students to obtain certification in operation of fire apparatus equipped with a fire pump according to NFPA 1002 standards. This course focuses on safe operation of all systems on a fire apparatus, emergency vehicle driving practices, and water supply systems.

FIRE202 FIRE FIGHTER II
Credits: 5
Pre-requisite(s): A "C-" or higher in FIRE101 and FIRE102
This course is intended to provide the student with the knowledge and skills needed to operate at the NFPA 1001 Fire Fighter II level including low angle rope rescue and vehicle extrication.

FIRE234 FIRE PROTECTION SYSTEMS
Credits: 2
Pre-requisite(s): None
This course provides information relating to the features of design and operation of fire alarm systems, water-based fire suppression systems, special hazard fire suppression systems, water supply for fire protection and portable fire extinguishers.

FIRE261 BUILDING CONSTRUCTION FOR FIRE PROTECTION
Credits: 2
Pre-requisite(s): None
This course provides the components of building construction related to firefighter and life safety. The elements of construction and design of structures are key factors when inspecting buildings, pre-planning fire operations, and operating at emergencies.

FIRE270 FIRE PREVENTION
Credits: 2
Pre-requisite(s): None
This course 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.

FIRE288 CAPSTONE
Credits: 2
Pre-requisite(s): A"C-" or higher in FIRE101
This capstone course is designed to assist the fire fighting student to synthesize prior knowledge gained in the fire fighting curriculum. This course also provides the student information regarding the current status of fire fighting.This course is also designed to meet specific learning needs of students in their final semester of course study. There are independent study projects focusing on learning opportunities not otherwise offered in our college curriculum. Among the choices offered to the student, they may design projects within this course to target their own learning needs. The student must seek prior approval of an instructor willing to serve as faculty sponsor. The student then initiates a proposal describing specific learning outcomes and an evaluation process for the projects. Final

grading in the course also depends on the student successfully preparing a comprehensive report and presenting to the sponsoring organization and/or peers.

FIRE298 FIRE SERVICE INTERNSHIP
Credits: 2
Pre-requisite(s): Declared Fire & Emergency Service Student
This course enhances classroom learning with a real life work experience at a Fire & Emergency Services organization. The student will report for duty in an approved uniform with proper personal perotective equipment. The student will participate in all activities that the firefighters would be expected to perform including equipment inspections and maintenance, station cleanup, drill, training, fire inspections, and emerency response. The Internship does not include entering any IDLH atmosphere or driving the host organizations's apparatus. The approved proposal will have signatures of the student, Fire & Emergency Services Faculty, and sponsoring orgainzation leadership.

FRCH101 ELEMENTARY FRENCH I
Credits: 4
Pre-requisite(s): None
This introductory course prepares students for basic communication in French and presents fundamentals of the language holistically through listening, speaking, reading, and writing. This course also explores cultural information.

FRCH102 ELEMENTARY FRENCH II
Credits: 4
Pre-requisite(s): A "C-" or higher FRCH101
This course continues and builds on basic communication in French and presents more in-depth aspects of the language holistically through listening, speaking, reading, and writing. The course also explores cultural information.

GDSN149 DIGITL IMAGING I
Credits: 3
Pre-requisite(s): None
Graphic design approach to image making. Students will focus on Adobe Photoshop while learning manipulation, composition, color theory, and compositing.

GEO101 INTRODUCTION TO PHYSICAL GEOLOGY
Credits: 4
Pre-requisite(s): None
This course is an introduction to geologic principles, with an emphasis upon geologic processes (plate tectonics, mountain building, weathering, and erosion); the rock cycle and individual rock types (igneous, sedimentary,

and metamorphic); and geologic hazards (volcanoes and earthquakes). Other topics covered in the course include: geologic time; water and mineral resources; landforms; deserts; and glaciers. The laboratory portion of this course will include mineral and rock identification; topographic map reading; basic interpretation of geologic maps; and other activities directly related to topics covered in lecture. It is recommended students have strong algebra skills.

GPHY111 PHYSICAL GEOGRAPHY AND LAB
Credits: 4
Pre-requisite(s): None
This lecture and lab course serves as an introduction to the manner in which natural systems function at global and regional scales. The lecture part of the course uses a geographical perspective to analyze landforms, climate, the water cycle, and the biosphere, examining spatial relationships and regional variations and addressing spatial patterns of human activity as related to environmental phenomenon. The lab component of the course introduces the students to concepts and techniques needed to understand and analyze the information contained in the course as well as exercises on various types of maps, graphs, aerial photos, imagery, and other graphics and geographic data sets.

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

HEE202 INSTRUCTIONAL STRATEGIES IN ELEMENTARY PHYSICAL EDUCATION
Credits: 3
Pre-requisite(s): None
This course is designed for elementary education students. It focuses on applying educational theory in planning, analyzing and presenting learning experiences to typical and atypical populations in elementary school physical education. Active participation is required.

HEO100 COMMERCIAL TRUCK DRIVER
Credits: 4
Pre-requisite(s): None
This course is designed to prepare students to obtain a commercial driver's license. Students will be trained in 90 hours of theory which will involve both lecture and lab time and will then have 30 hours of behind the wheel time.

HONR121 WAYS OF KNOWING
Credits: 3
Pre-requisite(s): A "C-" or higher in WRIT101
Using a diverse selection of readings representing more than three thousand years of history and numerous cultures, we will explore various ways of knowing, including rational/quantitative, relational/sympathetic, sensory/empirical, and narrative/mythological ways of knowing. In the process we will become acquainted with some of the great ideas about the divine, the natural world, and the self in solitude and society. We will be alert for cracks in our apparent certainties and consolations in the midst of our doubts. As we look into our texts, we will also consider the ethical implications that flow from their various perspectives. Informed by class readings, plenary lectures, and discussions, students will work toward a deeper understanding of their own ways of knowing.

HSTA101 AMERICAN HISTORY I
Credits: 3
Pre-requisite(s): None
A survey of the political, constitutional and diplomatic history, economic history, and social, intellectual and cultural history of the United States from the first settlement to the Civil War. Emphasizes a substantive understanding of the events, trends, and personalities of U.S. history and the developmental of skills in analysis and communication.

HSTA102 AMERICAN HISTORY II
Credits: 3
Pre-requisite(s): None
A survey of the political, constitutional and diplomatic history, economic history, and social, intellectual and cultural history of the United States from the Civil War to the present day. Emphasizes a substantive understanding of the events, trends, and personalities of U.S. history and the development of skills in analysis and communication.

HSTA160 INTRODUCTION TO THE AMERICAN WEST
Credits: 3
Pre-requisite(s): None
A survey of the social, economic, political, and environmental history of the United States west of the Mississippi River from prehistory to the Second World War. This course emphasizes the analysis and interpretation of the events, trends, and personalities that characterized the American West and its impact on U.S. History.

HSTA215 POST-WW II AMERICA
Credits: 3
Pre-requisite(s): None
This course provides a comprehensive overview of United States history from 1945 to the beginning of the Reagan Era in 1980. The course includes reading, lecture/discussions, and audio-visual materials that address key issues that faced the United States in the wake of World War II. Topics include the Cold War and nuclear weapons, Nixon, the civil rights movement, the Korean and Vietnam wars, popular culture, the Baby Boom, television, and the Space Program.

HSTA255 MONTANA HISTORY
Credits: 3
Pre-requisite(s): None
This course is a comprehensive study of the social, economic, cultural, and political development of Montana, with an emphasis on critical reading, interpretation, research, and written analysis.

HTH201 HEALTH ISSUES FOR EDUCATORS
(Replaces HEE233) Updated 9/4/19
Credits: 3
Pre-requisite(s): None
Provides P-12 pre-service educators a foundation in the applied science of health and wellness. Exploration of components of a coordinated school health program and role state agencies provides understanding of legal requirements placed on schools. Students establish an understanding of family, school, and community influences on the health and well-being of young people. The Teacher's role in enhancing the health and wellness of school-aged children in the comprehensive school health program is explored.

ITS164 NETWORKING FUNDAMENTALS
Credits: 3
Pre-requisite(s): None
This course is an introduction to networking fundamentals with both lecture and hands-on activities. Topics include the OSI model and industry standards, network topologies, IP addressing (including subnet masks), and basic network design. Concepts are reinforced with lab activities using equipment in live and simulated environments.

ITS165 NETWORKING FUNDAMENTALS
Credits: 3
Pre-requisite(s): None
Introduction to operating system concepts through the use of contemporary software. Emphasizes interaction with the operating system through the command interpreter and shell-type scripts. Will explore multiple operating systems through a variety of modalities including virtual operating systems.

ITS212 NETWORK OPERATING SYSTEM - SERVER ADMIN
Credits: 3
Pre-requisite(s): A "C-" or higher in ITS280 and ITS164 or NTS104
Students will create a virtual network composed of several virtual servers and install current Windows Servers OS to explore server based operating systems administration techniques. Emphasis will be on security practices, active directory structure, user administration, performance, resource sharing to include printers, and network access in the virtual environment.

ITS218 NETWORK SECURITY
Credits: 3
Pre-requisite(s): A "C-" or higher in ITS224 andITS280,
This seminar course focuses on network design as it relates to network security. Network architecture, Security, network administration, documentation. Other networking topics pertinent to today's network administrator are also included in this course. Hands-on labs conducted on live equipment and simulated network environments.This course builds on the command and principles in NTS105 - CCNA 2: Switching, Routing and Wireless Essentials.

ITS221 PROJECT MANAGEMENT
Credits: 3
Pre-requisite(s): A "C-" or higher in CSCI240
Investigation of topics in project management including scope, definition, risk, procurement and the RFP., management of time, cost, quality, and human resources. Concepts are reinforced with PM software.

ITS224 INTRODUCTION TO LINUX
Credits: 3
Pre-requisite(s): A "C-" or higher in CSCI100
Students are introduced to accessing a multi-user system. They also learn to manage files and directories in a shared environment. Topics include simple user administration, scripts and network access.

ITS230 ADMINISTRATIVE SCRIPTING USING WINDOWS POWERSHELL
Credits: 2
Pre-requisite(s): A "C-" or higher in ITS280 and ITS164 or NTS104
This course focuses on using PowerShell for administering and automating administrative tasks in Windows-based server environments. Command-line features and

techniques including developing scripts used for session connectivity, workflow capabilities, and job scheduling will be covered. Using the Integrated Scripting Environment (ISE) to enable administrative script sharing will also be discussed.

ITS231 ADMINISTRATIVE SCRIPTING USING PYTHON
Credits: 2
Pre-requisite(s): A "C-" or higher in CSCI100, ITS280, and ITS164 or NTS104
This course focuses on the fundamental concepts, principles, techniques, and tools, for developing simple interactive scripts in Python. All course content will focus on using Python for system, network, and database administration and security.

ITS255 IP TELEPHONY
Credits: 3
Pre-requisite(s): A "C-" or higher in NTS105
A fundamental course helping students add to their networking skills and gain essential Voice over IP (VoIP) knowledge, learn how and why VoIP works, and how to implement VoIP as part of a converged network. Technical terminology, concepts, and non-Cisco devices are discussed to broaden the students' knowledge base. Class lectures use technical jargon and detailed presentations to illustrate the subject matter. Wireshark is used to view packet/communication protocols across the IP network. Hands-on labs reinforce lecture content: setup, configuration and troubleshooting. Cisco Packet Tracer, network simulator, is used to create large networks not feasible on the live classroom equipment. IP networks using live Cisco routers, switches, and IP telephone equipment are used in configuration, troubleshooting and teambuilding exercises. Cisco Call Manager Express (CME) software, imbedded in Cisco IOS 15.X, is utilized in these labs. Commands learned in NTS105 and NTS204 are applied in this course.

ITS274 ETHICAL HACKING AND NETWORK DEFENSE
Credits: 3
Pre-requisite(s): A "C-"or higher in ITS224
Co-requisite(s): NTS204
This course expands students' understanding of issues related to cybersecurity. Students learn more advanced skills, such as ethical hacking/penetration testing, security testing and systems/network defense. Students learn how to protect networks by utilizing the techniques that attackers use to compromise network and systems security. Most labs are in a virtual environment where

student are free to explore without actually damaging another system.

ITS279 CLOUD SYSTEMS
Credits: 3
Pre-requisite(s): None
This course will introduce the student to the creation, use, and administration of cloud-based resources. The course will survey cloud terminology and concepts, examine use-cases and models, examine oversight and security concerns, and consider financial implications and governance. The student will engage in creation, use, and administration of cloud services as well as exploration of virtualization resources.

ITS280 COMPUTER REPAIR AND MAINTENANCE
Credits: 4
Pre-requisite(s): Network Fundamentals
This course is an in-depth exposure to computer hardware and operating systems. Focus is on the current CompTIA A+ certification exam. Students learn: functionality of hardware, computer maintenance techniques, network and resource sharing and safety. Hardware and software interaction, and upgrading processes. Concepts are reinforced with hands-on lab assignments. Students will gain confidence with the components of personal computer systems, learning proper procedures for installation, maintenance, and upgrade and troubleshooting. Customer service and communication techniques are discussed using various scenarios.

LEG121 LAW, SOCIETY, AND LEGAL REASONING
Credits: 3
Pre-requisite(s): None
This course takes a multidisciplinary approach to the newly emerging field of law in society. It is designed as a general introduction to law from a social, economic, political and psychological viewpoint. The course will cover substantive legal topics that individuals encounter in personal and professional life experiences. The course also introduces students to legal analysis and reasoning.

LEG183 CONTRACTS
Credits: 2
Pre-requisite(s): None
This course is an introduction to sources of law affecting the formation, enforcing, and interpretation of contracts. The course includes the necessary elements of a contract, the basic doctrines of contract law, and practical approaches to drafting a contract.

LEG184 LEGAL ETHICS
Credits: 3
Pre-requisite(s): None
The course is an introduction to ethics for paralegals. The course covers ethical topics such as confidentiality, paralegal-attorney relationships, fee arrangements, attorney-client privilege, fiduciary responsibilities and public service. The course also covers a review of the Montana Rules of Professional Responsibility and the Model Code of Professional Responsibility.

LEG185 INTRODUCTION TO PARALEGAL STUDIES
Credits: 3
Pre-requisite(s): None
Introduction to the paralegal career including ethical and professional standards. Overview of the American legal system, substantive areas of practice, legal analysis and investigation, law office administration and related terminology.

LEG186 INTRODUCTION TO LEGAL RESEARCH
Credits: 3
Pre-requisite(s): None
This course is designed to prepare students to understand the basic concepts of the legal system and legal authorities. All available research sources will be explored as well as the interrelationship between sources. Students will apply their skills to develop a working knowledge of primary research sources, such as, state and federal statutes, law library resources, district, supreme and federal court systems, and secondary research sources.

LEG187 LEGAL RESEARCH AND WRITING I
Credits: 2
Pre-requisite(s): A C- or higher in LEG186
This course provides an overview of advanced legal research focusing on how to find, use, understand, and correctly cite legal resources. Electronic research methods are presented. Application of legal research to writing is introduced. Students will examine Montana statutes and cases to illuminate course topics.

LEG188 PRINCIPLES OF REAL ESTATE
Credits: 2
Pre-requisite(s): None
This course provides an overview of real estate law with a focus on the law in the State of Montana. Topics include the study of property law focusing on the nature and ownership of real property, title insurance, legal descriptions, and the transnational aspects of financing methods involving trust indentures, mortgages, and contracts for deed with closing and recording procedures.

This course will familiarize student with the issues and terminology central to modern real estate practice in a law office.

LEG189 CRIMINAL PROCEDURES
Credits: 3
Pre-requisite(s): None
This course provides an overview of the law as it applies to criminal law procedures. Students will understand the nature of criminal law and the legal procedures within a law office such as arrest, search and seizure, post arrest procedures, evidence, interrogation and confessions, investigation and discovery, principles and accessories; trial procedures, sentencing and appeals.

LEG270 CIVIL LITIGATION
Credits: 3
Pre-requisite(s): None
Introduction to rules governing civil litigation involving the general nature of how lawsuits arise including client interviews and data gathering, pleading and practice from the filing of suit to file preparation for trial, and core considerations of ethics and professionalism.

LEG272 COMPUTERS & LAW
Credits: 3
Pre-requisite(s): None
This course provides students the knowledge to navigate the constantly changing technology used in the modern-day legal world. This course allows students to explore and develop a working knowledge of law software and technology, paperless office procedures, and the ethic and implications of using technology in a legal practice. Students will understand how to use technology correctly and justly.

LIT110 INTRODUCTION TO LITERATURE
Credits: 3
Pre-requisite(s): None
Instruction in critical analysis of imaginative literature - fiction, poetry, and drama. There is emphasis on articulating strong responses to varied texts.

LIT211 AMERICAN LITERATURE II
Credits: 3
Pre-requisite(s): A "C-" or better in WRIT101 or consent of instructor.
In this survey of texts representative of the American literary experience, in all its diverse forms, since 1865, students will explore the eclectic development of American letters and cultural identity.

LIT213 MONTANA LITERATURE
Credits: 3
Pre-requisite(s): None
The course will survey representative writings from modern-day Montana writers. Students will analyze a variety of prose, poetry and/or dramatic genres and appreciate the different styles, messages, and cultures presented in the works. Emphasis will be placed on themes particular to Montana and the West.

LIT224 BRITISH LITERATURE II
Credits: 3
Pre-requisite(s): None
In this survey of representative texts from Romanticism to postmodernism, students will explore a range of approaches to the development of British literature and cultural identity.

LIT227 INTRODUCTION TO SHAKESPEARE
Credits: 3
Pre-requisite(s): None
This course introduces students to the drama of Shakespeare. Students will use critical approaches to read and to analyze representative plays from the tragedies, comedies, histories, and romances.

LIT230 WORLD LITERATURE SURVEY
Credits: 3
Pre-requisite(s): None
World Literature is a survey course of poetry, drama, short stories, and novels in translation that focuses on critical interpretation of the works individually and collectively. Students will explore literary themes, structures, and critical strategies.

LIT234 INTRODUCTION TO EXISTENTIAL LITERATURE
Credits: 3
Pre-requisite(s): None
This course introduces students to various genres that portray existential themes in literature. Students will use critical approaches to read and analyze representative works grounded in the philosophical movement. We will pursue questions of the significance of human existence and modernity by exploring the works of writers and thinkers associated with existentialism. Basic questions of human existence in modern literature will be explored in this course. Topics include anxiety and alienation; freedom and responsibility; authenticity and bad faith; individuality and mass society; rationality and the absurd; values and nihilism; and God and meaninglessness.

LIT250 THE NOVEL
Credits: 3
Pre-requisite(s): None
The course introduces critical analysis of the novel, with an emphasis on articulating strong responses to varied texts.

LIT291 SPECIAL TOPICS
Credits: 3
Pre-requisite(s): None
This is an omnibus course, in which students will analyze and interpret selected literature, usually from a specific genre, period, or of a particular author or defined group of authors, depending on upon the specific course offering. Specific course offerings may be experimental, intended as one-time only, or intended as part of a catalog of offerings that may be offered or rotated on a periodic basis.

M005 CO-REQ SUPPORT FOR M105
Credits: 1
Pre-requisite(s): None
This course is designed to accompany M105 Contemporary Math. It is intended to provide additional support in a lab setting. The content will mirror the course outcomes of M105 and background and necessary skills will be reviewed as needed. Topics include problem solving, financial math, mathematical modeling (linear and quadratic), and elementary statistics.

M092 ALGEBRA I
Credits: 2
Pre-requisite(s): None
This course serves as an introduction to algebra, which includes the study of linear equations and inequalities, averages and interpretation, formulas, rules of exponents, scientific notation, sets, probability, graphs of linear equations, systems of linear equations and inequalities and quadratics.

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

M105 CONTEMPORARY MATHEMATICS
Credits: 3
Pre-requisite(s):
This course is designed to meet the general education mathematics requirement for the liberal arts major. It surveys some of the important ideas and practical applications in mathematics and uses algebra skills to solve real problems. Topics include problem solving, financial math, mathematical modeling (linear and quadratic), and elementary statistics.

M111 TECHNICAL MATHEMATICS
Credits: 3
Pre-requisite(s): None
The course includes fractions, decimals, ratios, proportions, formulas and word problems. Topics studied are estimations, metric and U.S. Customary systems, one-variable linear equations, ratios and percentages, developing applied skills for two- and three-dimensional figures, basic trigonometry principles, and plotting two-dimensional coordinates.

M115 PROBABILITY AND LINEAR MATHEMATICS
Credits: 3
Pre-requisite(s): None
This course is designed to meet the general education mathematics requirements for a variety of students such as accounting, business, and computer science students while setting a foundation for statistical reasoning. The course covers systems of linear equations and inequalities, matrix algebra, linear programming, and introduction to probability through models and probabilistic reasoning, finance, and logic.

M120T MATHEMATICS WITH HEALTH CARE APPLICATIONS
Credits: 3
Pre-requisite(s): None
This course will examine the mathematics associated with the Allied Health field. Topics include arithmetic of rational numbers; the metric system; reading drug labels, medicine cups, syringes and intravenous fluid administration bags; apothecary measurement and conversion; dosage calculations; parenteral dosages; basic intravenous administration; basic dosage by weight units, equation solving, and interpretation of graphs. Not a general education core mathematics course.

M121 COLLEGE ALGEBRA
Credits: 3
Pre-requisite(s): A "C-" or higher in M093 or satisfactory score on placement test
This course is the study of polynomial, rational, radical, exponential, and logarithmic equations, inequalities, functions, and related graphs; circular equations and graphs; and systems of linear and non-linear equations and inequalities.

M132 NUMBERS AND OPERATIONS FOR K-8 TEACHERS
Credits: 3
Pre-requisite(s): A "C-" or higher in M092 or placement in M093
This course is the study of number and operations for prospective elementary and middle school teachers. Topics include all subsets of the real number system, arithmetic operations and algorithms, numeration systems, number theory, and problem solving.

M133 GEOMETRY AND GEOMETRIC MEASUREMENT FOR K-8 TEACHERS
Credits: 3
Pre-requisite(s): A "C-" or higher in M132
The study of geometry and geometric measurement for prospective elementary and middle school teachers. Topics include symmetric, transformational, and coordinate geometry, Euclidean constructions, congruence and similarity, two-dimensional and three-dimensional measurements, and problem solving.

M140 COLLEGE MATH FOR HEALTHCARE
Credits: 3
Pre-requisite(s): A "C-" or higher in M093
This course is designed to provide 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.

M151 PRE-CALCULUS
Credits: 4
Pre-requisite(s): A "C-" or higher in M121 or satisfactory score on placement test
This course is primarily for students who intend to take calculus. Topics include problem solving with two and three dimensional geometry, rational functions, exponential functions, logarithmic functions, trigonometric functions, law of sines, law of cosines,

trigonometric identities and equations, vectors and polar coordinates, extended use of magnitude, circles, ellipses, hyperbolas, and sequences and series.

M171 CALCULUS I
Credits: 4
Pre-requisite(s): A "C-" or higher in M151 or satisfactory score on placement test
The subject of this course is single variable calculus. Topics include functions, limits and continuity, differentiation, applications of the derivative, curve sketching, and integration theory.

M172 CALCULUS II
Credits: 4
Pre-requisite(s): A "C-" or higher in M171
Topics include transcendental functions, methods of integration, applications of the integral, infinite series and sequences including Taylor's series, polar coordinates, and parametric equations.

M234 HIGHER MATHEMATICS FOR K-8 TEACHERS
Credits: 3
Pre-requisite(s): A "C-" or higher in M093 or placement in M121 and M132
This course is the study of algebra, probability and statistics for prospective elementary and middle school teachers. Topics include algebraic representations, proportional reasoning, functions, statistical modeling and inference, and elementary probability theory.

M273 MULTIVARIABLE CALCULUS
Credits: 4
Pre-requisite(s): A "C-" or higher in M172
Topics in two and three dimensional geometry. Manipulation and application of vectors. Functions of several variables, contour maps, graphs, partial derivatives, gradients, double and triple integration, vector fields, line integrals, surface integrals, Green's Theorem, Stokes' Theorem, the Divergence Theorem.

M274 INTRODUCTION TO DIFFERENTIAL EQUATIONS
Credits: 4
Pre-requisite(s): A "C-" or higher in M172
An introduction to qualitative, quantitative, and numerical methods for ordinary differential equations. Topics include modeling via differential equations, linear and nonlinear first order differential equations and systems, elementary phase plane analysis, forced oscillations, and Laplace transform techniques.

MART101 INTRODUCTION TO MEDIA ARTS
Credits: 3
Pre-requisite(s): None
Students learn an overview of media arts and the roles contained in it. Student will examine the three types of creators from storyteller, artist, and designer, and how those roles influence movies, games, installations, image making, and other creative processes. This course is there to help plan a path for the type of media arts a student would like to pursue further. (New Course Fall 2022)

MART122 INTRODUCTION FO ADOBE
Credits: 3
Pre-requisite(s): None
Students will be exposed to the Adobe Creative Suite of software and learn how to engage with it. Projects would focus on beginner level understanding of digital image making with further advancement of technical knowledge in *Photoshop, Illustrator, InDesign*, *Lightroom*, *After Effects*, and other software in the Adobe Creative Cloud. (New Course Fall 2022)

MART145 WEB DESIGN
Credits: 3
Pre-requisite(s): None
Students are introduced to planning and designing effective web pages using a text editor. Students will learn the basic elements of HyperText Markup Language (HTML5) and Cascading Style Sheets (CSS3).

MCH120 BLUEPRINT READING AND INTERPRETATION FOR THE MACHINIST
Credits: 2
Pre-requisite(s): A "C-" or higher in MCH130
Blueprint reading covers orthographic projection, line identification, auxiliary and sectional views, dimensioning of drawings, common abbreviations, tolerancing, and sketching techniques.

MCH130 MACHINE SHOP
Credits: 3
Pre-requisite(s): None
This course includes an emphasis on shop and work area safety. Instruction covers standard shop work, such as measurement, layout, basic hand tools, drills, drill presses, and taps and dies. Use of a pedestal grinder will also be covered. Work assignments incorporate projects requiring use of the above machines, tooling, and emphasize safety.

MCH132 INTRODUCTION TO ENGINE LATHES
Credits: 5
Pre-requisite(s): None
This course covers tool bit grinding, facing, turning, boring, parting off, threading, tapering, knurling, trepanning, between center work, and use of faceplates and steady rests. Engine lathe safety will also be covered. The use and care of precision measuring tools will be covered.

MCH134 INTRODUCTION TO MILLS
Credits: 5
Pre-requisite(s): None
This course covers all types of vertical and horizontal milling machines and use of all related mill accessories. Work assignments incorporate projects requiring use of these machines and tooling.

MCH136 ADVANCED LATHES
Credits: 5
Pre-requisite(s): A "C-" or higher in M111, DDSN 135, MCH130, MCH132, and MCH134
The Advanced Lathe course will use engine lathes to manufacture industrial parts. The use of assorted cutting tools and support tooling, such as form tools, carbide parts, taper attachments, follower, and steady rests. Close tolerance machining required. Actual customer projects will be incorporated into the coursework. Safety concepts and practices for manual machines will be reviewed.

MCH137 ADVANCED MILLS
Credits: 5
Pre-requisite(s): A "C-" or higher in M111, DDSN 135, MCH130, MCH132, and MCH134
The Advanced Mills course will utilize the horizontal and vertical mills in the lab. The use and care of rotary tables, indexing heads, end mills, slab mills, gear cutters, carbide cutters, criterion, and line boring will be covered. The various work holding methods, location methods, process planning and operations will be discussed. Safety theory and concepts for manual machines will be reviewed. Customer projects will be incorporated into the coursework.

MCH139 GRINDING APPLICATIONS
Credits: 2
Pre-requisite(s): A "C-"or higher in M111, DDSN 135, MCH130, MCH132, MCH134
This course covers set-up, use, and safety requirements of grinding machines. Hands-on use of machines will be emphasized.

MCH200 FUNDAMENTALS OF MACHINING
Credits: 3
Pre-requisite(s): None
Students in this course will be introduced to machining principles and metal production systems used for the metals fabrication industry. Students will fabricate projects using the engine lathe, vertical milling machine, drill press, as well as other metal working, machinery and devices. Skills using micrometers, dial indicators, and dial calipers will be developed.

MCH230 TOOLING AND FIXTURES IN CNC
Credits: 2
Pre-requisite(s): None
Tooling and fixtures used in CNC are discussed in a classroom environment. These topics, for both mill and lathe, will be discussed in order to facilitate the students' ability to select proper work holding devices and cutting tools for various types of machining operations that may be performed. Cutting tool information is one of the most multifaceted areas of study for developing machinists and programmers. Both must be able to discern proper set-ups based on part and tool geometry while providing proper speed and feed data. The use of formulas and reference materials will be studied as a necessary facet of the manufacturing process

MCH231 CNC TURNING OPERATIONS LEVEL 1
Credits: 4
Pre-requisite(s): A "C-" or higher in MCH136
This course is an introduction to CNC Turning Centers and the safe operation of common operating procedures, set-up and maintenance of the machine and control panel which will be discussed and implemented. The student will become acquainted with the ways in which various companies utilize CNC machine tools and personnel while learning methods for the installation of tools, establishing machine, fixture and part zero reference offsets. The students will also be introduced to the methods and reasons behind the modification of these reference offsets and other geometry offsets used to machine parts to demanding geometric tolerances.

MCH232 CNC TURNING PROGRAMMING OPERATIONS 2
Credits: 3
Pre-requisite(s): A "C-" or higher in MCH231
This class introduces students to word address programming (G and M code) for CNC Turning Centers. The student will write formatted programs, set-up, and run their programs on the CNC Turning Center. Students will use basic and intermediate "G" codes with coordinates to create common part features such as contours, shoulders,

bores, grooves, and chamfers. Students will learn to apply geometry offsets for machining their parts to exacting geometric tolerances. The goal will be to prepare, plan, then write safe, effective, and efficient CNC programs. Students will then use key concepts for part set-up, program verification, editing, and documentation.

MCH233 CNC TURNING PROGRAMING OPERATIONS 3
Credits: 3
Pre-requisite(s): A "C-" or higher in MCH231 and MCH232
This class enhances a student's ability to program, set-up, verify and operate CNC Turning Centers. The student will write well formatted CNC programs, utilizing strategic programming and logic techniques and CAD / CAM generated files, then set-up and run their programs on various CNC Turning Machines. Students will use "canned cycles" and intermediate level "G and M" codes to create common part features such as contours, grooves, bores, holes and threads, with an emphasis placed on Internal Diameter (ID) operations. The goal will be to prepare, plan manufacturing process, then write safe, effective, and efficient CNC programs. Students will then use key concepts for part set-up, program verification, editing and documentation of process.

MCH234 CNC MILLING OPERATIONS LEVEL 1
Credits: 4
Pre-requisite(s): A "C-" or higher in MCH137
This course is an introduction to CNC Milling Centers. The common operating procedures, set-up and maintenance of the machine and control panel will be discussed and implemented. The student will become acquainted with the ways in which various companies utilize CNC machine tools while learning methods for the installation of tools and establishing and utilizing fixture, tool and wear offsets. The students will also be introduced to the methods and reasons behind the modification of these reference offsets and other geometry offsets used to machine parts to demanding geometric tolerances.

MCH235 CNC MILLING PROGRAMMING OPERATIONS 2
Credits: 3
Pre-requisite(s): A "C-" or higher in MCH234
This course is designed to challenge students in a team environment on more complex fabrication and repair job assignments. Students will systematically plan out, order material, and perform repair and fabrication work orders. They will select the proper welding procedures and processes for each job assignment. Although instructors will oversee the job, students are challenged to take on a

leadership role with less supervision. In addition, students will be required to identify, maintain and organize all shop tools on a rotational basis.

MCH236 CNC MILLING PROGRAMMING OPERATIONS 3
Credits: 3
Pre-requisite(s): Completion of 1st year
Common uses of the CNC Machining Center are discussed and implemented. Canned cycles for pocketing, hole manufacturing, threading, cutter compensation, and other standard controller features will be utilized. Students will learn to use loops, multiple work offset programming techniques, subroutines, and subprograms to shorten and simplify programs. All these programming approaches will be performed on 3 axis and 4 axis machining centers. Students will also learn advanced techniques for making programs run more efficiently.

MCH237 CAD/CAM CNC TURNING CENTER
Credits: 5
Pre-requisite(s): Completion of 1st year
This class introduces students to Mastercam X for Lathe / Turning application. Students will learn to navigate the programs' GUI interface for the purpose of: 1) Creating part geometry as CAD entities; 2) Defining cutting tools and machining operations; 3) Generating CAM type tool paths; 4) Graphically render their machining operations for verification purposes; and 5) Post process their work. Students will then have the opportunity to load their programs into a CNC Turning Center and perform all necessary tasks to complete the manufacturing process for their piece part. This class will walk a student through the entire creative process of part design, mfg. process development and machining a finished product

MCH238 CAD/CAM CNC MACHINING CENTER
Credits: 5
Pre-requisite(s): Completion of 1st year
Co-requisite(s): MCH236
This class introduces students to Mastercam X for CNC Milling application. Students will learn to navigate the programs' GUI interface for the purpose of: 1) Creating part geometry as CAD entities; 2) Defining cutting tools and machining operations; 3) Generating CAM type tool paths; 4) Graphically render their machining operations for verification purposes; and 5) Post processing their work. Students will then have the opportunity to load their programs into a CNC Milling Center and perform all necessary tasks to complete the manufacturing process for their piece part. This class will walk a student through the entire creative process of part design, mfg. process development and machining a finished product.

MCH240 METALLURGY
Credits: 2
Pre-requisite(s): None
The student will learn about types of ferrous and nonferrous metals and their applications. Metal numbering systems and the types of heat-treating will also be covered.

MCH245 SHOP PRACTICES
Credits: 2
Pre-requisite(s): A "C-" or higher in DDSN135, M111, MCH130, MCH132, and MCH134
This is an on-going semester course during normally scheduled shop hours. It is intended to match spring semester students with live, practical shop experiences involving subject matter previously covered in other courses. Emphasis will be on productivity.

MCH279 COMPUTER AIDED MANUFACTURING - METALS
Credits: 3
Pre-requisite(s): A "C-" or higher in MCH200
This course covers the use of CAD/CAM/CNC machining to manufacture various metal products. Both Computer Numerical Control (CNC) of lathes and mills will be taught. Students will have opportunities to machine a wide variety of materials and gain other practice in Cad/Cam operations.

MECH205 SMALL ENGINES
Credits: 2
Pre-requisite(s): None
This is course concentrates on small gasoline engines as used in the Outdoor Power Equipment industry (less than 20 horse power). Emphasis will be on the four major theories of small engines-compression, ignition, carburetion, and governing. Students will completely disassemble, familiarize, inspect, reassemble and operate a school owned small engine.

MUSI101 ENJOYMENT OF MUSIC
Credits: 3
Pre-requisite(s): None
This course traces the development of art music through the past 1000 years. Vocal and instrumental music and composers from the Middle Ages, Renaissance, Baroque, Classical, Romantic, and 20th century will be examined through listening, reading, and writing. Students will be presented with the analytical and comparative tools to identify and understand the various historical musical eras.

MUSI203 AMERICAN POPULAR MUSIC
Credits: 3
Pre-requisite(s): None
This course is intended to help students think creatively and critically about popular music. We will study significant styles of diverse American music beginning with the roots and continuing through the present day. We will explore several recurring themes throughout the course: (1) The interaction of European American, African American, and Latin American traditions, (2) The influence of mass media and technology (printing, recording, radio, video and internet), (3) The role of popular music as a symbol of identity (race, class, gender and generation).

NASX105 INTRODUCTION TO NATIVE AMERICAN STUDIES
Credits: 3
Pre-requisite(s): None
This course is a study of cultural makeup of the Native Americans in Montana and subsequently in the United States. Education, historical, legal, and social aspects will be analyzed for their influence on the modern Indian culture.

NRSG130 FUNDAMENTALS OF NURSING
Credits: 3
Pre-requisite(s): None
This course introduces learners to knowledge, basic clinical skills and attitudes essential for the nursing role. The course approach presents concepts and behaviors of nursing roles within the context of the nursing process and multicultural, holistic healthcare. Emphasis is on theoretical and practical concepts of nursing skills required to meet the needs of patients in a variety of settings.

NRSG131 FUNDAMENTALS OF NURSING LAB
Credits: 3
Pre-requisite(s): None
This lab is an integration of clinical skills performance using healthcare scenarios which focus on implementation of the nursing process, clinical decision making, and caring interventions in collaboration with the interdisciplinary team in a variety of healthcare settings.

NRSG135 PHARMACOLOGY FOR PRACTICAL NURSES
Credits: 3
Pre-requisite(s): None
This course introduces the student to the knowledge needed to provide safe nursing care to clients across the life span in the administration of medications. Content covered includes the basic pathophysiology of common disease

processes, as well as the basic principles of pharmacology such as pharmacokinetics, pharmacodynamics, medication interactions, and potential adverse medication reactions. The emphasis is on patient- centered care utilizing the nursing process and incorporating evidence based practice.

NRSG136 PHARMACOLOGY FOR PRACTICAL NURSES LAB
Credits: 1
Pre-requisite(s): None
This lab integrates the knowledge of safe medication administration into a laboratory environment. This includes dosage calculation, and safe administration of medications through a variety of appropriate routes, including intravenous therapy.

NRSG140 ADULT HEALTH NURSING
Credits: 4
Pre-requisite(s): None
The course is designed to build upon the knowledge acquired in Fundamentals of Nursing. The focus is on safe, effective care environments, health promotion and maintenance, and psychosocial and physiological integrity of adults who are experiencing health interruptions in well-defined practice settings. Principles of pharmacology, cultural competency, gerontology, nutrition, end-of-life and palliative care are integrated throughout the course.

NRSG141 ADULT HEALTH NURSING CLINICAL
Credits: 2
Pre-requisite(s): None
This clinical is an integration of experiences in well-defined practice settings. The focus is on implementation of the nursing process, professional behaviors, communication, clinical decision making, caring interventions and collaboration in interdisciplinary practice to prevent, promote, maintain and restore basic health.

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

NRSG143 NURSING CARE OF WOMEN AND CHILDREN CLINICAL
Credits: 1
Pre-requisite(s): None
This clinical integrates the knowledge of care for women, children, and families in a variety of clinical settings.

NRSG148 LEADERSHIP ISSUES FOR PRACTICAL NURSES
Credits: 2
Pre-requisite(s): None
This course explores the legal and ethical principles of Practical Nursing leadership in providing safe, relationship-centered care. The concepts of accountability, fiscal responsibility in relation to patient outcomes, collaboration, effective communication, conflict management skills, critical thinking, delegation, principles of human caring, and prioritization are emphasized throughout the course. Application of concepts in the rural environment are included.

NRSG149 LEADERSHIP ISSUES FOR PRACTICAL NURSES CLINICAL
Credits: 1
Pre-requisite(s): None
This clinical integrates theory with implementation of basic leadership skills. Preceptor experiences are based on selected nursing needs in the local and rural communities with a focus on knowledge, skills, and attitudes of nursing leadership needed to provide high quality, holistic, safe nursing care.

NRSG152 GERONTOLOGY AND COMMUNITY NURSING
Credits: 2
Pre-requisite(s): None
This course presents the knowledge, skills, and attitudes needed to provide high quality holistic nursing care for the geriatric client, as well as other vulnerable populations in the local and rural communities. The safe application of the nursing process in community based, patient-centered, interdisciplinary care environments is emphasized in order to promote patients well-being in regards to common acute and chronic health issues, including end-of-life and palliative care.

NRSG153 GERONTOLOGY AND COMMUNITY NURSING CLINICAL
Credits: 2
Pre-requisite(s): None
This clinical integrates theory into the clinical setting. The emphasis is on promoting the highest level of health and wellness for common acute and chronic health issues for

the geriatric and other vulnerable populations in local and rural communities.

NRSG220 FOUNDATIONS OF ETHICAL NURSING
Credits: 3
Pre-requisite(s): Admission to the nursing program
Drawing on contemporary issues in bioethics this foundational course explores influential moral values, philosophical principles and theories as formal grounding for ethical decision making and action in health care. A broad historical, cultural and societal perspective is emphasized to provide the background for understanding the everyday ethical problems that health professionals encounter in their practices. A psychological and social framework of analysis is used to foster sensitivity, skills of analysis and ethical behavior in situations of moral conflict.

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

NRSG231 NURSING PHARMACOLOGY LAB
Credits: 2
Pre-requisite(s): None
An integration of lab experiences focusing on the basic principles in providing safe medication administration, including intravenous therapy across diverse populations and the lifespan.

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

NRSG233 FOUNDATIONS OF NURSING LAB
Credits: 3
Pre-requisite(s): None
An integration of lab experiences focusing on psychomotor nursing skills needed to assist individuals in meeting basic human needs. Application of the nursing process and hands-on learning experiences for nursing skills, patient assessments, nutritional safety, and basic therapeutic skills are practiced and demonstrated.

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

NRSG235 ADULT NURSING I CLINICAL
Credits: 2
Pre-requisite(s): None
This clinical introduces the student to nursing practice in care of the stable adult patient. This includes care of the adult in a variety of health care settings. Students utilize the nursing process to develop individualized plans of care to prevent illness, promote wellness and maintain or restore health based on patient needs and evidence based practice.

NRSG236 HEALTH AND ILLNESS OF MATERNAL NURSING
Credits: 2
Pre-requisite(s): None
In this course, the student applies holistic concepts to the professional nursing care of the childbearing family including conception, prenatal, intrapartum, postpartum and newborn care. Content addresses health and complex alterations, reproduction and menopause, nutrition, therapeutic communication, ethical, legal, cultural and evidenced-based practice.

NRSG237 HEALTH AND ILLNESS OF MATERNAL NURSING CLINICAL
Credits: 1
Pre-requisite(s): None
This clinical introduces the student to the role of the registered nurse in the care of the childbearing family. Students will utilize the nursing process to assess and develop individualized plans of care for mother and infant.

Emphasis will be placed on patient education to promote healthy mother infant and childbearing family bonding.

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

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

NRSG246 HEALTH AND ILLNESS OF CHILD AND FAMILY NURSING
Credits: 2
Pre-requisite(s): None
In this course, the student applies holistic concepts to the professional nursing care of children and their families in health, illness, end-of-life and palliative care. Emphasis is placed on incorporating growth and developmental principles to facilitate positive health outcomes through health promotion, nutrition and disease prevention.

NRSG247 HEALTH AND ILLNESS OF CHILD AND FAMILY NURSING CLINICAL
Credits: 1
Pre-requisite(s): None
In this clinical, students will utilize the nursing process, to provide nursing care of healthy and high-risk pediatric populations and their families experiencing disruptions in bio/psycho/social/cultural and spiritual needs. Emphasis is also placed on health promotion, health maintenance, and therapeutic communication.

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

NRSG255 MENTAL HEALTH CONCEPTS CLINICAL
Credits: 1
Pre-requisite(s): None
This clinical applies the knowledge of psychiatric and mental health nursing. Students will have mental health focused clinical experiences in a variety of settings.

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

NRSG259 ADULT NURSING III
Credits: 3
Pre-requisite(s): None
This course expands on the nursing role in care of patients with complex health alterations. Students utilize evidence-based, interdisciplinary interventions to meet patient and family needs.

NRSG260 ADULT NURSING III LAB
Credits: 1
Pre-requisite(s): None
In this lab students are introduced to basic electrocardiogram interpretation, advanced concepts of perfusion, ventilation and complex pharmacologic regimens.

NRSG261 ADULT NURSING III CLINICAL
Credits: 2
Pre-requisite(s): None
This clinical experience focuses on application of the nursing process and utilization of information to provide comprehensive nursing care to the acutely ill patient experiencing complex health alterations in a variety of settings. Emphasis is placed on prioritization of care and

collaboration with other members of the interdisciplinary team to ensure optimal client care.

NRSG266 MANAGING CLIENT CARE FOR THE RN
Credits: 2
Pre-requisite(s): None
In this course students examine concepts of leadership and management emphasizing prioritization, delegation, and supervision of nursing care for patients across the lifespan. Topics also include communication techniques, legal and ethical issues, care of the culturally diverse patient, and utilizing change theory. Healthcare policy, finance, and regulatory environment issues are explored and applied to planning, collaborating and coordinating care across the continuum.

NRSG267 MANAGING CLIENT CARE FOR THE RN CLINICAL
Credits: 2
Pre-requisite(s): None
This precepted clinical experience focuses on principles of nursing leadership and management in a variety of settings. Students apply knowledge to provide culturally competent, holistic interventions within the professional nursing role for individuals, communities, and families across the lifespan.

NTS103 CCNA 1: INTRODUCTION TO NETWORK LABS
Credits: 1
Pre-requisite(s): A "C-" or better in ITS164
A co-requisite course for NTS-104, this class covers hands-on lab material to enhance lecture concepts and simulations. Labs are written for each chapter module and performed on actual networking equipment: routers, switches and hubs.

NTS104 CCNA 1: INTRODUCTION TO NETWORKS LECTURE
Credits: 3
Pre-requisite(s): A "C-" or higher in ITS164
This course is a fundamentals class based on the CISCO Network Academy curriculum. This class covers: Network terminology, the OSI Network model, standards for network topologies and network wiring, IPv4 and IPv6 addressing, subnet masks, network administration, and network planning. Introduction to network hubs, routers and switches and their roles in networking will be discussed. These basic principles are reinforced with hands-on lab work in the co-requisite NTS-103 CCNA1- Introduction to Networks Lab

NTS105 CCNA 2: ROUTING AND SWITCHING ESSENTIALS
Credits: 3
Pre-requisite(s): A "C-" or higher in NTS103 and NTS104
Switching, Routing and Wireless Essentials, builds on skills and IOS command knowledge learned in NTS-104. The course covers: Switch port security, VLANS, trunking and interVlan routing, Spanning-tree and EtherChannel Redundancy. Advanced Router configuration like RIP1 & 2, Static route creation and redistribution, as well as Next-hop redundancy complete this rigorous course. Both live equipment and simulation lab models reinforce lecture concepts.

NTS204 CCNA 3: SCALING NETWORKS
Credits: 3
Pre-requisite(s): A "C-" or higher in NTS105
LAN switching and wireless technologies are the focus of the third course in the CISCO curriculum leading to CCNA certification. The course explores the roll of switches in the modern networking environment, the Cisco IOS command-line interface used in switch configuration, VLANs, spanning-tree protocol, VLAN trunking protocols and security. Wireless technologies are introduced as well as the placement of Routers within a switched network. Students will build on and apply information from ITS-150 and ITS-152. Material is presented with lecture and hands-on activities, using live and simulation work. Distance learning technologies allow students the freedom to learn - by - doing in the lab and from home via internet connection with simple software. Our extensive equipment inventory and the current configuration allow the student to practice network device configuration and troubleshooting much as they would in a "real world" environment.

NTS205 CCNA 4: CONNECTING NETWORKS
Credits: 3
Pre-requisite(s): A "C-" or higher in NTS105
Connecting Networks, fourth in the Cisco Routing and Switching series, leads to the Cisco Certified Networking Associate (CCNA) exam and beyond. The curriculum focuses on Network design with advanced network management projects. Topics covered include Wide Area Networking (WAN) setup and design, Point to Point Protocol (PPP) with security, Frame Relay and limited Voice over IP (VOIP). This course builds upon the previous classes and expands knowledge of IP addressing, wildcard masks and security. In addition the course explores Dynamic Host addressing (DHCP), Virtual Networks (VPN) and Tunneling. Network Address Translation (NAT) and Port Address Translation (PAT) concepts are expanded with advanced hands-on activities.

Security applications such as Syslog, SNMP and NetFlow are discussed and explored. IP phones, Switch and Router POE interfaces are combined to enlarge the student knowledge base preparing for both CCNA certification testing and workplace application.

PHL110 PROBLEMS OF GOOD AND EVIL
Credits: 3
Pre-requisite(s): None
This course includes an analysis of basic moral concepts and a survey of the ways in which these concepts operate in contexts. Applications are made to contemporary moral issues one might encounter in the work world or the student's field of study.

PHL215 INTRODUCTION TO CONSCIOUSNESS STUDIES
Credits: 3
Pre-requisite(s): A "C-" or higher PSYX100
Students will learn about the basic issues in consciousness studies. These issues include the "problem" of consciousness, philosophical views, neurological models, and other issues in pertinent fields.

PHSX205 COLLEGE PHYSICS I
Credits: 4
Pre-requisite(s): A "C-" or higher in M151, or placement into M171
This is the first semester of a two semester series of college physics. Topics covered include kinematics, Newton's Laws of Motion and Gravitation, energy, momentum, rotational motion, oscillations, basic properties of fluids, wave motion, and thermodynamics. The lab component complements lecture material.

PHSX207 COLLEGE PHYSICS II
Credits: 4
Pre-requisite(s): A "C-" or higher in PHSX205 and M151
This is the second semester of a two semester series of college physics. Topics covered include electrostatics, DC circuits, optics, and introduction to modern physics. Includes a lab component that complements lecture material.

PHSX220 PHYSICS I (W/ CALCULUS)
Credits: 4
Pre-requisite(s): A "C-"or higher in M171
First semester of a two-semester sequence primarily for STEM students. Covers topics in mechanics (such as motion, Newton's laws, conservation laws, work, energy, systems of particles, and rotational motion) and in mechanical waves (such as oscillations, wave motion, sound, and superposition).

PHSX222 PHYSICS II (W/ CALCULUS)
Credits: 4
Pre-requisite(s): A "C-" or higher in PHSX 220 and M172
Second-semester of a two-semester sequence primarily for STEM students. Covers topics in electricity and magnetism (such as Coulomb's law, Gauss' law, electric fields, electric potential, dc circuits, magnetic fields, Faraday's law, ac circuits, and Maxwell's equations) and optics (such as light, geometrical optics, and physical optics).

PHSX224 PHYSICX III
Credits: 4
Pre-requisite(s): A "C-" or higher in PHSX 222 and M172
Third semester of a three-semester sequence primarily for STEM students. Covers topics in thermodynamics (such as heat, states of matter, laws of thermodynamics, and kinetic theory of gases) and a variety of topics in modern physics (such as special relativity, quantum mechanics, and atomic, solid state, nuclear, and particle physics).

PHSX226 GENERAL SCIENCE: INTEGRATED PHYSICAL SCIENCE I
Credits: 4
Pre-requisite(s): A "C-" or higher in M093
An investigation of basic principles of physics and chemistry including matter, physical and chemical properties, energy, motion, light, atomic structure, bonding, solutions and chemical reactions. The inter-dependence of chemistry and physics will be emphasized. This course is intended for non-science majors including elementary education.

PSCI210 INTRODUCTION TO AMERICAN GOVERNMENT
Credits: 3
Pre-requisite(s): None
This course explores the nature, purpose, and forms of the America government; the relationship between function and structure; the dynamics of political change; and the governmental problems of modern society. Emphasis will be placed on constitutional principles, political processes, public opinion, interest groups, political parties, elections, congress, the Presidency, and the Courts.

PSCI260 STATE AND LOCAL GOVERNMENT
Credits: 3
Pre-requisite(s): A "C-" or higher WRIT101
The course focuses on the authorities, structure, and functions of state and local governments. Emphasis is given to how state and local governments fit into the American system of federalism and how the relationships between the national government, state governments and local governments have evolved over time based upon

shifting demands for increased or decreased centralization of policy-making.

PSYX100 INTRODUCTION TO PSYCHOLOGY
Credits: 3
Pre-requisite(s): None
This course is an introduction to the scientific study of behavior in humans and other animals, including the biological bases of behavior, learning and memory, cognition, motivation, developmental and social processes, psychological disorders, and their treatment.

PSYX120 RESEARCH METHODS I
Credits: 3
Pre-requisite(s): None
This course examines the experimental and quantitative methods employed in the scientific study of behavior. It is an introduction to the design and analysis of psychological research. Topics include the logic and philosophy of psychological research, conceptualizing research questions, hypothesis testing, data collection, and analysis strategies used by researchers in psychology. It is also an introduction to using statistical data analysis.

PSYX230 DEVELOPMENTAL PSYCHOLOGY
Credits: 3
Pre-requisite(s): A "C-" or higher in PSYX100 or consent of instructor
Developmental Psychology is a comprehensive study of development across the lifespan including physical structure, thought, and behavior of a person as a result of both biological and environmental influences. It provides an up-to-date presentation of key topics, issues, and controversies in the field of lifespan development.

PSYX233 FUNDAMENTALS OF PSYCHOLOGY OF AGING
Credits: 3
Pre-requisite(s): A "C-" or higher in PSYX100
The Fundamentals of Psychology of Aging examines the theories and research findings of the psychology of adulthood and the elderly. Applications of theory and knowledge are utilized to enhance course material.

PSYX240 FUNDAMENTALS OF ABNORMAL PSYCHOLOGY
Credits: 3
Pre-requisite(s): A "C-" or higher in PSYX100 or consent of instructor
This course will explore psychopathology, the major psychiatric syndromes, the different theoretical perspectives, treatment, and therapy.

PSYX250 FUNDAMENTALS OF BIOLOGICAL PSYCHOLOGY
Credits: 3
Pre-requisite(s): A "C-" or higher PSYX100
This course is an introduction to the relationships between neurological structures and mechanisms and their corresponding psychological cognitive processes. Origins and adaptations of structures and behaviors as well as the methods used to study these relationships are also reviewed. Clinical applications of course material are examined.

PSYX260 FUNDAMENTALS OF SOCIAL PSYCHOLOGY
Credits: 3
Pre-requisite(s): A "C-" or higher in PSYX100 or SOCI101 or consent of instructor
This course serves as an exploration of the scientific study of how people think about one another, influence one another and related to one another. It emphasizes the situation, the person, and personal reactions to situations, as well as the application of social psychological principles to different societies and cultures.

PSYX270 FUNDAMENTALS OF LEARNING
Credits: 3
Pre-requisite(s): A "C-" or higher in PSYX100 or consent of instructor
This course is an introduction to scientific principles, theories, and applications of learning, including but not limited to respondent and operant conditioning, social learning, and verbal learning. The research base of learning is also covered.

PSYX280 FUNDAMENTALS OF COGNITION AND MEMORY
Credits: 3
Pre-requisite(s): A "C-" or higher in PSYX100
This course serves as an introduction to the scientific study of cognition. The course will provide an introduction and history of cognitive psychology and the basic concepts of attention, perception, memory, decision making, categorization, reasoning, and language acquisition.

PSYX290 UNDERGRADUATE PSYCHOLOGICAL RESEARCH
Credits: 1 to 3
Pre-requisite(s): Consent of Instructor
This course is designed to introduce students to the creative nature of psychological research. The course involves training students in methods of human subject research, data analysis, and presentation of research results not typically encountered in tradition one-year sequences of

psychology. Students investigate the psychological literature and participate in a research project under the guidance of the faculty mentor. Presentation of research findings through publication or presentation at a scientific meeting is expected.

PSYX292 INDEPENDENT STUDY: PSYCHOLOGY
Credits: 1
Pre-requisite(s): Consent of Faculty Sponsor
This course is designed to meet specific learning needs of students in psychology. Typically, such independent study projects focus on learning opportunities not otherwise offered at Helena College. Students initiate a proposal which includes the number of hours to be spent on the project, outcomes, and evaluation procedures. The proposal will be approved by the student, Faculty Sponsor, Division Director, and Executive Director of Enrollment office.

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

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

SOCI101 INTRODUCTION TO SOCIOLOGY
Credits: 3
Pre-requisite(s): None
This course is an introduction to basic sociological concepts and principles, emphasizing human social organization and how groups influence behavior.

SOCI160 SOCIOLOGY OF MEDIA AND POPULAR CULTURE
Credits: 3
Pre-requisite(s): None
This course examines the social significance of media and popular culture within the United States with particular emphasis on the sociohistorical development of media industries, the complex relationships between consumption and production, and how various media landscapes shape our understandings of gender, race, class, and sexuality. Case studies ranging from Barbie to Beyoncé, Warhol to Walmart, and media forms such as film, television, music, social media, video games, and virtual reality will be examined. Students will develop critical media literacy and viewership practices as they implement various sociological perspectives to analyze how mass media and popular culture both impacts and is impacted by individuals.

SOCI201 SOCIAL PROBLEMS
Credits: 3
Pre-requisite(s): None
An introduction to sociological perspectives regarding society's problems, this course examines the causes of major current and historical social problems, as well as the role of social research in identifying and solving problems.

SOCI211 INTRODUCTION TO CRIMINOLOGY
Credits: 3
Pre-requisite(s): None
A critical examination of crime in society: how crime is defined, the extent and distribution of crime, theoretical explanations of criminal behavior, and crime control efforts.

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

SOCI221 CRIMINAL JUSTICE SYSTEM
Credits: 3
Pre-requisite(s): None
A systematic survey of crime and the administration of justice in the United States, including the organizational structures, processes, and dynamics of law enforcement, criminal adjudication, and corrections.

SOCI234 SOCIOLOGY OF SEX AND SEXUALITIES
Credits: 3
Pre-requisite(s): None
This course debunks the notion that sex and sexuality are natural and unchanging categories and instead examines how these categories are historically and socially constructed. Over the semester students will interrogate how the West has used sex and sexuality as vehicles in the production of what constitutes normal, permissible, and deviant identities/behaviors through primarily, but not exclusively, a Sociological Queer Studies framework. The study of sex and sexuality intersects with broader sociological questions about power, culture, social interaction, inequality, social movements, and public policy thus some of the topics addressed include: the politics of sexuality and sexual identities; forms of oppression including heterosexism, homophobia, and transphobia; queer activism; the pornography of everyday life; and the medicalization of sex and sexuality. Particular emphasis will be given to the diversity of sexuality and its intersections with race, gender, class, disability, and nation.

SPNS101 ELEMENTARY SPANISH
Credits: 4
Pre-requisite(s): None
This introductory course prepares students for basic communication in Spanish and presents fundamentals of the language holistically through listening, speaking, reading, and writing. The course also explores cultural information.

SPNS102 ELEMENTARY SPANISH II
Credits: 4
Pre-requisite(s): A "C-" or higher in SPNS101
This course continues and builds upon the fundamentals of the Spanish language, and prepares students for more in-depth communication through listening, speaking, reading, and writing. Cultural information is also included.

STAT216 INTRODUCTION TO STATISTICS
Credits: 3
Pre-requisite(s): A "C-" or higher in M105, M115, M121, M140, or higher or satisfactory score on placement test
This course teaches a basic introduction to the fundamental concepts and methods of statistics. Topics include: frequency distributions, measures of central tendency, measures of dispersion, fundamentals of probability, binomial distribution, estimation, confidence intervals and hypothesis testing for normal distributions, correlation and simple linear regression.

SW100 INTRODUCTION TO SOCIAL WELFARE
Credits: 3
Pre-requisite(s): None
This course presents an introductory overview of human services, educating students about programs and problems in meeting social welfare needs. Emphasis is on the complexity of social services along with their historical development. The analysis of the values, attitudes, economic and political factors that affect the provision of social services are addressed. Potential solutions to social problems are also examined.

SW200 INTRODUCTION TO SOCIAL WORK PRACTICE
Credits: 3
Pre-requisite(s): A "C-" or higher SW100
This course is designed to prepare students for direct social work practice. This course provides an introduction to social work as a profession. Content includes an examination of goals, guiding philosophy and basic assumptions of social work practice. Emphasis is on the generalist framework of social work practice. In addition the development of the analytical and practice skills of listening, relationship building, assessment, intervention and evaluation are addressed.

THTR101 INTRODUCTION TO THEATER
Credits: 3
Pre-requisite(s): None
An exploration of the expressive powers of theater, with an emphasis on reflection, comparison, and analysis of written and performed dramatic works.

THTR120 INTRODUCTION TO ACTING I
Credits: 3
Pre-requisite(s): None
Students will work on basic acting skills through group as well as individual acting exercises, hands-on script analysis, and scene study with fellow student actors.

WLDG101 WELDING FUNDAMENTALS FOR AUTO TECH/DIESEL
Credits: 1
Pre-requisite(s): None
This course provides students the basic welding skills needed to adequately and safely make minor repairs to automobiles and diesel powered cars and trucks using the SMAW and GMAW weld processes. Students will also be given instruction on the safe and proper use of an oxy-acetylene cutting torch and plasma cutter.

WLDG107 INDUSTRIAL SAFETY FOR WELDING
Credits: 2
Pre-requisite(s): None
Safe work practices are paramount in all aspects of industrial work. Students will receive training in each piece of equipment using manufacturers' safety recommendations. Students will learn to identify and follow safe work practices as well as inspections of power equipment (portable & stationary), hand tools and also demonstrate the safe and proper use of each tool. Students will receive State of Montana certification for the operation of a 4500 lb. lift truck. This course will include instruction on how to safely use slings, hitches, rigging hardware, sling stress, hoists, rigging operations and practices.

WLDG112 CUTTING PROCESSES
Credits: 3
Pre-requisite(s): A "C-" or higher in WLDG107
This course will examine the different cutting processes used in today's welding industry. The cutting processes examined in this course are Oxy Fuel, Plasma Arc and Carbon Arc cutting. Hands on training will be administered throughout this course to ensure that proper technique and safety measures are met with all above mentioned cutting processes.

WLDG135 GMAW THEORY AND PRACTICAL APPLICATION
Credits: 5
Pre-requisite(s): A "C-" or higher WLDG107
The course starts with a basic understanding of how the GMAW welding processes work, with the concepts of basic electricity, filler metals, and applications. A hands-on welding experience is gained in GMAW, GMAW-Dual Shield, GMAW-P. Using these welding processes in multiple steps, exercises, and welding positions, the student will gain a wide variety of welding knowledge. An American Welding Society D1.1 certification test will be administered using GMAW-Dual shield wire at the end of the course. The instructor reserves the right to add and or delete any requirements, during the courses session.

WLDG137 BLUEPRINT READING, LAYOUT, AND BEGINNING FABRICATION
Credits: 7
Pre-requisite(s): A "C-" or higher WLDG107, WLDG112, WLDG135, WLDG181, and M111
This course covers the basics for understanding the reading of blueprints and shop drawings and the use of AWS welding symbols for blueprint reading. With the use of shop drawings students create a list of the required materials. Steel supply books are used as a reference to identify different structural materials. Mathematical calculations with be used to convert a materials list into prices. Labor time is then estimated to create a total bid for the project to be completed. This course also includes the use of formulas to measure volume, length, and weights.This course covers fabrication and layout of different types of welding designs, including multi-gore elbows, transitions, square to rounds, flanges, and other types of dust and emission control fittings using three different methods of layout practices. Students will be required to layout patterns on paper transfer patterns to steel plates and tubing. Students will learn proper identification, care and use of hand tools used in metal fabrication. Using various methods of metal forming using hand and power fabrication equipment combined with various welding processes, students will be assigned objects to be fabricated. Students will be given extensive hands on training of fabrication machinery to ensure proper and safe usage of machines. Proper housekeeping of the work environment will be discussed and demonstrated.

WLDG141 GTAW THEORY AND PRACTICAL APPLICATION
Credits: 4
Pre-requisite(s): A "C-" or higher in WLDG112, WLDG135, WLDG181 and M111
In this course, students will be given instruction on the use and theory of the Gas Tungsten Arc Welding (GTAW) process. This course will provide thorough instruction regarding proper safety, set up, and welding techniques on material such as: steel, stainless steel, and aluminum using the GTAW process.

WLDG151 SHOP PRACTICES
Credits:4
Pre-requisite(s): A "C-" or higher in all first semester welding courses, WLDG 137, WLDG 141, and M111
This course provides students with a real-life shop environment encountered in today's industry. Emphasis on work ethic, safety, communication and productivity will be a large portion of this course. Students will refine all skills gained throughout previous courses on projects for the community.

WLDG181 SMAW THEORY AND PRACTICAL APPLICATION
Credits: 5
Pre-requisite(s): None
This course starts with a basic understanding of the stick welding process, including the concepts of basic electricity, filler metals, and applications. A hands-on welding experience is gained through multiple steps and exercises, using multiple welding filler metals and welding positions. Process techniques using various types of mild steel electrodes in the four positions are practiced. An American Welding Society certification can be obtained at the end of the course.

WLDG213 PIPE WELDING LAB I
Credits: 6
Pre-requisite(s): A "C-" or higher in all first year welding courses and M111.
This course provides the student explanation on how to set up SMAW equipment for open-root V-groove welds. Explains how to prepare for and make open-root V-groove welds on carbon steep pipe. Provides procedures for making open-root V-groove welds with SMAW equipment on pipe in the 1G-ROTATED 2G, 5G and 6G positions. Provides procedures for making open-root V-groove welds with FCAW equipment on the pipe in the 1G-ROTATED, 2G, 5G and 6G positions.

WLDG227 ADVANCED JOINING PROCESSES THEORY AND PRACTICAL APPLICATION
Credits: 6
Pre-requisite(s): A "C-" or higher in M111, WSLDG 213, WLDG 246, & WLDG257
This course will cover many different advanced joining processes used in today's industry. The following processes and process variables will be covered in this course: Submerged Arc Welding, Soldering, Brazing, GMAW, GMAW-P and FCAW-S.

WLDG245 METAL FABRICATION DESIGN AND CONSTRUCTION
Credits: 5
Pre-requisite(s): A "C-" or higher in M111 and all first semester second year courses.
This course is designed to challenge students in a team environment on more complex fabrication and repair job assignments. Students will systematically plan out, order material, and perform repair and fabrication work orders. They will select the proper welding procedures and processes for each job assignment. Although instructors will oversee the job, students are challenged to take on a leadership role with less supervision. In addition, students

will be required to identify, maintain and organize all shop tools on a rotational basis.

WLDG246 ADVANCED METAL FORMING AND FABRICATION THEORY AND PRACTICAL APPLICATION
Credits: 5
Pre-requisite(s): A "C-" or higher in all first year welding courses and M111
This course is designed to enhance student proficiency in the fabrication environment. Students will use state of the art fabrication equipment in industry today. Fabrication of various objects with an emphasis on accuracy will be part of this course as well as a complete education on repair procedures. Problem solving skills will be a point of emphasis.

WLDG257 CUTTING PROCESSES II
Credits: 5
Pre-requisite(s): A "C-" or higher in all first year welding courses and M111
This course is designed to educate students using the latest Computer Numerically Controlled (CNC) automated cutting technology available in industry. Students will use nesting software to import CAD drawings into the CNC machines to perform cuts on various types of metals with an emphasis on accuracy and quality.

WLDG298 WELDING INTERNSHIP
Credits: 1
Pre-requisite(s): A "C-" or higher in WLDG117
The purpose of this internship is to give students the opportunity for on the job training. Students will use a wide variety of welding skills including but not limited to: shielded metal arc welding, gas metal arc welding, tungsten inert gas welding, oxy-fuel and plasma cutting. Students will also be expected to use the skills they have obtained in blueprint reading and metal fabrication. Students are expected to follow all safety instructions while in the work environment. With the cooperation of the employer, the students will be graded on both their work ethic and skills related to the welding industry.

WLDG299 INDUSTRIAL WELDING CAPSTONE
Credits: 5
Pre-requisite(s): A "C-" or higher in all first semester second year welding courses and M111
Students will demonstrate readiness for welding employment through the development and performance of a comprehensive hands-on welding related fabrication project.

WRIT101 COLLEGE WRITING I
Credits: 3
Pre-requisite(s): None
This course provides experience in written expression of ideas in expository prose with emphasis on the development of ideas, awareness of audience, and clarity. The course focuses on the writing process, patterns of writing, development of ideas, precise expression, critical thinking, and research skills.

WRIT104 WORKPLACE COMMUNICATIONS
Credits: 3
Pre-requisite(s): None
This course reviews the basic elements of grammar and language arts skills in business writing. Emphasis is placed on writing business letters, memos, emails, and reports for a variety of business applications. (New Course Fall 2022)

WRIT121 INTRODUCTION TO TECHNICAL WRITING
Credits: 3
Pre-requisite(s): None
Experience in communication formats typical of technical careers. Emphasis on writing as the craft of the critical thinker, involving analysis of audience, context, and

purpose, as well as the ability to locate, synthesize, analyze, organize, and present information effectively.

WRIT201 COLLEGE WRITING II
Credits: 3
Pre-requisite(s): A "C-" or higher in WRIT101
Continued experience in written expression of ideas in expository prose with an emphasis on critical response, argumentation, and research. Areas of study include research methods, evaluating source materials, and formal documentation, critical review and evaluation, and presenting logical, coherent, and forceful arguments.

WRIT210 SCIENTIFIC REPORT WRITING
Credits: 3
Pre-requisite(s): A "C-" or higher in WRIT101 or WRIT121
This course provides students with the tools to write effective research documents and other documents in the scientific and industrial fields. Topics include the challenges of scientific writing and other workplace writing, summary writing, identifying and correcting common writing problems, completing governmental agency forms, and revising documents for maximum effectiveness. This course will also examine how audience influences a document's style, format, and content.

Tools

Automotive Technology
Aviation Technology
Diesel Technology
Computer Aided Manufacturing and Machine Tool Technology
Welding: Industrial Welding and Metal Fabrication Tool Set
Fire and Emergency Services

Tools are _required_ by each student entering:

- Automotive
- Aviation Maintenance
- Diesel
- Computer Aided Manufacturing
- Machine Tool, Welding Technology
- Fire Emergency Services

Students are also required to purchase school-approved shirts and red rags for use in the shops.

Ordering Procedure

Students do not purchase tools through the College. Tool vendors will be available at the College at the beginning of each semester for students who wish to place orders. These tools are sold by the vendors at an educational discount. Tool costs vary depending on the vendor; approximates are average costs. Tools may take several weeks to arrive, and vendors will not deliver without full payment. A commitment sheet in writing from your vendor on the latest possible delivery date is advised before ordering.

Automotive Technology Tool Set

$2,700 – $3,700 (Approximately)

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

Aviation Maintenance Technology Tool Set

$2,000 – $3,000 (Approximately)

Students need to get their tools as soon as possible. The following are the minimum tools required for aviation maintenance student to have in order to take the course. These tools are not provided by the school. Tool Storage (lockable toolbox etc.)

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

Diesel Technology Tool Set

$3,000 – $4,000 (Approximately)

1. *Welding Helmet – added 9/6/19
2. *Welding Gloves – added 9/6/19
3. *Chipping Hammer – added 9/6/19
4. Roll Cabinet Tool Box, 7 drawer minimum
5. Stiff Bladed Putty Knife
6. 1/2 Drive Breaker bar
7. 10" Slip Joint Pliers [water pump]
8. 12 pt. Drive Metric Sockets, Shallow 4mm to 15 mm; 13 pc.
9. Battery Service Pliers
10. 12 pt. Metric Sockets, Deep and Shallow 8 mm to 19 mm
11. Side Post Battery Wrench and Wire Brush
12. 12 pt. Drive Standard Sockets, Shallow 1/2 to 1-1/8
13. Top Post Battery Brush
14. 12 pt. Drive Standard Sockets, Deep and Shallow; 3/16 to 9/16 20 pc.
15. Reversible Snap Ring Pliers
16. 12 pt. Standard Sockets, Deep and Shallow 1/4 to 7/8 22 pc.
17. 10" Vise Grip Type Pliers
18. 5/8 and 13/16 Spark Plug Sockets
19. Wire Stripper Cutters 10-20 ga. wire
20. Torx Sockets T8 to T55 11 pc. set
21. 10 pc. Punch and Chisel set
22. 1/2 Drive Ratchet
23. 16 oz. Ball Peen Hammer
24. 1/4 Drive Ratchet
25. 16 oz. Dead Blow Soft Face Hammer
26. 3/8 Flex Head Ratchet
27. Hacksaw
28. 3/8 Ratchet
29. Wire Brush
30. 1/2 Drive Extensions 5", 11"
31. Flashlight
32. 1/4 Drive Extensions 2", 4", 6"
33. 12' Tape Measure
34. 3/8 Drive Extensions 1", 3", 6", 11"
35. 1/4 Drive Screwdriver Style Handle
36. Radiator Hose Removal Tool
37. 1/2 Drive Standard Impact Shallow; 3/8 to 1" 12pt
38. 48oz Stubby Sledge Hammer
39. 1/2 Drive Metric Impact Shallow; 10-24MM 12pt
40. 20" Bearing Race Punch
41. 1/2 Drive Air Impact
42. Florescent Drop Light; 25 ft. minimum
43. 3/8 Drive Torque Wrench; 5-75 ft. lbs.
44. 24" Screwdriver Style Prybar
45. Adapters 3/8" to 1/4"; 3/8" to 1/2"; 1/2" to 3/8" 1/2" to 3/4"
46. 4 pc. Seal Pick Set
47. Universals 1/4", 3/8"
48. 16" Rolling Head [Heel] Bar
49. Standard Wrenches 3/8" to 1"
50. Inspection Mirror
51. Metric Wrenches 10 mm to 19 mm
52. Magnetic Retrieval Tool
53. Standard Flare Nut Wrenches 1/4" to 13/16"
54. Carbon Gasket Scraper
55. Standard Allen Wrenches
56. Ignition Gauge Set [Short Blade .010 through .035]
57. Standard & Metric Allen Sockets
58. Feeler Gauge Set .0015 through .025 angle
59. 12" Adjustable Wrench
60. Wire Gap Gauge .044 through .080
61. 8 pc. Screwdriver Set
62. Ratchet Type Screwdriver
63. Safety Glasses
64. 6" Needle Nose pliers
65. Blow Gun
66. 8" Needle Nose pliers
67. 7" Side Cutters
68. 7" Conventional Pliers [common]
69. 1/2 Deep Impact Sockets 12 pt.
70. 1/2 Torque Wrench
71. Multi-meter
72. Brake Shoe Tool
73. Brake Slack Adjuster
74. 1/4" torque wrench
75. Adjustable oil filter wrench
76. 2 Uniform Shirts

Computer Aided Manufacturing and Machine Tool Technology Tool Set

$2,100 (Approximately)

1. 2 Uniform Shirts
2. Machinists kit (0-1 micrometer and 6" calipers)   MSC#93071157
3. Allen Wrenches (cluster pack) – metric and standard
4. 1" Indicator Dial   MSC#76450071
5. Dead Blow Hammer – 1 pound
6. 2" Indicator Dial   MSC#76450089
7. Center Punch Set
8. Magnetic Base (Noga)   MSC#92257229
9. Mighty Mag Base (magnetic)   MSC#06580450
10. 4 pc. Combination Square   MSC#60591559
11. De-burring Tool   MSC#05751003
12. Double End Edge/Center Finder   MSC#03293412
13. Pocket Flashlight
14. Carbide Scribe   MSC#7649880
15. Screwdriver Set
16. 6" Rigid Scale, 32nds and 64ths one side/100th on flip side   MSC#78988136
17. Standard Set Combo Wrenches 3/8" – 1"
18. 6" Flex Scale, 32nds and 64ths one side/100ths on slip side   MSC#69745974
19. Measuring Tape – 10 foot
20. HSS Tool Bit Blank 3/8" 2 each   MSC#02603249
21. HSS Tool Bit Blank ½" 2 each   MSC#02603322
22. Thread Wire set   MSC#03293529
23. 6-pc Snap Gauges   MSC#06457014
24. Pitch Gauges, inch and metric MSC#01221019 and #01221043
25. File Set with Handles   MSC#6030488
26. One Set of Parallels
27. File Brush
28. Drills, Fractional, Letters, Numbers
29. Safety Glasses
30. Tool Box – max 26" wide, 20" deep, 37" high (minimum height 37" No top boxes)
31. 1-2-3 Blocks MSC#06378012
32. V-Block Set
33. Acme Screw Pitch Gauge Required 2nd semester   MSC#63326367
34. Carbide Insert Holders – RH turning and threading
35. Carbide Inserts – 2 threading and 2 grooving
36. Test Dial Indicator .0005 res
37. Coaxial Indicator

Welding: Industrial Welding and Metal Fabrication Tool Set

$800 (Approximately)

Safety Equipment: (Harbor Freight/Amazon)

1. Safety Glasses- Multiple Pairs
2. Steel Toe Boots- Leather

Welding Equipment: (General Distributing/American Welding & Gas)

1. Welding Hood- Auto Darkening
2. Welding Gloves-Leather
3. Welding Jacket- 100% Cotton/Leather Sleeves/ 100 % Leather
4. Welding Cap- 100% Cotton
5. Cutting Goggles- Minimum Shade #5

Hand Tools: (Harbor Freight/Amazon)

1. Standard Allen Wrench Set
2. Screwdrivers (Both Philips and Flathead)
3. Open end Wrench set up to 3/4"
4. Hand Wire Brushes (Carbon and Stainless)
5. Roll of Electrical Tape
6. 8" Slip Joint Pliers
7. MIG Pliers
8. Set of Cleaning Picks
9. 3/8" Drive Socket Set
10. Small Flashlight
11. Carpenters Square
12. Framing Squares (1 large and 1 small)
13. 10" Crescent Wrench
14. 25' Tape Measure
15. Magnetic Torpedo Level
16. Ball Peen Hammer
17. Chipping Hammer
18. Cutting Tip Cleaner
19. Friction Lighter (Striker)
20. 4-Piece File Set
21. USB Flash Drive
22. Small Punch Set (Center Punch, Chisel, Pin Punch, and Drift Punch)
23. Three Piece Square Set (Combination Square, centering, and Angle Head)
24. Stencil Set (For Metal)
25. (2) 8" C-Clamps (Steel)
26. (2) 6" Hand Clamps (Steel)
27. 4-1/2" Grinder with Guard
28. Knotted Wire Wheel for 4-1/2" Grinder
29. Flap Disc for 4-1/2" Grinder
30. Sharpies (Black and Silver)
31. Scribe (With Magnet)
32. Soap Stone
33. Silver Marking Pencils
34. Fillet Weld Gauges
35. V-WAC Gauges
36. Large Pipe Wedge
37. Pipe Wrap
38. Construction Calculator (Not Estimator)
39. Small Drafting Kit
40. 24" Flex Rule

Preferred Tool Vendors:

1. American Welding & Gas
2. General Distributing
3. Harbor Freight
4. MSC Industrial Supply- (Online)
5. Amazon- (Online)

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

Fire & Emergency Services Equipment

$750 (Approximately)

1. NFPA 1971 Current edition certified Structural Fire Boots
2. NFPA 1971 Current edition certified Structural Fire Gloves
3. NFPA 1971 Current edition certified Structural Fire Hood
4. Extrication Gloves
5. 2- Helena College Fire & ES Uniform Shirts
6. 2- Pair NFPA 1975 Current edition certified navy blue pants.
7. Black station style boots with safety toe
8. ANSI Z87.1 Safety Glasses – Multiple Pairs
9. ANSI S3.19 Earmuffs

Montana University System

Montana University System

THE UNIVERSITY OF MONTANA CAMPUSES

University of Montana – Missoula
Missoula College
Bitterroot College
Montana Tech
Highlands College
University of Montana – Western
Helena College

MONTANA STATE UNIVERSITY CAMPUSES

Montana State University – Bozeman
Gallatin College
Montana State University – Billings
City College
Montana State University – Northern
Great Falls College

COMMUNITY COLLEGES

Dawson Community College
Flathead Valley Community College
Miles Community College

Helena College Administrators and Faculty

Administrator Profiles
Helena College Board Members
Faculty Profiles
Staff Profiles

Administration

HELENA COLLEGE UNIVERSITY OF MONTANA
1115 North Roberts
Helena, Montana 59601
Phone: 406-447-6900
Fax: 406-447-6397

Administrator Profiles

Dr. Sandra Bauman, Dean/CEO
B.A., Montana State University
M.S., Montana State University Billings
Ed.D., Montana State University

Tricia Fiscus, Assistant Dean of Administrative Affairs
A.A.S., Lewis-Clark State College
B.S., Lewis-Clark State College
M.S., University of Idaho

Division Director Profiles

Stephanie Hunthausen, Executive Director of Career Technical Education & Dual Enrollment
B.A., Carroll College
M.A., University of Idaho

Robyn Kiesling, Executive Director of General Education & Transfer
B.S., Montana State University Billings

Ryan Loomis, Director of Community Education Center/SBDC
B.S., University of Montana
M.B.A., University of Montana

Debra Rapaport, Director of Nursing Program
B.S.N., California State University
M.S.N., Capella University

Helena College Foundation Board Members

FOUNDATION BOARD MEMBERS

Greg Strizich – President
President/CEO
Intrepid Credit Union

Sam Martin – Vice President
Client Support Services
Allegra Marketing

Monica Latham –Treasurer
Administrative Assistant
Montana Historical Society

Odie Otterstrom
Financial Consultant
The Chamberlin Group, Inc.

Joel Silverman
Owner
Silverman Law Office, PLLC

Nan LeFebvre
Retired

Summer Marston
Administrative Specialist
North Western Energy

Faculty Profiles

Dumas, Tod
Aviation Maintenance Technology
Airframe and PowerPlant License

Feig, Kim
Sociology
B.A., University of California Santa Barbara
M.A., San Francisco State University
M.A., University of California, Irvine

Hallinan, William
Computer Science
B.A., Carroll College
M.S., University of Idaho

Hartman, John
General Education – Chemistry
B.S., Saint John's University
Ph.D., Montana State University

Hauer, Derrick
Diesel Technology
C.A.S, Helena College

Henderson, Karen
General Education – Writing/Communications
B.A., Montana State University
M.A., Montana State University

Henry, Rick
General Education – Life Science
B.A., Simpson College
M.S., University of Nebraska – Kearney

Jaynes, Keri
Mathematics & Physics
B.S., University of Montana-Western
M.S., Montana Technological University

Johnson, Bonnie
Accounting
B.A., California State University, Fullerton
E.M.B.A., Claremont Graduate University

Jones, Dave
Automotive Technology
Certified Advanced Level Specialist
ASE Master Certified Technician
B.T., Northern Montana College
M.S., Montana State University – Northern

Kenning, Kristina
Nursing
B.S., Creighton University
B.S.N., Creighton University
M.S.N, The University of Saint Mary

McLaughlin, John
Metals – Computer Aided Manufacturing
A.A.S., Trinidad State Junior College

Mohrmann, Veronica
Communications
B.A. Carroll College
M.A., Marist College

Mosher, Sara
Nursing
B.S N., Linfield College of Nursing

Munn, Nathan
General Education – Psychology
B.A., Seattle Pacific University
M.D., University of Washington
M.P.H. University of Montana

Nicholson, Paul
Computer Aided Manufacturing
A.S. Machine Tools Technology Helena College

Page, Marie
Nursing
B.A., University of Southern California
M.S.N., John Hopkins University

Purcell, Rick
Diesel Technology
A.O.S., Universal Technical Institute

Reeves, Virginia
General Education – Writing/Communications
B.A., Carroll College
M.A., Willamette University
M.F.A., University of Texas-Austin

Roby, Seth
General Education - Art
M.F.A., New Mexico State University
B.F.A., Western Colorado University
K–12 Art Education Cert., Western Colorado University

Sawatzki, Phillip
General Education – Biological Sciences
B.S., Western Michigan University
M.S., Western Michigan University

Steinwand, Bryon
Computer Technology
B.S., Montana State University

Stewart, Jerry
Automotive Instructor
ASE Master Certification
ASE Light Duty Diesel Certification
ATRA Transmission Rebuild Certification
CARQUEST Instructor & Curriculum Developer
NAPA Instructor

Stimpson, Lyn
Fire & Emergency Services Instructor
B.A., Appalachian State University

Taylor, Larry
General Education - Anatomy & Physiology
B.S., Baylor University
M.S., University of Colorado
Ph.D. University of California, Berkeley

Torres, Cody
Welding Instructor
A.M.S. Certified Welding Educator
A.M.S. Certified Associate Welding Inspector

Valdez, Jamie
Nursing
B.S N., OHSU School of Nursing

Walborn, Joyce
General Education – Mathematics
B.S., University of Washington
M.Ed., University of Montana

Walker, Wesley
Aviation Maintenance Technology
Certificate in Airframe and PowerPlant

Zeigler, Glen
Metals – Welding Technology
C.A.S., Helena College

Staff Profiles

Adamek, Marika
Assistant Registrar
406-447-6910
marika.adamek@HelenaCollege.edu

Anderson, Kelsey
TRIO Retention Specialist
406-447-6941
kelsey.anderson@HelenaCollege.edu

Adams, Julie
Administrative Associate/Continuing Education
406-447-6946
julie.adams@HelenaCollege.edu

Benasky, Edward
Enterprise Systems Administrator
406-447-6949
edward.benasky@HelenaCollege.edu

Benge, Jeremy
Computer Support
406-447-6960
jeremy.benge@HelenaCollege.edu

Bennett, Joshua
SBDC Senior Business Advisor
406-447-6944
joshua.bennett@HelenaCollege.edu

Caldwell, Kimberly
Academic Coach & Tutor Coordinator
406-447-6957
kimberly.caldwell@HelenaCollege.edu

Chen, Suhan
Executive Director, Global Initiatives
406-447-6969
Suhan.chen@helenacollege.edu

Collins, Bradley
Computer System Analyst III
406-447-6948
Brad.colliins@helenacollege.edu

Curtin, Valerie
Executive Director of Compliance & Financial Aid
406-447-6913
valerie.curtin@helenacollege.edu

Dellwo, Sarah
Executive Director of Enrollment
406-447-6908
sarah.dellwo@HelenaCollege.edu

Dubbe, Della
Director of Library Learning Hub
406-447-6943
della.dubbe@HelenaCollege.edu

Ebert, Anna
Recruitment
406-447-6912
anna.ebert@HelenaCollege.edu

Ewing, Mel
Chief Information Officer
406-447-6958
mel.ewing@HelenaCollege.edu

Feig, Kimberly
Disabiltiy Resource Coordinator
406-447-6952
kimberly.feig@HelenaCollege.edu

Fife, Tyler
Custodial Maintenance
406-447-6935
tyler.fife@HelenaCollege.edu

Fontaine, Virginia
Lead Barista
406-447-6933
virginia.fontaine@HelenaCollege.edu

Gifreda, Laura
Cashier
406-447-6922
laura.gifreda@HelenaCollege.edu

Haikka, Tommi
Assistant Director of Facilities & Maintenance
406-447-6935
tommi.haikka@HelenaCollege.edu

Hansen, Nina
Administrative Associate Enrollment
406-447-6900/01
nina.hansen@helenacollege.edu

Heinitz, Melanie
Academic Administrative Coordinator
406-447-6971
melanie.heinitz@helenacollege.edu

Howard, Beau
Accounting Associate IV
406-447-6918
beau.howard@HelenaCollege.edu

Jackson, Lewis
Dual Enrollment Coordinator
406-447-6953
lewis.jackson@HelenaCollege.edu

Marston, Mike
Maintenance
406-447-6935
mike.marston@HelenaCollege.edu

Merchen, Kyra
Scholarship & Work Study Officer
406-447-6914
kyra.merchen@HelenaCollege.edu

Miller, Candice
Business Office/Student Accounts
406-447-6921
candice.miller@HelenaCollege.edu

Mortimore, Kathy
Skilled Trades Retention Specialist
406-447-6903
kathy.mortimore@HelenaCollege.edu

Mousel, Melissa
APC Administrative Associate IV
406-447-6350
melissa.mousel@HelenaCollege.edu

Neace, Atalyssa
Grant & Loan Officer
406-447-6935
atalyssa.neace@HelenaCollege.edu

Nelson, Jeff
Maintenance Worker II
406-447-6935
jeff.nelson@HelenaCollege.edu

Pate, Jessie
Director of Institutional Research & Effectiveness
406-447-6951
jessie.pate@HelenaCollege.edu

Payne, Paige
Executive Assistant to the Dean/CEO
406-447-6927
paige.payne@HelenaCollege.edu

Poole, Angela
Dual Enrollment Program Coordinator
406-447-6993
angela.poole@HelenaCollege.edu

Ravenscroft, Cheryl
TRIO Program Coordinator
406-447-6956
Cheryl.ravenscroft@HelenaCollege.edu

Rausch, Abigail
Director of Marketing, Comm. & Alumni Relations
406-447-6954
Abigail.rausch@HelenaCollege.edu

Reddington, Kasandra
TRIO Transition Specialist
406-447-611
kasandra.reddington@HelenaCollege.edu

Reighard, Eric
Custodial Supervisor
406-447-6935
eric.reighard@HelenaCollege.edu

Rogers, Tony
APC Maintenance Worker II
406-447-6354
Tony.rogers@HelenaCollege.edu

Rose, Andy
APC Custodial
406-447-6354
andy.rose@HelenaCollege.edu

Rutherford, John
Director of Facilities & Maintenance
406-447-6917
john.rutherford@HelenaCollege.edu

Schwen, Cari
Director of Business & Retail Services/Controller
406-447-6920
cari.schwen@HelenaCollege.edu

Schuff, Emily
Director of Student Life
406-447-6962
emily.schuff@HelenaCollege.edu

Stergar, Christy
Continuing Education Coordinator
406-447-6945
christine.stergar@HelenaCollege.edu

Thompson, Greg
Academic Advisor
406-447-6938
greg.thompson@HelenaCollege.edu

Twardos, Mary
Human Resources Generalist
406-447-6925
mary.twardos@HelenaCollege.edu

Wagner, Cole
Computer Support Specialist
406-447-6959
cole.wagner@HelenaCollege.edu

Willcockson, Ann
Director of TRIO & Special Retention Initiatives
406-447-6955
ann.willcockson@HelenaCollege.edu

Zigan, Amanda
Accounting Associate III
406-447-6919
amanda.zigan@HelenaCollege.edu

Notice Concerning Materials in This Catalog

Helena College's budget is funded through appropriations from the Montana State Legislature and student tuition. It should be understood, therefore, that not all programs described in this catalog may be available because of funding variations. Representations are neither made nor implied that courses or programs available in any given semester will be continued or maintained in subsequent semesters.

While the College will make every effort to provide described courses and programs, the final decision as to their availability rests with the Board of Regents and will be determined by available funds and by the needs of the school. All provisions within this catalog are subject to change without notice.

Pursuant to Title VI and VII of the Civil Rights Act, Title IX of the Education Amendments, Section 504 of the Rehabilitation Act, Executive Order 11246, the Vietnam Veteran's Readjustment Act, and the Montana State Human Rights Act, Helena College announces that it does not discriminate in admission, access to, or conduct of its education programs and activities, nor in its employment policies, on the basis of: race, sex, color, national origin, religion, age, marital or parental status, physical handicap, or mental handicap.

As required by Title IX and Section 504, Helena College shall afford any student, employee, or applicant for admission or employment, the right to file a grievance on grounds of discrimination.

Correspondence should be directed to:

Human Resource Department
1115 N. Roberts Street
Helena, MT 59601
(406) 447-6925