2025-2026
CATALOG

HELENACOLLEGE

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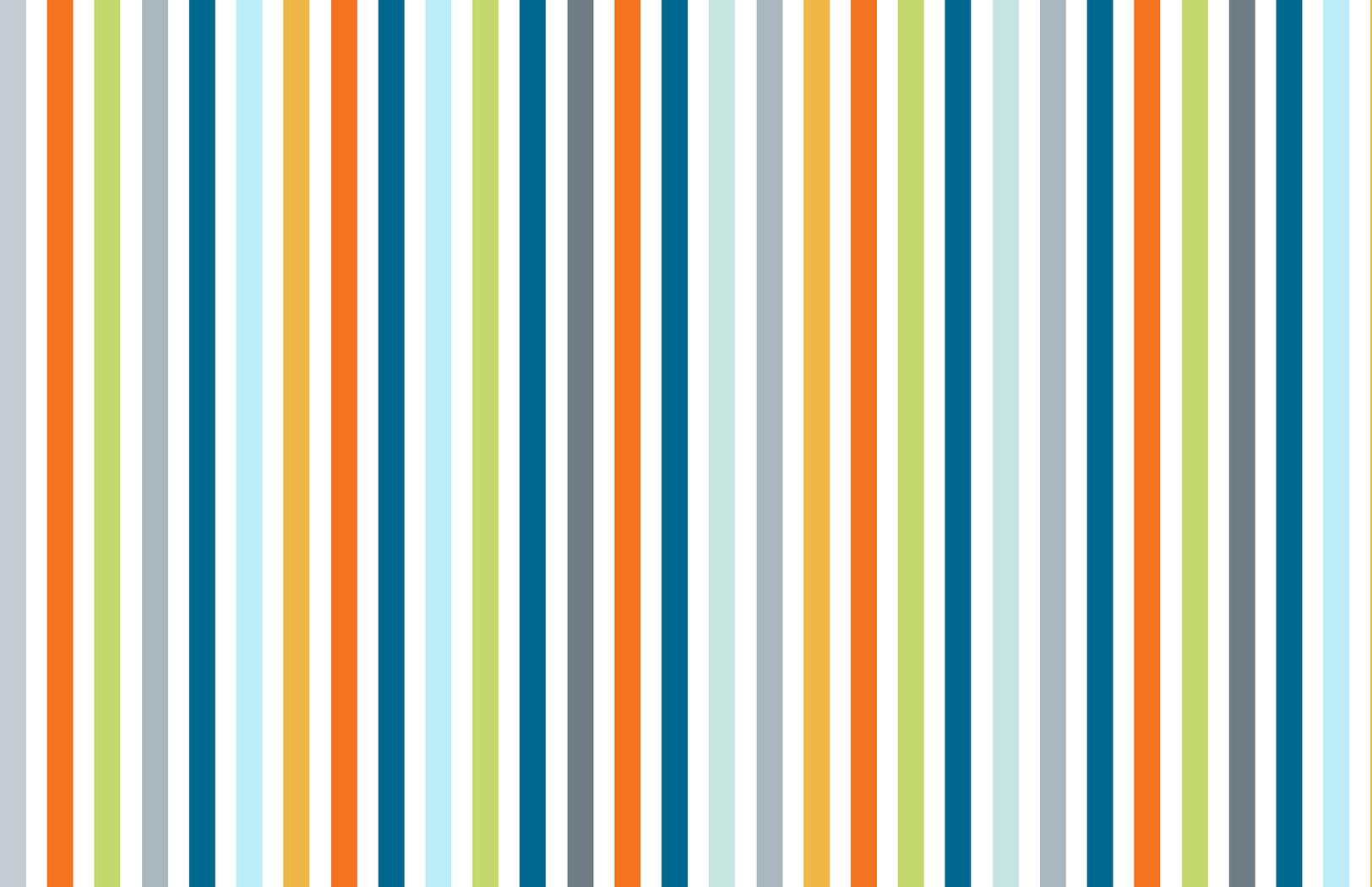
The catalog is available on Helena College's Website and is updated monthly.

Table of Contents

2025-2026 Institutional Calendar - Fall 2025

July 28	Priority Application Deadline
August 15	Final Application Deadline
August 15	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 20	Fall Orientation – Online Donaldson Campus
August 22	Fall Orientation - Online Airport Campus
August 25	**Fall Semester Classes Begin**
August 27	Last day to add classes without the instructor's permission
September 1	**Labor Day - College Closed**
September 4	Last day to add classes *(instructor permission required)*
September 15	Last day to drop without record and receive a partial refund
September 15	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.
September 20	First deferred payment due
October 17	Mid-term grades due & available on MyHC for full semester classes
October 20	Second deferred payment due
November 3	Registration begins for current students
November 10	Registration begins for current non-degree students
November 11	**Veteran's Day - College Closed**
November 17	Registration begins for new students
November 20	Final deferred payment due
November 26	**Thanksgiving Break - No Classes, College Open**
November 27-28	**Thanksgiving Break - College Closed**
December 1	Graduation applications are due for Spring/Summer 2026 graduates
December 5	Last day to drop classes
December 12	**Last Day of Fall Semester Classes, Nurse Pinning Ceremony**
December 13	**Fall Graduation**
December 16	Grades Due
December 19	Grades Posted to MY HC
December 25	**Christmas Day - College Closed**

2025-2026 Institutional Calendar - Spring 2026

December 12	Priority Application Deadline
January 1	**New Year's Day - College Closed**
January 2	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 2	Final Application Deadline
January 12	**Spring Semester Classes Begin**
January 19	**Martin Luther King Day - College Closed**
January 14	Last day to add classes without instructor permission
January 22	Last day to add classes *(instructor permission required)*
February 2	Last day to drop without record and receive a partial refund
February 2	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.
February 16	**President's Day - College Closed**
February 17	**Student Break - No classes, College Open**
February 20	First deferred payment due
March 10	Midterm Grades Due & available on MyHC for full semester classes
March 16	Registration begins for current students
March 20	Second deferred payent due
March 23	Registration begins for current non-degree students
March 25-27	**Spring Break - No classes, College Open**
April 6	Registration begins for new students
April 20	Final deferred payment due
April 24	Last day to drop classes
April 27	Graduation applications are due for Fall 2026 graduates
May 1	**Last Day of Spring Semester Classes, Nurse Pinning**
May 1-2	Graduation
May 5	Grades Due
May 8	Grades Posted to MY HC

2025-2026 Institutional Calendar - Summer 2026

May 11	**Beginning of 13-week Summer Session**
May 18	**Beginning of first 5-week and 10-week sessions**
May 19	Last day to add first 5-week session classes without instructor permission
May 20	Last day to add 10-week session classes without instructor permission
May 21	Last day to add first 5-week session classes *(instructor permission required)*
May 22	Last day to add 10-week session classes *(instructor permission required)*
May 22	Last day to drop first 5-week session classes without record and receive a partial refund
May 25	**Memorial Day - College Closed**
May28	Last day to drop first 13-week session classes without record and receive a partial refund
June 1	Last day to drop 10-week session classes without record and receive a partial refund
June 15	**Beginning of 6-week session**
June 16	Last day to add 6-week session classes without instructor permission
June 17	Last day to drop first 5-week session classes
June 18	Last day to add 6-week session classes *(instructor permission required)*
June 19	**End of first 5-week session**
June 22	**Beginning of second 5-week session**
June 22	Last day to drop 6-week session classes without record and receive a partial refund
June 23	Last day to add second 5-week session classes without instructor permission
June 25	Last day to add second 5-week session classes *(instructor permission required)*
June 26	Last day to drop second 5-week session classes without record and receive a partial refund
July 3	**Independence Day Observed - College Closed**
July 20	Last day to drop 10-week session classes
July 22	Last day to drop 6-week session classes
July 22	Last day to drop second 5-week session classes
July 24	**End of 10-week, second 5-week, and 6-week sessions**
August 3	**Last day to drop 13-week session classes**
August 7	**End of 13-week Summer Session**

Introduction

Mission, Vision, & Strategic Plan
Institutional Competencies
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.

Mission, Vision, & Strategic Plan

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 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 everyone 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

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

Institutional Competencies

Institutional learning outcomes or institutional competencies represent learning that is central to the academic, professional, and personal success of all Helena College students. The competencies encompass the fundamental knowledge and skills that all students should achieve
and demonstrate upon completion of any degree or credential earned from the institution. Further, the competencies align with the College's mission, are integrated within general education and program-specific curricula, and are introduced, reinforced, and assessed at the course level.

DIVERSITY
The student will learn to recognize and value individual, group, and cultural differences from and within local, national, and global perspectives and contexts.

- Critically examine the cultural, historical, social, economic, and/or political circumstances that produce and shape different social/cultural systems and communities, either nationally and/or globally.
- Identify processes by which identities and notions of difference are constructed, reinforced, and changed over time.
- Examine how power structures, oppressions, and privilege shape the conditions of one or more underrepresented groups as well as various strategies and tools for empowerment, equity, social justice, and inclusion.

INFORMATION LITERACY
The student will learn to locate needed information, manage and evaluate the extracted information, and use it critically and ethically.

- Pursue critical inquiry by using authentic questions, curiosity, and a willingness to challenge previously held beliefs in order to make new discoveries.
- Demonstrate persistence, flexibility, and patience in a strategic search for information while recognizing that it may vary greatly in format, perspective, and value.
- Evaluate content among varied and conflicting perspectives in order to identify authoritative sources.
- Participate actively in scholarly or professional conversation by properly citing past research and accurately representing creators' intended meaning.

TECHNOLOGY LITERACY
The student will use appropriate technology to access, manage, integrate, or create information and/or use technology to effectively accomplish a given task.

- Internet and email: web search, web navigation, send and receive email, email attachments, security, messaging.
- Operating system operations: locating and executing programs, booting, login, and updates.
- File management: navigation in OS, create files and folders, copy, delete, rename and upload files, Zip and unzip files, access Flash drive.
- Word processing software basics.
- Presentation software basics.
- Spread Sheet software basics.

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 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
Adult Education
TRIO Student Support Services
Montana 10 Program
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, St. Andrew, 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. 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**.

.

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 119
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 partners 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 have the objective of completing 18-24 credit hours per year.
3. Demonstrate a need for academic support, as determined by this program through an eligibility 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)
   c. An individual with a documented disability (physical, mental, or learning)

Program Services

Academic Advising: Individualized advising, academic coaching, and support.

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

Career Advising: Students will have access to *PathwayU,* a career readiness platform, and Career Launch.

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

Scholarship Assistance: Aid in identifying and applying for scholarships.

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

Technology Assistance: A limited supply of computers are available for checkout through the library. TRIO can provide help with Canvas, 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 to build community.

MT 10 Program

Program Description

Montana 10 is a Montana University System scholarship and student support program at Helena College, the University of Montana. The program offers academic, social, and financial supports designed to help students succeed in college. Students who become Montana 10 Scholars will be part of a special group of students all across Montana leading the way in a new way of doing college—a kind of college where students have the financial support they need, a community that knows them and supports them as individuals, and the specialized academic support that will help them to achieve their education goals and successfully launch their career

Eligibility Criteria

Students must meet the criteria below:

- Be a Montana resident and be admitted to Helena College

- Be degree-seeking

- Complete your FAFSA and be income-eligible

- Be a first-year or transfer student with fewer than 24 credits

- Be committed to registering for a full-time schedule in order to aim for on-time completion of your degree

Program Services

College is a big commitment. Being a Montana 10 Scholar means that you will have a lot more support and resources to help you achieve your academic and career goals. As a Montana 10 Scholar, you will be more likely to graduate on time with less debt. The program utilizes career development tools to help prepare you for your chosen career. This will set you up for professional and personal success throughout life.

To help Montana 10 Scholars reach these academic and career goals, each Montana 10 Scholar will get:

- A dedicated orientation program for Montana 10 Scholars

- A special Montana 10 advisor who knows you and your goals

- A scholarship covering tuition and mandatory fees that remain after Pell and other scholarships

- A $250 textbook stipend every semester

- A monthly incentive worth $50

- A first-year seminar course specifically designed to successfully launch your college career

- A full-time schedule (30 credits per year)

- Career development tools, including a new platform called Career Launch, to prepare you for your chosen career

- Early registration

- Transfer support that advocates for student success within their pathway

Community Education Center

Workforce, Professional Development, and Lifelong Learning

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, and foreign languages
- Digital photography, welding, and sewing
- Personal finance and retirement planning
- 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 a current career, or working to meet licensure/certification requirements. Courses are designed to meet industry standards and may finish with actual testing for state and national certifications. A wide array of our career training certificate courses are offered online while courses such as our Commercial Driver's License (CDL) Training, Certified Clinical Medical Assistant, Fiber Optics Technician, and Fire Fighter 1 Academy 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, 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 the Community Education Center at 406-447-6946.

Office of eLearning & Faculty Development

The eLearning and Faculty Development department is dedicated to supporting faculty, contributing to teaching excellence, and enhancing student success through: professional development, exemplary instructional design, effective application and integration of instructional technologies, interactive digital media development, administration and enhancement of the college's learning management system (currently Canvas), and the deployment of innovative emerging technologies. In addition, it 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 Canvas course portal available from the Helena College website. Canvas is our online learning management system.

To locate your class in **Canvas**. Choose "Portals" (top right), then "Student Portal":

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

For **Canvas Assistance**, please contact **Canvas 24/7 Vendor Support** [https://helenacollege.edu/online/canvas-support.pdf]
For **other eLearning Assistance**, please contact **eLearning@HelenaCollege.edu**

Delivery methods using Canvas include the following, as outlined in **BOR Policy 303.7**

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

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

    o *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

    o *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**.

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

    o *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.

    o *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.

    o *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.*

If you need any assistance with eLearning & Faculty Development, please contact:

The Office of eLearning & Faculty Development
elearning@helenacollege.edu
406-447-6364

Admission Requirements and Procedures

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. Students 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 religious exemption form stating that immunizations are contrary to the student's religious beliefs. (ARM 37.114.716) Please contact admissions for the form.

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 Association of Colleges & Schools Commission**
6. **WASC Senior College and University Commission**

Transfer credits from institutions not accredited by the agencies in the above list (excluding foreign institutions) 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 disability, 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 disability, 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 disability, 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 race, color, creed, religion, age, physical or mental disability, 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 disability, 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 that discourages 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 Accessibility 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 Code of Conduct Handbook if they believe this policy of nondiscrimination is not being followed.

Non-Discrimination Statement & Title IX Coordinator Notice

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 by 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

2025-2026 Tuition & Fee Schedule
Books & Supplies
Deferred Fee Payment Plan
Non-Payment
Payment of Tuition and Fees
Vocational Rehabilitation
Tuition Refunds

Expenses

2025-2026 Tuition and Fee Schedule

All fees are subject to Board of Regents approval.

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

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	Technology 2.0 Fee	InState Total	NR Bldg Fee	NR Additional Tuition	NR Total
1	30.00	124.97	15.00	28.00	7.00	14.00	12.75	9.50	35.00	19.00	24.00	319.22	16.00	293.81	629.03
2	30.00	249.94	19.00	36.00	11.00	16.00	18.75	11.00	35.00	19.00	48.00	493.69	20.00	587.62	1,101.31
3	30.00	374.91	23.00	44.00	15.00	18.00	24.75	12.50	35.00	19.00	72.00	668.16	24.00	881.43	1,573.59
4	30.00	499.88	27.00	52.00	19.00	20.00	30.75	14.00	35.00	19.00	96.00	842.63	28.00	1,175.24	2,045.87
5	30.00	624.85	31.00	60.00	23.00	22.00	36.75	15.50	35.00	19.00	120.00	1,017.10	32.00	1,469.05	2,518.15
6	30.00	749.82	35.00	68.00	27.00	24.00	42.75	17.00	35.00	19.00	144.00	1,191.57	36.00	1,762.86	2,990.43
7	30.00	874.79	39.00	76.00	31.00	26.00	48.75	18.50	35.00	19.00	168.00	1,366.04	40.00	2,056.67	3,462.71
8	30.00	999.76	43.00	84.00	35.00	28.00	54.75	20.00	35.00	19.00	192.00	1,540.51	44.00	2,350.48	3,934.99
9	30.00	1,124.73	47.00	92.00	39.00	30.00	60.75	21.50	35.00	19.00	216.00	1,714.98	48.00	2,644.29	4,407.27
10	30.00	1,249.70	51.00	100.00	43.00	32.00	66.75	23.00	35.00	19.00	240.00	1,889.45	52.00	2,938.10	4,879.55
11	30.00	1,374.67	55.00	108.00	47.00	34.00	72.75	24.50	35.00	19.00	264.00	2,063.92	56.00	3,231.91	5,351.83
12	30.00	1,499.64	59.00	116.00	51.00	36.00	78.75	26.00	35.00	19.00	288.00	2,238.39	60.00	3,525.72	5,824.11
13	30.00	1,499.64	59.00	116.00	51.00	36.00	78.75	26.00	35.00	19.00	288.00	2,238.39	60.00	3,525.72	5,824.11
14	30.00	1,499.64	59.00	116.00	51.00	36.00	78.75	26.00	35.00	19.00	288.00	2,238.39	60.00	3,525.72	5,824.11
15	30.00	1,499.64	59.00	116.00	51.00	36.00	78.75	26.00	35.00	19.00	288.00	2,238.39	60.00	3,525.72	5,824.11

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*

All new students are charged a $15.00 Identification Card Fee

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 Store on the Donaldson campus. The Campus Store provides 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 a 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.

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.

Financial Aid

Financial Aid

Financial aid administered by the Financial Aid Office 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 disability , 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 disability in the administration of its scholarship all aid programs.
- 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 Cost of Attendance (COA) is used to establish a student's eligibility for need-based aid and serves as a cap on the total amount of aid a student can receive in a given academic year. It includes both direct costs owed to the school, like tuition and fees, and indirect costs such as transportation, which the student may incur, but are not owed to the school. As a result, the COA is an amount greater than what the student will be charged. The cost of attendance is determined by the College in October of each year for the following year.

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 direct cost of attendance for 2025-2026 is as follows:

12 or More Credits

	In-State	Out-of-State	WUE Advantage	
Tuition & Mandatory Fees	$4,476.78	$ 11,648.22	$ 6,096.54	

**Total Cost of Attendance (Not directly billed) includes allowances for Books & Supplies $2,115, Food $2,685 Housing $6,264, Transportation $1,823, Loan Fees $39, and Miscellaneous Expenses $5,800 for a total cost of attendance of $23,203 In-State, $30,374 Out-of-State, and $24,823 WUE Advantage.

9 - 11 Credits

	In-State	Out-of-State	WUE Advantage	
Tuition & Mandatory Fees	$4,127.84	$10,703.66	$ 5,614.62	

6 - 8 Credits

	In-State	Out-of-State	WUE Advantage	
Tuition & Mandatory Fees	$3,081.02	$ 7,869.98	$ 4,168.86	

**Total Cost of Attendance (Not directly billed) includes allowances for Books & Supplies $1,428, Food $2,685, Housing $6,264, Transportation $1,823, Loan Fees $19, and Miscellaneous Expenses $2,900 for a total cost of attendance of $18,200 In-State, $22,989 Out-of-State, and $19,288 WUE Advantage.

	In-State	Out-of-State	WUE Advantage	
Tuition & Mandatory Fees	$2,034.20	$ 5,036.30	$ 2,723.10	

**Total Cost of Attendance (Not directly billed) includes allowances for Books & Supplies $1,085 and Transportation $1,823, for a total cost of attendance of $4,942 In-State, $7,944 Out-of-State, and $5,631 WUE Advantage.

If a student has applied for federal aid, Helena College accesses the student aid index (SAI) 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 FAFSA summary report (FSR), the student must submit a copy of the FSR 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 SAI amount from the cost of attendance. The resulting amount is the financial need per federal eligibility guidelines.

Table 1 Calculated Financial Need Example:

Financial Aid Cost of Attendance	$23,201
Less: Calculated SAI (assume $2,000)	$2,000
Calculated Financial Need	$21,201

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 the 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 FAFSA Summary Report (FSR) sent by the processing center and submit necessary corrections to the Financial Aid Office.

Note: The FAFSA application for the 2025-2026 year will be available in October of 2025. The application will be based on the student's (and parent's or spouse's) 2023 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 offer in February. The aid offers will contain all financial aid awarded by and through Helena College, with directions on 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 15% 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 and email 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 funds 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 **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. A listing of web resources is available on the Financial Aid page on the Helena College website. One such website is **Reach Higher (https://www.reachhighermontana.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
- Montana National Guard

Applications for tuition waivers must be completed within 14 days of the start of the semester in which the student desires 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 FAFSA Summary Report (FSR) 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 **online** take considerably less time. Students (and parents, if applicable) must have a **StudentAid.gov** account, which will be comprised of a user-selected username and password, to electronically sign the **FAFSA**. Students must reapply for federal aid each year. Delays in receiving financial aid are often the result of late or incomplete submission of the FAFSA. The priority date for Helena College is December 1.

Eligibility for the below indicated federal financial aid resources depends on submission of the FAFSA. The FAFSA Summary Report (FSR), resulting from the FAFSA, provides a Student Aid Index (SAI), which is used to determine eligibility for federal need-based financial aid.
- 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.*

- Full Pell Grants will also be awarded to students whose parent or guardian was a member of the U.S. Armed Forces and died as a result of service performed in Iraq or Afghanistan after September 11, 2001. The grant 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.

- 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.

- 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.
  - 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.
  - o **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:

- 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.

- 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.

- 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.

- 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, Tutor.com?
        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 Code of Conduct 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. Any existing credit balance on a student's account will not be disbursed until after the Return of Title IV Aid calculation is performed. The result of the calculation may result in payment to Helena College for unpaid institutional charges. A student may request and/or receive a credit balance within 14 days of the calculation.

3. The Financial Aid Office notifies the student and Business Services of funds and amounts that Helena College must return to the Department of Education.

4. The Business Services 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 their 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.

Important Information Regarding Modules/Sessions within a Semester

Withdrawals from modules/sessions within a semester are reviewed differently. Students registered for modules are held accountable for attending the number of days in the modules/sessions in which they are enrolled. For example, if the student enrolls in modules one and three within a semester, only the days in those modules one and three are considered when calculating the percentage of the semester completed.

The timing of a dropped course in modular programs is also important. If a student drops courses in later modules while still enrolled in a current module within the semester, the student is not considered to be withdrawn. However, a calculation of financial aid eligibility based on the change in enrollment status (full-time, three-quarter time, half-time) may still be required.

If a student ceases enrollment in a current module, but plans to attend a later module within the same semester, the student must notify the Financial Aid Office in writing within 14 days of their plans to attend the later module to avoid being considered withdrawn for purposes of this calculation. If written notification is not received within the required timeframe, the student is considered to have withdrawn, and the return of funds calculation is completed. If, however, the student does continue to attend in a later module within the same semester, even if they failed to notify the Financial Aid Office that they would, prior calculations due to non-communication are reversed.

Exceptions include if the student completes all requirements for graduation before completing the days scheduled in the module, or the student completes one or more modules that comprise 49% or more of the number of days in the module(s), or at least half-time enrollment.

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" and/or "W" grades to determine if the student stopped attending all classes. If so, the last date of academic activity is obtained. To facilitate the processfacult are required to indicate the last date of attendance for all students awarded an "F" grade. Charges are not adjusted for unofficial withdrawals; therefore, institutional aid is not adjusted. Federal aid is adjusted based on the Federal Title IV return of funds calculation.

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 student's share is the different between the total unearned amount and the institution's share. A school must return Title IV funds to the programs from which the student received aid during the payment period or period of enrollment as applicable, in the following order, up to the net amount disbursed from each source:

- Federal Direct Unsubsidized Loans
- Federal Direct Subsidized Loans
- Federal Direct PLUS Loans
- Federal Pell Grants for which a return of Title IV funds is required and/or adjusted based upon attendance.
  - If Federal Pell Grant recipient's projected enrollment status changes during an enrollment period before the student begins attendance in all of their classes for that period, the institution shall recalculate the student's enrollment status to reflect only those classe for which the student actually began attendance.
- FSEOG for which a return of Title IV funds is required

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 45 days after it determines the student withdrew.

The student must repay their 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 through the College or the U.S.Department of Education.

Credit Balances & 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.

Any post-withdrawal disbursement due must meet the current required conditions for late disbursements. A school is required to make (or offer as appropriate) post-withdrawal disbursements. A post-withdrawal disbursement must be made within 45 days of the date the institution determines the student withdrew. The amount of a post-withdrawal disbursement is determined by following the calculation requirements for earned Title IV aid and has no relationship to incurred educational costs. A post-withdrawal disbursement, whether credited to the student's account or disbursed to the student or parent directly, must be made within 14 days from available grant funds before available loan funds. Available grant or loan funds refer to Title IV program assistance that could have been disbursed to the student, but was not as of the date the institution determined the student withdrew. A school must notify borrowers within 30 days and give borrowers 14 days to provide confirmation from a student for Direct Subsidized and/or Unsubsidized Loans, or a parent for a Direct Parent PLUS Loan, before making any disbursement of loan funds from a post-withdrawal disbursement. A school is permited to credit a student's account with the post-withdrawal disbursement of Title IV grant funds without the student's permission for current charges for tuition and fees up to the amount of outstanding charges.

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.

Incarcerated Students

A student is considered to be incarcerated if they are 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 they are in a half-way house or home detention, or are sentenced to serve only weekends.

Incarcerated students are not eligible to receive federal student loans but are eligible for federal Pell Grants and federal supplemental educational opportunity grants (FSEOG) if enrolled in a program approved by the U.S. Department of Education.

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 the 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 the 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 $5 fee for each official academic transcript. A copy of all other records is provided free of charge.

Compliance

Students should address questions, concerns, or problems concerning this policy to the Executive Director of the 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 by 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/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 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 student break area. These combined locations house over 10,000 print book titles, the local print newspaper, more than 30 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 physical materials such as books and DVDs from academic libraries across the state participating in the Treasure State Academic Library Services (TRAILS) consortium. The library also provides access to materials through interlibrary loan. The Library Learning Hub **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. Professional librarians are available during open hours for full library services, individual assistance, or group instruction. Use the appointment buttons on the Library Learning Hub webpage book an appointment with a librarian.

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** 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 Tutor.com; you will find Tutor.com in Canvas. 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, Coach **Kim Caldwell.** Tutoring services and academic coaching are located in room 140 of the Library Learning Hub on the Donaldson Campus.

Montana Campus Network of Civic Engagement (MCNCE)

Helena College is a member in good standing of MCNCE. 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 Director of Student Wellbeing & Engagement at 406-447-6962, DON 104G.

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 $17.50 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.

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 Code of Conduct Handbook

The Helena College Student Code of Conduct 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 Code of Conduct 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 $5 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.

Student Code of Conduct Handbook

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 Code of Conduct 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.

Wellbeing
The Office of Student Wellbeing and Engagement provides community referral services, support, and engagement activities 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 overall wellness topics. The Director of Student Wellbeing and Engagement can be contacted at 406-447-6962 or in Donaldson 104G.

Accessibility Services
Services for students with disabilities are provided at Helena College under the guidelines of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 as amended in 2008. Access to the College's programs and facilities is provided for all qualified students and discrimination based on disability against any student is specifically prohibited under these laws. Services are located on the Donaldson Campus, Room 119. Students are encouraged to contact the Accessibility Coordinator 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 Accessibility Services, although it is still part of the student's educational record. Helena College's Accessibility Coordinator is Kas Reddington. Helena College's 504 Coordinator is Valerie Curtin. More information can be found on the **Accessibility Resources** page of the College's website. Students may also want to call 406-447-6911 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.

- Find the application for **Veteran Benefits** website. Veteran Education Benefits Checklist for Helena College can be found **on the Helena College website.**
- A Montana University System Veterans tuition waiver is available for Montana resident honorably discharged veterans who have exhausted their chapter benefits. This form may be found on the **Montana University System website**.
- The Montana University System (MUS) offers a Montana National Guard tuition waiver for members. Applications may be completed at **the MUS website.**
- 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, **visit the Helena College website.**

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 Code of Conduct 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

Registered students may, with the consent of the instructor, 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 coursework as students who are enrolled for credit, nor will they take tests. Audit enrollments will not count toward financial aid or degree completion requirements. Students must inform the Registrar's Office within the first 15 instructional days of the course.

Challenging a Course for Credit / Prior Learning Assessment

A student who has completed coursework 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 coursework and/or experience supports the challenge request. The request must be approved by the Division Director and then validated by 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) 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 toward financial aid.

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 5 days before the end of the course, a "W" (withdraw) will be given. Students cannot drop a class during the last 5 days 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 website 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:

Table 2 Grade and Grade Point Averages

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 Associate of Arts or Associate of Science Degrees) or
   - a minimum 2.5 GPA (for students seeking 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.

Graduation Requirements

Students will need to take the following steps in order to have their degree/certificate posted to their transcript.

1. **Application for Degree or Certificate**: Before planning to graduate, students must meet with their advisor and submit an *Application for Degree or Certificate* to the Registrar's Office. Once received, students will get an official audit of their degree. If they have stackable credentials that haven't been awarded, those will be added to the graduation application for that semester. An email will notify students of the audit results.

2. **Final Audit**: At the end of the term they plan to graduate, a final audit will be conducted. Students will receive an email through their Helena College email if they are missing any requirements.

3. **Submission Importance**: Neglecting to submit an *Application for Certificate or Degree* means students won't receive the appropriate audits and won't be awarded a degree or certificate.

4. **Additional Requirements**:
   - Students must earn a "C-" or higher in all classes used to satisfy certificate or degree requirements per Montana Board of Regents Policy 301.5.3.
   - A cumulative GPA of 2.00 (unless specified otherwise by their program) is necessary.
   - At least 1/3 of their degree coursework must be completed at Helena College.
   - Program credits must have been taken within the last 5 years, and general education credits within the last 15 years, as per Montana Board of Regents Policy 301.5.2.

Catalog Governing Graduation

The Helena College catalog in effect at the time of initial enrollment governs a student's graduation requirements, provided they have been continually enrolled. If a student takes a break for two or more semesters, the catalog at the time of readmission applies. Students may choose to graduate based on any following catalogs.

All program requirements must be completed within five years of enrolling. Students who haven't met requirements within five years will follow the catalog in use at the time of graduation.

In cases of program changes, Helena College determines appropriate substitutions. If a program is eliminated, an appropriate phase-out process is established 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:

Table 3 Grade Point Graduation Honors

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

In order to remain in academic good standing at Helena College students must receive a 2.00 or higher cumulative GPA. Students not meeting this requirement will be placed in one of the following statuses at the end of the semester.

Good Standing with Referral: Students that receive less than 2.00 for the term but have a cumulative GPA greater than a 2.00 will receive a referral to the Academic Coach to receive information on tools and support to empower them in achieving they educational goals.

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

All students on academic warning are required to meet with the Academic Coach to better understand their standing and resources.

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

Students placed on academic warning 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 "warning status".

Students placed on academic warning will be notified of their status in writing within a reasonable time following the end of the term. Notification will explain resources and conditions for enrollment in the future terms of enrollment.

Academic Suspension: Students will be academically suspended at the end of any semester if they were placed on academic warning 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
Withdrawing from the college is the responsibility of the student. To officially withdraw from *all* classes, students must:

1. Meet with their advisor
2. Complete and sign the official withdrawal form
3. Submit the completed form to their advisor

Withdrawal dates and deadlines are based on the length of the course and are communicated through the Registrar's Office website. Students should be familiar with these dates. Students not meeting the deadline will receive the grade they have earned for the semester. Students can not withdraw from a course in which they have received an FX for academic dishonesty.

Mitigating Circumstances Appeal
Eligible students may file a Mitigating Circumstances Appeal with the Executive Director of Enrollment to be considered for a complete withdrawal outside of the published withdrawal deadlines and/or to receive a partial refund of tuition, mandatory fees, and course fees.

Mitigating circumstances are catastrophic, unanticipated, and life-altering events that are beyond a student's control. These circumstances prohibit the student from continuing to be enrolled during a semester.

Mitigating Circumstance Appeals must be submitted no later than 90 days following the final instructional day of the semester during which the mitigating circumstances occurred. Barring extraordinary circumstances, an appeal will only be granted to an individual student once. This appeal is not the appropriate venue to resolve or appeal academic matters.

Further criteria for eligibility:

*   The mitigating circumstances prevented the student from remaining enrolled in the semester, and/or from meeting the withdrawal deadline.

- The mitigating circumstances took place before the final day of the semester.

- For all medical and health-related appeals, the student must supply documentation on the medical provider's letterhead certifying that the student could not complete the semester and confirming the health-related mitigating circumstances with the dates that verify the onset and/or worsening of the condition(s).

- A Mitigating Circumstances Appeal has no bearing on a student's financial aid appeal. If applicable, a financial aid appeal must be filed separately with the Financial Aid Office.

Examples of eligible mitigating circumstances include, but are not limited to:

- A debilitating illness or injury (new or unanticipated) afflicting the student during the enrollment period;
- The death of a close family member;
- Unanticipated active-duty military service, including training.

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
Advanced & 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	Cosmetology
Automotive Technology	Diesel Technology
Aviation Maintenance Technology	Industrial Welding & Metal Fabrication
Business Technology	Metals Technology
CNC Machining	Software Development

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 to 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 12 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).
8. Completion of a First Year Seminar (FYS) course.

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

Table 4 Associates of Arts 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.

A.A. Outcomes

1. Demonstrate an understanding of the core General Education outcomes of Helena College and the Montana University System.

2. Think critically in evaluating information, making decisions, using technology, and solving problems.

3. Consider the application of the natural and/or physical sciences and mathematics in the context of today's world.

4. Build knowledge and skills for transfer to a four-year degree program.

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 12 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).
8. Completion of a First Year Seminar (FYS) course.

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

Table 5 General Education Core

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.

A.S. Outcomes

5. Demonstrate an understanding of the core General Education outcomes of Helena College and the Montana University System.

6. Think critically in evaluating information, making decisions, using technology, and solving problems.

7. Consider the application of the natural and/or physical sciences and mathematics in the context of today's world.

8. Build knowledge and skills for transfer to a four-year degree program.

General Education Core Curriculum

The General Education Core of 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 Outcomes
   - Solve quantitative problems and interpret solutions.
   - Communicate mathematical ideas clearly using correct mathematical terminology and proper mathematical notation.
   - Analyze, solve, and compute real-world applications of mathematics.

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

D. **Oral Communication**
   Written/Oral Communications Outcomes
   - Analyze and organize information into concise, coherent oral statements and presentations.
   - Evaluate, analyze, and speak to the unique needs of specific audiences.
   - Create and compose questions that demonstrate active listening and critical thinking.
   - Utilize college-level, ethical research techniques to develop and support ideas.

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

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 worldviews 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.

H. <u>Cultural Heritage of American Indians (CHAI)</u>

I.

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 With Lab	4
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
PHSX205	College Physics I	4
PHSX207	College Physics II	4
PHSX220	Physics I (with Calculus)	4
PHSX222	Physics II (with Calculus)	4
PHSX226	Gen. Science: Integrated Physical Science I	4
PHSX222	Physics II (with Calculus)	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 & Geometric Measurement K-8~~	~~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)
HSTA215	Post-WW II America	3
HSTA255	Montana History	3(C)
NASX105	Introduation to Native American Studies	3(D)
PSCI210	Introduction to American Government	3
PSCI260	State and Local Government	3
PSYX100	Introduction to Psychology	3
PSYX120	Research Methods I	3
PSYX230	Developmental Psychology	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)

M140	College-Math for Healthcare	3
M151	Pre-Calculus	4
M171	Calculus I	4
M172	Calculus II	4
M273	Multivariable Calculus	4
STAT216	Introduction to Statistics	3

SOCI220	Race, Gender, and Class	3(D)
SOCI234	Sex and Sexualities	3(D, H)

(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
ARTZ211	Drawing I	3(H)
ARTZ221	Painting	3
ARTZ224	Watercolor	3
ARTZ231	Ceramics I	3
BGEN220	Business Ethics and Social Responsibility	3
CRWR240	Intro to Creative Writing Workshop	3
CRWR291	Special Topics	3
GDSN149	Digital Image Making	3
LIT110	Introduction to Literature	3
LIT211	American Literature II	3(D,C)
LIT213	Montana Literature	3(C)
LIT230	World Literature Survey	3(D)
MART101	Intro to Media Art	3
MART122	Intro to Adobe CC	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

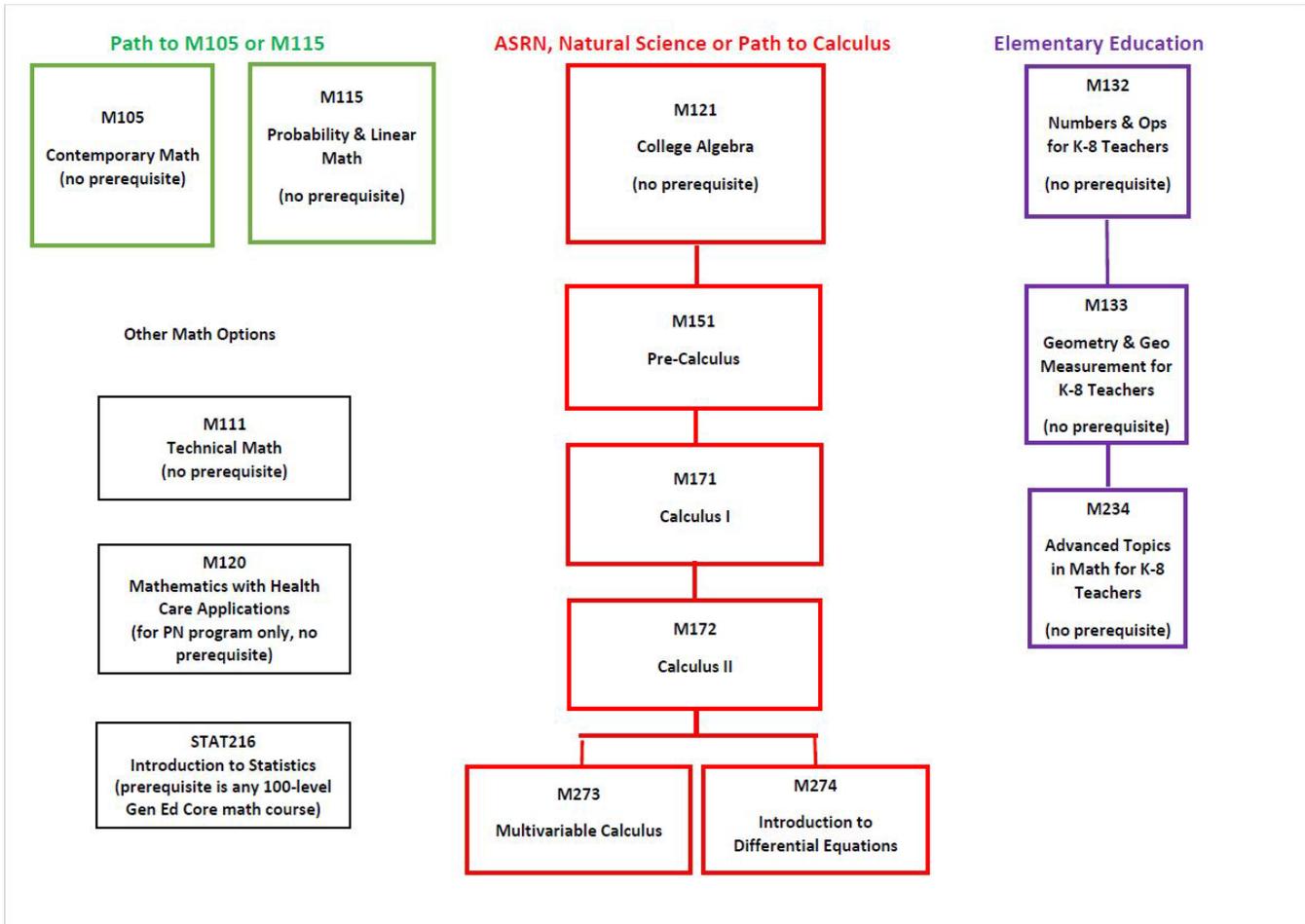|		
ANTY101	Anthropology & the Human Experience	3(D)
LIT211	American Literature II	3(D,C)
LIT230	World Literature Survey	3(D)
HONR121	Ways of Knowing	3(D)
MUSI203	American Popular Music	3(D)
NASX105	Introduction to Native American Studies	3(D)
PSYX240	Fundamentals of Abnormal Psychology	3(D)
SPNS101	Elementary Spanish I	4(D)
SPNS102	Elementary Spanish II	4(D)
SOCI101	Introduction to Sociology	3(D)
SOCI160	Sociology of Media and Popular Culture	3(D, H)
SOCI220	Race, Gender, and Class	3(D)
SOCI211	Introduction to Criminology	3(D)
SOCI234	Sociology of Sex & Sexuality	3(D,H)

H. CHAI

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)

(C)- Course may be taken for CHAI credit.

(D)- Course can be taken for Diversity credit

(H)- Course can be taken for Honors credit

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
(no prerequisite)

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
(no prerequisite)

M133
Geometry & Geo Measurement for K-8 Teachers
(no prerequisite)

M234
Advanced Topics in Math for K-8 Teachers
(no prerequisite)

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.

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 toward the A.A.S. in Accounting Technology.

Stackable with Bookkeeping C.A.S.

Required Courses

Table 6 Accounting Technology AAS Required Courses

Course/Semester (Prefix, Number and Title)	Credits	Milestone Course
Semester 1 Fall		
M105 Contemporary Math	3	
ACTG101 Accounting Procedures I	3	*
BGEN105 Intro to Business	3	*
WRIT101 College Writing I or WRIT122 Intro to Bus. Writing	3	
COLS101 First Year Seminar	3	
Total	**15**	
Semester 2 Spring		
ACTG102 Accounting Procedures II	3	*
ACTG205 Computerized Accounting	3	*
COMX111 Into to Public Speaking or COMX115 Intro to Interpersonal Comms	3	
CAPP156 MS Excel	3	
BMGT215, BMGT263, BMKT225, MART145	3	
Total	**15**	
Semester 3 Fall		
ACTG180 Payroll Accounting	3	*
ACTG201 Principles of Financial Accounting	3	*
ACTG211 Income Tax Fundamentals	3	*
BGEN235 Business Law	3	
BGEN220 Business Ethics & Social Responsibility	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 ECNS202 Principles of Macroeconomics	3	
ACTG298 Internship	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:

Table 7 Bookkeeping CAS Courses

Course/Semester (Prefix, Number and Title)	Credits	Milestone
Semester 1		
ACTG101 Accounting Procedures I	3	*
BGEN105 Introduction to Business	3	*
WRIT101 College Writing I or WRIT122 Intro to Bus. Writing	3	
M105 Contemporary Math	3	
COLS First Year Seminar	3	
Total Credits	**15**	
Semester 2		
ACTG102 Accounting Procedures II		
ACTG205 Computer Accounting	3	*
BMGT215, BMGT263, BMKT225, MART145	3	*
CAPP156 MS Excel	3	
COMX111 Into to Public Speaking or COMX115 Intro to Interpersonal Comms	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. coursework to obtain the C.A.S., which meets the criteria for the first year of coursework toward the A.A.S. in

Stackable with Entrepreneurship C.A.S.

Required Courses

Table 8 Business Technology AAS Courses

Course/Semester (Prefix, Number and Title)	Credits	Milestone Course
Semester 1 Fall		
M105 Contemporary Math	3	
ACTG101 Accounting Procedures I	3	*
BGEN105 Intro to Business	3	*
WRIT101 College Writing I or WRIT122 Intro to Bus. Writing	3	
COLS101 First Year Seminar	3	
Total	**15**	
Semester 2 Spring		
ACTG205 Computerized Accounting	3	
BGEN220 Business Ethics & Social Responsibility	3	*
COMX111 Into to Public Speaking or COMX115 Intro to Interpersonal Comms	3	
BMGT235 Management	3	
CSCI172 Introduction to Computer Modeling	3	
Total	**15**	
Semester 3 Fall		
BGEN235 Business Law	3	*
BMIS270 MIS Foundations for Business	3	*
BMKT225 Marketing	3	*
BMGT215 Human Resource Management	3	*
BMKT240 Advertising	3	*
Total	**15**	
Semester 4 Spring		
BFIN265 Intro to Business Finance	3	*
BMGT210 Small Business Entrepreneurship	3	*
BMGT263 Legal Issues In Human Resources	3	*
ECNS201 Principles of Micro ECNS202 Principles of Macro	3	
BGEN298 Internship	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

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

Table 10 Entrepreneurship CAS Courses

Course/Semester (Prefix, Number and Title)	Credits	Milestone Course
Semester 1		
ACTG101 Accounting Procedures I	3	*
BGEN105 Intro to Business	3	*
WRIT101 College Writing I or WRIT122 Intro to Bus. Writing	3	
M105 Contemporary Math	3	
COLS101 First Year Seminar	3	
Total Credits	**15**	
Semester 2		
ACTG205 Computerized Accounting	3	
BGEN220 Business Ethics	3	*
COMX111 Intro to Public Speaking or COMX115 Intro to Interpersonal Comms	3	
CSCI172 Intro to Computer Modeling	3	
BMGT235 Management	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 partners with local industry to provide work-based learning opportunities for students enrolled in the Automotive program.

Note: The Automotive program provides tools for students, but students are encouraged to purchase tools for their work-based learning positions. A suggested too list is outlined in tool section of this catalog.

Automotive Technology

Automotive Technology A.A.S.
Required Courses

Table 9 Automotive Technology AAS 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	
COMX106 Communicating in a Dynamic Workplace	3	Spring	
Total Credits	**19**		
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	4	Spring	
AST274 Intro to Hybrid Vehicle Technology	3	Spring	
Total Credits	**13**		

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

Table 10 Automotive Technology CAS Courses

Course/Semester (Prefix, Number and Title)	Credits	Fall/Spring Only	Milestone Course
Semester 1			
M111 Technical Math	3		*
AST103 Automotive 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	
COMX106 Communicating Dynamic Workplace	3	Spring	
Total Credits	**19**		

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

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.

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. 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.

Aviation Maintenance Technology

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

Table 11 Aviation Maintenance Technology AAS Courses

Course/Semester (Prefix, Number and Title)	Credits	Notes
Semester 1 First Year Students, Fall AVMT General Courses		
AVMT101 AircraftMaintenance General 1	7	
AVMT102 Aircraft Maintenance General 2	7	
AVMT103 Aircraft Maintenance General 3	7	
M111 Technical Math	3	Take Fall 1st Sem.
Total Credits	24	Will require signature
Semester 2 First Year Students, Spring AVMT Airframe Courses		
AVMT122 Airframe Systems I	6	
AVMT123 Airframe Systems 2	6	
AVMT124 Airframe Systems 3	6	
COMX106 Communicating in a Dynamic Workplace	3	
Total Credits	21	Will require signature
Semester 3 First Year Students, Summer AVMT Airframe Courses		
AVMT132 Airfram Systems 4	7	
AVMT133 Airframe Systems 5 and Inspections	7	
Total Credits	14	
Semester 4 Second Year Students, Fall AVMT Powerplant Courses		
AVMT225 Powerplant Reciprocating Engine Systems I	5	
AVMT230 Powerplant Reciprocating Engine Systems 2	5	
AVMT233 Powerplant Reciprocting Engine Systems 3	5	
Total Credits	15	
Semester 5 Second Year Students, Spring AVMT Powerplant Courses		
AVMT235 Powerplant Turbine Engine Systems 1	5	
AVMT237 Powerplant Turbine Engine Systems 2	5	
AVMT255 Powerplant Propellers	4	
Total Credits	14	

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

Required Courses

Table 12 Aviation Airframe CAS Courses

Course/Semester (Prefix, Number and Title)	Credits	Notes
Semester 1 First Year Students, Fall AVMT General		**Summer semester required in AVMT.**
AVMT101 AircraftMaintenance General 1	7	
AVMT102 Aircraft Maintenance General 2	7	
AVMT103 Aircraft Maintenance General 3	7	
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		
AVMT122 Airframe Systems I	6	
AVMT123 Airframe Systems 2	6	
AVMT124 Airframe Systems 3	6	
COMX106 Communicating in a Dynamic Workplace	3	
Total Credits	**21**	Will Require Overload Signature
Semester 3 First Year Students, Summer AVMT Airframe		
AVMT132 Airfram Systems 4	7	
AVMT133 Airframe Systems 5 and Inspections	7	
Total Credits	**14**	

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

Table 13 Aviation Power Plant CAS Courses

Course/Semester (Prefix, Number and Title)	Credits	Notes
Semester 1 First Year Students, Fall AVMT General Courses		
AVMT101 AircraftMaintenance General 1	7	
AVMT102 Aircraft Maintenance General 2	7	
AVMT103 Aircraft Maintenance General 3	7	
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 Powerplant Reciprocating Engine Systems I	5	
AVMT230 Powerplant Reciprocating Engine Systems 2	5	
AVMT233 Powerplant Reciprocting Engine Systems 3	5	
Total Credits	**15**	
Semester 5 Second Year Students, Spring AVMT Power Plant Courses		
AVMT235 Powerplant Turbine Engine Systems 1	5	
AVMT237 Powerplant Turbine Engine Systems 2	5	
AVMT255 Powerplant Propellers	4	
COMX106 Communicating in a Dynamic Workplace	3	
Total Credits	**17**	

.

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 and two HAAS Operator 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.

CNC Machining

CNC Machining A.A.S. 69 Credits

Required Courses

Table 14 CNC Machining AAS 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	
DDSN132 Mastercam Solids	2	Spring	
COMX106 Communicating in a Dynamic Workplace	3	Spring	
Total Credits	**19**		
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.

Required Courses

Table 15 CNC CAS 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	
DDSN132 MasterCam Solids	2	Spring	
COMX106 Communicating in a Dynamic Workplace	3	Spring	
Total Credits	**19**		

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

Cosmetology

Cosmetology A.A.S.

Associate of Applied Science

The Cosmetology program will prepare students in both theory and practical application for the Montana Board of Barbers and Cosmetologists Cosmetology Licensure Examination upon completion of the program. In addition, students who successfully complete the program will earn an Associate of Applied Science (AAS) Cosmetology degree. The program is designed to prepare students for employment in all areas of the Cosmetology field, including cutting, coloring, perming, styling, makeup application, nail services, and esthetics.

The curriculum is guided by the Montana State Board of Barbers and Cosmetologists license requirements and is reviewed by an advisory board composed of local and regional industry members.

Students will be accepted to the program fall and spring semesters. The Cosmetology course (COSM) will be offered on a Monday through Friday for the first semester followed by either a Monday–Wednesday–Friday, or Tuesday–Thursday–Saturday for the remaining three semesters.

Students will be required to complete the five General Education courses before enrolling in the core Cosmetology courses, unless approved by the Director of Cosmetology. This ensures that students will be able to focus on the primary area of study and prepare for the required State Board testing.

All five courses listed above work towards a certificate and degree in the Business and Accounting program, so students can use the completed courses towards additional degrees in their field. These courses are also available to Dual Enrollment students!

Students will complete all of their practical hours in the Helena College Salon, which is open to the public.

Students will learn in a hands-on environment while providing hair, skin, and nail services to the Helena community. New students interested in the program should apply to Helena College and select the Pre-Cosmetology option in the Personal Care Services section. Current students interested in switching degree pathways and applying to the Cosmetology program should work with their advisor to submit a Change of Program form and select Pre-Cosmetology as their new program.

This program can be completed in five semesters/20 months and includes the following courses:

Table 16 Cosmetology AAS Required Courses

Course/Semester (Prefix, Number, and Title)	Credits
Semester 1	
M105 Contemporary Mathematics	3
WRIT122 Introduction to Business Writing	3
BGEN105 Introduction to Business	3
COMX115 Introduction to Interpersonal Communication	3
COLS101 First Year Seminar	3
Total Credits	15
Semester 2	
COSM101 Cosmetology I Principles and Procedures	7
COSM102 Cosmetology I Practical Applications	7
Total Credits	14
Semester 3	
COSM111 Cosmetology II Principles and Procedures	7
COSM112 Cosmetology II Practical Applications	7
Total Credits	14
Semester 4	
COSM201 Cosmetology III Intermediate Principles and Procedures	6
COSM202 Cosmetology III Intermediate Practical Application	7
Total Credits	13
Semester 5	
COSM211 Cosmetology IV Advanced Principles and Procedures	6
COSM212 Cosmetology IV Advanced Practical Applications	7
Total Credits	13

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

Program Outcomes

- Demonstrate professional demeanor, behavior, and communication.
- Demonstrate proficiency in manicuring and pedicuring techniques, including hand, arm, leg, and ankle massage and correct application of polish, monomer liquid, and polymer powder nail enhancements.
- Demonstrate proficiency in esthetics and skin care techniques, including facials, cosmetics, massage, essential oils, application and maintenance of artificial eyelashes and extensions, eyebrow and eyelash tinting, and chemical curling of eyelashes, waxing or depilation.
- Demonstrate proficiency in shampooing and hairstyling techniques, including scalp treatments, pin curls, finger waving, thermal curling, blow dry styling, braiding, backcombing, and wet setting.
- Identify and deliver proper chemical services, including waving, relaxing, hair coloring, and hair lightening.
- Demonstrate proficiency in haircutting, including using shears, razors, clippers, and thinning shears properly.
- Understand salon management, including general facility sanitation and cleanliness, business methods, customer service, schedule and appointments, professional ethics, and current state board laws and regulations.
- Demonstrate an understanding of the science of cosmetology, including chemistry, bacteriology, sanitation, sterilization, safety, anatomy, physiology, blood spill procedure, and diseases and disorders of the hair, scalp, skin, and nails.

STUDENTS ARE EXPECTED TO HAVE TOOLS AND BOOKS BEFORE CLASS BEGINS

- Cosmetology tool kits and Milady Textbooks with CIMA access are available through the Campus Store
- Students are required to purchase a school-approved cosmetology uniform from the campus store and must wear black, closed-toe shoes

Tools are <u>required</u> for each student entering:

- Cosmetology

Ordering Procedure

- Students can purchase tools through the Campus Store. Tool costs vary depending on the vendor.

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.

Table 17 Diesel Technology AAS Required Courses

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	5	Fall
DST255 HD Brakes & Undercarriage	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
COMX106 Communicating in a Dynamic Workplace	3	
Total Credits	**18**	
Semester 3		
DST142 Hydralics	7	Fall
DST200 Diesel Engine Performance	6	Fall
DST210 Diesel Maintenance Practices	5	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. – 36 Credits
Certificate of Applied Science

Table 18 Diesel Technology CAS 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
DST255 HD Brakes and Undercarriage	7	Fall
M111 Technical Math	3	Fall
Total Credits	**18**	
Semester 2		
DST145 Diesel Engine Repair	6	Spring
DST240 HD Manual Drive Trains	5	Spring
DST245 HD Hydraulic Drive Trains	4	Spring
COMX106 Communicating in a Dynamic Workplace	3	
Total Credits	**18**	

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 A.S. 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

Fire and Emergency Services students must complete a physical exam form, respirator use form, and immunization form prior to the first week of classes. Because of the physical demands of the program and the occupation, students should be in good physical condition. In addition, fire departments require students to pass extensive background checks and psychological exams prior to hire. Students should be aware of these conditions of hire prior to entering the program.

The Fire and Emergency Services program allows students to meet the requirements for certain FIRE classes through industry-recognized certifications. These certifications, appearing on the transcript as credit by exam, will count towards the 1/3 graduation requirement for Helena College credits in the A.S. in Fire and Emergency Services degree.

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 will be charged 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.

Table 19Fire and Emergency CAS Required Courses

Special Requirements: Physical Exam, Agility Test, & Criminal Background Check		
Course	**Course Title**	**Credits**
First Semester 1		
FIRE101	Principles of Fire and Emergency Services I *	4
FIRE102	Principles of Fire and Emergency Services II *	4
M105	Contemporary Mathematics	3
AHMS144	Medical Terminology	3
BIOH104	Basic Human Biology	4
	Total	**18**
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
FIRE298	Fire Service Internship	2
	Total	**17**

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

* Milestone

Fire & Emergency Services

Fire & Emergency A.S

Required Courses

Table 20 Fire and Emergency AS Required Courses

Course/Semester (Prefix, Number and Title)	Credits	Fall/Spring Only	Notes
Semester 1			
FIRE101 Principles of Fire and Emergency Services	4	Fall	
FIRE102 Principles of Fire and Emergency Services	4	Fall	FIRE101 Co-requisite
M105 or M121	3		
BIOH104 ** Basic Human Biology with lab	4		BIOH201/211 Recommended for pre-paramedic
AHMS144 Medical Terminology	3		
Total Credits	**18**		
Semester 2			
FIRE106 Wildland Fire Fighting	3	Spring	
FIRE110 Hazardous Materials Operations	2	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** Intro to Psychology	3		Or SOCI, PSY, or HIST Elective
NASX105** Intro to Native American Studies	3		
SPNS101** Elementary Spanish I	3-4		Or Fine Arts/Humanities Elective
FIRE298 Fire Service Internship (required)	2		
Total Credits	**19 or 20**		
Semester 4			
FIRE202 Fire Fighter II	5	Spring	
FIRE234 Fire Protection Systems	2	Spring	
PSYX240**Fundamentals of Abnormal Psychology	3		Or SOCI, PSY, or HIST Elective
SPNS102** Elementary Spanish II	3-4		Or Fine Arts/Humanities Elective
FIRE288 Capstone	2	Spring	
FIRE298 Fire Service Internship	2		
Total Credits	**17 or 18**		

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 A.A.S. – 70 Credits
Associate of Applied Science

The Industrial Welding and Metal Fabrication A.A.S. degree program at Helena College is designed to equip students with a comprehensive education, preparing them for success in the diverse fields of welding and metal fabrication. This program addresses the varied demands of the industry, enabling graduates to secure employment in a wide range of high-earning potential areas.

The curriculum offers extensive hands-on experience, with over 1500 hours of practical training using the latest industry equipment. It also includes coursework in problem-solving skills, communication, and workplace relationships. Upon completing the program, students will earn an Associate of Applied Science Degree.

Helena College provides instruction on advanced fabrication equipment and welding machines, all supported by software. Students will learn to operate CNC plasma tables, CNC press brakes, ironworkers, shears, and welding positioners. As one of ten nationwide regional training facilities for Miller Electric, Helena College offers students advanced opportunities with the latest technologies.

Safety is a key focus, and students receive hands-on, theoretical, and technical training in various welding processes, including 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), and submerged arc welding (SAW). The program also covers plasma arc, oxy-fuel, and carbon arc cutting processes in detail. Under the guidance of experienced welding professionals, students develop strong fitting and fabrication skills through extensive hands-on training, including the fabrication of various projects.

The Helena College Welding Program is an Institutional Educational Member of the American Welding Society since Spring Semester 2013, adhering to the highest standards set by the 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

Industrial Welding & Metal Fabrication A.A.S. – 68 Credits

Required Courses

Table 21 Industrial Welding and Metal Fabrication AAS 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	
COMX106 Communicating in a Dynamic Workplace	3	Spring	
Total Credits	**18**		
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. – 36 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.

Required Courses

Table 22 Welding Technology 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	
COMX106 Communicating in a Dynamic Workplace	3	Spring	
Total Credits	**18**		

*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.

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.

Software Development A.A.S. – 63 Credits

Required Courses

Table 23 Software Development AAS Required Courses

Course/Semester (Prefix, Number and Title)	Credits	Fall/Spring Only	Milestone Course
Semester 1			
CSCI100 Introduction to Programming	3	Fall	*
COLS101 First Year Seminar	3	Fall	
ITS164 Network Fundamentals	3	Fall	
M115 Probability and Linear	3		
WRIT121 Intro to Tech Writing	3		
Total Credits	**15**		
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 CSCI292 Independent Study	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 Senior Capstone	2	Spring	
COMX115 Introduction to Interpersonal Communications	3	Spring	
Total Credits	**18**		

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

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

Note: Students may begin their instruction in the two-year Metals Technology program in either machining or welding, depending on the space available.

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: Students are required to have a basic set of tools upon entrance to the program as outlined in the tool section of this catalog.

Metals Technology

Metals Technology A.A.S. – 69 Credits

Required Courses

Table 24 Metals Technology AAS Required Courses

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	3	Spring	
Total Credits	18		
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	
DDSN132 MasterCam Solids	2	Spring	
Total Credits	**16**		

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

Nursing

The nursing programs at Helena College prepare graduates to provide holistic, safe and compassionate care for diverse individuals. As members of the healthcare team in various healthcare environments, the innovative curriculum prepares the nursing student for the application of knowledge within their appropriate scope of practice. The nursing programs are accredited by the Accreditation Commission for Education in Nursing and are approved by the Montana 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 the LPN CAS Graduate

1. Graduates will meet or exceed the national average for first-time takers for the NCLEX-PN (National Council Licensure Examination for Practical Nurses)
2. Eighty percent (80%) of students who start on the first day in NRSG 130 in the Practical Nurse-CAS program will complete the program within one (1) academic year (two semesters).
3. Ninety (90%) of graduates will be employed as an LPN within six months of graduation.
4. Ninety (90%) of the surveys returned by graduates will indicate that they are satisfied with their education.
5. Ninety (90%) of the surveys returned by employers will indicate satisfaction with the graduate's performance.

Program Outcomes for the ASRN Graduate

1. The program's annual licensure examination pass rate will meet or exceed the national average for first time takers for the NCLEX-RN (National Council Licensure Examination for Registered Nurses).
2. Eighty-five percent (85%) of students who start on the first day of NRSG 230 in the traditional RN program will complete the program within two (2) academic years (four semesters).
3. Ninety percent (90%) of graduates will be employed as an RN within six months of graduation.
4. Ninety (90%) of the surveys returned by graduates will indicate that they are satisfied with their education.
5. 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.

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 45 points or higher on the application. Applications to LPN-CAS are accepted in the 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 58 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 and spring. 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 may 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.

Nursing

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

The practical nurse uses specialized knowledge and skills that meet the healthcare needs of people in a variety of settings under the direction of qualified health professionals. 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 healthcare 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 up to 16 students once a year in the Spring semester. The students will complete the program in the Fall semester. All didactic courses will be taught by Helena College nursing faculty via TEAMs in a virtual-blended format. Exams occur in person. Skills labs and clinical experiences are taught in person in Helena or Hamilton, Montana.

Admission requires a student to successfully complete the pre-requisite coursework with a 2.65 GPA or better, 65 or higher TEAS test score, and overall points on the application of 45 or higher.

Included in the application process are a general physical examination, all immunization records and/or declination forms, and current CPR for Health Care Providers. HC Nursing students must comply with the vaccination 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 complete a criminal background check as the final step in acceptance to the nursing program.

Student Achievement Outcome Data

- NCLEX pass rate for Practical Nursing: 100%
- Retention/Completion rate for Practical Nursing: 100%
- 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

Licensed Practical Nursing C.A.S. – 40 Credits

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

Required Courses

Table 25 Licensed Practical Nursing CAS Required Courses

Course/Semester (Prefix, Number and Title)	Credits	Fall/Spring Only
Semester 1		
M120 Mathematics for Healthcare Application or M121 College Algebra or higher	3	
BIOH104 Basic Human Biology or BIOH 201 & BIOH 211	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 healthcare teams in various healthcare 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 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. 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 are a general physical examination, all immunization records and/or declination forms, and current CPR for Health Care Providers. HC Nursing students must comply with the vaccination 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 58 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 complete a criminal background check as the final step in acceptance to the nursing program.

Current **Licensed Practical Nurses (LPNs)** interested in continuing their education to become RNs are encouraged to apply to the ASRN program at Helena College. All ASRN prerequisites must be completed before applying to the competitive ASRN program. Credit may be given for prior learning assessment in the LPN college courses. See the Nursing Program Director for additional information.

Student Achievement Outcome Data

- NCLEX pass rate for Registered Nursing program: 100%
- Retention/Completion rate for Registered Nursing program: 94%
- Job placement rate for Registered Nursing program (within 6 months of graduation): 100%

Nursing

Registered Nursing A.S.R.N.

Required Courses

Table 26 Registered Nursing ASRN Required Courses

Course/Semester (Prefix, Number and Title)	Credits	Notes
Semester 1		
M121 College Algebra or M140 Healthcare Math (or higher Math)	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 the program required to register for semesters 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

Grand Canyon University – RN to BSN Completion Program

Montana State Billings – RN to BSN Completion Program

MUS Northern – 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.

UM – Elementary Education, K-8

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

Table 27 Elementary Education Transfer 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 admission 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 admission 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: **Robyn Kielsing**, 406-447-6930

Course/Semester (Prefix, Number, and Title)		Credits
Semester 1		
M171	Calculus I	4
BIOH201	Anatomy & Physiology I	4
WRIT101	College Writing I	3
CHMY141	College Chemistry I with Lab	4
	Total Credits	**15**
Semester 2		
BIOH211	Anatomy & Physiology II	4
STAT216	Introduction to Statistics	3
CHMY143	College Chemistry II with Lab	4
PSYX100 or SOCI101	Introduction to Psychology or Introduction to Sociology	3
	Total Credits	**14**
Summer semester		
COMX111	Intro to Public Speaking	3
NASX105	Intro to Native American Studies	3
	Total Credits	**6**
Semester 3		
ECNS201	Principles of Microeconomics	3
PHSX205	College Physics I with Lab	4
LIT110	Intro to Literature	3
CHMY221	Organic Chemistry I with Lab	5
	Total Credits	**15**
Semester 4		
SPNS101/102, PHL110, ARTH200/201	Elementary Spanish I or II, Intro to Ethics, Art of World Civilizations I or II	3-4
BIOB260	Cellular and Molecular Biology	4
CHMY223	Organic Chemistry I with Lab	5
	Total Credits	**12-13**
Optional		
CHMY290*	Undergraduate Research	2-3*

Associate of Arts to Bachelor's

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

Table 28 UM Social Work Transfer Courses

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).

UNIVERSITY OF
MONTANA

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

Table 29 UM Business Administration Transfer Courses

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

Table 30 Accounting & BusinessTransfer Courses to Montana 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

Table 31 Business Technology Transfer Courses to Montana Tech

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 Grand Canyon University

Concurrent Completion Pathway

For more information related to this program, please, contact:
Sevda Raghib, Director of Nursing

Helena College & Grand Canyon University
ADN-BSN CEP
FALL START

Course Numbers	Fall	Credits
BIOH 211	Anatomy & Physiology with Lab II	4
NRSG 230	Nursing Pharmacology	3
NRSG 231	Nursing Pharmacology Lab	2
NRSG 232	Foundations of Nursing	3
NRSG 233	Foundations of Nursing Lab	3
	Winter	
(GCU) NRS – 430V	Professional Dynamics (online – 5 week course)	3
	Spring	
NRSG 256	Pathophysiology	3
NRSG 234	Health and Illness of Adult Nursing I	3
NRSG 235	Health and Illness of Adult Nursing I Clinical	2
NRSG 236	Health and Illness of the Childbearing Family	2
NRSG 237	Health and Illness of the Childbearing Family Clinical	1
PSYX 100	Introduction to Psychology	3
	Summer Break	
(GCU) PHI – 413V	Ethical & Spiritual Decision Making in Health Care (online – 5 week course)	3
(GCU) NRS – 410V	Pathophysiology & Nursing Management of Clients' Health (online – 5 week course)	3
	Fall	
NRSG 244	Health and Illness of Adult Nursing II	3
NRSG 245	Health and Illness of Adult Nursing II Clinical	2
NRSG 254	Health and Wellness of Mental Health Nursing	3
NRSG 255	Health and Wellness of Mental Health Nursing Clinical	1
NRSG 246	Health and Illness of Child and Family Nursing	2
NRSG 247	Health and Illness of Child and Family Nursing Clinical	1
SOCI 101	Introduction to Sociology	3
	Winter Break	
(GCU) NRS – 429VN	Family-Centered Health Promotion (online – 5 week course)	3
	Spring	
NRSG 259	Health and Illness of Adult Nursing III	3
NRSG 260	Health and Illness of Adult Nursing III Lab	1
NRSG 261	Health and Illness of Adult Nursing III Clinical	2
NRSG 266	Managing Client Care for the RN	2
NRSG 267	Managing Client Care for the RN Clinical	2
BIOM 250	Microbiology with Lab	4
(GCU) NRS – 434VN	Health Assessment (online – 5 week course)	3
	Graduate from Helena College with ADN; Pass NCLEX-RN **Complete Remaining BSN Course Requirements***	
(GCU) NRS – 440V	Trends & Issues in Today's Health Care (online – 5 week course)	3
(GCU) NRS – 428VN	Community and Public Health (online – 5 week course)	3
(GCU) NRS – 451VN	Nursing Leadership and Management (online – 5 week course)	3
(GCU) HLT – 362V	Applied Statistics for Health Care Professionals (online – 5 week course)	3
(GCU) NRS – 433V	Introduction to Nursing Research (online – 5 week course)	3
(GCU) NRS – 493	Professional Capstone and Practicum (10 week course; practicum locally)	6

*Total Credit Hours for Bachelor of Science in Nursing (BSN) Completion: 120 Credits

General Education Requirements (May be taken at GCU or substituted through course equivalency): MAT-144 College Mathematics (4 credits) and BIO-319 Applied Nutrition (4 credits). Recommended elective coursework to fulfill baccalaureate requirements for graduation (120 credit hours): UNV-103 University Foundations (online) and CWV-101 Christian Worldview (online). Students must have 120 credit hours to graduate with a Bachelor of Science in Nursing at Grand Canyon University.

GRAND CANYON
UNIVERSITY

Helena College & Grand Canyon University
ADN-BSN CEP
SPRING START

Course Numbers	Spring	Credits
BIOH 211	Anatomy & Physiology with Lab II	4
NRSG 230	Nursing Pharmacology	3
NRSG 231	Nursing Pharmacology Lab	2
NRSG 232	Foundations of Nursing	3
NRSG 233	Foundations of Nursing Lab	3
	Summer	
(GCU) NRS – 430V	Professional Dynamics (online – 5 week course)	3
(GCU) PHI – 413V	Ethical & Spiritual Decision Making in Health Care (online – 5 week course)	3
	Fall	
NRSG 256	Pathophysiology	3
NRSG 234	Health and Illness of Adult Nursing I	3
NRSG 235	Health and Illness of Adult Nursing I Clinical	2
NRSG 236	Health and Illness of the Childbearing Family	2
NRSG 237	Health and Illness of the Childbearing Family Clinical	1
PSYX 100	Introduction to Psychology	3
	Winter Break	
(GCU) NRS – 410V	Pathophysiology & Nursing Management of Clients' Health (online – 5 week course)	3
	Spring	
NRSG 244	Health and Illness of Adult Nursing II	3
NRSG 245	Health and Illness of Adult Nursing II Clinical	2
NRSG 254	Health and Wellness of Mental Health Nursing	3
NRSG 255	Health and Wellness of Mental Health Nursing Clinical	1
NRSG 246	Health and Illness of Child and Family Nursing	2
NRSG 247	Health and Illness of Child and Family Nursing Clinical	1
SOCI 101	Introduction to Sociology	3
	Summer Break	
(GCU) NRS – 429VN	Family-Centered Health Promotion (online – 5 week course)	3
(GCU) NRS – 434VN	Health Assessment (online – 5 week course)	3
	Fall	
NRSG 259	Health and Illness of Adult Nursing III	3
NRSG 260	Health and Illness of Adult Nursing III Lab	1
NRSG 261	Health and Illness of Adult Nursing III Clinical	2
NRSG 266	Managing Client Care for the RN	2
NRSG 267	Managing Client Care for the RN Clinical	2
BIOM 250	Microbiology with Lab	4
	Graduate from Helena College with ADN; Pass NCLEX-RN **Complete Remaining BSN Course Requirements***	
(GCU) NRS – 440V	Trends & Issues in Today's Health Care (online – 5 week course)	3
(GCU) NRS – 428VN	Community and Public Health (online – 5 week course)	3
(GCU) NRS – 451VN	Nursing Leadership and Management (online – 5 week course)	3
(GCU) HLT – 362V	Applied Statistics for Health Care Professionals (online – 5 week course)	3
(GCU) NRS – 433V	Introduction to Nursing Research (online – 5 week course)	3
(GCU) NRS – 493	Professional Capstone and Practicum (10 week course; practicum locally)	6

*Total Credit Hours for Bachelor of Science in Nursing (BSN) Completion: 120 Credits

General Education Requirements (May be taken at GCU or substituted through course equivalency): MAT-144 College Mathematics (4 credits) and BIO-319 Applied Nutrition (4 credits). Recommended elective coursework to fulfill baccalaureate requirements for graduation (120 credit hours): UNV-103 University Foundations (online) and CWV-101 Christian Worldview (online). Students must have 120 credit hours to graduate with a Bachelor of Science in Nursing at Grand Canyon University.

GRAND CANYON
UNIVERSITY

MSU Billings – R.N. to B.S.N. Completion Program

Transfer Degree towards Bachelor of Science Nursing
Via Articulation Agreement with MSU Billings
One-Year Completion Pathway
For more information related to this program, contact: **Sevda Raghib, Director of Nursing** or
mailto:dacia.debock@msubillings.edu

R.N. to B.S.N. Completion Program Required Courses.
*Note MSUB required 36 upper division courses to graduate. There are 33 upper division nursing credits of that must be taken at MSUB.

Table 32 RN to BSN Completion Required Courses MSU Billings

Full Semester	STAT 16	Introduction to Statistics	4
1st 8 weeks	NRSG325	Advanced Health Assessment	3
1st 8 weeks	WRIT321	Advanced Technical Writing	3
2nd 8 weeks	NRSG320	Nursing Informatics	3
2nd 8 weeks	NRSG424	Nursing Research & EBP	3

Table 33 Completion Required Courses MSU Billings

Full Semester	NRSG301	Nursing in the Community	5
Full Semester	NRSG302	Nursing in the Community-Clinical (45 hours) Clinical Mentored Experiential Learning	1
Full Semester	PSYX230	Developmental Psychology	3
1st 8 Weeks	NRSG322	Health Promotion	3
1st 8 Weeks	PHL326	Dying and Medical Ethics	3
2nd 8 Weeks	NRSG326	Complex Healthcare Needs	3

Table 34 Completion Required Courses MSU Billings

Full Semester	NRSG463	Nursing in the Community	5
14 Weeks	NRSG464	Nursing Leadership & Management Clinical (45 Hours) Clinical Mentored Experiential Learning	1
1st 7 Weeks	NRSG344	Family Nursing	3
1st 7 Weeks	HUMN	Humanities Elective	3
2nd 7 Weeks	NRSG361	Global Nursing	3

Table 35 Equivalent Courses MSU Billings

General Education Requirements for RN to BSN Completion Program					
RN to BSN Program Requirements			**Helena College Equivalent Courses**		
Course #	Course Name	Credits	Course #	Course Name	Credits
STAT216	Introduction to Statistics	4	STAT216	Introductions to Statistics	3
PSYX230	Developmental Psychology	3	PSYX230	Developmental Psychology	3
PHL326	Death, Dying, & Medical Ethics	3	NRSG220	Foundations of Ethical Nursing	3
HUMN	Humanities Elective	3	HUMN	Equivalent Humanities	3
Total Credits		13	Total Credits		12

MSU Northern - R.N. to B.S.N. Completion Program

MSU Northern
Transfer Degree towards Bachelor of Science Nursing
Via Articulation Agreement with MSU Northern
For more information related to this program, please, contact: **Sevda Raghib, Director of Nursing**

Table 36 Transfer Courses RN to BSN MSU Northern

Semester Taken	Course Number	Course Name	Didactic Credits	Clinical Credits	Total Credits
	Gen. Ed. Requirements				
	PSYX 230	Developmental Psychology	3		3
	STAT 216	Intro to Statistics	3		3
	WRIT 350	Upper Division Writing	3		3
	XXXX	Humanities Elective	3		3
	Total Credits:				**12**
	Spring Semester				
	NRSG 322	Health Promotion & Education	3		3
	NRSG 325	Advanced Health Assessment	3		3
	NRSG 326	Complex Healthcare Needs	3		3
	NRSG 305	Nursing Ethics (Cat VI)	3		3
	Total Credits:				**12**
	Summer Semester				
	NRSG 301	Nursing in the Community	5		5
	NRSG 302	Nursing in the Community Clinical		1	1
	NRSG 320	Nursing Informatics (CAT VII)	3		3
	NRSG 424	Nursing Research & Evidence-Based Practice	3		3
	Total Credits:				**12**
	Fall Semester				
	NRSG 344	Family Nursing	3		3
	NRSG 361	Global Nursing (Cat V)	3		3
	NRSG 463	Leadership and Management for the RN	5		5
	NRSG 464	Leadership and Management for the RN Clinical		1	1
	Total Credits:				**12**
	Total RN-BSN Program Credits:				**48**

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.

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

Table 37 Required Courses for Jake Jabs MSU Business and 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.

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.

Table 38 MSU Northern Criminal Justice Transfer Courses

Course/Semester	Credits
Semester 1	
M105 Contemporary Math or M121 College Algebra	3
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

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.

Learning outcomes for all courses can be found in the **Helena College Course Bank**.

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.

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.

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.

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. A general education core course.

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. Not a general education core course.

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.

ARTZ224 WATERCOLOR
Credits: 3
Pre-requisite(s): None
An introductory watercolor painting course covering basic elements and principles of design in art. Major areas of study are color/color theory, space, form, volume, tone, texture, and line. This course will develop your ability to discuss and critique paintings. To explore various methods, materials and techniques in both traditional and contemporary approaches to watercolor painting. To use these abilities to develop, enhance, and further express your personal artistic style.

ARTZ231 CERAMICS I
Credits: 3
Pre-requisite(s): None
An introductory ceramic course covering basic elements and principles of design in art. Major areas of study are color/color theory, space, form, volume, tone, texture, and line. This course will develop your ability to discuss and critique ceramic works and building techniques. To explore various methods, materials and techniques in both traditional and contemporary approaches to ceramics. Techniques introduced are, but not limited to, slab, coil, and wheel thrown construction. To use these abilities to develop, enhance, and further express your personal artistic style.

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 strengths and weaknesses of previous artwork 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. Not a general education core course.

AST103 AUTOMOTIVE MECHANICS CORE
Credits: 3
Pre-requisite(s): None
Co-requisite(s): M111 or Higher
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): Completion of the first semester of the Automotive Program
Co-requisite(s): COMX106
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): ASTR103
Co-requisite(s): M111 or Higher
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, including ABS systems.

AST130 INTRODUCTION TO AUTOMOTIVE ELECTRONICS
Credits: 6
Pre-requisite(s): A C- or better in AST103
Co-requisite(s): M111 or M121 or higher
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): Completion of the first semester of the Automotive Program
Co-requisite(s): COMX106
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: 4
Pre-requisite(s): A "C-" or higher in AST103, AST130, AST160, and 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 hands-on activities common to automotive mobile air conditioning applications.

AST220 AUTOMOTIVE STEERING AND SUSPENSION
Credits: 5
Pre-requisite(s): Completion of the first semester of the Automotive Program
Co-requisite(s): COMX106
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, including 4-wheel alignments, suspension systems, and tire service.

AST230 ELECTRICAL/ELECTRONIC SYSTEMS II
Credits: 6
Pre-requisite(s): Completion of the first year of the Automotive Program
This course covers the 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): Completion of the first year of the Automotive Program
This course covers the 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): Completion of the first year of the Automotive Program
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): Completion of the third semester of the Automotive Program
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, and 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
Co-requisite(s): AST264, AST270
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.

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 introduces the students to the history of the reciprocating engine. This course will also introduce the student to reciprocating engine theory and operation including the theory, maintenance, inspection, repair, servicing and troubleshooting of the various systems associated with an engine. Students 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. 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. 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.

AVMT230 RECIPROCATING ENGINES AND SYSTEMS II
Credits: 5.5
Pre-requisite(s): None
This course introduces the student to aircraft reciprocating engine maintenance including engine overhaul, 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. Students will learn the importance of the cooling systems for reciprocating engines as well as the different methods used to control the heating and cooling of aircraft piston engines and the proper procedures employed to maintain cooling systems.

AVMT235 POWERPLANT RECIPROCATING ENGINE SYSTEMS 3 *
Credits: 5
Pre-requisite(s): None
This is the third of six classes designed to prepare students for the Federal Aviation Administration's Aviation Mechanic Powerplant written and oral & practical exams. The course will cover topics related to engine lubrication systems, reciprocating engine induction and cooling systems, engine exhaust and reverser systems, and engine inspection.

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. Students 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. Students 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.

AVMT250 ENGINE FIRE PROTECTION SYSTEMS
Credits: 2.5
Pre-requisite(s): None
Safety systems onboard aircraft are very important and one of the primary and most important is the fire detection and suppression systems. In this course, students will learn the different types of fire detection and suppression/extinguishing systems used with aircraft engines. Students will learn to identify, inspect, service, troubleshoot and repair the different types of engine detection and extinguishing systems.

AVMT255 PROPELLERS AND UNDUCTED FANS
Credits: 4
Pre-requisite(s): None
This course introduces the student to the theory of propeller operation and propeller types. We will cover propeller de-icing, propeller synchronizing systems and propeller governing. In this course the students will learn propeller balancing, inspection servicing and repair composite/aluminum propeller blades.

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's financial considerations.

BGEN105 INTRODUCTION TO BUSINESS
Credits: 3
Pre-requisite(s): None
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): CHMY121; 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
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): None
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.

BMKT225 MARKETING
Credits: 3
Pre-requisite(s): A "C-" or higher in BGEN105
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): None
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:3
Pre-requisite(s): None
This course prepares students with the communication skills needed to obtain and be successful in a professional position, particularly in vocational and technical fields. Students will study various elements of interpersonal communication in the workplace, including listening, conflict management, decision-making, and customer service. Students will also practice written and oral communication skills that promote success in the workplace.

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
This course explores the role of communication in one-on-one interactions from a theoretical perspective with an emphasis on personal application. Students will study various communication concepts, including perception, verbal and nonverbal elements, listening, culture, emotions, and conflict management. Students will learn to recognize interpersonal communication competence and practice skills that enhance communication competence in their interpersonal relationships.

COMX282 THE ART OF NARRATIVE
Credits: 3
Pre-requisite(s): COMX111 or COMX115, 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 the Department Administration and HR. Contact your program advisor for paperwork and procedural information.

COSM101 COSMETOLOGY I PRINCIPLES & PROCEDURES
Credits: 7
Pre-requisite(s): None
Co-requisite(s): COSM102
Introduction and overview of the philosophy of all aspects of cosmetology, including infection control, scalp care, shampooing and conditioning, hair design, haircutting, hairstyling, chemical texture services, hair coloring, manicuring, pedicuring, hair removal, and facials with an emphasis on safety and sanitation.

COSM102 COSMETOLOGY I PRACTICAL APPLICATIONS
Credits: 7
Pre-requisite(s): None
Co-requisite(s): COSM101
Introduction to the basic practical services of cosmetology. The practice of the fundamentals of draping, shampooing, haircutting/trimming, haircutting with a razor and clippers, fingerwaving, thermal curling, pin curls, roller sets, manicuring, pedicuring, hair removal, facials, coloring, foiling, balayage, permanent waves, chemical straightening, artificial hair application and removal, braiding, cleaning, disinfecting, and sanitizing. This course emphasizes safety and first aid in all instruction. In this class, most of the work will be practiced on mannequins and, at times, volunteer clients at the teacher's discretion.

COSM111 COSMETOLOGY II PRINCIPLES & PROCEDURES
Credits: 7
Pre-requisite(s): C- or higher in COSM101 and COSM102
Co-requisite(s): COSM112
Intermediate instruction focused on the following concepts with an emphasis on safety and sanitation: Montana state safety and sanitation regulations; nail tips and wraps; light cured gels; monomer and liquids; braiding and braid extensions; wigs and hair additions; skin structure; growth and nutrition; skin diseases and growth; color formulation; properties of the hair and scalp.

COSM112 COSMETOLOGY II PRACTICAL APPLICATION
Credits: 7
Pre-requisite(s): C- or higher in COSM101 and COSM102
Co-requisite(s): COSM111
Continued intermediate application of all aspects of cosmetology with an emphasis on the following concepts: the application of nail tips and wraps; light-cured gels and monomer and liquids; color and lightener application services; haircutting services; braiding and artificial hair application; and safety and sanitation. All students will have continued practice to reach a level 4 in proficiency in each content area.

COSM201 COSMETOLOGY III INTERMEDIATE PRINCIPLES & PROCEDURES
Credits: 6
Pre-requisite(s): C- or higher in COSM111 and COSM112
Co-requisite(s): COSM202
Intermediate instruction of haircutting, nail structure and growth, nail diseases and disorders, manicuring, pedicuring, facials, basics of chemistry, basics of electricity, with an emphasis on safety and sanitation, cleaning/disinfecting to be included in all instruction.

COSM202 COSMETOLOGY III INTERMEDIATE PRACTICAL APPLICATION
Credits: 7
Pre-requisite(s): C- or higher in COSM111 and COSM112
Co-requisite(s): COSM201
Continued work and practical hours needed to demonstrate competency in the required levels of performance, hour requirements, and safety, cleaning, and disinfecting measures.

COSM211 COSMETOLOGY IV ADVANCED PRINCIPLES & PROCEDURES
Credits: 6
Pre-requisite(s): C- or higher in COSM201 and COSM202
Co-requisite(s): COSM212
Continued work to advance proficiency in all cosmetology skills, with an emphasis in safety and sanitation practices, as well as a focus on readiness for the state board exam.

COSM212 COSMETOLOGY IV ADVANCED PRINCIPLES & PROCEDURES
Credits: 7
Pre-requisite(s): C- or higher in COSM201 and COSM202
Co-requisite(s): COSM211
Continue advancement towards proficiency of all cosmetology skills, with an emphasis in safety and sanitation practices, as well as a focus on readiness for the state board exam.

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.

CRWR299 CREATIVE WRITING CAPSTONE
Credits: 3
Pre-requisite(s): CRWR240 and CRWR212 or instructor Approval
This course offers creative writing students the opportunity to pursue a creative project of their choice and to receive feedback from peers and faculty. Additionally, students work to edit, design, layout, and produce the annual college anthology, Vision and Voice, gaining real-world experience in the field of publishing.

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.

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.

CSCI191 SPECIAL TOPICS
Credits: 1-3
Pre-requisite(s): None
Discusses topics of current interest in computer science. Identifies and offers various special topics under this course number.

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 set 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 to become 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.

CSCI211 CLIENT SIDE PROGRAMMING
Credits: 3
Pre-requisite(s): A "C-" or higher in CSCI100 and MART145
This course focuses on the concepts of client-side web development, including AJAX Development, covering JavaScript, DOM, XML, and Asynchronous page updates.

CSCI215 SOCIAL AND ETHICAL ISSUES IN CS
Credits: 3
Pre-requisite(s): A "C-" or higher in WRIT101 or WRIT121
Exploration of ethical issues in the field of computing. Skills needed to identify and analyze various ethical concerns. Standard ethical concepts and theories, methods of ethical analysis. Strong emphasis on practical application of the ehtical process.

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.

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
Co-requisite(s): CSCI121
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.

CSCI291 SPECIAL TOPICS
Credits: 1-3
Pre-requisite(s): Upon instructor approval
Discusses topics of current interest in computer science. Identifies and offers various special topics under this course number.

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.

DDSN132 MASTERCAM SOLIDS
Credits: 2
Pre-requisite(s): Completion of the first semester of the Machining Program
Upon completion of this course the student will know the user interface of the MasterCam 3D modeling software. The student will learn to create sketches and turn them into parametric features, and modify and edit the features to create parts. Students will demonstrate understanding of the Cartesian Coordinate system, the importance of part setup, and the tool paths necessary to complete the project on manual and CNC machines. This course introduces MasterCam and prepares students for MasterCam Mill 2D.

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
Co-requisite(s): M111
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): Completion of the semester 3 of the Diesel Program
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 DST 240, DST 245, DST 145
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): Completion of the first semester of the Diesel Program
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 better in M111, COMX106 and DST 145, 240, 245 *
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, COMX106, DST 145, 240, and 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 components/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 the annual Department of Transportation inspection of heavy-duty diesel trucks.

DST211 ELECTRONIC SYSTEMS*
Credits: 6
Pre-requisite(s): **A "C-" or higher in M111, COMX106, DST 200, 210, and 255**
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 semiconductors and integrated circuits. Upon completion, students should be able to identify electronic components, explain their use, and function, and use meters and flow charts to diagnose and repair systems.

DST240 HD MANUAL DRIVE TRAINS
Credits: 5
Pre-requisite(s): Completion of the first semester of the Diesel Program
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): Completion of the first semester of the Diesel Program
This course covers the fundamentals, operation, diagnosis, and repair of hydrostatic and power shift transmissions, torque converters, and torque dividers that are related to the heavy-duty, diesel-powered, on and off-road equipment.

DST255 HD BRAKES AND UNDERCARRIAGE
Credits: 7
Pre-requisite(s): None
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 the 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 the 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, COMX106, DST145, DST240 & DST245 *
This course will build upon the applied lab course. 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 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): Course requires participation in clinical rotations. Students must meet the health and safety requirements of the participating clinical facility, including required immunizations and background checks.
The purpose of the Emergency Medical Technician (EMT) course is to provide students with an academic and working knowledge to deliver basic life support care to critically ill or injured patients, preparing students to take the NREMT exam and apply for Montana EMT licensure (refer to Administrative Rules of Montana 24.156.2720). The course provides the basic concepts of emergency care that 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 perform a host of other procedures. This course involves classroom and clinical experience and may be helpful for other healthcare fields. Course requires participation in clinical rotations. Students must meet the health and safety requirements of the participating clinical facility, including required immunizations and background checks.

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.

EDU201 INTRODUCTION TO EDUCATION WITH FIELD EXPERIENCE
Credits: 3
Pre-requisite(s): None
This course provides an introduction to the field of education and the relationships between schools and society. Students begin to evaluate the reasons chosen to become a teacher and the effects that decision will have on their lives. Students examine social, cultural, political, legal, economic, and historical issues within schools and how these issues impact professional educators. Students will complete a field experience in a school setting.

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 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 AND EMERGENCY SERVICES I
Credits: 4
Pre-requisite(s): None
Co-requisite(s): FIRE102
This course provides an overview of 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 AND 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): A"C-" or higher in FIRE101 & FIRE102
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.

FIRE298 FIRE SERVICE INTERNSHIP
Credits: 2
Pre-requisite(s): A "C-" or higher in FIRE 101 and 102
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 protective equipment. The student will participate in all activities that the firefighters would be expected to perform, including equipment inspections and maintenance, station cleanup, drills, training, fire inspections, and emergency response. The Internship does not include entering any IDLH

atmosphere or driving the host organization's apparatus. Official membership or affiliation with a Fire & Emergency Services organization is required.

FIRE299 CAPSTONE
Credits: 2
Pre-requisite(s): A"C-" or higher in FIRE101, FIRE102, & FIRE110. Final Semester Status
This capstone course is designed for Fire & Emergency Services students in their final semester of study. Students will complete a research project, refine their resume, and participate in mock interviews that will help them prepare to enter the workforce.

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.

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.

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.

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
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 INTRODUCTION TO OPERATING SYSTEMS AND COMMAND LINE
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.

ITS211 CLOUD NETWORKS & STORAGE
Credits: 3
Pre-requisite(s): A "C-" or higher in ITS165, ITS224, ITS279
Cloud platforms offer extensive networking and storage options. This course is a survey of the common networking and storage features common to Cloud platforms. This course also explores Software Defined Networking technologies. The following Cloud computing types will be explored: private clouds, public clouds, hybrid clouds, and multiclouds.

ITS216 NETWORK OPERATING SYSTEM-DIRECTORY SERVICES

Credits: 3
Pre-requisite(s): A "C-" or higher in ITS164
This course is designed to prepare the student to implement, maintain, and troubleshoot Directory Services. Microsoft's Active Directory as well as Open LDAP and Cloud provider offerings will be configured. This course will also prepare students to configure Identity Federation and application authentication to an identify provider.

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.

ITS222 ENTERPRISE SECURITY

Credits: 3
Pre-requisite(s): A "C-" or higher in ITS164, ITS224
Pre-requisite(s): ITS224
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
Co-requisite(s): ITS165 or ITS280
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.

ITS233 INTRODUCTION TO DEVOPS

Credits: 3
Pre-requisite(s): A "C-" or higher in CSCI111, ITS224, ITS279
DevOps is the art of automation and Infrastructure as Code (IaC) used to build powerful, dynamic, systems. DevOps represent the foundation of modern Cloud, Network, and Information Systems. This course will explore DevOps using scripting, Application to Programmer Interface (API) libraries, and a variety of tools to automate and administer local, remote, and virtual systems.

ITS276 DEVELOPMENT OF DEVOPS: PLAN, DEVELOP, BUILD, TEST, AND SECURE

Credits: 3
Pre-requisite(s): A "C-" or higher in ITS213, ITS219, ITS224, ITS233
Co-requisite(s): ITS286
This course covers the Development half of the DevOps pipeline: Plan, Develop, Build, Test and Secure. Modern DevOps tooling will be used to implement all phases. Multiple cloud platforms will be the target of eventual deployments. Best practices and principles of DevOps and DevSecOps will be followed.

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:3
Pre-requisite(s): A "C-" or higher in ITS164
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.

ITS286 OPERATIONS OF DEVOPS: RELEASE, DEPLOY, OPERATE, MONITOR, AND SECURE
Credits: 3
Pre-requisite(s): A "C-" or higher in ITS213, ITS219, ITS224, ITS233
Co-requisite(s): ITS276
This course covers the Operations half of the DevOps pipeline: Release, Deploy, Operate, Monitor, and Secure. Modern DevOps tooling will be used to implement all phases. Multiple cloud platforms will be the target of deployments. Best practices and principles of DevOps and DevSecOps will be followed.

ITS289 PROFESSIONAL CERTIFICATION
Credits:1
Pre-requisite(s): None
Reviews objectives of an information technology industry-based professional certification. A thorough review of certification objectives, preparation strategies, and exam strategies will be covered.

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.

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.

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.

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
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.

M120 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): None
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
This course is the study of numbers 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): None
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
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
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
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.

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.

MART112 Introduction to Film Editing
Credits: 3
Pre-requisite(s): None
Students gain practical understanding at an introductory level in how to edit and create short films. Using Adobe products, students will work individually and in teams to create and edit their own short films to learn and understand the process.

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.

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).

MART232 INTERACTIVE WEB II
Credits: 3
Pre-requisite(s): A "C-" or higher in MART145
Provides foundational skills required for designing and implementing Web sites for public and private organizations. Students are taught advanced techniques and further their experience with web design. Marketing and design techniques are applied using state-of-the-art tools.

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
Co-requisite(s): M111 or M121 or higher
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
Co-requisite(s): MCH130
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): Completion of the first semester of the Machining Program
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): Completion of the first semester of the Machining Program
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, criterian, 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): Completion of the first semester of the Machining Program
This course covers setup, 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): Completion of the first year of the Machining Program
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): Completion of the first year of the Machining Program
Co-requisite(s): A "C-" or higher in MCH230
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): Completion of the first year of the Machining Program
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): Completion of semester 3 of the Machining Program
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): Completion of the first year of the Machining Program
Co-requisite(s): MCH230
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): Completion of the first year of the Machining Program
This class introduces students to word address programming (G and M code) for CNC Machining Centers. The student will write formatted programs, set-up, and run their programs on the CNC Machining Center. Students will use basic and intermediate "G" codes with coordinates to create common part features such as contours, 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.

MCH236 CNC MILLING PROGRAMMING OPERATIONS 3
Credits: 3
Pre-requisite(s): Completion of semester 3 of the Machining Program
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 semester 3 of the Machining Program
This class introduces students to the latest version of Mastercam 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 semester 3 of the Machining Program
Co-requisite(s): MCH236
This class introduces students to the latest version of Mastercam 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): Completion of the first semester of the Machining Program
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 AND MANUFACTURING - METALS
Credits: 3
Pre-requisite(s): A "C-" or higher in MCH200
This course covers the use of CAD/CAM/CNC machining to manufacure various metal products. Both Computer Numerical Control (CNC) of lathers 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 that 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 that 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 culturally diverse patients, 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.

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.

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. Topics covered include kinematics, Newton's Laws, energy, momentum, rotational motion, oscillations, basic properties of fluids, and wave motion.

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).

PHSX226 GENERAL SCIENCE: INTEGRATED PHYSICAL SCIENCE I
Credits: 4
Pre-requisite(s): None
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.

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 relate to one another. It emphasizes the situation, the person, and personal reactions to situations, as well as the application of social psychological principles to different societies and cultures.

PSYX270 FUNDAMENTALS OF LEARNING
Credits: 3
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): None
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.

PUBH101 INTRODUCTION TO PUBIC HEALTH
Credits: 3
Pre-requisite(s): None
This course serves as an overview of the discipline and practice of public health. Course content includes the history of public health, tools and techniques used in the field, a population perspective, and an emphasis on disease prevention and health promotion.

PUBU225 PUBLIC HEALTH POLICY
Credits: 3
Pre-requisite(s): A "C-" or higher in PUBH101
This course introduces concepts of health policy at the global, national, state and local level, and reviews current and emerging issues in health policy. Special emphasis will be on international health. The international emphasis will be on the public health problems facing low- and middle-income countries today, especially those problems relating to reproductive health, infectious diseases, nutrition, and literacy. We will also examine the interaction of health policy and law, and issues of international cooperation and global governance.

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 the 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 be trained on each piece of shop equipment following the manufacturer's safety guidelines. They will learn to identify and adhere to safe work practices, conduct inspections of both portable and stationary power equipment, and demonstrate the correct and safe use of hand tools. Students

will complete all requirements to obtain the OSHA 10-Hour Safety Training Certification, identify and explain common hazards in the welding industry, and demonstrate comprehensive material handling skills required of entry-level employment in the welding industry.

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): Completion of the first semester of the Welding Program
Co-requisite(s): WRIT121
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 lay out 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): Completion of the first semester of the Welding Program
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): Completion of the first semester of the Welding Program
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): C- or higher in WLDG 107
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): Completion of the first year of the Welding Program
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): Completion of semester 3 of the Welding Program
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): Completion of semester 3 of the Welding Program
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): Completion of the first year of the Welding Program
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): Completion of the first year of the Welding Program
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): Completion of semester 3 of the Welding Program
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.

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.

WRIT122 INTRODUCTION TO BUSINESS WRITING
Credits: 3
Pre-requisite(s): None
This course provides instruction in the preparation of business documents appropriate to specific audiences and purposes within business contexts.

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.

Tools

Automotive Technology
Aviation Technology
Cosmetology
Diesel Technology
Computer-Aided Manufacturing and Machine Tool Technology
Welding: Industrial Welding and Metal Fabrication Tool Set
Fire and Emergency Services

Tools are *required* for each student entering:

- Automotive (for work)
- Aviation Maintenance
- Cosmetology
- Diesel
- Fire Emergency Services
- Manual Machining & CNC Machining
- Metals Technology (refer to Manual Machining & CNC & Machining or Welding Technology Tool List)
- Welding Technology

Ordering Procedure

Students do not purchase tools through the College, except for the Cosmetology students. Cosmetology orders through the Follett **Campus Store. (https://www.bkstr.com/helenacollegestore/home**)

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.

Tool vouchers may be available for students who are eligible and have completed all requirements for enough financial aid to cover all tuition, fees, and the cost of tools. Tool vouchers may be obtained through Student Accounts.

Automotive Technology Tool Set

$3,700 – $4,600 (Approximately)

Helena College provides all of the tools needed for students while in class. However, if a student desires to take advantage of the opportunity to work in a local shop while in school, the student will need to have their own tool set to use at work. Please refer to the following list of tools that are needed in the automotive industry. Your instructor will provide more information at orientation/during the first week of class.

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

AY 26 Aviation Maintenance Technology Tool Set

$3,000 - $4000 (Approximately)

Aviation maintenance students are required to purchase tools and tool storage, and will need them before the end of the first semester. The following list contains the minimum tools required for aviation maintenance students. These tools are not provided by the school.

1. Tool Box Roll Cabinet
2. 1/4 Drive Bit Adapter (Screw Driver Bit Adapter)
3. OSHA-Approved Respirator with Organic Vapor Cartridge
4. Screw Driver Set (Philips and common)
5. Screw Driver Bits with extra #2 Phillips 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. Standard Allen Wrench Set (Hex Key)
13. 4 GB or larger thumb drive
14. Hacksaw with spare Blades
15. Calculator
16. Automatic Center Punch
17. 3 Fine Point Sharpie Markers
18. Tire Air Gauge
19. Digital Multimeter
20. Tire Valve Core Remover
21. Flashlight
22. Tire Air Chuck
23. Inspection Mirror
24. Air Blower Nozzle (Air Gun, rubber tip preferred)
25. 6 Inch Steel Ruler
26. 8'' Flat Mill File (optional)
27. 8'' Round "Rat Tail File" (optional)
28. Diagonal Side Cutters
29. 8" or 10" Curved Vixen File (optional)
30. Small Flush Cut, Diagonal Side Cutters
31. File Handle (if not supplied with files)
32. Wire Terminal Crimper (Aviation Grade Ratcheting Type)
33. Needle File Kit
34. Punch Set (center punch, small chisel, assorted flat)
35. Pliers Set- Needle Nose, Straight Jaw, Channel Lock, and Duck Bill Pliers
36. 16 oz. Ball Peen Hammer
37. 6- or 8-Inch Safety Wire Pliers Reversible
38. 16 oz. Soft-faced Mallet (dead blow preferred)
39. Snap Ring Pliers (.038, .047, .070, tip size)
40. Dial Caliper (6-inch non-digital)
41. 10'' Crescent Wrench
42. Pencil Soldering Iron (pointed tip) (Optional butane)
43. Box End/Open End Wrench Set (Combination Wrench) ¼ to 1 inch, including 11/32''
44. 3/8'' drive, 6-Point Socket Set with Ratchet and Extensions
45. 1/4'' Inch Drive, 12 Point Socket Set (Deep and Shallow) with Ratchet, Extensions and Universal Adapter (Fine Tooth Ratchet preferred)
46. Flashlight (other than cell phone)

AY26 Cosmetology Tool Set

$1700 (Approximately)

Table 39: Fromm Cosmetology Tool Kit List

FROMM ITEM#	DESCRIPTION	QTY
WAHL8331	WAHL8331 ALL-STAR COMBO	1
F8002	F8002 FROMM HAIR DRYER GLOSS	1
F8032	F8032 MARCEL CURLING IRON 1 INCH	1
F8011	F8011 1 LONG PLATE FLAT IRON	1
TF115100	TF115100 FEATHER STYLING RAZOR BLK	1
TF120100	TF120100 FEATHER RAZOR BLDS 10PK	1
D342	D342 DELUXE MANNEQUIN CLAMP BLACK	1
F2033B	F2033B ELITE CERAMIC RND BRSH 1.25	1
F2034B	F2034B ELITE CERAMIC RND BRSH 1.75	1
F2035B	F2035B ELITE CERAMIC RND BRSH 2 IN	1
F2050B	F2050B VENT BRUSH	1
F2051B	F2051B PADDLE BRUSH	1
D9749	D9749 PRO NYLON PIN STYLING BRUSH	1
D9140	D9140 REINF BOAR ROUND BRUSH 1.25IN	1
D6900	D6900 BRUSH ZIP POUCH CLEAR EMPTY	1
F7017	F7017 SHAMPOO CAPE METALLIC	1
F7009	F7009 KIDS HAIRSTYLING CAPE 29X41	1
D1446	D1446 BLACK MARBLE OVAL PADDLE	1
F3011	F3011 7.5IN CARBON BASIN COMB	1
F3012	F3012 8IN CARBON CUTTING COMB	1
F3013	F3013 8.5IN CARBON CUTTING COMB	1
F3014	F3014 9.25IN CARBON RAT TAIL COMB	1
F3015	F3015 9IN CARBON PIN TAIL COMB	1
DBC003	DBC003 9.75IN SILICONE PINTAIL COMB	2
T420	T420 CLEOPATRA 7IN COMB 12PK	1
D42	D42 8IN FLAT TOP COMB BLACK	1
D7024	D7024 9.5IN FLAT TOP COMB BLACK	1
F5012	F5012 GATOR CLIPS BLACK 4PK	1
D210C	D210C 3.5IN DUCKBILL CLIPS 12PK	1
D19C	D19C 1.75IN SLIDE IN CLIPS 10PK	1
D15C	D15C 1.75IN SINGLE PRONG CLIPS 10PK	1
F9471	F9471/DAA016 BALAYAGE BOARD 2PK	1
D860	D860 6OZ COLOR BOWL BLK	2
F9409	F9409 2 1/4IN SOFT PIN COLR BR 1PK	1
DMANKIT	DMANKIT DIANE MANICURE KIT	1
D905B	D905 TOENAIL 1 CLIPPER	1
D90100	D90100 KOLINSKY NAIL BRUSH W/PUSH	2

D90001	D90001 GEL NAIL BRUSH SET 4-PC	1
DMM002U	DMM002U LUCY 17-19 100%HUMHR BRN BU	2
D315U	D315U NAOMI 16-18 TEXTURE 100 HH BU	1
D311	D311 EVA 22 - 24 100% HUMAN HR BRN	1
DMM010BU	DMM010BU AIDEN BEARD 16-18 100%HH B	1
DMM004	DMM004 HILARY 17-19 QUAD 100%HUMHR	1
D341	D341 MANNEQUIN TRIPOD	1
D3006	D3006 SPRAY BOTTLE 16OZ CLEAR	1
F9491	F9491 APPLICATOR BOTTLE 10OZ	2
T52106-FR	T52106-FR 3D LASH KIT	1
DEN006	DEN006 TWO-SIDED ROUND FOOT FILE	1
D902	D902 PRACTICE HAND	1
D8125	D8125 NYLON TEASING BRUSH	1
D8054	D8054 DIAL TIMER	1
D142	D142 9.75 WIDETOOTH DTNGLE BLK COMB	1
D7155	D7155 7.25IN LIFT & STYLING COMB	1
D1211	D1211 TV MIRROR MED BLK 7.5 X10.75	1
D308U	D308U PENELOPE 18-20 100%HUMANHR BU	1
MARIANNA	**DESCRIPTION**	**QTY**
12176	LOCKABLE TROLLEY CART	1
1431	SHARK FIN STUDENT KIT RIGHT	1
1433	SHARK FIN STUDENT KIT LEFT	1
STUDENT SCRUBS	**DESCRIPTION**	
CAMPUS STORE	109216 6-34-2512W8/2369 (Women's top)	BLK
CAMPUS STORE	109216 6-34-2512W9/0 (Women's pants)	BLK
CAMPUS STORE	109216 6-34-2512MA/2369 (Men's top)	BLK
CAMPUS STORE	109216 6-34-2512NA/0 (Men's Pants)	BLK

Uniform Black Scrubs (3 recommended)

*All items are available through the Campus Store on the **Donaldson Campus**. (**https://www.bkstr.com/helenacollegestore/home**)

AY26 Diesel Technology Tool Set

$4,000 – 7,000 (Approximately)

Diesel students must purchase tools, but it is best to wait until orientation or the first day of class to get specific recommendations from your instructor. Please refer to the following list of required tools.

1. Welding Helmet
2. Welding Gloves
3. Chipping Hammer
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. Fluorescent Drop Light; 25 ft. minimum
43. 3/8 Drive Torque Wrench; 5-75 ft. lbs.
44. 24" Screwdriver Style Pry bar
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 (recommended)

AY26 Fire & Emergency Services Equipment

$750 (Approximately)

Helena College provides students with the majority of gear needed for the program, including turnout pants and coat, a helmet, mask, and SCBA.

Below is the required list of gear that must be purchased by the student. Students will need to pay for and provide these items:

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. Earplugs

AY26 Manual Machining & CNC Machining Tool Technology Tool Set

$2,300 (Approximately)

Machining students must purchase tools, but it is best to wait until orientation or the first day of class to get specific recommendations from your instructor. Please refer to the following list of required tools.

NEEDED FOR FIRST SEMESTER (FALL)

1. 2 Uniform Shirts
2. 6" Dial Caliper
3. 0-1 micrometer
4. Allen Wrenches (cluster pack) – metric and standard
5. 1" Indicator Dial   MSC#76450071
6. Dead Blow Hammer – 1 pound
7. 2" Indicator Dial   MSC#76450089
8. Center Punch Set
9. Magnetic Base (Noga)   MSC#92257229
10. Mighty Mag Base (magnetic)   MSC#06580450
11. 4 pc. Combination Square   MSC#60591559
12. De-burring Tool   MSC#05751003
13. Double End Edge/Center Finder   MSC#03293412
14. Pocket Flashlight
15. Carbide Scribe   MSC#7649880
16. Screwdriver Set
17. 6" Rigid Scale, 32nds and 64ths one side/100th on flip side   MSC#78988136
18. Standard Set Combo Wrenches 3/8" – 1"
19. 6" Flex Scale, 32nds and 64ths one side/100ths on slip side   MSC#69745974
20. Measuring Tape – 10 feet
21. HSS Tool Bit Blank 3/8" 2 each   MSC#02603249
22. HSS Tool Bit Blank ½" 2 each   MSC#02603322
23. HSS Tool Bit Blank ¼" 2 each
24. Thread Wire set   MSC#03293529
25. 6-pc Snap Gauges   MSC#06457014
26. Pitch Gauges, inch and metric MSC#01221019 and MSC#01221043
27. File Set with Handles   MSC#6030488
28. One Set of Parallels
29. File Brush
30. Screw Machine Length Drills, (Fractional, Letters, Numbers)
31. Safety Glasses
32. Tool Box – max 26" wide, 20" deep, 37" high (minimum height 37" **No top boxes**)
33. 1-2-3 Blocks MSC#06378012
34. V-Block w/ Clamp Set
35. Acme Screw Pitch Gauge Required 2nd semester   MSC#6332636

NEEDED FOR SECOND SEMESTER (SPRING)
36. Carbide Insert Holders – RH turning and threading
37. Carbide Inserts – 2 threading and 2 grooving
38. Test Dial Indicator .0005 res
39. Coaxial Indicator (Option

AY26 Welding: Industrial Welding and Metal Fabrication Tool Set

$800 - $1200 (Approximately)

Students are expected to have the required safety equipment and tools by the end of the first week of class.

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

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

Helena College Board Members
Faculty Profiles
Staff Profiles

FOUNDATION BOARD MEMBERS

Greg Strizich – President
President/CEO
Intrepid Credit Union

Sam Martin – Vice President
Account Executive
AlphaGraphics

Andrew Page –Treasurer
Founder, Entrepreneur, and Consultant
PageCo Business Management

Monica Latham
Accountant
Montana Historical Society

Nan LeFebvre
Human Resource Consultant
KANDLL Consulting

Nisan Burbridge

Faculty Profiles

Bengtson, Mary
Nursing Instructor, A.S., Nursing, Mount Hood Community College, B.S., Nursing at Linfield College of Nursing

Coombs, Jody
Diesel Technology

Dumas, Tod
Aviation Maintenance Technology, Airframe, and PowerPlant License

Eggen, Nolan
Fire and Emergency Services Instructor, A.A.S. Fire and Rescue, Helena College

Feig, Kim
Sociology, B.A., University of California, Santa Barbara; M.A., San Francisco State University; M.A., University of California, Irvine

Garcia, Jamie
Nursing Instructor, B.S.N., OHSU School of Nursing, M.N., Montana State University

Hauer, Derrick
Diesel Technology, C.A.S, Helena College

Henderson, Karen
General Education – English, 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

Jones, Dave
Automotive Technology, Certified Advanced Level Specialist, ASE Master Certified Technician, B.T., Northern Montana College, M.S., Montana State University-Northern

McLaughlin, John
Manual Machining, Metals Technology, A.A.S., Trinidad State Junior College

Menning, Erika
Cosmetology Instructor, Cosmetology License

Mogensen, Jason
Automotive Technology, Automotive Service Excellence (ASE) Certification

Mohrmann, Veronica
Communications, B.A. Carroll College, M.A., Marist College

Munn, Nathan
General Education – Psychology, B.A., Seattle Pacific University, M.D., University of Washington, M.P.H., University of Montana

Nicholson, Paul
CNC Machining, A.S. Machine Tools Technology, Helena College

Purcell, Rick
  Diesel Technology, A.O.S., Universal Technical Institute

Radke, Courtney
  Nursing Instructor, A.S., Nursing, Helena College, B.S., Nursing, Montana Tech, M.S., Nursing, Capella University

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

Schanz, Rachel
  Accounting, B.S., BYU Idaho, M.A., Carroll College

Senn, Laura
  Nursing Instructor, B.S., Montana State University-Billings, M.N., Montana State University

Sizemore, Gretel
  Cosmetology Instructor, Cosmetology License

Spoja, Anna
  Business, B.S. UM Western, M.A., University of Phoenix, 5-12 Business Educator License

Steinwand, Bryon
  Information Technology & Programming, B.S., Montana 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
  Metals Technology, A.M.S. Certified Welding Educator, A.M.S Certified Associate Welding Inspector

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

Wilson, Tony
  Cosmetology Instructor, License, Missouri College of Cosmetology

Zeigler, Glen
  Industrial Welding & Metal Fabrication, C.A.S., Helena College

Staff Profiles

Adamek, Marika
Assistant Registrar, 406-447-6910*,* marika.adamek@helenacollege.edu

Anderson, Dawn
Director of Cosmetology, 406-447-6937, dawn.anderson@helenacollege.edu

Anderson, Kelsey
Assistant Director of TRIO & MT 10, 406-447-6941, kelsey.anderson@helenacollege.edu

Bauman, Sandra
Dean/CEO, 406-447-6928, sandra.bauman@helenacollege.edu

Benasky, Edward
Enterprise Systems Administrator, 406-447-6949, edward.benasky@helenacollege.edu

Caldwell, Kimberly
Academic Coach & Tutor Coordinator, 406-447-6957, kimberly.caldwell@helenacollege.edu

Carr, Kylie
General Education Division Manager, 406-447-6971, kylie.carr@helenacollege.edu

Collins, Bradley
Computer Systems Analyst III, 406-447-6948, brad.collins@helenacollege.edu

Curtin, Valerie
Executive Director of Compliance & Financial Aid, 406-447-6913, valerie.curtin@helenacollege.edu

Dalton, Natasha
CEC Program Coordinator II, Nursing Administrative Assoc., 406-447-6946, natasha.dalton@helenacollege.edu

Dellwo, Sarah
Executive Director of Enrollment, 406-447-6908, sarah.dellwo@helenacollege.edu

Eberhardt, Katelynn
Director of Student Wellbeing & Engagement, 406-447-6962, katelynn.eberhardt@helenacollege.edu

Ewing, Mel
Chief Information Officer, 406-447-6958, mel.ewing@helenacollege.edu

Fife, Tyler
Admissions Coordinator, 406-447-6912, tyler.fife@helenacollege.edu

Gage, Emily
RN Simulation Lab Manager, 406-447-6985, emily.gage@helenacollege.edu

Goss, Kris
Library Learning Hub Director, 406-447-6342, kris.goss@helenacollege.edu

Grimmis, Jason
Director of Crisis and Emergency Management, 406-447-6382, jason.grimmis@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

Holmes, Jewelie
 Salon Coach, 406-447-6983, jewelie.holmes@helenacollege.edu

Howard, Beau
 Accounting Associate IV, 406-447-6918, beau.howard@helenacollege.edu

Hunthausen, Stephanie
 Exec. Director of CTE & Dual Enrollment, 406-447-6352, stephanie.hunthausen@helenacollege.edu

Kelly, Carie
 Financial Aid Systems Analyst, 406-447-6915, carie.kelly@helenacollege.edu

Kiesling, Robyn
 Exec. Director of General Education & Transfer, 406-447-6930, robyn.kiesling@helenacollege.edu

Marston, Mike
 Maintenance, 406-447-6935, mike.marston@helenacollege.edu

Martin, Melinda
 Academic Fieldwork Coordinator, 406-447-69XX, melinda.martin@helenacollege.edu

Mortimore, Kathy
 Skilled Trades Retention Specialist/Career Coordinator, 406-447-6903, kathy.mortimore@helenacollege.edu

Mousel, Mark
 Dual Enrollment Administrative Associate, Career Technical Education, 406-447-6353, mark.mousel@helenacollege.edu

Mousel, Melissa
 Program Manager, Career Technical Education, 406-447-6350, melissa.mousel@helenacollege.edu

Nelson, Jeff
 Maintenance Worker II, 406-447-6935, jeff.nelson@helenacollege.edu

Palen, Dana
 Scholarship & Work Study Officer, 406-447-6914, dana.palen@helenacollege.edu

Parker, Michaela
 Director of Occupational Therapy Assistant Program, 406-447-6974, michaela.parker@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

Pierson, Patricia
 Librarian, 406-447-6943, patricia.pierson@helenacollege.edu

Raghib, Sevda
 Director of Nursing, 406-447-6987, sevda.raghib@helenacollege.edu

Ratchford, Stephanie
 Student Accounts, 406-447-6919, Stephanie.ratchford@helenacollege.edu

Ravenscroft, Cheryl
Director of K-12 Partnerships, 406-447-6993, cheryl.ravenscroft@helenacollege.edu

Rausch, Abigail
Director of Marketing, Comm. & Alumni Relations, 406-447-6954, abigail.rausch@helenacollege.edu

Reddington, Kasandra
Accessibility Service Coord./Advisor, 406-447-6911, kasandra.reddington@helenacollege.edu

Redder, Casey
Director of Montana Motorcycle Rider Safety Program, 406-447-6383, casey.redder@helenacollege.edu

Rogers, Tony
Maintenance Worker II, 406-447-6354, tony.rogers@helenacollege.edu

Romanic, Sophie
eLearning Specialist & Developer (Remote), sophie.romanic@helenacollege.edu

Schwen, Cari
Executive Director of Fiscal Services, 406-447-6920, cari.schwen@helenacollege.edu

Semenza, Holly
Custodian, 406-447-6354, holly.semenza@helenacollege.edu

Sibley, Robert
AP Custodian II, 406-447-6900, robert.sibley@helenacollege.edu

Stergar, Christy
CEC Program Manager, 406-447-6945, christine.stergar@helenacollege.edu

Thennis, Anna
Program Coordinator TRIO/MT10, 406-447-6956, anna.thennis@helenacollege.edu

Thompson, Greg
Retention Specialist, 406-447-6938, greg.thompson@helenacollege.edu

Turner, Kelley
Executive Director of Operations, 406-447-6926, kelley.turner@helenacollege.edu

Twardos, Mary
Human Resources Generalist, 406-447-6925, mary.twardos@helenacollege.edu

Wagner, Cole
Enterprise Systems Administrator, 406-447-6959, cole.wagner@helenacollege.edu

Weber, Joe
Assistant Director of Fiscal Services, 406-6919, joe.weber@helenacollege.edu

Willcockson, Ann
Director of TRIO & Special Retention Initiatives, 406-447-6955, ann.willcockson@helenacollege.edu

Youde, Ellie
Admissions Counselor, 406-6907, ellie.youde@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 disability, or mental disability.

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

Index