# Montana State University Billings
## 2009–2011 General Bulletin

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UNIVERSITY CALENDAR

Fall Semester 2009

Residence Halls Open................................................................. Sunday, September 6
Labor Day OFFICES CLOSED ........................................................ Monday, September 7
Classes Begin ............................................................................ Wednesday, September 9
Late Registration Fee Applies ($40.00)..................................... Friday, September 11
STUDENTS WHO HAVE NOT COMPLETED FEE PAYMENT OR SIGNED A FEE STATEMENT BEFORE FRIDAY, SEPT. 11 WILL BE DISENROLLED FROM CLASSES AND REQUIRED TO RE-REGISTER
Last Day for Registering/Adding Classes ................................... Thursday, September 17
Last Day for Withdrawing/Dropping Classes with a Partial Refund............................................................... Tuesday, September 29
Columbus Day CLASSES IN SESSION OFFICES OPEN (Exchanged for Friday, Nov 27) ................................ Monday, October 12
Last Day to Drop Classes Without Instructor Permission (No Refund)......................................................... Tuesday, October 27
Registration for Spring Semester 2010 Begins............................. Monday, November 2
Last Day to Apply to Graduate Spring Semester 2010 ......... Friday, November 6
Last Day to Apply to Graduate Summer Semester 2010 (attending ceremony) ........................................... Friday, November 6
Veterans’ Day NO CLASSES OFFICES CLOSED .................... Wednesday, November 11
Last Day to Drop a Class with Approval of Advisor and Course Instructor .............................................. Tuesday, November 24
Thanksgiving Holiday NO CLASSES ....................................... Wednesday, November 25 thru Sunday, November 29
Final Exam Week ................................................................... Monday, December 14 thru Thursday, December 17
Semester Ends .......................................................................... Thursday, December 17
Final Day to Withdraw from Fall 2009 (all classes, no refund) ................................................................. Thursday, December 17
Residence Halls Close ................................................................ 12 noon, Friday, December 18
Grades Due in the Registrar’s Office ......................................................... 12 noon, Wednesday, December 23

Spring Semester 2010

Residence Halls Open................................................................. Monday, January 11
Classes Begin ............................................................................ Wednesday, January 13
Late Registration Fee Applies ($40.00).................................... Friday, January 15
STUDENTS WHO HAVE NOT COMPLETED FEE PAYMENT OR SIGNED A FEE STATEMENT BEFORE FRIDAY, JANUARY 15 WILL BE DISENROLLED FROM CLASSES AND REQUIRED TO RE-REGISTER
Martin Luther King Day NO CLASSES OFFICES CLOSED ................................................................. Monday, January 18
Last Day for Registering/Adding Classes ................................... Friday, January 22
Last Day for Withdrawing/Dropping Classes with a Partial Refund............................................................... Wednesday, February 3
Presidents’ Day NO CLASSES OFFICES CLOSED......................... Monday, February 15
Registration for 2010 Summer Session Begins............................. Monday, February 22
Spring Break NO CLASSES .......................................................... Saturday, February 27 thru Sunday, March 7
Last Day to Drop Classes Without Penalty for Failing (No Refund) ............................................................... Thursday, March 11
Registration for Fall Semester 2010 Begins ................................ Monday, March 15
Last Day to Apply to Graduate Fall Semester 2010 ............................................................... Friday, March 19
Last Day to Apply to Graduate Summer Semester 2010 (NOT attending ceremony) ................................... Friday, March 19
Spring Mini Break NO CLASSES .................................................. Thursday, April 1 thru Sunday, April 4
Last Day to Drop a Class with Approval of Advisor and Course Instructor ........................................ Thursday, April 8
University Day NO CLASSES OFFICES OPEN .................................... Friday, April 23
Final Exam Week ................................................................... Monday, April 26 thru Thursday, April 29
Semester Ends .......................................................................... Thursday, April 29
Final Day to Withdraw from Spring 2010 (all classes, no refund) ............................................................... Thursday, April 29
Residence Halls Close ................................................................ 12 noon, Friday, April 30
Commencement ...................................................................... Saturday, May 1
Grades Due in the Registrar’s Office ......................................................... 12 noon, Wednesday, May 5

*Note: Monday-only classes Spring 2010 add 25 minutes to each class session.
Summer Semester 2010

*Schedule is subject to change.*

First Session classes begin ................................................................. May 10
First Session classes end ................................................................. May 28
Memorial Day NO CLASSES OFFICES CLOSED ................................... May 31
Second Session classes begin .............................................................. June 1
Second Session classes end ................................................................. July 1
Independence Day (Observed) NO CLASSES OFFICES CLOSED ................... July 2
Third Session classes begin ................................................................. July 5
Semester Ends .................................................................................. August 6

*Note – extra time may be added to Session 2 courses due to 2 holidays during the session.*

Fall Semester 2010

Residence Halls Open ........................................................................... Sunday, September 5
Labor Day Offices Closed ................................................................. Monday, September 6
Classes Begin .................................................................................. Wednesday, September 8
Late Registration Fee Applies ($40.00) ................................................. Friday, September 10
STUDENTS WHO HAVE NOT COMPLETED FEE PAYMENT OR SIGNED A FEE STATEMENT BEFORE FRIDAY, SEPT. 10 WILL BE DISENROLLED FROM CLASSES AND REQUIRED TO RE-REGISTER
Last Day for Registering/Adding Classes ........................................... Thursday, September 16
Last Day for Withdrawing/Dropping Classes with a Partial Refund ............ Tuesday, September 28
Columbus Day CLASSES IN SESSION OFFICES OPEN (Exchanged for Friday, Nov 26) .......... Monday, October 11
Last Day to Drop Classes Without Instructor Permission (No Refund) ........... Tuesday, October 26
Registration for Spring Semester 2011 Begins ....................................... Monday, November 1
Election Day NO CLASSES OFFICES CLOSED ..................................... Tuesday, November 2
Veterans’ Day NO CLASSES OFFICES CLOSED ..................................... Thursday, November 11
Last Day to Apply to Graduate Spring Semester 2011 .................................. Friday, November 12
Last Day to Apply to Graduate Summer Semester 2011 (attending ceremony) .......... Friday, November 12
Last Day to Drop a Class with Approval of Advisor and Course Instructor ........ Tuesday, November 23
Thanksgiving Holiday NO CLASSES ....................................................... Wednesday, November 24 thru Sunday, November 28
Final Exam Week ............................................................................. Monday, December 13 thru Thursday, December 16
Final Day to Withdraw from Fall 2009 (all classes, no refund) .................... Thursday, December 16
Semester Ends .................................................................................. Friday, December 17
Residence Halls Close ....................................................................... 12 noon, Wednesday, December 22

Spring Semester 2011

Residence Halls Open ........................................................................... Monday, January 10
Classes Begin .................................................................................. Wednesday, January 12
Late Registration Fee Applies ($40.00) .................................................. Friday, January 14
STUDENTS WHO HAVE NOT COMPLETED FEE PAYMENT OR SIGNED A FEE STATEMENT BEFORE FRIDAY, JANUARY 14 WILL BE DISENROLLED FROM CLASSES AND REQUIRED TO RE-REGISTER
Martin Luther King Day NO CLASSES OFFICES CLOSED ....................... Monday, January 17
Last Day for Registering/Adding Classes ........................................... Monday, January 17
Last Day for Withdrawing/Dropping Classes with a Partial Refund .......... Wednesday, February 2
Presidents’ Day NO CLASSES OFFICES CLOSED ................................... Monday, February 21
Registration for Summer Session 2011 Begins ....................................... Tuesday, February 22
Spring Break NO CLASSES OFFICES OPEN ........................................ Saturday, February 26 thru Sunday, March 6
Last Day to Drop Classes Without Instructor Permission (No Refund) ........ Thursday, March 10
Registration for Fall Semester 2011 Begins: Monday, March 14
Last Day to Apply to Graduate Fall Semester 2011: Friday, March 18
Last Day to Apply to Graduate Summer Semester 2011 (NOT attending ceremony): Friday, March 18
Last Day to Drop a Class with Approval of Advisor and Course Instructor: Wednesday, April 6
Spring Mini Break NO CLASSES OFFICES OPEN: Thursday, April 21 thru Sunday, April 24
University Day NO CLASSES OFFICES OPEN: Friday, April 22
Final Exam Week: Monday, April 25 thru Thursday, April 28
Final Day to Withdraw from Spring 2010 (all classes, no refund): Thursday, April 28
Semester Ends: Thursday, April 28
Residence Halls Close: 12 noon, Friday, April 29
Commencement: Saturday, April 30
Grades Due in the Registrar’s Office: 12 noon, Wednesday, May 4

*Note: Monday-only classes Spring 2011 add 25 minutes to each class session.
## ACCESSIBILITY DATA

For Individual Buildings on Campus

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<tr>
<th>Building</th>
<th>General Accessibility</th>
<th>Restroom Facilities</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Entrance ramped on ground level</td>
<td>Automatic entrance doors</td>
</tr>
<tr>
<td>Academic Support Center</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>Apsaroke</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>Art Annex</td>
<td>yes</td>
<td></td>
</tr>
<tr>
<td>Cisel Hall</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>College of Business (McDonald Hall)</td>
<td>yes</td>
<td>Sky-Bridge</td>
</tr>
<tr>
<td>College of Education</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>College of Technology</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>COT Health Sciences Building</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>Facilities Services</td>
<td>yes</td>
<td></td>
</tr>
<tr>
<td>Family Housing</td>
<td>yes</td>
<td>no</td>
</tr>
<tr>
<td>Liberal Arts</td>
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<td>yes</td>
</tr>
<tr>
<td>Library</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>McMullen Hall</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>Parking Garage</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>Petro Hall</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>Physical Education</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>Rimrock Hall</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>Science</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>Security</td>
<td>yes</td>
<td></td>
</tr>
<tr>
<td>Student Union</td>
<td>yes</td>
<td>yes</td>
</tr>
</tbody>
</table>

A: In most restrooms, the sinks but not the towels are below 40”
B: Off ramp between new and old building
C: 1st floor, between Liberal Arts Building and Library/2nd & 5th floor Liberal Arts Building
D: 2nd floor, between Library doors and stairs
E: Stairs to basement
F: Wheelchair lifts
G: Freight elevator does not have automatic doors
H: Lobby area
WELCOME

Welcome to Montana State University Billings. I am delighted you have chosen this University to pursue your academic goals as you continue preparing for your career in the 21st century. Our goal is to make Montana State University Billings Your University of Choice and Educational Partner for a Lifetime.

I am extremely proud of our heritage at MSU Billings, offering academic excellence in all programs of study and our commitment to providing personal attention to all students. MSU Billings is an outstanding University. The faculty are a community of scholars dedicated to excellence in teaching and mentoring. They will challenge you academically, share their knowledge, and provide the one-to-one mentoring you need to be successful while a student at the University.

The University is accredited by the Northwest Commission on Colleges and Universities. All degree programs at MSU Billings are designed to provide students with the necessary academic preparation to enter their chosen career fully prepared to meet the demands of a changing job market and a global economy, and to pursue the path of lifelong learning. New academic programs now available include: Bachelor of Science Major in Biology Medical Lab Science Option and Environmental Sciences Option; Bachelor of Science Major in Broadfield Science; minors in Information Systems, Marketing, Finance, and Accounting; Certificate in Medical Coding & Insurance Billing; Associate of Applied Science in Construction Technology-Carpentry; Bachelor of Science Major in Criminal Justice; Bachelor of Education Double Majors in Elementary Education/Reading and Secondary Education/Reading; and a Graduate Certificate in Teaching & Learning Online. You will find these programs and their requirements in this General Bulletin, the Graduate Catalog or the College of Technology Catalog.

The University has developed several new initiatives to benefit students. These include transitioning the College of Technology to a comprehensive community college in order to better serve the needs of the community and students; opening a downtown Billings location including classrooms, computer labs, offices and a bookstore providing greater access to academic offerings and services; and, adding the College of Allied Health Professions focusing on the career opportunities and workforce training needs of the ever-increasing needs of the health profession industry. While you are here, please take advantage of all the University has to offer—from the Academic Advising Center, Academic Support Center, web-based courses, state-of-the-art computer labs, distance learning facilities, and use of other current and emerging technologies. The University also offers other enrichment experiences including an honors program and study abroad opportunities. The University encourages experiential learning through internships, cooperative education and other field experiences which help students confirm their career interests and develop the skills, beyond those learned in the classroom, needed to prepare for success in the 21st century.

I also encourage you to become involved in the community-based public service activities and programs. For students with disabilities, please become familiar with services provided through our Disability Support Services program. If you have been out of school for an extended period of time, you will find Student Opportunity Services extremely useful.

Again, welcome to Montana State University Billings and best wishes for an exciting and rewarding academic experience. Please accept my personal invitation and encouragement to become involved in all the University has to offer in and out of the classroom. Above all, enjoy your journey as you enrich you mind. Please visit our University web page at www.msubillings.edu where you will find additional information useful to you as you pursue your academic and career goals.

Dr. Ronald P. Sexton, Chancellor
Montana State University Billings
MONTANA STATE UNIVERSITY BILLINGS

Core Purpose
To assure that all members of the university community reach their individual potential

Mission
MSU Billings provides a university experience characterized by:
Excellent Teaching
Support for Individual Learning
Engagement in Civic Responsibility
Intellectual, Cultural, Social & Economic Community Enhancement

Vision
Montana State University Billings will be recognized as a regional leader for:
Teaching & Learning
Translating Knowledge into Practice
Researching for the Future
Accepting Leadership for Intellectual, Cultural, Social & Economic Development Beyond University Boundaries

Core Values
Integrity
MSU Billings’ actions are ethical & principled to assure dignity & equity for all

Educational Excellence
MSU Billings provides distinctive programs & challenging educational experiences for a diverse university community

Student Achievement
MSU Billings provides academic support & administrative services to foster academic & professional achievement of the university community

Community of Learners
MSU Billings respects & nurtures variety in intellectual contribution & scholarship enriching both the university & its extended community

Meaningful Engagement
MSU Billings supports all members of the university community in their individual growth toward confidence, individual sense of purpose & acceptance of civic responsibilities

Responsiveness
MSU Billings meets the changing needs of our learners with informed action & innovation based on current standards of educational & technical excellence

University Strategic Initiatives

Programs
Create and maintain distinctive, vital academic programs and services for 21st Century learners

Faculty Excellence
Cultivate excellence in & outside the classroom, in scholarly endeavors & exemplary service through faculty & staff development, support for scholarship, continuing assessment, & recognition of professional service

Needs of Learners
Identify the needs of all learners & provide access to a university experience that fulfills both individual goals & societal needs

Social Equity
Model social equity and consciousness by assuring that all members of our campus community grows because of their University experience

Research Initiatives
Increase the stature, professionalism & research initiatives of all academic programs & student services

Economic Access
Augment local, state & regional economic development through the strength of the University’s financial base & our learners’ contributions to their communities

Global Engagement
Increase staff, faculty & student awareness, understanding, & involvement in the international community

University Infrastructure
Ensure an administrative, operational and physical infrastructure that fully supports excellence
Continuous Quality

Improvement: A way of life at Montana State University Billings
Montana State University Billings is a student-centered learning environment that is enhanced by commitment to Continuous Quality Improvement (CQI). This dedication to CQI means that the University faculty and staff continually review programs and services to our students to provide an optimal educational experience. This persistent pursuit of quality improvement to assure excellence involves our students, staff, faculty, administration and our community.

Important Notice to All Students
This General Bulletin is published biennially by Montana State University Billings as a guide for students, faculty and others interested in the institution. Students are expected to be familiar with the University regulations and information which are set forth in this publication. Effective date of this General Bulletin is August 2009.

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

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

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

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

For further information, write to the Office of Admissions and Records; Montana State University Billings; 1500 University Drive; Billings, Montana 59101-0298.

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

Accreditation
Montana State University Billings is accredited by the Northwest Commission on Colleges and Universities. It is accredited by the National Council for the Accreditation of Teacher Education for preparing elementary and secondary teachers and school counselors through the Bachelor of Science and Master of Education degrees and the Master of Science in Special Education degree. MSU Billings is also accredited by the National Association of Schools of Music, the National Association of Schools of Art and Design, and the Council on Rehabilitation Education. College of Technology programs are approved by the National Institute for Automotive Service Excellence and the Montana Board of Nursing. MSU Billings has achieved candidacy status for Association to Advance Collegiate Schools of Business (AACSB) accreditation for its College of Business. Please see the College of Technology Catalog for accreditation information about the College of Technology programs.
Faculty
MSU Billings faculty have expertise in many areas and approximately 91 percent hold the highest degrees in their fields. They contribute a number of articles each year to academic and professional journals in their fields and they participate with their peers nationwide at conferences and seminars. Each year they receive grants ranging from Fulbrights for study abroad to those for the investigation of human and scientific information. Because the faculty is involved in research, students may also become involved in research including the presentation of findings at conferences and the publication of papers in journals. Because the faculty is involved with their peers, students are exposed to the latest information in each discipline. Because the faculty is involved in communicating with their colleagues around the country, they also continue being involved in expressing those ideas to students.

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

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

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

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

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

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

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

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

The MSU Billings Campus
Montana State University Billings is comprised of three campuses: the senior campus, the College of Technology campus, and the Downtown campus. The senior campus of 92 acres is at the foot of majestic sandstone cliffs overlooking the city. The 18 buildings are within a short walking distance across campus. Two residence halls connected to the Student Union Building and one family housing apartment complex provide housing to students. Rimrock has 148 rooms and Petro has 362 rooms available for occupancy. The Student Union Building (SUB) houses the Book Depot, Campus Dining Services, Stingers Coffee Shop and administrative offices. Home of the Yellowjackets, the Alterowitz Gymnasium offers a variety of recreational and instructional opportunities. It houses a 4,000 seat arena, a practice gymnasium, a collegiate size swimming pool, an enclosed running track and racquetball courts.

Although physically separated from the senior campus, the College of Technology campus, located 7 miles from the senior campus on the west side of Billings, is an integral part of the University. Housed in one large complex, the facilities provide ample classrooms, laboratories, and other instructional areas. A large
central commons is a popular student gathering and dining area.

MSU Billings Downtown resides in a number of buildings in downtown Billings, and includes the offices for the College of Professional Studies and Lifelong Learning and a division of the campus bookstore, Jackets & Co.

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

**Campus Visits**
McMullen First Floor East, (406) 657-2888
Campus tours are available through the Office of New Student Services. For information, call (406) 657-2888; or write the Office of New Student Services; Montana State University Billings; 1500 University Drive; Billings, MT 59101-0298; or visit our web site at www.msubillings.edu. To assure the availability of staff, please contact this office to set up your campus visit.

**University Policies**

**Policy of Non-Discrimination**
MSU Billings pursues affirmative action to provide to all people the equal opportunity for education, employment, and participation in University activities without regard to race, color, religion, national origin, sex, age, marital or family status, disability, or sexual orientation and seeks to employ and advance in employment qualified disabled veterans and veterans of the Vietnam Era.

Responsibility for effecting equal opportunity accrues to all University administrators, faculty, and staff. This responsibility includes assurance that employment and admission decisions, personnel actions, and administration of benefits to students and employees rests exclusively upon criteria that adhere to the principle of Equal Opportunity. MSU Billings will protect against retaliation any individual who participates in any way in any proceeding concerning alleged violations of laws, orders, or regulations requiring equal education and/or employment opportunity.

Inquiries by students regarding discrimination or harassment based on physical or mental disability should be directed to the Director of Disability Support Services, Academic Support Center, Room 1, at 657-2283.

Inquiries or grievances of any faculty, staff, or visitor related to unlawful discrimination and/or harassment on the basis of race, color, religion, sex, national origin, sexual orientation, age, physical or mental disability, or veteran status should be directed to the Director of Human Resources, McMullen Hall, room 310, 1500 University Drive, at 657-2278.

Inquiries or grievances related to Title IX should be directed to the NCAA Compliance coordinator, PE Building, Room 155 at 657-2061.

**Sexual Harassment**
Montana State University Billings prohibits and will not tolerate sexual harassment on its premises, within any of its programs, services or other University sponsored activities, or by anyone acting as an agent of the University.

MSU Billings uses the definition of sexual harassment set forth by the U.S. Equal Employment Opportunity Commission which states:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when submission to or rejection of this conduct explicitly or implicitly affects an individual’s employment, unreasonably interferes with an individual’s work performance or creates an intimidating, hostile or offensive work environment.

The University extends these protections beyond its employees to include its students (in accordance with Title IX), other consumers, and members of the general public who come into contact with the University or its agents.

Sexual harassment in education or employment covers a broad spectrum of behavior, ranging from sexual innuendoes and gender-based comments made at inappropriate times, perhaps in the guise of humor, to coerced sexual relations. In its extreme form, sexual harassment occurs when a person in a position of influence over the job, career, or grades of others uses his/her authority to coerce another person into sexual relations or to punish that person for rejecting or reporting such advances.
MSU Billings considers such behavior unacceptable. Sexual harassment is furthermore a violation of state and federal equal opportunity and nondiscrimination regulations.

In keeping with the University’s policy on sexual harassment, Montana State University Billings desires to create a working environment for employees and a learning environment for students which is free of sexual harassment and intimidation. Materials such as calendars, posters, post cards, photographs and cartoons that contain sexually explicit images or language can create an intimidating, hostile or offensive environment and may subject persons of either sex to humiliation, embarrassment or discomfort because of their gender. Such materials are inappropriate and should be removed from the workplace.

This policy applies to space provided by the University for the conduct of its business such as offices, shops, classrooms, hallways, lounges and study carrels.

This policy does not apply to: (1) libraries, resource rooms, or research collections; (2) materials related to course content or assignments used in the educational setting; (3) displays and exhibits in galleries and museums, or (4) private rooms or family housing units rented from the University.

Disciplinary action will be taken when instances of sexual harassment are identified and confirmed. Retaliation against persons who file complaints is also a violation of laws prohibiting discrimination and will lead to disciplinary action against offenders.

Supervisors who knowingly condone or fail to report incidents of harassment will themselves be subject to discipline.

Students who fail to comply with this policy may be in violation of the Code of Student Conduct, and may be subject to student disciplinary action.

Employees or students who wish to report incidents of sexual harassment should contact the Director of Human Resources/EEO Officer, McMullen Hall 310, 657-2278.

**MSU Billings**

**Conflict of Interest Policy**

This policy is adopted pursuant to Board of Regents Policy 770, Conflict of Interest, and applies to all 0.5 FTE or greater employees (hereafter, employees) at Montana State University Billings and Montana law, Standards of Conduct Code of Ethics, Title 2, Chapter 2, Part 1, MCA. Procedures for Conflict of Interest can be found at www.msubillings.edu/humres/policies.

**Annual Crime Report**

In November of 1990, the Student Right-to-Know Act was signed into law and is now known as the Jeanne Clery Act. The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act mandates that institutions of higher education report and make available to both current and prospective students and employees the occurrences of specific crimes at each respective campus. In addition to the number of reported specified crimes, the institutions must report the number of arrests for liquor violations, drug-abuse violations, and weapon violations. The report is available through the Vice Chancellor for Student Affairs, (406) 657-2307, or the Office of Human Resources /EEO-AA, (406) 657-2278.

**Safety & Security**

In response to concerns about campus safety, Montana State University Billings will be installing digital clocks in every classroom which will double as an emergency communication device to warn students of potential hazards. Cameras are also being installed in various parking lots and training is planned on “shelter in place” practices. The Emergency Crisis Communications Committee is meeting regularly to implement additional security.

**Americans With Disabilities Act of 1990**

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

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

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

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

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

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

**Students**

Any student with disabilities concerned about accessibility and/or accommodation issues should contact Disability Support Services, Academic Support Center (406) 657-2283 (Voice/TTY).

Disability Support Services reviews complaints by students regarding discrimination and/or harassment on the basis of physical or mental disability relating to disability accommodations in the classroom and physical access to facilities. The full grievance policy is on the DSS website at www.msubillings.edu/dss.
Degrees, Majors, Minors, Options

Programs marked with a ∇ are also offered in an online format.

**Associate of Arts Degree (AA)**
**Programs of Study in:**
Applied Psychology
Education
General Studies (Self-designed)
Rehabilitation and Related Services

**Associate of Science Degree (AS)**
**Programs of Study in:**
Allied Health
Business Administration
Drafting & Design
Environmental Science
Fire Science
General Studies (Self-designed) ∇
Human Resources - General Applied Emphasis ∇
Human Resources - College of Business Articulated Emphasis ∇
Networking Technology
Pre-Engineering

**Associate of Science in Nursing (ASN)**

**Associate of Applied Science (AAS)**
Accounting Technology ∇
Administrative Assistant
Automobile Collision Repair and Refinishing
Automotive Technology
Computer Desktop/Network Support
Computer Programming & Application Development
Computer Systems Technology
Construction Technology-Carpentry
Diesel Technology
Drafting & Design Technology
Heating, Ventilation, Air Conditioning & Refrigeration
Medical Administrative Assistant
Paramedic
Power Plant Technology
Practical Nurse
Process Plant Technology
Radiologic Technology
Surgical Technology (from the University of Montana-Missoula College of Technology)
Welding & Metal Fabrication Technology

**Certificate Programs**
Accounting Assistant ∇
Assistant Drafter

**Bachelor of Applied Science (BAS) ∇**

**Bachelor of Arts Degree (BA)**
Art
  *Option in:*
  Teaching Licensure
Biology
Communication Arts
  *Options in:*
  Mass Communication ∇
  Organizational Communication ∇
  Theatre
English
  *Option in:*
  Teaching Licensure
Environmental Studies
History
  *Option in:*
  Teaching Licensure
Music
  *Options in:*
  Performance
  Teaching Licensure
Psychology
Sociology
Spanish
  *Option in:*
  Teaching Licensure

**Bachelor of Science in Liberal Studies (BSLS) ∇**

**Bachelor of Science in Business Administration Degree (BSBA)**
Business Administration
  *Options in:*
  Accounting
  Finance
  General Business ∇
  Information Systems
  Management
  Marketing
Bachelor of Science Degree (BS)

Biology
  Options in:
  - Environmental Sciences
  - Medical Laboratory Science
  - Teaching Licensure

Broadfield Science
  Option in:
  - Teaching Licensure

Chemistry
  Option in:
  - Teaching Licensure

Criminal Justice

Health Administration

Health and Human Performance
  Options in:
  - Teaching Licensure
  - Health Promotion
  - Human Performance

Human Services

Mathematics
  Option in:
  - Teaching Licensure

Outdoor Adventure Leadership

Political Science
  Option in:
  - Teaching Licensure

Psychiatric Rehabilitation

Psychology

Public Relations

Rehabilitation and Related Services, Extended Major

Sociology

Bachelor of Science in Education Degree (BSED)
  with Teaching Majors in the following:

Elementary Education Broadfield

Special Education (P-12)

Elementary Education/Reading Double Major (K-8; K-12 Reading Endorsement)

Secondary Education/Reading Double Major (5-12 & K-12 Reading Endorsement)

Elementary Education/Special Education (P-12) Double Major

Secondary Education/Special Education (P-12) Double Major

Minors

Accounting

Art

Biology

Business Administration

Business GIS

Chemistry

Coaching

Communication Arts
  Options in:
  - Mass Communication
  - Organizational Communication
  - Theatre

Computer Science

Early Childhood Studies

Earth Science

English

Environmental Studies

Finance

Geography

Health Education

History

Information Systems

International Studies

Marketing

Mathematics

Music

Native American Studies

Philosophy
  Option in:
  - Religious Studies

Physics

Political Science

Psychology

Sociology

Spanish

Statistics

Teaching Minors

Art (K-12)

Biology

Chemistry

Earth Science

Economics

English

Geography

Health and Physical Education (K-12)

History

Mathematics

Physics

Political Science

Psychology

Reading (K-12)

Sociology

Spanish (K-12)

Speech Communication

Theatre

Pre-Professional Programs

Pre-Dental Hygiene

Pre-Engineering

Pre-Engineering Technology

Pre-Law

Pre-Medicine
Pre-Nursing
Pre-Pharmacy
Pre-Physical Therapy
Pre-Physician Assistant

Endorsements
Social Science (Broadfield)
Reading (K-12)
Special Education (P-12)

Graduate Degrees
Information on Graduate programs offered by Montana State University Billings may be obtained by calling the Office of Graduate Studies (406) 657-2238 or by writing to:
   Director, Graduate Studies
   Montana State University Billings
   1500 University Drive
   Billings, Montana 59101-0298
Or on the web at: www.msubillings.edu/grad

College of Allied Health Professions
Master of Health Administration (M.H.A.)
Master of Science in Athletic Training (M.S.A.T.)
Master of Science in Sport, Recreation and Fitness Management (M.S.S.R.F.M.)
Master of Science in Rehabilitation and Mental Health Counseling (M.S.R.M.H.C.)

College of Arts and Sciences
Master of Public Administration (M.P.A.)
Master of Science in Psychology (M.S. Psyc.)
Master of Science in Public Relations (M.S.P.R.)

College of Education
Master of Education Degree (M.Ed.)
with Options in:
• Curriculum and Instruction K-8
• Early Childhood
• Educational Technology
• Interdisciplinary Studies^  
• Reading
• School Counseling (K-12)
^The Interdisciplinary Studies Option permits students to have a certain amount of flexibility with college faculty to design a program in the following departments of the College of Education and College of Allied Health Professions:
   • Educational Theory and Practice
   • Health and Human Performance

Master of Science in Special Education (MSSE) with Degree Options in:
• Advanced Studies
• Generalist

Endorsements/Other Programs
Endorsement Program in School Counseling
The Endorsement Program in School Counseling is a post-master’s, non-degree program leading to the endorsement in School Counseling.

Certificate of Teaching and Learning Online

Supervisory Endorsements
The Supervisory Endorsements are post-master’s, non-degree programs leading to advanced teacher endorsements in Reading and Special Education.
   Reading
   Special Education

College of Professional Studies and Lifelong Learning

MSU Billings Online University
Information about online and interactive television programs can be found on their website at www.msubillings.edu/msubonline and may also be found on page 274.
Admissions and Registration
McMullen First Floor West
(406) 657-2158 or 1-800-565-MSUB
www.msubillings.edu

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

Montana State University Billings reaches out to encourage minority students to attend the institution. Staff representatives of the Office of New Student Services make frequent visits to middle schools, high schools, community colleges, and tribal colleges to provide guidance to students as they consider and explore their educational future.

Admissions

New Students: How to Apply
NOTE: Students making application to attend Montana State University Billings should be aware that the Admission Requirements may have changed since the publication of this document. Please contact the Office of Admissions and Records (406) 657-2158, 1-800-565-MSUB; or write to the Office of Admissions and Records, Montana State University Billings, 1500 University Drive, Billings, MT 59101-0298.

1. Complete and submit an application for admission. Applications may be obtained from Montana high school counselors or from the Office of Admissions and Records, Montana State University Billings, 1500 University Drive, Billings, MT 59101-0298. You may call (406) 657-2158 or apply online at www.msubillings.edu to have this material sent to you.

2. Submit a $30.00 nonrefundable application fee (check or money order) with the application for admission. A $40 nonrefundable fee is assessed to new graduate students.

3. If you have not previously attended an accredited college or university, request an official transcript from your high school that includes the graduation date, final class rank, and grade point average and have it sent to the Office of Admissions and Records, Montana State University Billings, 1500 University Drive, Billings, MT 59101-0298.

4. Any student born after December 31, 1956, must show proof of immunization that was administered after December 31, 1967. The immunization dates must also be after your first birthday. Requirements include proof of two (2) doses of immunization against measles (Rubella) given at least 30 days apart and one (1) proof of Rubella immunization. Include mo/day/yr. Any immunizations administered after June 11, 1993, must be an MMR. The record must be signed by a physician, health agency or school official.

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

New First-Time Students: Admission Requirements

First-time Students Who Graduated from High School Within the Last Three Years
New students in this category need to follow the “All New Students: How to Apply” section. First-time students who graduated from high school within the last three years are also required to do the following:

1. All first-time applicants who enter college within three years from the date of their high school graduation or from the date when they would have graduated from high school are required to take either the American College Test (ACT) or the Scholastic Aptitude Test (SAT). One of these tests should be taken prior to making application for
admission and official results sent to Montana State University Billings. The SAT or the ACT test must be taken no later than by the end of the first term of attendance at MSU Billings.

2. Students who enter college within three years from the date of their high school graduation need to complete the High School Self-Report Form (listing admission requirements and college preparatory requirements) or complete a high school transcript (reflecting graduation date) and submit it with the application for admission. This form is available from Montana high school counselors or from the Office of Admissions and Records at MSU Billings.

3. Students who have graduated from high school within the last three years must meet one of the three following Admission Requirements:
   • Have a minimum grade point average of 2.5
   • A composite score of 22 on the American College Test (ACT) or a combined score of 1540 on the SAT
   • Rank in the upper one-half of the student’s graduating class

4. Students must also meet the following University Preparatory Requirements:
   • Four years of English.
   • Three years of mathematics, including Algebra I, Geometry, and Algebra II (students are encouraged to take a math course their senior year in high school).
   • Three years of social studies, including global studies (such as world history or world geography); American history; and government, economics or Native American history or other third-year course.
   • Two years of laboratory science. One year must be earth science, biology, chemistry, or physics; the other year can be one of those sciences or another approved college preparatory laboratory science course.
   • Two years chosen from the following: foreign language (preferably two years of one language), computer science, visual and performing arts, or vocational education units that meet the Office of Public Instruction guidelines.

5. Any student seeking admission to a four-year program must also satisfy the mathematics proficiency standard set out in Board of Regent Policy 301.15:
   • Fall 2007 and following: Minimum ACT Math score of 18 (SAT score of 440) or a score of 3 or higher on the AP Calculus AB or B exam.

In lieu of the math proficiency indicators set out above, students may offer CLEP Subject Examinations in selected topics (College Algebra, College Algebra-Trigonometry, Calculus or Trigonometry) if their score on the examination meets or exceeds the ACE Recommended Score for Awarding Credit of 50.

6. Any student seeking admission to a four-year program must also satisfy the writing proficiency standard set out in Board of Regent Policy 301.16:
   • Fall 2007, students must earn a minimum score of:
     • 5 on the Writing Subscore or 16 on the Combined English/Writing section of the Optional Writing Test of the ACT; or
     • 5 on the Essay or 390 on the Writing Section of the SAT; or
     • 2.5 on the Montana University System Writing Assessment; or
     • 3 on the AP English Language or English Literature Examination.
   • Fall 2008, students must earn a minimum score of:
     • 6 on the Writing Subscore or an equivalent score on the Combined English/Writing section of the Optional Writing Test of the ACT; or
     • 6 on the Essay or an equivalent score on the Writing Section of the SAT; or
     • 3 on the Montana University System Writing Assessment; or
     • 3 on the AP English Language or English Literature Examination.
   • Fall 2009 and the following years, students must earn a minimum score of:
     • 7 on the Writing Subscore or an equivalent score on the Combined English/Writing section of the Optional Writing Test of the ACT; or
     • 7 on the Essay or an equivalent score on the Writing Section of the SAT; or
     • 3.5 on the Montana University System Writing Assessment; or
     • 3 on the AP English Language or English Literature Examination.

In lieu of the writing proficiency indicators set out above, students may offer CLEP Subject Examinations in Composition if their scores on the examination meet or exceed the ACE Recommended Score for Awarding Credit of 50.

A student who has not yet demonstrated the ability to meet these standards may be admitted (without condition) to a two-year degree program or admitted provisionally to a four-year degree program on any campus of the Montana University System.
NOTE: Admission, college preparatory curriculum requirements, and math and writing proficiency standards do not apply to the following students:
1. Students who do not enter college within three years from the date of their high school graduation or from the date when they would have graduated from high school. (See “First-time Students Out of High School More than Three Years” section.)
2. Part-time students taking seven credits or less.
3. Summer only students.

NOTE: A student less than three years from high school graduation and who does not meet the University Preparatory Requirements and/or the Admission Requirements has the following options to enter Montana State University Billings:
1. Enroll part-time during a summer session to make up any deficiency.
2. Enroll as a part-time student for seven credits or less. (To receive part-time financial aid, students must enroll for six or more credits.)
3. Enroll as a full-time student accepted under an exemption allowed by Board of Regent Policy.
4. Enroll as a student at the MSU Billings College of Technology.
5. Enroll at a community college or another accredited college and attempt at least 12 semester credits or make up any deficiencies in college preparatory curriculum or proficiency standards, and transfer to Montana State University Billings. See the Transfer Students information section.

NOTE: A student less than three years from high school graduation who meets Admission and University Preparatory Requirements, but does not meet the math and/or writing proficiency standards may prove that he/she has the appropriate proficiency in the following ways:
- Re-take one or more of the listed assessments to earn the required score
- Earn a C- grade or better in a college course that is the prerequisite to the course that satisfies the general education program requirements (See Advising Center for assistance in selecting such a course).

Non-Montana Residents who enter college within three years from the date of their high school graduation
Out-of-state applicants must be graduates of an accredited high school. Students who seek college admission within three years of the date of their high school graduation and are from states without a University Preparatory curriculum will need to meet two of the three Admission Requirements listed previously.

Students in this age category from states that have University Preparatory requirements which are comparable to the Montana Preparatory Requirements must meet those requirements and at least one of the Admission Requirements listed previously for admission to Montana State University Billings. If the out-of-state preparatory curriculum is determined to require less than Montana’s University Preparatory Requirements, the applicant must meet two of the three admission criteria listed previously in order to be accepted for fulltime status.

Non-resident students wishing clarification of their admission requirements should call the Office of Admissions and Records, (406) 657-2158, for assistance.

First-time Students Out of High School More Than Three Years
In order to be accepted for admission to Montana State University Billings’ senior campus, students must meet the following requirements:

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

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

[An exception to these requirements pertains to those who are not high school graduates and who have completed the General Educational Development test (GED). Please see the “Non-high School Graduates” section of this catalog (page 23)].
College of Technology

Enrollment Requirements
The College of Technology, 3803 Central Avenue, requires students to have earned either a high school diploma from an accredited institution, or a GED, or passed the Compass Ability-to-Benefit exam (ABT) administered by the MSU Billings Advising Center. In an effort to meet individual needs, the College of Technology has established special admission procedures for students seeking admission to certain programs. Contact the College of Technology for this information at (406) 247-3000, ext. 3005. The Admission application fee is $30.00 for the College of Technology.

Transfer Students

How to Apply
NOTE: Students making application to attend Montana State University Billings should be aware that Admission Requirements may have changed since the publication of this document. Please contact the Office of Admissions and Records (406) 657-2158 or 1-800-565-MSUB; or write to the Office of Admissions and Records, Montana State University Billings, 1500 University Drive, Billings, MT 59101-0298.

Applicants who have attempted 12 or more GPA credits at another accredited college or university are considered transfer students. To be admitted to Montana State University Billings, transfer students must do the following:
1. Complete and submit an application for admission. Applications for admission may be obtained from college counselors or from the Office of Admissions and Records, Montana State University Billings, 1500 University Drive, Billings, MT 59101-0298. You may call (406) 657-2158 or 1-800-565-MSUB to have this material sent to you or apply online at www.msubillings.edu. Applications will be processed only for the term the applicant indicates on the application.

2. Submit a $30.00 nonrefundable application fee (check or money order) with the application for admission. A $40 nonrefundable fee is assessed to new graduate students.

3. Transfer students must request official and complete transcripts from each college attended or a transcript which indicates that a baccalaureate degree has been earned and transcripts from any colleges attended after the degree was earned. Transcripts must be sent directly to the Office of Admissions and Records at Montana State University Billings.

4. Any student born after December 31, 1956, must show proof of immunization that was administered after December 31, 1967. The immunization dates must also be after your first birthday. Requirements include proof of two (2) doses of immunization against measles (Rubella) given at least 30 days apart and one (1) proof of Rubella immunization. Include mo/day/yr. Any immunizations administered after June 11, 1993, must be an MMR. The record must be signed by a physician, health agency or school official.

Montana Resident Transfer Students will be admitted upon receipt of an official and complete transcript from each college or university attended. A resident transfer student applicant must meet the criteria for “good academic standing” as defined by Montana State University Billings. See page 409 of the General Bulletin.

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

When to Apply
Transfer applicants should apply for admission as early as possible prior to the term in which enrollment is desired.

Transfer of College-Level Credits

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

By Board of Regents policy, Montana State University Billings is committed to facilitating undergraduate transfer for students transferred to us from units of the Montana University System and the three publicly supported community colleges and the seven tribal colleges in Montana.
**Block Transfer**
Undergraduate students who have completed, with a cumulative grade-point average of 2.0 (C) on a four-point scale, an approved general education program at one of the institutions noted above, will be deemed to have met the lower division Academic Foundations requirements of Montana State University Billings.

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

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

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

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

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

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

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

**Total Semester credits .............................30**

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

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

The Montana University System is committed to facilitating the ease of undergraduate student transfer to its campuses. Therefore, all campuses of the Montana University System will recognize the integrity of general education programs offered by units of the Montana University System and the three publicly supported community colleges and the seven tribal colleges in Montana.
An undergraduate student who has completed courses identified as part of the Montana University System (MUS) Core courses will have general education coursework reviewed for transferability to Montana State University Billings as follows:

1. If a student has completed less than 20 general education credits, that student will be required to complete the approved Academic Foundations program at Montana State University Billings. All general education transfer credits that are part of the MUS Core will be reviewed for possible application in the approved Academic Foundations program.

2. If a student has completed 20 or more MUS core credits, but does not satisfy the block transfer policy described in the preceding section, that student may choose to complete either the MUS core or the approved Academic Foundations program at Montana State University Billings. The student should make that decision in consultation with an advisor.

3. An undergraduate student who completes postsecondary coursework in the Montana University System that does not fall within the MUS Core will have his/her classes analyzed on a course-by-course basis to determine how those classes might satisfy the Academic Foundations program requirements at Montana State University Billings.

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

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

Minimum Course Grades
Effective Fall Semester 2005, Board of Regents policy 301.5.3 on minimum grades will apply to all students who enter or are readmitted to the Montana University System and the three (3) community colleges that
Students transferring from institutions with candidacy status in a regional accrediting association must earn at least 20 credits at MSU Billings with a minimum 2.00 GPA before their credits from the former institution will be considered for acceptance.

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

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

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

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

Course Equivalency Guides
Annually, Montana State University Billings updates equivalency agreements with regional community colleges in Wyoming, North Dakota, and Montana; Montana’s tribally controlled colleges; and Montana’s four-year (public and private) institutions. The individual Colleges at MSU Billings also prepare program-specific transfer agreements; for instance, the College of Education has a listing of courses that students at Northwest College in Wyoming can take that will transfer directly into elementary education. Beginning with 1992, MSU Billings’ equivalency agreements also highlight the Montana University System Core Curriculum. Students who attend any of these colleges and who plan to transfer to MSU Billings are encouraged to visit the MSUB website (www.msubillings.edu). This information will assist students in understanding how specific courses will transfer to MSU Billings and what courses individual degree programs require.

MSU Billings has Course Equivalent Guides on the MSUB website (www.msubillings.edu) to the following colleges:
- Blackfeet Community College
- Casper College
- Carroll College
- Central Wyoming College
- Chief Dull Knife Memorial College
- Dawson Community College
- Dickinson State University
- Flathead Valley Community College
- Fort Belknap College
- Fort Peck Community College
- Gillette Campus of Northern Wyoming Community College District
- Great Falls College of Technology
- Helena COT of University of Montana
- Lethbridge Community College
- Little Big Horn College
- Medicine Hat Community College
- Miles Community College
- Montana State-Bozeman
- Montana State-Northern
- Montana Tech
- Northwest College
- Rocky Mountain College
- Salish Kootenai College
- Sheridan College of Northern Wyoming Community College District
- Stone Child College
- University of Great Falls
- University of Montana-Western
- University of Montana-Missoula
- University of Wyoming
- Williston State College
- Northern Wyoming Community College District

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

1. Complete and file a re-admission card with the Office of Admissions and Records, or, re-admit online at www.msubillings.edu. A $40 non-refundable fee is assessed to new graduate students.
2. Request that transcripts from institutions attended, if any, since last attending Montana State University Billings be sent to the Office of Admissions and Records.

3. Former students born after December 31, 1956, must show proof of immunization that was administered after December 31, 1967. The immunization dates must also be after your first birthday. Requirements include proof of two (2) doses of immunization against measles (Rubella) given at least 30 days apart and one (1) proof of Rubella immunization. Include mo/day/yr. Any immunizations administered after June 11, 1993, must be an MMR. The record must be signed by a physician, health agency or school official.

**When to Apply**

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

**Special Admission Procedures**

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

**NOTE:** Students making application to attend Montana State University Billings should be aware that Admission Requirements may change at any time. Please contact the Office of Admissions and Records (406) 657-2158; or write to the Office of Admissions and Records, Montana State University Billings, 1500 University Drive, Billings, MT 59101-0298.

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

**Non–High School Graduates**

Non-high school graduates may be admitted on the basis of the General Educational Development (GED) test or COMPASS. Various boards establish minimum scores for these tests or groups and students can visit with the Advising Center (406-657-2240/406-247-3020) for current minimums.

Students in this age group who wish to enroll part-time may do so without restriction.

Scores from the ACT or SAT are still required of this group of students who enter the University less than three years from the date of their high school class would have graduated. There are no minimum scores attached to this test, but a national test score from either the ACT or SAT is required. Students may access these tests on the regularly scheduled national test dates, or the ACT Residual Test is available to students through the Testing Center at the College of Technology (call 406-247-3025 for upcoming test dates and times).

Students who enter college three or more years after the date they would have graduated from high school are exempt from this conditional status and from the Admission/University Preparatory Requirements and writing/math proficiency standards.

**High School Students – University Connections**

Approved high school students may take college courses while enrolled in high school. The signature of the high school counselor or principal certifies that student can do University level work and must accompany the application. Financial aid is not available to students in this category. Tuition for courses taken by high school students under this program is $100/credit.

**Non–Degree Applicants**

An applicant who wishes to pursue studies for personal growth and who does not wish to work toward a formal degree at Montana State University Billings may apply as an undergraduate non-degree student. Acceptance into this category does not constitute acceptance into a degree-granting program. All applicants should have sufficient educational background to qualify for the course or courses in which enrollment is sought and must certify on the application form that they have graduated from high school or appropriate Ability-to-Benefit test. A maximum of 32 semester hour credits earned as a non-degree student may be applied to an undergraduate degree at Montana State University Billings if the applicant applies and is accepted into a degree program. Financial aid is not available to students in this category, nor may they qualify for the WUE (Western Undergraduate Exchange) program.

This category is not open to students currently on academic suspension from Montana State University Billings or on academic suspension from any other college or university.
No academic credentials or transcripts are required in support of the application; however, non-degree students who later wish to change to a degree program must furnish required supporting credentials and must meet all the regular admission requirements. Financial aid is not available to students in this category.

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

1. Certified copies of all certificates, degrees and diplomas with a certified translation of the records.

If you have any post-secondary level course(s) completed outside of the U.S. or in non-English-speaking Canada to transfer to Montana State University Billings, we need a course-by-course evaluation completed by one of the three services highlighted below:
- AACRAO
- ECE
- WES

2. Completed MSU Billings Financial Statement and certified statement from a reliable financial institution, bank or U.S. citizen who will accept responsibility for the student’s financial obligations. The statement must certify that the applicant has adequate funding to meet all of the expenses that will be incurred in the student’s proposed program of study.

3. Students from non-English speaking countries must provide evidence of proficiency in English. Students can do this several ways:
   a. Students may take the Test of English as a Foreign Language (TOEFL) and have official results sent with their applications to the Office of International Studies. TOEFL information can be accessed on the web at www.toefl.org or by calling 609-921-9000. The Montana State University – Billings Institutional Code for the TOEFL and the GRE is 4298. Students scoring higher than 500 on the paper-based TOEFL and higher than 173 on computer-based TOEFL are assured undergraduate admission if all other requirements are met; those scoring less will be reviewed on a case-by-case basis. Students with lower TOEFL scores may be asked to enroll in an English as a Second Language curriculum prior to regular admission. Prospective graduate students need a 550 paper-based TOEFL score or a 209 computer-based TOEFL score.
   b. American Cultural Exchange students who have finished level 6 will be admitted to our undergraduate programs without TOEFL; graduate students who have finished level 7 will be admitted to our graduate programs without TOEFL. Students need to submit a copy of their A.C.E. program certificate and transcripts with their applications for admission to the Office of International Studies.

4. Autobiography or Personal Statement (1-2 pages double spaced) that addresses how attending MSU Billings fulfills personal or academic goals.

5. Appropriate immunization records. These records must be submitted with an English translation.

When to Apply
Application Deadlines:
- Fall Semester: June 15
- Spring Semester: November 1
- Summer Semester: April 1

For more information on international student admission call the International Studies Office at (406) 657-1705 or email jsmothers@msubillings.edu.

Agreements with International Institutions
MSU Billings has signed formal agreements for International Student Exchange with the Prefectural University of Kumamoto in Japan, the Finnish College for SME Business Administration in Kauhava, Finland, Jilin University in China, Ewha Woman’s University in Korea, and Ludwigsburg University of Education in Germany. In addition, MSU Billings has joined with approximately a dozen other universities from Europe and North America (including those in the UK, Sweden, Mexico, Poland and Hungary) to form and contribute students and faculty to the Maastricht Center for Transatlantic Studies in the Netherlands, and has study abroad agreements with Letra Hispanica, Salamanca, Spain and Intercultura in Heredia, Costa Rica.

Western Undergraduate Exchange (WUE)
Montana State University Billings participates in the Western Undergraduate Exchange (WUE), a program of the Western Interstate Commission for Higher Education and other western states. Through WUE, undergraduate students who are not residents of Montana may enroll at Montana State University Billings and pay reduced nonresident tuition and fees. This WUE tuition rate is in-state tuition plus 50 percent
of that amount. (See the Fee Schedule on page 33) Because Montana State University Billings participates, residents of Montana may enroll under the same terms in designated institutions and programs in other participating states.

Resident students from the following states may participate if they meet eligibility requirements: Alaska, Arizona, Montana, California, Oregon, Colorado, Nevada, South Dakota, Hawaii, New Mexico, Utah, Idaho, North Dakota, Washington, and Wyoming.

All degrees and programs are offered to undergraduates in WUE. This program may be subject to enrollment limits established by the Montana Board of Regents. Application forms for WUE are available at the Office of Admission and Records (406) 657-2158 or 1-800-565-MSUB.

Veterans’ Affairs Office
McMullen First Floor West, (406) 657–2158
Veterans are advised to check with the Veterans’ Affairs coordinator 30-45 days prior to registration. A veteran must notify this office whenever there is a change in address, enrollment, or additional dependents.

Graduate School Applicants
McMullen First Floor West, (406) 657–2238
Graduate school applicants should consult the Graduate Catalog for complete admission information. However, all applicants must submit an application for admission and a $40.00, nonrefundable, admission fee to MSU Billings through the Office of Admissions and Records.

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

Additional requirements for application to the Graduate School include:
1. Completed Application to Graduate Studies
2. Required Immunizations (See “How to Apply: New Students” section)
3. Submission of GRE scores for graduate programs in the College of Education, the College of Arts and Sciences, and the College of Professional Studies and Lifeline Learning.
4. Official transcripts of all previous undergraduate and graduate coursework
5. Three letters of recommendation from individuals qualified to assess the applicant’s ability to perform graduate-level academic work

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

Falsification of Information
Each student is responsible for knowing and for complying with all regulations regarding the admission procedures. Failure to be informed or to comply does not excuse a student from responsibility or from any penalty or difficulty which may be encountered. Misrepresentation or falsification of a student’s enrollment status or application for admission will be sufficient grounds to cancel a student’s current registration and to suspend the student for two semesters. It is the student’s responsibility to know his/her enrollment status at his/her former institution(s).

Denial of Admission
Under Board of Regents’ policy (301), MSU Billings “may deny or condition admission, readmission, or continuing enrollment of any individual who, in the judgment of the campus, presents an unreasonable risk to the safety and welfare of the campus and persons thereon. In making such judgment, the campus may, among other things, take into account the individual’s history and experience relative (a) to violence and destructive tendencies, (b) to behavior on other college campuses, and (c) to any rehabilitative therapy the individual may have undergone.”

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

Reasons for denial shall be communicated to the individual in writing. Applicants may appeal their denial to the Vice Chancellor for Student Affairs.
REGISTRATION

First-Time Students

1. All first-time students at MSU Billings need to apply to the University and be accepted before they can register (see the Admissions Section of this General Bulletin, page 16).

2. After being admitted, students should check for the beginning dates for registration (see the inside cover of this General Bulletin), after which students may register at any time.

3. New Student Orientation Sessions are scheduled throughout the summer and immediately prior to the beginning of Spring Semester. Attendance at one of the Orientations is expected. Placement testing, course registration, processing of student identification cards, and other information necessary for a successful first semester at MSU Billings is accomplished at New Student Orientation.

4. First-time students at MSU Billings are required to visit with an academic advisor prior to registering for classes. Academic advising is provided as part of Orientation. A student’s course schedule must be approved by an academic advisor before actual registration can take place. The Advising Center is located in McMullen Hall first floor west, (406) 657-2240 or at the COT A017, (406) 247-3020.

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

6. Once the course schedule has been approved, the student should follow registration instructions found in the Schedule of Courses or on the web at www.msubillings.edu.

7. Some classes may be restricted or closed and need departmental approval. Student should see department for assistance in registering for these courses.

8. Students may add courses during the first seven instructional days of the semester before permission of the instructor or department chairperson is required. Dropping a course with a partial refund is permissible through the 15th instructional day, and a course may be dropped without a grade penalty up through the 13th week of the semester. With instructor and advisor approval, a course may be dropped up until 10 class days (not including finals) from semester’s end. Once a course grade is submitted, the course may no longer be dropped without instructor and advisor approval.

9. Students who have not paid their bills by the close of business on the 3rd day of classes will be dropped from their classes.

10. If registration takes place after the third day of the semester, a late fee will be added to the registration charge.

Registration Regulations

Late Registration

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

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

All official records (transcripts) of former college study must be filed in the Office of Admissions and Records by new students (and by former students if they have attended other colleges since last attending MSU Billings) before registration is considered complete. (See Non-Degree Policy and Procedures under Admissions Section.) Failure to file transcripts with the Office of Admissions and Records within a reasonable time makes necessary the cancellation of a student’s registration. Responsibility for securing transcripts rests with the student.
Adding Courses
Students may add courses during the first seven instructional days of each semester. Students may add courses after the seventh instructional day and through the 15th instructional day only with the instructor’s and department chairperson’s approvals.

Repeated Courses
When a course which a student has previously attempted is repeated, only the most recent course credit and grade is calculated into the student’s grade point average, even if the most recent grade is lower. (Note: the original course and the grade remain on the official transcript in addition to the more recent course and grade). In order to inform the Office of Admissions and Records of a repeated course, the student must file with the Office of Admissions and Records a Repeat Form that identifies the proper course numbers.

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

Veterans’ Credits (Credit for Military Service)
Credit may be granted for military service and for completed military service schools based upon the recommendations of “A Guide to the Evaluation of Educational Experiences in the Armed Forces.” Application for such credits should be made at the Office of Admissions and Records.

Credit Recommended by the National Guide to Education Credit for Training Programs
Credit may be granted to students based on the recommendation of the National Guide to Education Credit for Training Programs and the National Program on Collegiate Sponsored Instruction.

Academic Regulations
Classification of Students
Students at Montana State University Billings are classified as full time students when enrolled in a minimum of 15 credits each semester. (Note: Financial Aid considers full time enrollment as 12 credits). Thus, the following undergraduate student categories are designated based on credits completed:
- Freshman: 0-29 credits
- Sophomores: 30-59 credits
- Juniors: 60-89 credits
- Seniors: 90 or more credits

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

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

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

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

Change of Major
A student who transfers from one major to another must have the approval of the chairperson of the department or division in which the new curriculum is outlined. A student who considers such a change is warned that the requirements of the new curriculum may make necessary the completion of additional credits if the student is to fulfill requirements for graduation.
Students need to visit the Advising Center (McMullen Hall first floor west/COT A017) to obtain assistance with a change of major.

**Final Examinations**
Final examinations are scheduled during the last week of each semester. A final examination schedule is available at the Office of Admissions and Records and on the web at www.msubillings.edu.

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

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

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

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

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

1. The student must be currently enrolled in MSU Billings.
2. Approval of the challenge request must be made by the chairperson of the department in which the course is listed, who will decide whether the challenge shall be by a comprehensive examination and/or by some other evidence of competence in the subject matter of the course.
3. Challenge credit may be granted only if the grade received is “C” or higher.
4. A course previously taken as an audit course or as a credit course may not be challenged for credit.
5. By action of the University’s Academic Senate, AP, CLEP and DANTES credit is awarded with a “P” grade. Departmental challenges may carry a letter or “P” grade.

The Board of Regents has authorized the American Council on Education’s Guide to Educational Credit by Examination and National Program on Noncollegiate Sponsored Instruction for use to establish minimum scores and credit.

6. Currently enrolled students may receive credit on their transcript for successfully completed Advanced Placement (AP) exams, DANTES exams, College Level Examination Program (CLEP) exams or challenge exams prepared by the Academic Department. For the credit to be applied to an MSU Billings transcript, the following procedure must be followed:

   Students or departments must turn in challenge documentation to Admissions and Records after the successful challenge has been completed. Admissions and Records will enroll students for the course during a semester when they are planning to enroll in 12 or more credits. Additional tuition and mandatory fees are not charged for credits taken in the tuition “flat spot” between 12 and 18 credits. AP and CLEP credits are added to student transcripts after the 15th class day each term.

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

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

College Advance Placement Exams (AP for High School Students)
High school students who earn at least a scaled score of three on the College Entrance Examination Board’s Advance Placement exams may receive credit in approved MSU Billings courses. (See the Admission Section of this General Bulletin pertaining to admission of high school students.) Call Admissions and Records at (406) 657-2158 for course equivalencies or check the listing on the homepage at www.msubillings.edu.

College Level Examination Program (CLEP)
The purpose of this program is to allow students and prospective students to take examinations which measure knowledge in a variety of subject matter areas. Evaluation of the results determines whether proficiency is equivalent to that which would be expected upon completion of a college level course in that subject. If the individual demonstrates proficiency, credits earned through CLEP may apply toward graduation requirements (See “Procedures for Challenging a Course” on page 28). A Pass (P) grade is granted upon obtaining the required examination score. Call the Office of Admissions and Records (406-657-2158) for course equivalencies or check the listing on the homepage at www.msubillings.edu.

Opportunities for Study Abroad
MSU Billings encourages students to seek out opportunities to study abroad. A variety of international programs varying from a summer tour to a complete junior year abroad are available. Contact the Office of International Studies (406-657-1705) for details.

Prior Learning Assessment Policies and Procedures
At Montana State University Billings, students may earn credit through a variety of methods including work experience and challenge tests. Our University will work with the student to determine which type of experience can be translated into credit. Several options are as follows:

1. Challenge tests, such as CLEP and DANTES, allow the student to study for and test out of equivalent college-level courses. Study guides are available in Career Services or the College of Technology Library and Testing Center to assist students in preparation for these tests. Tests can be scheduled at the College of Technology (406-247-3025).

2. Students may have already earned credit through work-site training or government-sponsored workshops or military experience. If students have certificates or documentation, which state that the American Council on Education (ACE) or the National Program on Non-collegiate Sponsored Instruction (PONSI) assesses that training, credit may be available for coursework for which there are equivalencies in MSU Billings’ curriculum. Military credit is assessed from the DD214, DD295, or military transcript. Questions about this type of training or military credit may be directed to the College of Professional Studies and Lifelong Learning at (406) 896-5998.

3. In addition to the methods listed above, our University also offers students the opportunity to earn credit through Prior Learning Assessment. This assessment will take into account work experience or other learning experiences, which do not fall into the categories described above, but which can be assessed through the development of a portfolio. Up to 15 credits can be earned through Prior Learning Assessment, and this type of credit will be graded with “P” if credit is earned (Pass/No Pass credit guidelines can be found on page 50). The University offers individual instruction for students throughout the process of preparing this portfolio. For more information on Prior Learning Assessment, please call the College of Professional Studies and Lifelong Learning at (406) 896-5998.

4. Implementation of this policy needs to be consistent with existing departmental policies and consistent
with accreditation policies and practices already in place in the various colleges (NCATE, AACSB, etc.).

**Prior Learning Assessment Guidelines**

A. Prior to enrolling in this course, students must have successfully completed 12 credits of college-level coursework with a 2.50 GPA from an accredited institution within the past five years. Prior credit must also include completion of WRIT 101 or its equivalent.

B. The student will first select the MSU Billings course the student wishes to complete through Prior Learning Assessment. Second, the student will contact the on-campus instructor for that course to determine whether the student can meet the course objectives through this method of assessment. If the student receives a positive recommendation from the instructor or department chair or dean, the student may proceed with the portfolio process for that course; however, a positive recommendation does not guarantee the award of credit.

C. The student’s completed portfolio is examined first by the College of Professional Studies and Lifelong Learning for approval or returned back to the student for additional documentation. If approved, the portfolio is forwarded to the chair of the department in which the students seek to receive credit and the faculty member from whom the student received the recommendation. If approved by both the chair and the faculty of record, the portfolio goes to the Academic Standards and Scholastic Standing Committee which consists of faculty appointed annually. Final action on the awarding of credit takes place in this committee. Credit awarded may not be the same as the number of credits requested by the student’s portfolio.

D. Credit recommendation and documentation for the coursework is forwarded to the Registrar if the assessment is successful. Coursework is posted on student’s transcript using the course equivalent assigned by the portfolio assessment process.

E. Up to 15 credits may be earned through this procedure and coursework will be graded Pass/No Pass. Students may submit subsequent requests to earn credit through prior learning assessment after initial completion of the seminar course. Registration and program guidelines shall be those in force at the time of the subsequent request.

**Auditing Coursework**

*(No credit awarded)*

Any person enrolled for audit will be certified as such by the Office of Admissions and Records and will not receive credit for the course nor be required to take examinations. An audit needs to be declared during the first seven instructional days of a semester. Currently enrolled students who elect to audit a class pay the normal credit hour fee as outlined in the student fee schedule. Any person not otherwise enrolled or registered in a course for college credit may, with instructor approval, audit the course at the cost of $5 per credit hour. These fees are nonrefundable.

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

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

**Class Attendance and Student Absences**

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

Requests for absence for special events shall be submitted to the Vice Chancellor for Student Affairs on the Student Travel Authorization form. This form should be obtained from the Office of the Vice Chancellor, room 201, McMullen Hall at least one week in advance of the expected absence. This procedure will assure students the opportunity to make up examinations given when official University activities are scheduled.
Class Enrollment Lists
Faculty may obtain class lists each term online. Only students who are regularly registered for a course may attend. No grade or credit will be given to students for any course in which they are not properly registered.

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

Drops and Withdrawals

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

After the 15th class day and before the 13th week, all drops must be formal and must be recorded by the student with the Office of Admissions and Records.

In all courses in which a student fails to complete all requirements and for which no formal withdrawal has been filed in the Office of Admissions and Records, the final grade for the course shall be an “F.”

Withdrawal from College
Students who withdraw from the University during a semester are required to fill out a withdrawal form and complete an exit interview with an advisor in the Advising Center located on McMullen Hall first floor west or COT A017.

Students who officially withdraw during the first fifteen days of an academic term will not have the coursework reflected on the transcript. Students who withdraw after the third week will receive a grade of “W” (Withdrawn) in all classes.
First Time Student Checklist

☐ Complete the Application for Admission and submit it to the Office of Admissions and Records as early as possible prior to the term you wish to attend.

☐ If out of high school less than three years, complete the ACT or SAT test and send results to Office of Admissions.

☐ If born after December 31, 1956, provide proof of immunization against measles and rubella that was administered on or after your first birthday and after December 31, 1967.

☐ Submit final high school transcript to Office of Admissions and Records after graduation.

☐ If interested in securing financial aid, apply for financial aid by submitting the Free Application For Federal Student Aid (FAFSA) online at www.fafsa.ed.gov by the priority date of March 1.

☐ To apply for scholarships, submit the Application. Scholarships are awarded on an on-going basis. Apply early to be considered for scholarships.

☐ Read through the New Student Guide you will receive after completing your application. Complete all forms included in the New Student Guide that are appropriate: housing, orientation, U-card, and more.

☐ Attend a new student orientation session prior to the term you wish to attend. Contact the Orientation Office at (406) 657-2232 for dates and times.

☐ Complete housing form and submit by July 15.

☐ Complete registration for classes. (Register any time up to the start of classes.)

☐ Pay fees.

Checklist for Students Returning After An Absence

☐ Complete the Application for Re-admission and return it to the Office of Admissions and Records as early as possible before the term you will enter. Also provide transcripts from any college you have attended since leaving MSU Billings.

☐ If born after December 31, 1956, provide proof of immunization against measles and rubella that was administered on or after your first birthday and after December 31, 1967.

☐ Submit the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov by the priority date of March 1, if you plan to enter MSU Billings the following Fall term. For other terms, submit the financial aid application as early as possible before the term you will enter.

☐ Apply for scholarships by completing the Scholarship Application for Current and Returning Students by the deadline of February 1.

☐ Attend a New Student Orientation Session prior to the term you wish to attend. Contact the Orientation Office for the next available event so that you can visit an advisor, talk to representatives of campus resources, and register for classes.

☐ Call the Office of New Student Services and arrange a tour of campus and visit with your advisor (McMullen first floor east, 406-657-2240) if you cannot attend an orientation session or if you want to get registered earlier.

☐ Pay fees.

☐ Start classes.

☐ Get involved in student organizations.
Student Tuition and Fees

The student fee information provided in this General Bulletin is based upon policies of the Board of Regents of Higher Education in effect at the date of publication. The Board of Regents of Higher Education reserves the right to change the fees at any time without notice. Additional information concerning fees may be obtained by contacting the Business Office, McMullen Hall ground floor west, Montana State University Billings, 1500 University Drive, Billings, Montana 59101-0298, (406) 657-2301. Check us out at www.msubillings.edu/boffice then select Student Account Information.

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

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

Semester Tuition and Fee Schedule
Effective Fall Semester, 2009

Tuition and fees are subject to change by authorization of the Board of Regents of Higher Education. If you have questions on the current fees, please call the MSU Billings Business Office at (406) 657-2301 or stop by McMullen Hall ground floor west. Comprehensive fee and extra fee tables are available through the MSU Billings website at www.msubillings.edu/boffice under Student Account Information.

A student paying for 12 credits in a semester can take an additional 6 credits for no additional tuition. This is referred to as the “flat spot” in the Tuition and Fee Schedule.

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

Fee Schedule Explanation

Required Tuition and Fees Per Semester

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

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

Associated Students Activity Fee & Recreational Activity Fee
Students enrolled for seven credit hours or more each semester are required to pay for activities sponsored by the Associated Students of Montana State University Billings. Students enrolled for less than six credit hours pay a reduced activities fee each semester. Online only students do not pay these fees.

Academic Building Fee
The Academic Building fee varies based on the number of credit hours taken. The funds generated from this fee are used to pay a portion of the costs of repair, maintenance, and operation of the state owned buildings on campus.
Resident and Nonresident Building Renewal and Replacement Fee
All students are charged a building fee for the building and replacement of campus structures. A reduced rate is charged to students taking less than 7 credits. A nonresident building fee is collected in addition from all students who are not residents of the State of Montana.

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

Student Union Fee
Each semester students are assessed a fee pledged for the operation of the Student Union. Students enrolled for less than four credit hours pay a reduced fee.

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

Athletic Fee
Students enrolled at MSU Billings are assessed a fee to subsidize the University’s athletic department and associated activities. Students enrolled for seven credits or less pay a reduced athletic fee. **Online only students do not pay this fee.**

Library/Assessment Fee
All students are assessed a Library/Assessment fee. Funds generated from this fee are used for the purchase of new and replacement books, periodicals, and assessment tools.

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

Comprehensive Health Plan
Student health coverage consists of two parts:

Health Service
All students are entitled to services provided by the Student Health Center. Students enrolled in 7 or more credits are charged a mandatory fee. Students enrolled for six credit hours or less may have the benefits of the Health Center services by electing coverage and paying the semester fee. **Online only students do not pay this fee.**

Health Insurance
All students enrolled in 7 or more credit hours will be automatically enrolled in the health insurance plan and assessed the health insurance premium. **Any student covered by another health plan must access the insurance waiver form via the student secure web site prior to the 15th class day and their account will be adjusted.** Students who enroll for four to six credit hours may participate in the health insurance plan upon request by enrolling in the plan, paying the insurance premium and the Health Service fee. Students taking less than four credits may petition to enroll in the health insurance plan.

Additional Information Regarding Fees

Withdrawing from All Classes and Refunds
The following refund schedule applies to the standard semester format. For courses taught in nonstandard format such as Intersession, and special workshops, there are no refunds after the first day the class meets. See the Summer Session catalog for information regarding the refund policy during summer.
1. Registration fee is nonrefundable.
2. 90 percent of all remaining mandatory fees will be refunded to the end of the fifth classroom day.
3. 75 percent of all remaining mandatory fees will be refunded to the end of the 10th classroom day.
4. 50 percent of all remaining mandatory fees will be refunded to the end of the 15th classroom day.
5. Refunds will not be made after the 15th day of classes. Exceptions to this may occur in the case of financial aid students subject to the federal pro rata refund policy.
6. Refunds are determined as of the day the student officially withdraws from college and not from the date of last class attendance.
7. Classroom days are determined by the college calendar—not by the student’s class schedule.

MSU Billings students receiving Title IV funds and who officially or unofficially withdraw or are expelled, up to the 60% point of the semester, may be required to return federal funds. Students may also be entitled to a post withdrawal refund up to the 60% point of the semester. Examples of the Federal Title IV policy may be obtained at the MSU Billings Financial Aid Office. Financial aid recipients will not receive refunds until
their financial aid is repaid (Pell Grant, SEOG Grant, SSIG Grant, Perkins Loan, FFEL Loans, fee waivers, and some scholarships). If the refund is insufficient to repay the financial aid programs, students will be billed for the over-awards.

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

**Changes in Credit Load After Payment of Fees**

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

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

**Payment of Fees**

Financial Aid students must pay for fees prior to classes beginning. The student’s financial aid will be applied to the student’s account with any refund being mailed to the student prior to the first day of classes. Please call the Business Office at (406) 657-2301 for details, or visit us at www.msubillings.edu/boffice.

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

Fees may be paid after courses are selected. To avoid a $40.00 late registration charge, fees must be paid by the date posted for each semester as indicated in the calendar. Fees may be paid by mail. To request that a fee statement be mailed to you, call (406) 657-2301.

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

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

**Non–Payment of Fees**

No person who owes Montana State University any fees, fines or other charges will be permitted to (1) receive academic credit or grades; (2) register; (3) secure a transcript, diploma, or other record; or, (4) access any MSU Billings facilities or services, regardless of the relationship thereof to the amount owed, until the full amount due has been paid or satisfactorily adjusted with Business Services. Any attorney’s fees or other costs or charges necessary for the collection of the amount owed may be added to the balance due, including collection agency fees. MSU Billings shall have the right to apply any portion of any amount it may owe such individual for any reason, including wages, to payment of the balance owed MSU Billings.

**Other Fees**

**Late Registration Fee**

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

**Audit Fee**

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

**Listening Fee**

Any person not otherwise enrolled, and who does not want to register in a course for college credit, may with instructor approval enroll upon payment of a $5.00 per credit hour fee. Listening fees are nonrefundable.

**Application Fee**

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

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

**Course–Related Fees**
Several Montana State University Billings courses require additional fees. Examples of these are art classes, science labs or field trips. Some practicum and internship classes require an extra fee for professional liability insurance. A complete schedule of course related fees are available from the Business Office website: www.msubillings.edu/boffice

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

**Graduation Fee**
A nonrefundable fee is assessed per degree for each application to graduate. Please call Admissions and Records (406-657-2158) for details.

**Transcript Fee**
Students may receive one free official transcript. Each official transcript thereafter costs a minimal fee. Please call Admissions and Records (406-657-2158).

**Parking Fees**
MSU Billings provides parking for students who live off campus, for a fee. All vehicles parked on university property must display a current MSU Billings parking permit on weekdays when the university is in session during the hours specified in the “MSU Billings Traffic and Parking Regulations” brochure. Students may pick up parking permits from 7:30 a.m.-5:00 p.m. Monday through Friday at the Campus Police office on the ground floor of the parking garage, southwest side and during Fee Payment week at the SUB Information Desk.

**Residence Halls Meal Plan**
All students living on campus are required to purchase a meal plan each semester. Please check online at www.msubillings.edu/dining/ for meal plans, benefits of the plan, and services.

**Western Undergraduate Exchange (WUE)**
Montana State University Billings participates in the Western Undergraduate Exchange (WUE), a program of the Western Interstate Commission for Higher Education and other western states. Through WUE, students from Alaska, Oregon, California, Colorado, Nevada, South Dakota, Hawaii, New Mexico, Utah, Idaho, North Dakota, Washington, and Wyoming may enroll in degree programs paying resident tuition plus 50 percent of that amount (plus other fees that are paid by all students). Students should be aware that the Montana Board of Regents may change regulations concerning Montana’s participation in the WUE Program. Students may contact the Office of Admissions and Records at MSU Billings, (406) 657-2158 or 1-800-565-MSUB for more information.

**Determination of Resident Fee Status**
The Montana University System classifies all applicants for admission and students as either in-state or out-of-state. The basic rules for making the classification are found in Board of Regent’s policy. It is each student’s responsibility to secure and review a copy of the policy. Failure to be aware of the rules will not be cause for granting exceptions to them. A copy of the policy is available from the Office of Admissions and Records at Montana State University Billings. Each residency determination is based on the unique set of facts found in each individual’s case. If students have questions regarding their case, they should contact the Office of Admissions and Records.

**Dishonored Check Policy**
An administrative service charge of $15.00 is assessed each time a check is returned by a bank. Any check tendered in payment of fees and returned by a bank may result in the postponement of a student’s registration and/or the assessment of the late registration fee.
Financial Aid and Scholarships

McMullen First Floor East, (406) 657–2188

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

The amount of financial aid awarded is generally a combination of grants, loans, and employment. The award is based on the evaluated financial need of the student. The estimated financial need is the difference between the cost of attending MSU Billings and the ability of the student and/or family to contribute to those education costs as determined by the Office of Financial Aid and Scholarships.

To apply for financial aid, students must complete the Free Application for Federal Student Aid (FAFSA). This form should be completed on the web at www.fafsa.ed.gov. Early application is essential. Priority awarding will be given to those students who have a complete file in our office on March 1. Students should allow up to two months if they file a paper application and two weeks for processing the web application. The FAFSA must be filed annually.

Verification
Some students will be required to submit tax returns and other documents to verify the information submitted on their FAFSA application. The University must verify all applications selected by the FAFSA processor.

What Does College Cost?
To help students make a realistic evaluation of their financial needs, the following are estimated costs of attending MSU Billings for the academic year 2009-2010 from September to May. There are, of course, wide variations in actual cost, depending upon individual needs and the resourcefulness of students. The estimated budgets shown below do not include transportation expenses, health insurance, Internet fees for online classes and personal costs.

<table>
<thead>
<tr>
<th></th>
<th>UG Full Time Resident Student (two semesters)</th>
<th>UG Full Time Non-Resident Student (two semesters)</th>
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<tbody>
<tr>
<td></td>
<td>*Registration, Tuition,</td>
<td>*Registration, Incidental,</td>
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<td></td>
<td>and Miscellaneous Fees $3,850-$5,500</td>
<td>and Miscellaneous Fees $7,530-$15,030</td>
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<td></td>
<td>Books and Supplies $1,000-$1,200</td>
<td>Books and Supplies $1,000-$1,200</td>
</tr>
<tr>
<td></td>
<td>Board and Room $5,000-$6,200</td>
<td>Board and Room $5,000-$6,200</td>
</tr>
<tr>
<td></td>
<td>Total $9,850-$12,900</td>
<td>Total $13,530-$22,430</td>
</tr>
</tbody>
</table>

*Tuition and fees are subject to change by the Montana University System Board of Regents.

General Eligibility Requirements
All financial aid recipients must meet the following eligibility requirements:

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

Federal Pell Grant
Federal Pell Grants are awarded to undergraduate students who have not earned their first bachelor’s degree. Pell eligibility is determined by a formula developed by the U.S. Congress and is applied consistently to all applicants using the information reported in the FAFSA.

Federal Supplemental Education Opportunity Grant (FSEOG)
This grant is awarded to undergraduate students who have not earned their first bachelor’s degree and have financial need. Priority is given to students who receive Pell Grants. Eligible students may receive up to $1,000 per year depending on need.

Baker/MTAP Grant, Montana Higher Education Grant, Access Grant, MSGLP Grant
To qualify for one of the state grants, a student must be a Montana resident, be eligible for financial aid, be enrolled or accepted for enrollment as an undergraduate student. Enrollment in at least twelve credits is required for most state grants. Eligible students may receive awards up to $1000 per year depending on need.

Scholarships
Montana State University Billings has many scholarships available to students. Any prospective or currently enrolled student may apply for a scholarship by completing a General Scholarship Application Form available online at http://www.msubillings.edu/finaid/Scholarships.htm. Since the requirements and criteria are different for each scholarship, it is advisable for students to use the general application to be considered for all scholarships. The Scholarship Application deadline is February 1 for continuing and returning students. New and transferring students can apply for scholarships when they apply for admission to the college.

Employment

Federal and State Workstudy Programs
The workstudy programs at MSU Billings are funded with federal and state dollars to provide students who are in need of financial assistance with part-time employment on and off campus. Off campus workstudy jobs are limited to community service employment. Hourly rates of pay comply with minimum wage laws and vary with the type of work and the student’s experience and responsibilities. Student employees are paid every other week, according to State of Montana payroll schedules.

Student Employment
The Job Locator assists MSU Billings students in obtaining part-time employment in the community. Area businesses list job opportunities with the Job Locator. The Job Locator Service is free to all MSU Billings students and is not based on financial need. Students who are interested in obtaining employment should refer to the Financial Aid web site, http://www.msubillings.edu/careers/linksSJobs.htm for available job listings.

Loans
Loans are a major source of aid for students. Student loans must be repaid after the student graduates, withdraws from school, or drops below six credits. Interest rates and repayment requirements vary depending on the type of loan.

Federal Perkins Loan
A Federal Perkins Loan is a low-interest (5%) loan for both undergraduate and graduate students with financial need. The school is the lender. A typical award at MSU Billings is $2,000/year. Repayment of the Perkins Loan is deferred while the borrower is enrolled at least half-time in an approved institution of higher education. Interest begins to accrue and repayment starts nine months after the borrower ceases to be enrolled at least half-time. Repayment may be extended over a maximum of 10 years. Under certain circumstances the Perkins Loan can be forgiven. For information regarding loan forgiveness and deferment, please contact the Office of Financial Aid and Scholarships.

Federal Family Education Loan Program (FFELP)
Federal Loans are low-interest loans funded by banks, savings and loan associations, and credit unions to undergraduate and graduate students attending school at least half-time. Students must complete the Free Application for Federal Student Aid (FAFSA) in order for the University to determine loan eligibility.
FFELP loans can be subsidized and unsubsidized. A student may receive both during an enrollment period. A subsidized loan is awarded on the basis of the student having unmet financial need. The student will not be charged any interest until payment begins. Unsubsidized loans are not awarded on the basis of financial need. Interest accrues to the student from the time the loan is first disbursed. If the accrued interest is not paid while the student is in school, the interest owing at the time the student goes into repayment will become part of the principal and increase the amount of the original loan.

Repayment of the Federal Stafford Loan begins six months after the student graduates, leaves school, or drops below half-time. Students have up to 10 years to repay. Deferment and forbearance options are available to students under certain circumstances. The Office of Financial Aid & Scholarships is your resource for more information regarding FFELP loans.

### Federal Stafford Loan and Unsubsidized Federal Stafford Annual Loan Limits

<table>
<thead>
<tr>
<th>Year</th>
<th>Amount</th>
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<tbody>
<tr>
<td>First year</td>
<td>$5,500-$9,500</td>
</tr>
<tr>
<td>Second year</td>
<td>$6,500-$10,500</td>
</tr>
<tr>
<td>Third, fourth, fifth year</td>
<td>$7,500-$12,500</td>
</tr>
<tr>
<td>Graduate</td>
<td>$8,500-$20,500</td>
</tr>
</tbody>
</table>

**Aggregate Loan Limits:**
- Undergraduate: $23,000-$57,500
- Grad + undergrad: $65,500-$138,500

### Federal PLUS Loan

Federal PLUS Loans are unsubsidized loans made to parents of dependent students. Parents may borrow the cost of attendance less other financial aid. Interest is 8.5%. Federal PLUS borrowers generally must begin repaying both principal and interest within 60 days after the loan is disbursed. MSU Billings does require students to complete a FAFSA before a PLUS loan will be awarded.

### Alternative Educational Loans

Alternative educational loans are unsubsidized private loans available from lenders. More information can be obtained in the Office of Financial Aid and Scholarships or through participating lenders.

### Fee Waivers

MSU Billings has fee waivers for veterans, senior citizens, Montana American Indians, faculty and staff, advanced honor students, athletes, graduate students, war orphans, dependents of firemen and policemen killed in the line of duty, and students with certain majors. Eligibility and selection criteria vary. Certain fee waivers require a separate application form and in some cases additional documentation in order to qualify. To be eligible for Department fee waivers students must complete the General Scholarship Application before the February 1 deadline. Inquire at the Office of Financial Aid and Scholarships for specific information regarding fee waivers.

### Other Programs Available to Students

#### State Vocational Rehabilitation Service

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

#### Veterans' Benefits

Students may apply for veterans’ educational benefits through the Veterans Administration. Information can be obtained from the campus Office of Admissions and Records or the student’s local office of the Veterans Administration.

#### Tribal Grants

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

### Financial Aid Satisfactory Academic Progress Standards

Students are expected to maintain certain academic standards and make satisfactory progress toward a degree. In accordance with Federal and State laws and regulations, MSU Billings has established a policy to define and administer standards of academic progress for all students. Detailed information explaining the financial aid satisfactory progress standards, including the appeal and reinstatement process, is available on line at www.msubillings.edu/finaid/SAP.htm.
Refund Policy
The institution’s refund policy for students who withdraw from college ranges from a 90 percent refund for class days one through five; 75 percent for class days six through 10; 50 percent refund for class days 11 through 15; there are no refunds after the 15th day of classes. Students with financial aid may have to return some or all of the financial aid they received if they withdraw or if they do not begin attending classes.

Financial Aid – Summer Session
Summer financial aid is based on the FAFSA information used to determine eligibility for the previous fall and spring semesters. To determine aid eligibility for summer, students must provide a copy of their summer schedule to the Office of Financial Aid & Scholarships. For specific information please visit our web site at:
http://www.msubillings.edu/finaid/SummerFinAid.htm.

Financial Aid – Study Abroad
The Financial Aid Director will review requests for funding “Study Abroad” coursework after receiving the following information and documentation:
1. Document acceptance into the study abroad program;
2. A copy of the course approval form;
3. A list of all necessary direct education expenses such as: tuition & fees, books, class supplies, room and board
4. A copy of the airline ticket or a letter from a travel agency listing the cost if the student is to incur airfare or travel expenses

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

Additional information is available by contacting the Financial Aid Office in McMullen Hall first floor east, or calling (406) 657-2188 to make an appointment.
Student Affairs

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

MSU Billings Division of Student Affairs Mission Statement
We commit ourselves to students by providing quality services to facilitate the achievement of academic and personal goals. In cooperation with the campus and community, we will strive to provide a diverse student population with a supportive and caring environment and the tools to meet the challenges of the future.

Student Rights, Responsibilities, and Conduct
The Board of Regents statement regarding students’ rights and responsibilities is as follows:

“The Montana University System is committed to the full support of the constitutional rights of its students, including due process of student disciplinary matters. At the same time, each unit has an obligation to protect its own educational purpose and the interests of its student body. Each educational institution is dedicated not only to the learning and the advancement of knowledge, but also the development of responsible persons. These goals are achieved through a sound educational program and through policies governing student conduct that encourage independence and maturity.

“Students are subject to federal, state, and local laws, as well as the institutional rules and regulations. A student is not entitled to greater immunities or privileges before the law than those enjoyed by citizens generally. The University System cannot and will not abrogate its responsibility to protect its property, its purpose and processes, and may take appropriate disciplinary action, independent of any action taken by the courts, whenever a student commits an offense which would have an adverse effect on the institution.

“Since there are appreciable differences between institutions in tradition, environment, mission, clientele, and institutional character, each unit of the Montana University System is authorized to establish rules and regulations for student conduct, within the overall state system philosophy, that are appropriate to the unique needs of an institution. The administration of each unit, in consultation with faculty and students, shall formulate these rules and regulations, and all students shall assume the responsibility for compliance with them upon entering the institution.”

MSU Billings has formulated rules and regulations and has established a disciplinary system to administer and enforce these rules and regulations. The Student Code of Conduct, in the Student Handbook, provides details regarding the rules, regulations and disciplinary procedures which will be followed.

Academic Advising
McMullen First Floor West, (406) 657–2240
COT A017, (406) 247–3020
www.msubillings.edu/advise
The Advising Center offers advising services to all new admitted, transfer, and re-admit students for the first few semesters. The Advising Center assists students with understanding the coursework and requirements for their major, registration, and academic planning. Upon completion of the first few semester(s) in good academic standing the student is transferred to a faculty advisor in their major. Students should call this office for an appointment to begin the process of choosing coursework and determining an academic plan of study.

Academic Support Center
Main Campus: (406) 657–1641
www.msubillings.edu/asc
COT: A–035, (406) 247–3022
www.msubillings.edu/asccot
The Academic Support Center provides services that support the academic success of students at MSU Billings and the College of Technology. All developmental level courses in math, reading, and English are taught in the same buildings as the Centers, and tutorial assistance is provided in the Learning Labs to address the academic needs of students. Special
educational delivery requirements that need to be addressed by persons with disabilities should be directed to Disability Support Services.

**Associated Students of Montana State University Billings**

**SUB 213, (406) 657–2365**  
**www.msubillings.edu/asmsub**

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

**Legal Services**

The Associated Students of MSU Billings maintain an attorney on staff to assist students with legal problems. While there is no charge to see the attorney, there may be a nominal fee charged for certain types of legal services such as divorce, wills and name change.

**Intercollegiate Athletics**

**Physical Education Building, (406) 657–2369**  
**www.msubillings.edu/athletics**

Athletics is an integral part of the college life at MSU Billings for both men and women. All teams are members of NCAA Division II and the Great Northwest Athletic Conference. Men’s and women’s teams compete on a varsity level in basketball, cross country, golf, soccer, indoor track and field, outdoor track and field, and tennis; additionally, women compete in volleyball and softball, and men compete in baseball. All MSU Billings students are admitted free to Yellowjacket Athletics events with a valid student ID. Schedules, news, and stats are available on the Yellowjacket Athletics website at www.msubillings.edu/athletics.

**MSU Billings Booster Club**

**PE Building, (406) 657–2369**

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

**Jackets and Company**

**Student Union Building, (406) 657–2121**  
**www.jacketsandcompany.com**

Jackets and Company provides the campus community with textbooks, supplies, and supplemental learning tools required in academic courses and operates stores at four locations across the campuses. Jackets and Company also carries a wide selection of school and office supplies, imprinted apparel, computers, software, gifts, greeting cards, and sundries at competitive prices.

Jackets and Company locations are The Union located in the Student Union, the Express located in the L.A. Building, West located on the College of Technology campus and On Broadway located in downtown Billings at 112 North Broadway.

**Career Services and Cooperative Education**

**Library 100, (406) 657–2168**  
**COT A–7, (406) 247–3006**  
**www.msubillings.edu/careers**

A full range of career services is available to help students gain experience and skills that will clarify career goals and facilitate entry into the job market. Services include Career Workshops, career counseling and testing, credential file service, career resource library, campus interviewing, Job Locator, and career/job fairs. See www.msubillings.edu/careers for additional information.

**Cooperative Education**

**Library 100, (406) 657–1717**

Cooperative Education (Co-Op) internships create educational partnerships among Montana State University Billings, the business community, and students. It is a unique academic experience that allows students to earn academic credit while combining classroom learning with practical work experience. Learn more at www.msubillings.edu/careers/cooped/students.htm
Career Services/Job Locator
Library 100, (406) 657–1618
College of Technology, (406) 247–3006
The Job Locator coordinates part-time positions for currently enrolled students. Available jobs can be accessed on the web and range from the service industry to technical positions and are designed to accommodate students’ academic schedules.

Financial aid-eligible work-study students can access Community Service positions which enable students to work in non-profit agencies in the local area.

William R. Lowe Child Care and Enrichment Center
2630 Normal Avenue
(Across from the Liberal Arts Building)
(406) 896–5820
www.msubillings.edu/childcare
The William R. Lowe Child Care and Enrichment Center was opened in the summer of 2002 to provide child care services for children of MSU Billings students. The Center is located on campus, and it is designed to accommodate children ages 0-5 on a full-time or part-time basis that will best fit the schedule of the student/parents. The Center is open Monday through Friday from 6:45 a.m. to 6:00 p.m. MSU Billings students who are interested in touring the Center, finding out more about the services and the facilities, and/or submitting an application to enroll their child/ren are encouraged to contact the Director of the Child Care and Enrichment Center at (406) 896-5820.

Dining Services
Student Union Building, (406) 657–2383
www.msubillings.edu/dining
Montana State University Billings Dining Services offers a dining program for students, faculty, and staff. Students living in the residence halls participate in the campus dining program by purchasing 1 of 5 meal plans consisting of flex dollars and board meals. Board meals are used for an all-you-care-to-eat dinner in Rimrock Café. Flex dollars can be used in any of our dining venues including Rimrock Café, Stingers, LA Espresso, LA Express, and COT. Rimrock Café, located in the SUB, offers an array of choices that includes Grill 155°, a salad bar, from-scratch soups, Fresh Creations Made-to-Order Deli Sandwiches and Wraps, Ultimate Baja, International Stir-Fry & Sauté, home-style entrees, calzones and stromboli, and assorted beverages and desserts. Stingers, our newly remodeled coffee house, is also located in the SUB and features lattes, cappuccinos, smoothies, Italian sodas, assorted bottled beverages, and convenient Café Fresca grab-n-go items. Come relax and watch TV, read, or play a board game. LA Express and LA Espresso are located in the Liberal Arts Building. LA Express offers a variety of quick food items, snacks and beverages. LA Espresso, our coffee kiosk, features Seattle’s Best Espresso Beverages, Café Fresca grab-n-go items, and a selection of bottled beverages. Our COT location includes beverages, Café Fresca grab-n-go products, continental breakfast including hot breakfast sandwiches, a daily grill, pizza, from-scratch soups, and a fresh salad bar.

Disability Support Services
Academic Support Center, (406) 657–2283 (V/TTY)
COT A–035, (406) 247–3029
www.msubillings.edu/dss
Disability Support Services (DSS) provides direct assistance to students with documented disabilities by encouraging their independence, creating and maintaining an accessible physical and program environment, providing a supportive emotional atmosphere, and serving as a liaison and advocate.

Students with disabilities have the responsibility to identify themselves and request appropriate accommodations. Students are encouraged to contact DSS at the Academic Support Center, visit our website at www.msubillings.edu/dss or call the number above (voice or text).

Financial Aid & Scholarships
McMullen First Floor East, (406) 657–2188
www.msubillings.edu/finaid
Paying for education is a concern for all students. This office can assist you in your search for information concerning financial aid and scholarships. Call (406) 657-2188, or see the Financial Aid section of this General Bulletin. The Office of Financial Aid and Scholarships is located on McMullen Hall first floor east.
Housing and Residential Life
SUB 221, (406) 657-2333
www.msubillings.edu/reslife

Residence Halls
Montana State University Billings provides on-campus living facilities for students who are pursuing an educational mission. The residence halls offer an environment which is desirable for those who are seriously seeking a well-rounded education. Participation in hall programming and group processes is part of the complete experience the residence hall provides.

Students living in the residence halls may select from a variety of living options. These options include the following: co-ed floors (women and men are housed on separate ends of the floor divided by a common lounge area), co-ed 24 hour quiet floor, co-ed guaranteed singles floor (additional single room price is applied), or single sex floor (females only).

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

Housing Application
Residents who sign their Housing Applications and pay their $75 Room Damage Deposit to reserve a room have entered into a legally binding agreement with Montana State University Billings for the purchase of housing. Once a student has moved into the residence halls and accepted or signed for a room key, and has signed a contract, he/she is financially obligated by the contract for the entire year, and may only be released for the following reasons:

A. Withdrawal from Montana State University Billings.
B. Graduation from Montana State University Billings.
C. Internship or student teaching assignment out of the area.
D. Medical condition.
E. Extreme financial circumstances.
F. Marriage.
G. Academic suspension.
H. Disciplinary suspension.

Any student wishing to cancel a Housing Contract for an upcoming term must notify the Office of Housing and Residential Life in writing at least two weeks prior to the first day of classes in order to receive a Room Deposit Refund. Room and board rates, programs, and rules and regulations governing the residence halls are subject to change without notice. An optional installment plan is available for payment of room and board. Students may pay room and board in full at the beginning of each term or select the installment plan. This selection is made in conjunction with regular fee payment.

Residency Requirement
All students who have earned fewer than 30 semester credit hours are required to live in a residence hall. However, the following groups of students are automatically exempted:

1. Married students.
2. Single parents.
3. Students with eleven or fewer credit hours.
4. Students who reside with their parents.
5. Students over 21 years of age.

The following groups may request a written exemption:

1. Students residing with a member of their immediate family (grandparents, brothers, sisters).
2. Students who have a particular hardship including a physical or mental condition which would preclude the possibility of living in a residence hall.
3. Students who have other extenuating circumstances that compel an exception.

All requests for exemption must be made to the Office of Housing and Residential Life. These requests must be made in writing and must be on the Housing and Residential Life Request for Exemption Form. This form can be obtained from the Office of Housing and Residential Life or visit our website, www.msubillings.edu/reslife. Supporting documentation must be supplied with this request.

A supporting letter is necessary from a parent if the family member with whom the student wishes to reside is not a parent.

The Office of Housing and Residential Life will approve or deny all exemption requests. Appeals regarding decisions of the Office of Housing and Residential Life may be made to the Vice Chancellor for Student Affairs. The decision of the Vice Chancellor will be final.

Multicultural Student Services

SUB 228, (406) 657-2182
www.msubillings.edu/mss

Multicultural Student Services assists all students, especially American Indian, African-American, Asian-American, and Hispanic to make academic, cultural, and social adjustments to Montana State University Billings.

This campus recognizes and has a commitment to cultural diversity; therefore, Multicultural Student Services provides advocacy for students, referral to other Student Affairs and MSU Billings programs including Native American Studies, and liaison contact with tribal educational representatives and other community organizations.

New Student Orientation

Sessions

McMullen First Floor East, (406) 657-2888
www.msubillings.edu

Call New Student Services for new student orientation sessions, which are scheduled each academic term.

In addition to the orientation sessions, Return-to-Learn is a free, two-day seminar that is offered to all students to help them consider their options and start on track to skills such as note-taking and study habits. Call 406-657-2162 to find out when the next seminar is offered.

Parking

Campus Police, (406) 657-2147
www.msubillings.edu/security

MSU Billings provides parking for students for a fee. All vehicles parked on university property must display a current MSU Billings parking permit on weekdays when the university is in session during the hours specified in the “MSU Billings Traffic and Parking Regulations” brochure. Students may pick up parking permits from 7:30 a.m.-5 p.m. Monday through Friday at the Campus Police office on the ground floor of the parking garage, southwest side and during Fee Payment week at the SUB Information Desk.

Physical Education Building

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

Recreational Activities

PE 016, (406) 657-2881
www.msubillings.edu/recactivities

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

Intramural Sports

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

Leisure Recreation

This informal activity allows those not wishing to be a part of a structured program to make use of our fine recreational facilities. The Physical Education Building includes two gymnasiums, a swimming pool, six racquetball/handball courts, a weight/exercise room, an indoor jogging track, four indoor tennis courts, and locker rooms.
Student Health Services
Petro Hall, (406) 657–2153
www.msubillings.edu/hservices
The Student Health Services provides health care for all students enrolled at Montana State University Billings. For those students taking less than seven credits, the Health Service fee is optional and may be paid at any time during the semester. Student Health Services is staffed by registered nurses, physicians, mental health counselors and a student health educator. Consultations with local physicians are scheduled if considered desirable by the University physician. The cost of these consultations, as well as laboratory tests and x-rays, are borne by the student. The Student Health Services is available eight hours per day Monday through Friday.

Montana state law requires signed and dated proof of valid measles and rubella immunization or a physician’s statement as proof of having had these diseases for all students of postsecondary education who were born after December 31, 1956. The Student Health Services provides immunizations for those students who need it at a reasonable cost. It is recommended that students have tetanus/diphtheria boosters within the last five years.

In the event of a medical emergency after Student Health Services hours, the student is advised to seek care at either hospital’s emergency room or walk in clinics. The cost of medical care received outside the Student Health Services is borne by the student.

Student Health Insurance
All MSU Billings students enrolled in seven or more credits are required to have some form of health insurance. A student health insurance policy is available to MSU Billings students through Blue Cross/Blue Shield of Montana, and the premium for this policy is automatically assessed to students enrolled in seven or more credits. Students enrolling for less than seven credits may be covered under this policy, but should check the insurance brochure to determine eligibility for coverage. The premiums are paid on a semester basis along with tuition and fees. Those students taking the insurance for Spring Semester will automatically be covered for Summer Semester, even if they are not enrolled for classes in Summer Semester.

Students that have other health insurance may waive the Blue Cross/Blue Shield of Montana insurance by signing the appropriate waiver form at the time of payment of fees, or by completing the waiver process that is available through the student’s web login account.

Students may enroll through the first fifteen (15) school days of each semester. Policy brochures are available at fee payment and at the Student Health Services Office on the 2nd floor of Petro Hall.

Full information about the Student Health Insurance program provided by Blue Cross Blue Shield of Montana is available at the following web site: www.university.bcbsmt.com

If you have any questions about enrolling in coverage for other family member such as spouse or children, you may contact the Student Health Service at (406) 657-2153.

Student Opportunity Services
(SOS/TRIO)
Library 141, (406) 657–2162
www.msubillings.edu/sos
This federally funded program is located on the lower level of the Library. SOS assists eligible students by helping them to remain in school and graduate. To be eligible, students must meet one of the following: be from a low-income background, be a first generation college student (neither parent earned a bachelor’s degree), or have a documented physical and/or learning disability. SOS offers:
- Peer Mentoring
- Study Groups/Tutoring
- Access to Cultural Events
- Workshops
- Financial Aid Information
- Counseling & Referral
- Midterm Evaluations
- Newsletters
- Assistance in Graduation Preparation
- Return to Learn

Student Union and Activities
Office
SUB 219, (406) 657–2387
www.msubillings.edu/sub
The Student Union (SUB) is a major center for co-curricular activities and serves as the community center for the University and guests visiting the Montana State University Billings campus. The Student Union is an
integral part of the Petro-Rimrock-Student Union complex and is centrally located on the campus with easy access to other college services and facilities.

**Offices and Programs Housed in the Student Union**
In addition to Student Union and Activities, the Student Union provides space for Jackets and Company (bookstore), Business Operations (Student Affairs), Campus Dining Services, Stingers Coffee Shop, ASMSU Billings, Housing and Residential Life, Recreational Activities, Petro Theater, The Retort (campus newspaper), Student Activities Board, student organization offices, and student organization work/resource room.

**Student Activities, Student Organizations, Leadership Development**
The Student Union and Activities Office coordinates and supervises the registration of over 50 student organizations. The office provides organizations with support, consultation services, resources, and leadership development and recognition programs. The Office is also the University contact for students seeking assistance to charter and organize new student organizations on campus. As MSU Billings, student organizations exist in the following categories: Academic/Departmental, Cultural, Campus Media/Literary, Honorary, Performing and Visual Arts, Recreational/Club Sports, Religious, Service, Special Interest, and Student Government/Leadership/Campus Programming. The Director of Student Union and Activities serves as the advisor to the Student Activities Board. Several events are planned each year for MSU Billings through funds allocated by the Associated Students of MSU Billings (ASMSUB).

The University encourages a variety of student activities and organizations, insofar as they promote both positive activity and the objectives of the University. The nonacademic aspects of student life can prove to be immensely valuable in the balanced development of the human personality. Many co-curricular activities are related to coursework and thus provide opportunities for applying knowledge and skills learned in the college classroom, in the studio or in the laboratory.

**Meeting and Conference Space**
The Student Union also provides meeting and conference rooms, space for art exhibits, event posting and displays, and public lounges. The Student Union and Activities Office coordinates the scheduling of nonacademic space on campus. The Office also publishes a weekly listing of all nonacademic campus events scheduled in University facilities.

The Ballroom, within the Student Union, has been designed to accommodate major banquet presentations, luncheons, conferences, and special events.

Petro Theater provides space for special events and also theatre productions. The Department of Communication and Theatre presents student productions in the theater throughout the year.

The Rimrock Cafe, located in the Student Union Building, is the main dining service outlet on campus. Our innovative and flexible dining service offers a complete retail service to resident and nontraditional students. We also provide two coffee shops on campus: Stingers, located in the Student Union Building, and L.A. Express, located in the Liberal Arts Building. For your special events and meetings, the Grand Ballroom and meeting rooms are located in the Student Union Building.

**Office for Community Involvement (OCI)**
SUB 222, (406) 896–5815
Kathy Kotecki, Director
The mission of the Office for Community Involvement at MSU Billings is to connect students to the community through service and educational opportunities, which will strengthen the relationship between the University and local, state, and national agencies. The OCI will help get students directly involved in civic engagement and will provide opportunities to help them become connected to the campus and Billings community.

The office will have information on various local agencies that are looking for volunteers so students can volunteer on an individual basis. Students will have direct access to the United Way’s You Can Volunteer website www.youcanvolunteer.org. There are group volunteer opportunities available through the MSU Billings Student Volunteer Organization and students can become an AmeriCorps or VISTA member through the OCI. The office will also be coordinating volunteer opportunities for all student organizations each semester.
Montana Campus Compact
The Montana Campus Compact (MTCC) is a coalition of Montana college and university presidents, chancellors, and deans committed to the civic purposes of higher education. The MTCC is committed to renewing the public purposes of higher education by promoting volunteerism, public service, and service learning on Montana’s college and university campuses. The MTCC is an affiliate of Campus Compact, a national organization with a rapidly growing membership of more than 700 public and private two- and four-year colleges and universities in 41 states and the District of Columbia. The MTCC provides training, technical assistance, grants and education awards to students and faculty members engaged in community service activities. The MTCC and its programs make an immediate impact on communities, students, and institutions while developing students as lifelong citizens-leaders. For more information on the Montana Campus Compact, contact the MSU Billings Student Union & Activities Office at 406-657-2387.

Student Activities Board
SUB 212, (406) 657–2257
The Student Activities Board coordinates a balanced program of cultural, social and entertainment events appropriate to the educational goals and needs of the campus community. The Board consists of 13 selected student members and two advisors. Selection of Board members occurs during fall and spring. The selection process is by SAB Chairperson, three (3) current SAB members and the non-voting advisors.

Upward Bound/TRIO
Cl 306, (406) 657–2180
www.msubillings.edu/upb
Upward Bound is a federally funded high school scholarship program designed to generate in participants the skills and motivation needed to enroll and graduate from a program of postsecondary education. Participants must meet federal eligibility criteria, as well as demonstrate interest and motivation to attend college. Services include: academic advising, instruction and tutoring, an on campus summer academic program, postsecondary enrollment assistance, and cultural and social experiences.

Educational Talent Search/TRIO
Cl 306, (406) 657–2116
www.msubillings.edu/ets
Educational Talent Search (ETS) is a federally funded TRIO program designed to assist 7th - 12th grade students prepare for and attend a post-secondary institution of their choice upon high school graduation. Participants must meet federal eligibility criteria and demonstrate interest and motivation to attend college. The ETS program serves 600 eligible students in Yellowstone County. Services include academic advising, instruction and tutoring, post-secondary enrollment assistance, and cultural and social experiences.

Veterans’ Affairs Office
McMullen First Floor West (406) 657–2158
Veterans are advised to check with the Veterans’ Affairs coordinator, McMullen first floor west, (406) 657-2158, 30 to 45 days before registering. A veteran must notify this office whenever there is a change in address, enrollment, or additional dependents.

Veterans’ Upward Bound
Cisel 109, (406) 657–2075
www.msubillings.edu/vub
The Veterans’ Upward Bound Program of Montana State University-Northern maintains a program at MSU Billings to assist veterans to learn the skills that will enable them to be successful in college. Both day and evening courses are offered in areas such as English, math and computers. Call (406) 657-2075 or toll free at 877-356-8387 for assistance.

Office of Alumni Relations
Alumni House (2712 Normal Avenue) (406) 247–5781
www.msubillings.edu/alumni
The Office of Alumni Relations is the University department that connects with the Alumni Association and the MSU Billings Foundation on matters regarding alumni affairs, event planning, and fundraising. This new office was established to reconnect alumni of MSU Billings with the University and provide more strategic initiatives aimed and event planning and alumni communication.
Urban Institute
Downtown Billings, 2806 3rd Avenue North
(406) 896–5862
www.msubillings.edu/urban

The Urban Institute was created to identify critical issues of long-range significance to the community and region, provide facilitative leadership to address emergent problems and opportunities, and help implement sustainable solutions. With the assistance of an advisory board of community leaders, the Urban Institute focuses on activities that will provide optimal opportunities to make a positive difference for Billings, Eastern Montana, Northern Wyoming, and beyond. Upper division and graduate students are invited to inquire as to availability for assignments in Urban Institute projects. The Urban Institute is located in the Broadway III building of the MSU Billings downtown campus, at 2806 3rd Avenue North.
Academic Affairs

Scholastic Requirements

Grading System
A - Excellent.
B - Good.
C - Average.
D - Minimally Passing.
I - Incomplete work (not included in GPA). Work must be completed within one calendar year or the “I” grade will be converted to an “F” grade. The faculty who awards the “I” will assign all necessary academic work to convert the “I” to a letter grade. The student does NOT re-register and pay for the class.
F - Failure, grade below passing (included in GPA).
W - Withdrawal from class without penalty (not included in GPA).
N - No credit/Audit.
P - Passing (not included in GPA but credits count toward graduation).
X - No Pass

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

An Incomplete must be made up within one calendar year. An “I” grade is not included in the computation of the GPA. An “I” grade not made up in the prescribed length of time automatically becomes an “F” grade. Once the “I” grade has been converted to an “F” grade, the course must be repeated in order for the grade to be changed.

Change of Grade
A change of grade may be made for error only. A change of grade may not be made to allow additional time or for additional work once the semester is completed. A change of grade is not meant to substitute for an Incomplete grade when an Incomplete cannot be justified. No grade may be changed after one full year unless approved by the instructor’s Academic Dean and the Academic Standards and Scholastic Standing Committee. Once a grade has been submitted to the Admissions and Records Office, it may not be changed to a lower grade without the written approval of the Dean of the respective College.

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

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

1. Courses designated by the departments are available Pass/No Pass. Certain courses are taught only with this grading mode; other courses may be excluded from Pass/No Pass grading. Therefore, students should check with their advisor for details.

2. Students may enroll in courses as Pass/No Pass up to a limit of 20 semester credit hours to be counted towards graduation. Credits earned by challenge, experiential learning assessment such as military credits, student teaching, cooperative education, or internships do not count toward this 20-credit limit.

3. Students declare this grading mode at the time of registration. Students may change their grading mode to Pass/No Pass up through the last day to add at the beginning of each semester or term. After the last day to add, any request to change grading mode (Pass/No Pass to letter grade or vice versa) must be petitioned by the student to the Academic Standards and Scholastic Standing Committee.

4. Courses taken under Pass/No Pass may be repeated for a letter grade. A course taken for a letter grade may not be repeated as Pass/No Pass.
Grade Points (Grade Point Average)

In order to graduate with a Bachelor of Arts or a Bachelor of Science degree in the College of Arts and Sciences, and a Bachelor of Science in Psychiatric Rehabilitation degree a student must earn a minimum grade point average of 2.00 in (a) all courses attempted at Montana State University Billings; (b) the academic major; and (c) the academic minor. For BA/BS Teaching Options, students must earn a minimum grade point average of 2.65.

In order to graduate with a Bachelor of Science degree in the College of Business, a student must earn a minimum grade point average of 2.00 in (a) all courses in the College of Business; and (b) all courses attempted at Montana State University Billings.

In order to graduate with a Bachelor of Science in Education degree, a minimum grade point average of 2.65 must be earned in (a) all courses attempted at Montana State University Billings; (b) the academic major; (c) the academic minor; and (d) the Professional Teacher Education Core.

In order to graduate with a Bachelor of Science in Human Services degree, a student must earn a minimum grade point average of 2.00 in (a) all courses attempted at Montana State University Billings; and (b) all coursework completed for the Human Services major.

Grade Reports

Students’ grades are available on the web at www.msubillings.edu. Students who wish to have their grades mailed must leave a self-addressed stamped envelope at the Office of Admissions and Records.

Mid-term Grade Reports

Mid-term grades will be issued to all freshmen students. Instructors of classes with freshmen will be required to notify each freshman student, in writing, of the student’s mid-term grade before the official last day to drop classes (7th week, 35th class day).

How to Calculate the Grade Point Average

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

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

- Each credit hour of A......... 4 points
- Each credit hour of B .......... 3 points
- Each credit hour of C .......... 2 points
- Each credit hour of D .......... 1 point
- Each credit hour of F ........... 0 points

Effective Fall 2005 for transfer and re-admitted students, in accordance with Board of Regents policy, all campuses of the Montana University System will use the following values when determining grade point averages.

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Grade Points</th>
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<tbody>
<tr>
<td>A</td>
<td>4.0</td>
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<tr>
<td>A-</td>
<td>3.7</td>
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<tr>
<td>B+</td>
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<td>D-</td>
<td>0.7</td>
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<tr>
<td>F</td>
<td>0.0</td>
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</tbody>
</table>

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

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

Examples

WRIT 101 is a 3 credit course. If a grade of “B” was received, multiply 3 credits times 3 grade points for a total of 9 grade points (3 credits x 3 grade points = 9 grade points).
PSYX 100 is a 3 credit course. If a grade of “C” was received, it would produce an additional 6 grade points (3 credits x 2 grade points = 6 grade points).

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

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

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

Academic Probation
Full–Time Students (12 or more credits attempted)
Students are placed on academic probation the first time their cumulative institutional GPA falls below the required 2.00. If they later meet the required 2.00 cumulative institutional GPA, they are removed from academic probation. Students who are on academic probation and fail to earn at least a 2.00 GPA during the next semester or have a 2.00 cumulative institutional GPA are suspended for one semester, excluding the Summer Session. However, students on academic probation or continued probation who do not meet the required 2.00 cumulative institutional GPA are allowed to continue in college as long as they have a 2.00 GPA for each succeeding semester. Students on probation should not carry more than 16 credits in the probationary period. All students on academic probation should meet with their academic advisors to review their respective course schedules.

Part–Time Students (Less than 12 credits attempted)
Part-time students are placed on academic probation whenever they have attempted a total of 10 overall (transfer and institutional) cumulative semester credits and do not have a 2.00 cumulative institutional GPA or a 2.0 institutional term GPA. Part-time students are suspended whenever they have attempted a total of 30 overall (transfer and institutional) cumulative semester credits and do not have a 2.00 cumulative institutional GPA or a 2.0 institutional term GPA. Part-time students on academic probation are allowed to continue in college as long as they earn a 2.00 GPA in each succeeding semester.

Veterans Receiving Educational Benefits
Veterans or other individuals who receive educational benefits from the Veterans’ Administration remain eligible for those benefits as long as they remain in good academic standing at Montana State University Billings and are permitted to continue in college. All veterans eligible to receive benefits should report to the coordinator of Veterans’ Affairs upon arrival on campus.

Academic Suspension
Any full-time student who has been on academic probation one semester and who did not make a 2.00 GPA during the last semester is suspended for one semester, excluding the Summer Session. A student who is suspended may, however, attend Montana State University Billings during the Summer Session by meeting the requirements stated below.

Students suspended from Montana State University Billings may register for no more than a total of 16 semester credits during the Summer Session without reinstatement. Students must register for a minimum of nine semester credits after consultation with their advisors, for either one or all three Summer Sessions. Students who at the end of Summer Session have earned at least a 2.00 GPA in nine or more semester credits are re-admitted Fall Semester on continued probation. However, students who attend the Summer Session and fail to earn the 2.00 GPA will be suspended for an additional two semesters.

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

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

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

**Academic Dishonesty**

Students at Montana State University Billings are expected to do their own work in their own words and with their own ideas. If they quote or paraphrase the words of others, they are expected to indicate whom it is they are quoting or paraphrasing. An instructor who believes that a student has claimed the work of someone else as his or her own may take what steps he or she wishes up to failing the student and referring the student to others on campus for further discipline. The Student Handbook contains more detailed information about the policy on Academic Dishonesty.

**Fresh Start Option**

**(Academic Bankruptcy)**

The Fresh Start option is available to undergraduate students. It is a one-time opportunity for MSU Billings students and those who transfer to MSU Billings. Students may bankrupt up to two consecutive semesters of previous coursework in which they received poor grades. Students must not have been enrolled in any institution for a minimum of three calendar years. To be eligible for the Fresh Start option students must have completed 30 semester credits in residence since entering or returning to MSU Billings earning a 2.65 grade point average (GPA) or higher. The bankrupted coursework will remain on the student’s academic record. The student has the option to save “A” and “B” grades or bankrupt all courses. Bankrupted credits and grades will not be carried forward into the student’s cumulative GPA.

**Eligibility for Intercollegiate Athletics and Other Activities**

To be eligible for intercollegiate athletics, students must meet the specific requirements of the N.C.A.A. Division II. Students should consult with the Athletic Administrator regarding these requirements. Students are eligible during a semester to represent MSU Billings in an University sponsored activity off-campus or to participate in co-curricular activities as long as the students are officially enrolled (this applies only to the activities that are not sanctioned by the N.C.A.A. Division II). Certain activities may have additional eligibility requirements that students must meet.

**Student Records**

**Academic Records**

Official academic records of each student’s scholastic achievement are kept on file in the Office of Admissions and Records, and include the following:

1. A signed “Official Class Roll and Final Grade Report” from the instructor of each class in which the student is enrolled each semester.
2. An “Official Academic Record” for each student officially enrolled.
3. Directory information of a student currently enrolled. (See the Family Educational Rights and Privacy Act Revised.)

**Transcripts**

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

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

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

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

Appeals and Petitions for Exceptions to University Regulations
Appeal by a Student on Academic Matters
The student should confer with the faculty member against whom the alleged problem exists. The student must confer with the department chairperson or, in the event the problem involves a department chairperson, with the appropriate dean before resorting to the formal grievance process. The student should consult the Student Resolution Officer for proper procedures.

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

Grade Appeal Procedure
Montana State University Billings has a set of procedures for contesting a grade which must be followed for appropriate resolution. The student must understand that they cannot appeal a grade after sixty (60) days from the official release date of those grades. All documentation must be in writing and submitted to the instructor and Student Resolution Officer (SRO). Please refer to the Student Handbook for a complete explanation of this process.

Step I You must meet with or attempt to make appropriate contact (email, phone, office hours, etc.) with your instructor to discuss your reasons for the grade appeal within sixty (60) days from the official start date of the next term. Documentation supporting your claim should be made available at this meeting. The University would like to have both you and the instructor discuss the details, in a reasonable, open manner, and formulate an agreeable resolution.

Step II If the initial meeting (or attempt to meet) with your instructor did not provide an agreeable resolution, you must then contact the ASMSU Billings Student Resolution Officer and schedule a time for you and the SRO to meet and discuss the reasons for the appeal. The SRO can then help schedule a meeting between you and the instructor of the course you are contesting or, if Step I was not successful, can help move the appeal to Step III. You must submit any documentation supporting your claim and a copy of the course syllabus to the SRO. This information should be presented at the meeting with the instructor. The instructor will submit a formal decision to the student, in writing, within fifteen (15) University business days. A copy of the letter must be sent to the SRO.

Step III If no resolution is achieved at Step I or II, the dispute may be brought to the Department Chair of the relevant department (if the dispute is with the Department Chair, then refer to Step IV). All documentation and a letter of appeal must be submitted to the Department Chair within ten (10) University business days after receipt of the formal decision by the instructor. The SRO can assist with this process. A meeting will then be scheduled between you and the
Department Chair. The Chair will submit a formal decision to the student, in writing, within fifteen (15) University business days. A copy of the letter must be sent to the SRO.

Step IV If no resolution is achieved at Step III, the dispute may be brought to the Dean of the relevant College. All documentation and a letter of appeal must be submitted to the Dean within ten (10) University business days after receipt of the formal decision by the Chair. The SRO can assist with this process. A meeting will then be scheduled between you and the Dean with the SRO present. The Dean, as the representative of the relevant College, has the authority to review all documentation, discuss the matter with the instructor and Department Chair, and formulate a resolution. The Dean will submit a formal decision to the student, in writing, within fifteen (15) University business days. A copy of the letter must be sent to the SRO.

Step V If no resolution is achieved at Step IV and you wish to appeal further, the dispute may be brought before the Campus Hearing Committee. All documentation and a letter of appeal must be submitted to the Vice Chancellor for Student Affairs within ten (10) University business days after receipt of the formal decision by the Dean. The SRO can assist with this process. The Campus Hearing Committee will consist of a maximum of three (3) faculty members and three (3) students. One (1) staff member will be selected to chair the hearing process and will have no vote in the recommendation process. The Campus Hearing Committee will follow prescribed hearing procedures and make a recommendation directly to the Chancellor who makes the final decision. The Chancellor will then have fifteen (15) University business days to send a formal and final decision to you.

Prior Learning Assessment Policy
At Montana State University Billings, students may earn credit through a variety of methods including work experience and challenge tests. Our University will work with the student to determine which type of experience can be translated into credit. Several options are as follows:

1. Challenge tests, such as CLEP and DANTES, allow the student to study for and test out of equivalent college-level courses. Students interested in these methods of earning credit for specific college courses can visit Career Services (Library 100, 406-657-2168) to examine study guides and call the College of Technology (406-247-3025) to schedule the testing.

2. Students may have already earned credit through work-site training, government-sponsored workshops, or military experience. Students who have certificates or documentation, which state that the American Council on Education (ACE) or the National Program on Non-collegiate Sponsored Instruction (PONSI) assesses that training, may earn credit. This credit may be available for coursework for which there are equivalencies in MSU Billings’ curriculum. Military credit is assessed from the DD214, DD295, or military transcript. Questions about this type of training or military credit may be directed to the College of Technology at (406) 247-3057.

3. In addition to the methods listed above, our University also offers students the opportunity to earn credit through Prior Learning Assessment. This assessment will take into account work experience or other learning experiences, which do not fall into the categories described above, but which can be assessed through the development of a portfolio. Up to 15 credits can be earned through Prior Learning Assessment (credit guidelines can be found on page 29).

Graduation Requirements

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

Copies of this Guarantee are available at the Advising Center (McMullen Hall first floor west). Students are urged to examine this Guarantee to see if it will assist them in facilitating their completion of requirements and graduation. Advisors in the Center can explain the Guarantee and prepare appropriate plans of study for students.
Time Limit for Degree
A student is expected to complete requirements for graduation within six years after original entrance to MSU Billings, during which time the graduation requirements are those of the catalog in effect at the time of entrance to MSU Billings, or a subsequent catalog. After six years, students are expected to meet the graduation requirements of the catalog current at that time, or the requirements of any Montana State University Billings catalog under which they have been enrolled during the six years prior to graduation. Any request for an extension of time beyond the six-year limit must be approved in writing by the Provost/Academic Vice Chancellor.

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

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

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

Associate of Arts or Science
Degree Requirements
In addition to the AAS degree awarded through the College of Technology, MSU Billings awards the associate of arts and science degrees.

There are two types of associate degrees: those with no particular disciplinary affiliation and those with a special focus. The requirements for programs with a special focus are listed in this General Bulletin in the Associate of Arts Degrees and Associate of Science Degrees, page 81, among the baccalaureate degree programs and include programs of study in business, education, psychology, allied health, fire science, environmental science, and rehabilitation and related services.

These degrees require that a student meet Academic Foundations requirements as specified next. Students being awarded a general associates degrees with no disciplinary affiliation should work with their advisor in planning courses, but are subject to no additional requirements other than those listed next:
1. A minimum of 60 semester credits must be earned with a minimum grade point average of 2.00 for all coursework.
2. A minimum of 20 semester credits with 40 grade points (2.00 grade point average) must be earned at Montana State University Billings.
3. Minimum grade point average of 2.00 must be earned in (a) all college work to be applied toward the degree for which credits and grades have been received, and in (b) all courses completed with credits and grades at Montana State University Billings and applied toward the degree.
4. The candidate may elect a maximum of 16 semester credits on the Pass/No Pass option in lieu of regular course grades.
5. Associate degree students must satisfy the following Academic Foundations requirements:

<table>
<thead>
<tr>
<th>Academic Foundations Category</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Global Academic Skills</td>
<td></td>
</tr>
<tr>
<td>A. Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>B. English</td>
<td>6</td>
</tr>
<tr>
<td>C. Information Literacy</td>
<td>3</td>
</tr>
<tr>
<td>Natural Sciences (7 credits total)</td>
<td></td>
</tr>
<tr>
<td>A. Life Sciences</td>
<td>3-4</td>
</tr>
<tr>
<td>B. Physical Sciences</td>
<td>3-4</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>6</td>
</tr>
<tr>
<td>History &amp; Cultural Diversity</td>
<td></td>
</tr>
<tr>
<td>A. History</td>
<td>3</td>
</tr>
<tr>
<td>B. Cultural Diversity</td>
<td>3</td>
</tr>
<tr>
<td>Arts &amp; Humanities</td>
<td></td>
</tr>
<tr>
<td>A. Fine Arts</td>
<td>3</td>
</tr>
<tr>
<td>B. Humanities</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td>37</td>
</tr>
</tbody>
</table>

Electives
Selected in consultation with advisor 23

Total minimum credits required 60
Bachelor’s Degree Requirements

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

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

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

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

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

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

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

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

Except when used to satisfy the requirements of a specified teaching major or minor, not more than a total of eight semester credits in any combination of the following may be counted in the minimum of 120 semester credits required for graduation: music performance groups, drama and ensemble music credits, and physical education activity credits.

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

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

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

Graduating with Honors
Graduation with honors will apply to students who earn their first and/or second bachelor’s degree at MSU Billings. Students who earn a second bachelor’s degree at MSU Billings will have all of the grades earned in their first degree included in the determination of the recognition of academic honors. In all cases and for all degrees or certificates, transfer credits earned elsewhere to this University must be calculated with the credits earned at MSU Billings in order to qualify for academic honors.

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

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

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

Lists of students receiving academic honors at Commencement are posted on the bulletin board outside the Office of Admissions and Records by April 1. Students are urged to check the list, as this is the official list used to designate honors for convocations and for Commencement.

Commencement
Commencement is held once each year at the end of the Spring term. All diplomas are officially awarded at the end of each term. The date of graduation and the degree a student is to receive will be posted on the student’s Official Academic Record at the end of the semester in which the student meets all requirements. Students should acquaint themselves with their specific majors’ academic requirements. An advisor is assigned to every student; however, it is the student’s responsibility to know and meet the requirements for graduation.

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

1. Students are to file their Application for Graduation the semester before the semester of graduation. Application forms are available from the Office of Career Services, Library 100. All applications should be filed no later than the fourth week of the semester in which the student intends to graduate. The fee should be paid at the Cashier’s Window and the application needs to be filed with the Office of Admissions and Records, McMullen first floor west. This application is good for one year from the date of information supplied by the student on the Application for Graduation in the blank labeled “Semester/Year Graduating.” After one calendar year from that date, the Application will be destroyed and the student will need to re-apply and re-pay the fee.

The Application for Graduation is required in order to prepare and forward the Final Evaluation for Graduation to the necessary offices for approval. A student who submits an Application for Graduation after the fourth week of the semester may have the
final evaluation for graduation processed the following semester and will graduate at the end of that particular semester.

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

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

Diplomas will be issued eight to ten weeks after the end of academic term.

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

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

Release of Information
In accordance with the Family Educational Rights and Privacy Act (FERPA), the Office of Admissions and Records at Montana State University Billings may disclose directory information from the educational records of a student who is in attendance at the University. If the student wishes to have all directory information excluded as public information, the student must notify the Office of Admissions and Records, McMullen Hall first floor west, within the first two weeks of the current academic year. This notice is good for the remainder of the current academic year. A new form for nondisclosure must be completed each academic year.

A complete copy of the MSU Billings’ FERPA policy is available upon request at the Office of Admissions and Records.
Academic Support

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

Library

(406) 657–1662 Library Reference Desk

Jane Howell, Director
Brent Roberts, Associate Director

Professional Staff: Fandrich, Hert, Hoover, Howell, Jenks, Roberts, Torgerson-Lundin, Van Sky, Wright

The Montana State University Billings Library, located in the middle of the campus, supports the University’s programs of instruction, research, and service by providing free and open access to information and ideas.

The Library is designed to help students with their information needs. Friendly and helpful staff at the reference desk will assist students in finding books, journal articles, Internet sites, and other resources that they need for class. The MSU Libraries share an online catalog, which provides quick and easy access to materials in all the MSU Libraries, in Billings, in Bozeman, at MSU-Northern and Great Falls. Many Web-based indexes and databases are accessible from computers in the Library and elsewhere on campus.

The shared catalog, the OMNI MSU Libraries catalog, is available 24 hours a day, 7 days a week, from outside the Library, from the campus web site. Go to www.msubillings.edu and click on the Library to find the OMNI MSU catalog system and many other information links. In addition to the MSU Libraries, the shared catalog gives access to the collections of Rocky Mountain College, Carroll College, Dawson Community College, Little Big Horn College, Chief Dull Knife College, and the University of Great Falls.

Books, journals, documents, and other information in the MSU Billings Library are supplemented by a wide variety of digital resources, such as electronic journals, databases, online indexes, and Internet resources.

Interlibrary loan and document delivery services are available to provide materials from other libraries for students and faculty. There is no charge to students for items borrowed from another library.

The Information Commons is located on the first floor of the Library, with PCs for student use. The Information Commons is available at all times the Library is open and has a variety of software available for student assignments, word processing, and Internet access, as well as research use. The Library has study rooms for group use, copy machines, and microform reader-printers. You may use your U-card money or cash for copies and color printing in the Library. There is comfortable furniture for leisurely reading and group study areas on different floors of the Library.

The Library building has excellent access for people with disabilities. Students who need assistive technology are encouraged to use the computers with adaptive software and other equipment in the Assistive Technology Room on the first floor of the Library.

Regular Library Hours
(during Fall and Spring Semesters)

Monday – Thursday .................... 7:30 am – 10:00 pm
Friday .......................................... 7:30 am – 5:00 pm
Saturday ....................................... 9:00 am – 5:00 pm
Sunday .................................. 12:00 noon – 10:00 pm

Summer Hours (Summer 2009)

Monday – Thursday ...................... 7:30 am – 6:00 pm
Friday .......................................... 7:30 am – 4:00 pm

For specific holiday hours or changes in hours, check the MSU Billings Library web site at www.msubillings.edu/library, or call (406) 657-1657 for a recorded message with current library hours.

College of Technology

Library

(406) 247–3025

Library Hours

Monday – Friday ......................... 7:30 am – 4:30 pm

The College of Technology Library is a branch of the MSU Billings Library, and is located in the Technology Building of the College of Technology. The collection
supports the wide variety of programs at the College of Technology with books, magazines, multimedia, and digital resources.

Materials in the College of Technology Library are included in the OMNI MSU system, accessible in the Library and through the MSU Billings Library web site at www.msubillings.edu/library. This leads to many other digital resources and useful web sites, as well as to the shared catalog system.

Study areas and computers are available for student use in the Library, which will obtain materials from the senior campus Library or from other libraries on request.

Copyright Warning
The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or reproduction. One of these conditions is that the photocopy or reproduction is not to be “used for any purpose other than private study, scholarship or research.” If a user exceeds “fair use,” that user may be liable for copyright infringement.

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

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

Office of Information Technology
COE 401, (406) 247-5755
The Office of Information Technology provides computing and multi-media technology services to students, faculty, and staff. The office supports over 800 student computers across 3 campuses. Students may go to College of Education 401 to receive assistance with using computing applications, questions accessing their student login accounts and developing special multi-media technology projects. Assistance is also available by calling (406) 247-5755.

Student Computing Resources

Information Commons
Location: Information Commons, Library, (406) 247-5755
The Information Commons, an open access computer lab for MSU Billings student use, is located on the first floor of the MSU Billings Library and is available all hours that the Library is open. The Information Commons is operated by the Information Technology (IT) department, and has computers, scanners, laser printers, and access to color printing. A wide variety of software is available for student use, including Microsoft Office, Visual Studio, Adobe Creative Suite, Macromedia Studio, ArcGIS, Mathematica, Matlab, Minitab, SPSS, iLife, Oracle, web publishing software and specific software for various courses and programs.

The lab is open to all current MSU Billings students during Library hours and Student Assistants are available to support students in the use of hardware and standard software and to direct them to additional help resources if needed.

Students must have a student ID Card to use the computers in the Information Commons, and will need money in their U-card accounts to pay for color printing and other services. People who are not current students, faculty or staff of MSU Billings will be asked to use the open access computers located in other areas of the Library.

Access is available to the Internet, email, and the Library’s online catalog as well as other web-based Library resources. Each MSU Billings student has disk space to store his or her course related documents. Disability accommodation resources are available and students using the Assistive Technology Lab on the 1st floor of the Library have easy access to the lab and support staff.

College of Technology Information Commons
Location: COT Commons and Health Sciences Building
Computer access is available with standard campus software, the Internet, email, and the Library’s online catalog as well as other web-based Library resources to all current MSU Billings students during COT campus hours.
College of Education 401
Location: COE 401, (406) 247–5755
COE 401, a computer lab for the design, development, and production of academic multi-media projects, is located on the fourth floor of the College of Education in room 401 and is available 8:00 a.m. to 5:00 p.m. COE 401 is operated by the Information Technology (IT) department, and has PCs, iMacs, scanners, cameras, laser printers, and access to color printing. A wide variety of software is available for student use, including Microsoft Office, Visual Studio, Adobe Creative Suite, Macromedia Studio, ArcGIS, Mathematica, Minitab, SPSS, iLife, Oracle, web publishing software, and specific software for various courses.

The lab is open to all current MSU Billings students; Information Technology staff are available to support students in the use of hardware and standard software and to direct them to additional help resources if needed.

Students must have a student ID Card to use the computers in COE 401 and preference is given to academic work, and will need money in their U-card accounts to pay for color printing and other services.

All computers are connected to a network (LAN) providing students at each computer access to the Internet, email, and disk space to store their email and course related documents.

Multi–media Technology Services
College of Education 401, (406) 247–5755
Information Technology Multi–media Technology Services support, located on the fourth floor of the College of Education room 401, provides an organized and readily accessible collection of multi-media, scanners, digital cameras, production software, materials, and equipment to enhance the educational experience at MSU Billings. By taking advantage of these resources, one can add an innovative, supportive dimension to a particular program of study.

Services include development of video, photo, multi-media, music, and presentation materials for coursework. There are consulting staff available to assist in the design and to utilize the best practices in production of these materials.

Wireless Internet Access
The campus has wireless access available to students in common study areas and dining facilities. This access is available in the Student Union, Library, Liberal Arts, College of Education, College of Technology, Academic Support Center, and McDonald Hall. Students should bring their computers to the Information Technology office in College of Education room 401 or to the Information Technology staff at the College of Technology to setup their MSUB wireless access. This provides a secure connection to the student campus resources.

Montana State University Billings Foundation
2615 Virginia Lane, (406) 657–2244
The purpose of Montana State University Billings Foundation is to help the University achieve excellence through the solicitation, investment, and stewardship of financial support. The Foundation promotes philanthropy, campus and community partnerships, and educational opportunities.

Established in 1968, the MSU Billings Foundation is an independent, non-profit organization under Internal Revenue Service code 501(c)(3). A governing board of trustees composed of civic, business, and industry leaders guides the Foundation in achieving its mission. The Foundation staff is dedicated to helping Montana State University Billings and to serving donors, supporters, students, and faculty of MSU Billings with integrity, perseverance, stewardship and excellence.

MSU Billings Alumni Association
Alumni House (2712 Normal Avenue)
(406) 247–5781
www.msubillings.edu/alumni
The Office of Alumni Relations is the University department that connects with the Alumni Association and the MSU Billings Foundation on matters regarding alumni affairs, event planning, and fundraising. This new office was established to reconnect alumni of MSU Billings with the University and provide more strategic initiatives aimed at event planning and alumni communication.

Yellowstone Public Radio
(KEMC/KBMC/KYPR)
406 Marbara, (406) 657–2941
From studios on the campus of Montana State University Billings, Yellowstone Public Radio provides a general adult audience with in-depth news, public affairs, and cultural programming, including classical music, jazz and blues, spoken arts and humanities
Yellowstone Public Radio consists of four stations, KEMC (Billings), KBMC (Bozeman), KPRQ (Sheridan), and KYP (Miles City), licensed to MSU Billings, and twenty-six translators throughout Montana and northern Wyoming.

Tune in to Yellowstone Public Radio on the FM dial in Billings at 91.7; and throughout Montana in Ashland at 89.1, Big Sky at 95.9, Big Timber at 90.5, in Bozeman at 102.1 and 106.7, Broadus at 91.9, Chester at 100.1, Colstrip at 88.5, Columbus at 88.5, Conrad at 91.9, Cut Bank at 88.9, Emigrant & Paradise Valley at 91.1, Forsyth at 91.1, Gardiner & Yellowstone Park at 104.9, Glasgow at 91.9, Glendive at 88.5, Havre at 91.7, Helena at 96.7, Lewistown at 88.5, Livingston at 88.5, Miles City at 90.7, Red Lodge at 89.1, Shelby at 90.3, and Terry at 91.9. In Wyoming in Buffalo at 91.9, Cody at 88.5, Greybull at 91.1, Sheridan at 88.1, Story at 89.9 and Worland at 88.5.

During 2004, a new athletic training room and a new human performance lab were added to the physical education building. The athletic training room includes a wet area complete with whirlpools and ice machines, treatment tables, and a physician exam room. The athletic training room serves Division II student athletes at Montana State University Billings as well as provides an instructional setting for students in the athletic training program. The human performance lab is complete with biomechanic, biofeedback, and exercise physiology equipment including a new pulmonary exercise system for monitoring metabolic processes.

**College of Arts and Sciences**

**Northcutt Steele Gallery**

The recently remodeled Northcutt-Steele Gallery, the new student gallery, and the Outer Gallery are located on the first floor of the Liberal Arts Building. The Department of Art sponsors solo and group exhibitions featuring international, national and regional artists. In addition, student art is exhibited throughout the year in graduating senior exhibitions, end-of-semester shows, and ad hoc shows organized by various student groups.

Presenting both established and emerging artists in a mix of traditional and experimental form, media and subject matter, these exhibits are offered for the benefit of both on and off-campus audiences. In effect, the exhibits provide everyday access to art—a bridge linking students, the community, and the professional art world.

Exhibits are often accompanied by related events including gallery talks, slide lectures workshops and receptions. All the exhibits and the majority of related events are free and open to the public. A changing exhibit of Asian art from the Opal Leonard Collection is also located in the exhibition complex.

Surrounding this exhibition complex are the main Art Department offices, the Visual Resource Center, and the studios for drawing, painting, design, and printmaking. The photography studio is located in the connected library building. The Art Annex houses the ceramic and sculpture studio including foundry, welding area and wood shop. Art history classes meet in various locations. Art education classes meet in the College of Education building.

**Theatre**

Montana State University Billings presents at least two major theatre productions each academic year and various other activities, such as “lunch box”
performances, student productions, and touring companies and performers. Any student may participate as a member of the cast or crew. Major on-campus theatre productions are given in Petro Theatre, a 530-seat auditorium designed for play production and capable of hosting a variety of other events, from movies and lecture presentations to full performing arts programs. The theatre has excellent lighting and sound equipment, a backstage production area and dressing rooms.

Music
Students perform in choirs, bands and other musical ensembles each term. Performances usually are given in Cisel Recital Hall, a 219-seat recital hall with excellent acoustics and the technology to enable recordings to be made of performances. It is also used for student recitals.

Greenhouse
MSU Billings’ Department of Biological and Physical Sciences maintains a greenhouse on campus to grow a variety of plants year-round, even in the deepest of Montana winters. The greenhouse enables both students and faculty to work on plant projects no matter the season.

Herbarium
MSU Billings’ Department of Biological and Physical Sciences maintains a herbarium on campus that is registered in Index Herbariorum (a Global Directory of Public Herbaria of the world). The University Herbarium is a collection of preserved plant specimens (some of which date back to early 1900’s) that serve as a tool for basic research in plant systematics, ecology, phytogeography, and evolution. They are actively used in teaching and research as a resource to provide population localities for studies of a diverse nature, ranging from biological control to rare plants. The University Herbarium was originally established in 1976 when the collections from the herbaria of Eastern Montana Normal School, Eastern Montana College, Rocky Mountain College, and USDA Forest Service were consolidated. It has grown steadily to about 16,000 specimens. The collections include plants of Montana, (emphasis on eastern Montana and Beartooth Plateau), Plants of India, Venezuela, Roberson County, Texas, Brooklyn Botanical Gardens Herbarium, W.K. Kellogg Biological Field Station and vascular plants of Wisconsin, Ohio Utah, and many other places.

Research Projects
Montana State University Billings has been approved by the National Science Foundation as an undergraduate research site, in part because of the extent to which undergraduates have been involved in faculty research in the past. Colleges which involve undergraduates in research efforts seem to have the highest success rates for training future scientists. At MSU Billings students have presented research papers at various scientific conferences, such as the Montana Academy of Sciences and others out of state, and have had papers published in professional scientific journals. Recent grants have made such studies possible for even more students.

National Institutes of Health Program in Biomedical Research Excellence (NIH–INBRE)
MSU Billings administers a 1.8 million dollar grant from the National Institutes of Health program in Biomedical Research Excellence (NIH-INBRE). The NIH-INBRE grant supports faculty research in the molecular biology of infectious disease, student research opportunities in the biomedical sciences and the construction of new biomedical research laboratories. The NIH-INBRE grant also involves close collaborations between faculty at MSU Billings and scientists at other universities in Montana.

College of Business

Center for Business Enterprise
Located in the College of Business (406-657-2295), the Center for Business Enterprise serves the community in a variety of ways. Management assistance to business and government is provided through workshops and short courses, management development seminars, applied research projects, and consulting activities. A number of programs offered by the Center for Business Enterprise qualify for Continuing Professional Education Credits (CPE) for accountants, lawyers, real estate and other professionals. Hands-on training for students in the business program is provided by assignments to small business cases and involvement with other Center for Business Enterprise projects as either a part of class or as an individual assignment.

Small Business Institute
The Small Business Institute (SBI) provides consulting services for small businesses in the Billings Montana area. Upper division and graduate business students,
working under the supervision of a faculty member, gain practical experience while using their business training to solve “real world” problems. SBI cases provide assistance to clients in areas such as finance, marketing, human resource management, business operations and strategic planning. The program’s value lies not only in the student’s hands-on experience of assisting business people identifying and solving actual business problems, but also in the experience of working with other team members in accomplishing these objectives. Facing challenges provided in SBI casework provides insights into how businesses operate, opportunities to exercise skills learned in other parts of the program, and experience in developing creative solutions to new business problems.

**MSU Billings Center for Applied Economic Research**
The Center for Applied Economic Research (CAER), an interdisciplinary research center, is located in the College of Business (MCD 113, 406-657-2220). The Center maintains a Regional Economic Database, used by researchers, business and community clients. The Center provides economic and other interdisciplinary community related research services to the Billings and Eastern Montana region, and research for potential economic development. Results of faculty research on topics of regional interest are published as occasional/working papers through this Center.

**Volunteer Income Tax Assistance (VITA)**
The Volunteer Income Tax Assistance (VITA) program provides free tax return assistance to individuals who cannot afford professional tax help. The program allows students who have taken the income tax course to get firsthand experience preparing income tax returns for low-income, elderly, and handicapped taxpayers. The VITA program has assisted over 400 taxpayers each year for the last five years.

**College of Education**
Completed in 1972, the College of Education (COE) building houses academic programs as well as the Montana Center on Disabilities. In addition, Information Technology provides technology support and services for computing, applications, multi-media production, and student computing. Construction of the two-story addition was completed in the Spring of 2000 and boasts state-of-the-art classrooms.

**Big Sky American Indian Project**
The Big Sky American Indian Project is a grant funded program in the College of Education. The Big Sky American Indian Project provides a variety of teacher preparation services for American Indian students through recruitment, retention, multicultural curriculum enrichment, and the provision of culturally appropriate student support services for Native students. Active partnerships with tribal colleges and K-12 schools support the Big Sky American Indian Project in meeting goals.

**Montana Center on Disabilities**
The Montana Center on Disabilities is dedicated to creating a fully inclusive society that values people with disabilities and their perspectives. To meet this vision, the Montana Center collaborates with campus, regional, state, and national programs in support of increasing the number of leaders with disabilities.

The Montana Center serves as a training and technical assistance resource to people with disabilities, families and agencies throughout the state. The activities of the Center are funded by a variety of state and federal resources.

The staff of the Montana Center has professional skills related to disability in the areas of employment, work incentives, rehabilitation counseling, transition, hearing conservation, community integration, and collaboration. Through its unique array of programs the Center provides students opportunities to apply skills in a supervised setting. In addition, the various programs of the Center offer unique opportunities for students to engage in study and applied research. The center also maintains a wealth of research resources in the Center’s library and on their web page www.msubillings.edu/mtcd.

**College of Professional Studies and Lifelong Learning**
The College of Professional Studies and Lifelong Learning responds to the needs of changing academic expectations in higher education. Specifically, the College was developed to support new ventures and interdisciplinary programs of study, pursue innovative and entrepreneurial programs, promote lifelong learning opportunities, and provide a number of University-wide functions. The educational programs offered through the College are tailored to the economic, social, and cultural needs of the University’s constituents. The
educational activities may occur on campus, throughout the State of Montana, elsewhere in the United States and Worldwide.

The College provides services for the planning, support, and delivery of conferences, workshops, seminars, and special programs. The educational activities offered through CPSLL may be designed for academic credit, extension credit, or not-for-credit depending upon program and constituent requirements.

**MSU Billings Downtown**

208 North Broadway  
(406) 896–5890

Montana State University Billings Downtown is a focal point for outreach for the campus of Montana State University Billings. MSU Billings Downtown seeks to create a community of learning that provides greater access to academic programs, creates new partnerships with organizations external to the University, and strengthens and expands existing partnerships with regional and community organizations. MSU Billings Downtown supports the University’s goal of creating a culture of providing educational opportunities for learners “anywhere, anytime, and anyplace.” Learning opportunities may be credit or not-for-credit, semester long courses, condensed courses, workshops, conferences, seminars, and educational programs delivered via distance education.

**Summer Session**  
(406) 896–5890

During the summer, Montana State University Billings traditionally offers a wide variety of graduate and undergraduate classes, as well as noncredit classes and camps and programs for people of all ages.

A hallmark of MSU Billings’ Summer Session is the University’s ability to offer quality, large-scale workshops and conferences on topics of current interest and importance which feature well-known experts.

Two five-week Summer Sessions are offered as well as a three-week May Session where condensed courses can be completed by the end of May. The Summer Session is designed for undergraduate and graduate students as well as working professionals. Courses are taught in the traditional classroom model as well as online and workshop formats.

In addition, a variety of extension credit classes are typically offered throughout the Summer Sessions. Extension classes and workshops offer the same quality instruction as regular courses. They simply differ in the way they are funded. These classes are offered on campus and at other sites in the region. Extension credit classes must be fully self-supporting and a minimum enrollment is required.

For a copy of the latest Summer Session brochure, contact Admissions and Records at (406) 657-2158 or (800) 565-MSUB or go to www.msubillings.edu/summer.

**Distance Education Center**  
(406) 896–5869

The Distance Education Center provides University-wide support for the distribution of courses and special programs via the Internet (MSUB Online) and interactive television.

**Interactive Television**

The Center participates in two different interactive television networks which serve various portions of Montana. The networks are the METNET system, which is a compressed two-way video and audio network owned and operated by the State of Montana, and the Mid-Rivers network, which is a compressed two-way video and audio system that links approximately 20 sites throughout Montana. For additional information about interactive television, call (406) 657-1685.

**Satellite Services**

Distance Education provides C-band and Ku-Band downlink services to the University. Satellite programming may be received and distributed to rooms throughout the senior campus, Downtown and the College of Technology.

**Audio and Video Production**

The Distance Education Center provides video and audio production services for the University. The Center assists with the production of public service announcements, student recruitment videos, and university community affairs programs broadcast over channel 7 of the Bresnan Communications cable television system in Billings.
The Academic Support Center provides services to support the academic success of students of MSU Billings and the College of Technology through developmental level Math, Reading, and English courses; Learning Labs, tutorial assistance; and workshops. Students with disabilities should be directed to Disability Support Services.

See the senior campus Academic Support Center web site at www.msubillings.edu/asc and the COT Academic Support Center web site at www.msubillings.edu/asccot for detailed information about the centers and the programs provided.

Developmental Courses
The Academic Support Center offers a number of courses designed to help students succeed in their academic programs.

English
WRIT 095 Developmental Writing [formerly ENGL 100 English Essentials] Reviews basic grammar with emphasis on sentence structure and mechanics. Also presents basic writing considerations, especially paragraph organization and development of the multi-paragraph essay. Placement by student’s request or by results of Writing Placement Test, SAT, or ACT and by faculty recommendation. Credits do not apply toward graduation requirements and do not fulfill Academic Foundations requirements. However, the credits do count towards enrollment status for financial aid.

Mathematics
M 061 Basic Mathematics [formerly MATH 085 Math Fundamentals] covers pre-algebra concepts involving terminology, fractions, decimals, percent, ratio and proportion, measurement, geometry, and statistics. Credits do not apply toward graduation requirements nor fulfill Academic Foundations requirements. However, the credits do count towards enrollment status for financial aid.

M 090 Introductory Algebra [formerly MATH 101 Introductory Algebra] covers introductory algebra concepts involving terminology, exponents, operations on rational numbers, multiplication of polynomials, and basic factoring. Credits do not apply toward graduation requirements and do not fulfill Academic Foundations requirements. However, the credits do count towards enrollment status for financial aid.

M 095 Intermediate Algebra [formerly MATH 105 Algebra for College Students] reviews elementary algebraic concepts and covers more advanced factoring, operations on rational expressions and radical expressions, quadratic equations, the rectangular coordinate system, and exponential and logarithmic functions. Credits do not apply toward graduation requirements and do not fulfill Academic Foundations requirements. However, the credits do count towards enrollment status for financial aid.

Reading
RD 101 Reading Improvement for College Students Provides instruction and practice in applying active reading strategies, improving comprehension in content areas, demonstrating critical thinking skills in responding to individual content area reading assignments, and increasing vocabulary to improve academic success. RD 101 prepares students for the demands of college-level reading. Course earns academic credit but does not count toward Academic Foundations, a degree, or certification.

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

Learning Labs
A Learning Lab for students is available in the Academic Support Center building on the senior campus and in room A035 at the College of Technology. The Learning Labs provide tutoring space, study group tables, and computers for students’ school-related assignments.

Tutoring
The Academic Support Center offers tutoring in math, writing, reading, and other general education subjects in the Learning Labs at both campuses, as well as program-specific tutoring at the College of Technology.
Writing Tutors
Academic Support Center tutors provide tutorial assistance for writing assignments in all classes. Tutors help students at any stage of the writing process, from topic selection to final proofreading, but will not proofread, edit, or write work for the students. Tutors also help students master grammar and mechanics, research-writing formats and procedures, and many other writing skills. Handouts and other reference materials are available at no charge.

Math Tutors
Academic Support Center tutors provide tutorial assistance for students taking any 100 or 200 level math or statistics course, as well as specific higher level courses. The Learning Lab is staffed with instructors and student tutors who have majors in a variety of disciplines. Tutor responsibilities include helping students to understand mathematical concepts and assisting with homework problems.

Specialty Tutors
Based on student need, tutoring in other subjects is available in the Learning Labs. Program-specific tutoring, such as in anatomy, drafting & design, automotive services, and computer applications, is available in the Learning Lab at the College of Technology.

Online Tutoring
Online writing tutoring is available for students through the Academic Support Center. Students can submit papers as email attachments to writelab@msubillings.edu, and a writing tutor will review the paper, add comments, and return the paper.

Workshops
The Academic Support Center provides workshops on specific topics, such as APA writing style and graphing calculators. Workshops are based on student need and vary from semester to semester.
The goal of the Advising Center is to assist students in understanding the requirements for their selected program and designing academic plans which enable them to complete their program requirements. All new, transfer, and returning students start with an advisor in the Advising Center. New students will receive information regarding Academic Foundations requirements and worksheets related to their major and minor programs. Students who have not yet selected a major will be advised to begin working on Academic Foundations requirements and to work with the Office of Career Services to explore career interests. Transfer and returning students will be able to have transcript evaluations completed and plans of studies developed.

**Mandatory Advising**
All first-time entering students at MSU Billings are required to see an academic advisor before registering for classes. During the initial advising session, students will receive information regarding Academic Foundations requirements and worksheets for major and minor academic programs.

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

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

**General Studies Students**
Students who have not selected a major are registered as General Studies majors. In an effort to assist students in completing degree requirements as efficiently as possible, General Studies students are encouraged to focus on Academic Foundations requirements their first semester. Students are also encouraged to visit the Office of Career Services to explore career interests and to clarify how their academic program may support their career goals.

**Transfer Students**
Students transferring to MSU Billings are encouraged to complete a transcript evaluation request form and submit this form with copies of unofficial transcripts from all previously attended institutions to the Advising Center. The student can then receive an unofficial transcript evaluation. The transcript evaluation will reflect how prior credits will apply to the degree/program the student is considering at MSU Billings. An official evaluation is completed once the student is admitted and all official transcripts are received. In order to give an accurate transcript evaluation, transfer students should provide copies of transcripts of all previous college level work. Although we maintain course equivalency guides for all Montana colleges and universities, it is helpful if transfer students can provide catalogs with course descriptions for coursework completed at out-of-state institutions.

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

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

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

**Pre-Professional Majors**

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

A. Acquire a catalog from the school to which one is going to transfer
B. Take Academic Foundations courses which match requirements of the transfer school
C. Select other equivalent courses which will meet transfer school requirements and/or prerequisites

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

**Graduate Student Advising**

Academic advising for graduate students is provided by faculty advisors in the College of the student’s graduate program. Initial advising is provided through the Office of Graduate Studies with subsequent assignment to a permanent faculty advisor. The faculty advisor assists the student with the development of a plan of study and guidance in completing the requirements for the chosen degree program. Further information can be obtained by contacting the Office of Graduate Studies, McMullen first floor west, (406) 657-2238.

**Graduation Guarantee**

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

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

**Assessment Testing**

All entering students and transfer students who have not completed their general education requirements in English or Mathematics must take the COMPASS Placement test. Results of the COMPASS Placement tests along with ACT scores are used to advise students into the most appropriate math and English courses. The Compass Placement tests are administered during Student Orientation. For further information, contact the Advising Center (406-657-2240 or 406-247-3020).
Academic Foundations Requirements

The baccalaureate degree includes three distinct and required areas of study: Academic Foundations, concentration (major), and electives.

Academic Foundations (previously referred to as general education) provides for breadth of study across many areas of knowledge. All students are required to complete the Academic Foundations program as an essential component of the baccalaureate degree.

An area of concentration provides for depth of study within a chosen discipline (major). Students choose their major, but the specialized, in-depth courses they take are determined by the department which is responsible for the major.

Electives guarantee that students have the opportunity to study areas of personal interest in their own academic pursuits. Students are allowed to choose courses (electives) from any discipline that interests them.

The Purpose of Academic Foundations

Objectives
The objectives of Academic Foundations are to help students develop and demonstrate an understanding of humanity and what it means to be members of the global community. Students completing Academic Foundations will reflect upon the evolution of culture, and learn to identify and value responsible roles for the human being in the physical, social, and intellectual worlds.

Structure
Academic Foundations is structured to fulfill the objectives by addressing essential components of human development: (1) Skills Development and Application, (2) Cultural Development, and (3) Intellectual Growth and Development. Specific courses applicable to Academic Foundation are arranged in categories and selected to ensure that students completing Academic Foundation are intellectually engaged in each of these areas of human development.

1. Skills Development and Application ensures that students will develop effective writing, mathematical, reading and oral communication skills.

2. Cultural Development ensures that students will develop an understanding of the evolution of human culture and social organizations, and an appreciation of cultural diversity.

3. Intellectual Growth and Development ensures that students will pursue knowledge, integrate knowledge among disciplines, apply knowledge to the identification and solving of problems, understand the importance of personal and societal ethics, and reflect on and appreciate the diversity of human endeavors.

In addition, the structure incorporates Bloom’s Taxonomy of Thinking. Bloom characterizes thinking as increasing in complexity as one progresses. Students must progress beyond the ability to recall factual information and learn to interpret, apply, analyze, synthesize, and evaluate knowledge. The structure is illustrated below:

![Bloom's Taxonomy Diagram]

**Evaluation**
Judgement: the ability to make decisions and support views; requires understanding of values

**Synthesis**
Combining information to form a unique product; requires creativity and originality
Analysis
Identification of component parts; determination of arrangement, logic, semantics

Application
Use of information to solve problems; transfer of abstract or theoretical ideas into practical solutions

Interpretation
Identification of connections and relationships

Translation
Restatement in one’s own words; paraphrase; summarize

Recall
Verbatim information; memorization with no evidence of understanding

Again, specific courses applicable to Academic Foundations must utilize this system as a method of ensuring intellectual rigor and meaning. The structure is inextricably linked to outcomes and assessment methods and forms the basis for the Outcomes Assessment Framework.

Categorization
Students will complete 37 credits of required courses with either traditional courses, discipline-specific courses, or integrated courses. All courses that fulfill Academic Foundations requirements are specifically designed for Academic Foundations.

<table>
<thead>
<tr>
<th>Category</th>
<th>Required Credits</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Global Academic Skills</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>A. Mathematics</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>B. English</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>C. Information Literacy</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>II. Natural Sciences</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>A. Life Sciences</td>
<td>3-4</td>
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<tr>
<td>B. Physical Sciences</td>
<td>3-4</td>
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<tr>
<td>III. Social Sciences</td>
<td>6</td>
<td></td>
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<tr>
<td>IV. History and Cultural Diversity</td>
<td>6</td>
<td></td>
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<tr>
<td>A. History</td>
<td>3</td>
<td></td>
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<tr>
<td>B. Cultural Diversity</td>
<td>3</td>
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<tr>
<td>V. Arts and Humanities</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>A. Fine Arts</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>B. Humanities</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Total Required Credits</td>
<td>37</td>
<td></td>
</tr>
</tbody>
</table>

Category Descriptions

Global Academic Skills
The ability to read, write, calculate, and assess sources of information are fundamental and necessary human skills. These skills are prerequisite to effective communication of ideas and the creative solving of qualitative and quantitative problems. These skills are important for their own sake but mastery of them is also required for a university graduate to be considered an educated person.

Students will:
- Demonstrate the ability to communicate effectively in written form by writing papers which effectively develop and support theses, tell stories, describe events, or express personal insights or values,
- Read and evaluate research materials and incorporate them into informative, argumentative, or analytical writing and oral presentation,
- Read and evaluate problems and quantitatively solve those problems using mathematical reasoning,
- Demonstrate how mathematical modeling or statistical designs are used to obtain knowledge.

The Natural Sciences
The diversity of species in the biosphere, including humans, interact with their environment, changing it and being changed in the process. Science is a creative human endeavor devoted to discovering the principles that rule the physical universe. The natural world is law-driven and science is limited to investigating by asking and answering questions, processes that can be observed and measured to help us understand the laws of nature and the physical universe.

Students will:
- Understand the experimental basis of science and how scientists accumulate new knowledge,
- Appreciate the goals and limitations of science,
- Develop an understanding of important scientific facts and how those facts help us understand our observations and the laws that govern the natural world,
- Appreciate the role of science in the development of modern technological civilization.

The Social Sciences
Humans are social beings. Through their various relationships they create social life and are, in turn, influenced and transformed by the social life they create.
and maintain. Social sciences represent those disciplines that apply scientific methods to study the intricate and complex network of human relationships and the forms of organization designed to enable people to live together in societies.

Students will:
▪ Understand the evolution of social institutions and the development and maintenance of individual and social behaviors,
▪ Develop perspectives about the nature of psychological and social processes and the structure of society,
▪ Identify and comprehend theories of human behavior and of the participation of individuals in psychological and social processes,
▪ Practice the basic methodologies involved in the social sciences.

History and Cultural Diversity
History is the record of human activity. History presents us with an overview of this activity with the intent that past accomplishments and failures will serve to inform present issues. Cultural diversity presents us with an awareness and understanding of the variety of human experience, especially as manifested among cultures, both present and past.

Students will:
▪ Develop a view of current social conditions and events within a chronological and historical context,
▪ Understand social, cultural, political and economic changes over time,
▪ Comprehend the international ramifications of domestic policies and how these may affect and be experienced by people in other cultures,
▪ Appreciate and be sensitized to world cultures.

Arts and Humanities
Through the arts and humanities, students will explore and experience the sensory and perceptual capacities and potentialities that are shared by people and that define us as humans. The expressive arts include visual, performing, and language-based activities in celebration of multiple perspectives. The humanities address qualitative relationships wherein judgments are made but change with time and circumstances.

Students will:
▪ Develop an appreciation of the varied cultural artifacts of humans throughout history,
▪ Foster an understanding of the variety of human expressive experiences in relation to ourselves, other cultures and the physical environment,
▪ Utilize the basic methodologies and practices endemic to the various disciplines,
▪ Explore human characteristics especially considered desirable through expressive communicative systems about how to live fully.

Academic Foundations
Assessment Objectives

I. Skills Development and Application
1. Develop effective writing skills.
   a. Demonstrate knowledge of and competence in the use of conventional written forms: mechanics, spelling, punctuation, syntax, grammar, etc.
   b. Demonstrate ability to apply knowledge of writing strategies.
   c. Demonstrate the ability to undertake and accomplish original work in written form.
2. Develop effective mathematical/logical skills.
   a. Demonstrate ability to understand quantitative measures.
   b. Demonstrate ability to use quantitative skills to solve problems.
   c. Develop ability to use logical skills to make judgements.
3. Develop effective reading skills.
   a. Demonstrate an ability to negotiate a variety of text types and formats.
   b. Demonstrate an ability to respond coherently to text contents.
   c. Demonstrate an ability to use a variety of text types and formats to construct knowledge.
4. Develop effective oral communication skills.
   a. Demonstrate ability to verbally present information using a variety of techniques.
   b. Demonstrate ability to understand and interpret oral information.
   c. Demonstrate the ability to undertake and accomplish original work in oral form.

II. Social and Cultural Development
1. Develop an appreciation of social organization.
   a. Demonstrate an understanding of social organization.
   b. Demonstrate ability to reflect on the dynamics within and among social organizations.
2. Develop an appreciation of cultural diversity.
   a. Demonstrate awareness of social issues across cultures.
   b. Demonstrate an understanding of the diversity of human cultures.
3. Develop an appreciation of human culture and the human condition.
a. Demonstrate knowledge of the philosophical, social, psychological, and biological foundations of human culture.
b. Demonstrate understanding of interaction among social cultural, physical, and technological environments.
c. Demonstrate an ability to evaluate the diversity, intrinsic value, and consequences of human endeavors.

III. Intellectual Growth and Development: Content/Thought/Expression/Values
1. Pursue knowledge.
   a. Demonstrate basic understanding of subject matter.
   b. Demonstrate thinking, comprehension, and expression of subject matter.
   c. Demonstrate ability to recognize sensory information and sensory experience.
2. Discover and evaluate sources of knowledge.
   a. Demonstrate ability to integrate through analysis.
   b. Demonstrate ability to integrate through synthesis.
   c. Demonstrate ability to recognize and/or contribute to visual, performing, and language-based arts.
3. Apply knowledge to the solving of problems and creation of new knowledge.
   a. Demonstrate ability to identify and solve problems using methods of the discipline.
   b. Demonstrate ability to pursue creative work in arts or sciences.
   c. Demonstrate ability to interpret and evaluate creative efforts.
4. Recognize, reflect, and act on personal moral development and social ethics.
   a. Demonstrate understanding of the relationship between actions and consequences.
   b. Demonstrate an understanding of the relationship among ethics, justice, and law.
   c. Demonstrate accountability for personal choices and potential actions.

Academic Foundations Courses

I. Global Academic Skills ........... 12
Regarding Global Academic Skills, students are required to take 1 course from Mathematics, 2 courses from English, and 1 course from Information Literacy.

A. Mathematics...........................................3
   M 105 Contemporary Mathematics..................3
   Surveys the foundations of mathematics with an emphasis on the unity of the subject.

B. English.................................................6
   WRIT 101 College Writing I.........................3
   Helps students acquire the basic writing skills expected in college-level academic writing.
   WRIT 121 Introduction to Technical Writing........3
   Develops and/or enhances writing skills for various real-life work situations that emphasize technical fields.
   WRIT 122 Introduction to Business Writing ........3
   Develops and/or enhances writing skills for various real-life work situations in the business world.
   WRIT 220 Business & Professional Writing .........3
   Emphasizes accurate and precise writing for the business audience.
   WRIT 201 College Writing II.......................3
   Introduces students to the expectations, conventions, and requirements of undergraduate academic research writing.

C. Information Literacy..................................3
   COMT 130 Introduction to Public Speaking........3
   This a public speaking skills acquisition course with a two-part objective: (1) improving abilities to access, retrieve, and evaluate information (2) in order that the information might be used in effective public performance.
   LS 125 Research in the Information Age..............3
   Introduces students to the organization, retrieval, and evaluation of both electronic and print sources; covers concepts of the research process, methods, and ethics of information research, the evolving nature of information resources, and appropriate information citation.
   MIS 150 Information Access and Organization ......3
   Explores access to, retrieval of, and organization of information in a wide variety of environments and formats.

II. Natural Sciences......................... 7
Regarding Natural Sciences, students are required to take one course from Life Sciences and one course from Physical Sciences. At least one course must
include a corresponding laboratory. Students can satisfy Natural Sciences by taking SCIN 101, 102, 103, and 104.

A. Life Sciences

BIOL 101 Survey of Biology
Provides students with academic foundation in major concepts of biology from a historical perspective and as they relate to contemporary issues in the world today.
BIOL 115 Survey of Biology Lab
This course is designed to help non-majors understand basic biological concepts such as cellular biology, metabolism, genetics, and population ecology among others through hands-on laboratory exercises and demonstrations.
BIOL 178 Principles of Biology
Provides students with academic foundation in major concepts of biology from a historical perspective and as they relate to contemporary issues in the world today.
BIOL 188 Principles of Biology Lab
Provides students exposure to major concepts of biology through hands-on lab investigations and application of the scientific method.

B. Physical Sciences

CHMY 121 Introduction to General Chemistry
This course focuses on understanding fundamental chemical principles.
CHMY 122 Introduction to General Chemistry Laboratory
Provides students with the opportunity to empirically verify concepts learned in Introduction to General Chemistry (CHMY 121).
CHMY 141 College Chemistry I
Provides students with a foundation in qualitative and quantitative chemistry and relates chemistry to other academic disciplines and to everyday life.
CHMY 142 College Chemistry Laboratory I
Provides students with the opportunity to empirically verify concepts learned in College Chemistry I (CHMY 141).
GEO 101 Introduction to Physical Geology
GEO 102 Introduction to Physical Geology Laboratory
GPHY 111 Introduction to Physical Geography
GPHY 112 Introduction to Physical Geography Laboratory
PHYS 101 Earth Air Fire Water
This course develops a basic understanding of the principles of “everyday physics.”
PHYS 102 Earth Air Fire Water Lab
This course provides students with laboratory experience in physics.
PHYS 110 College Physics I
Provides students with a foundation in the physics of motion and an understanding of the consequences of forces and conservation laws.
PHYS 111 College Physics I Lab
Provides the students with empirical observations to corroborate physical theories developed in College Physics I (PHYS 110).

PHYS 201 Introduction to Astronomy
Provides students with an understanding of the historical development of astronomy and an understanding of our place in the universe.
PHYS 203 Introduction to Astronomy Lab
Provides the students with empirical observations to corroborate astronomical theories developed in Introduction to Astronomy (PHYS 201).
PSSC 101 The Physical World Around Us
Demonstrates scientific awareness and an appreciation of laboratory practice.
PSSC 102 The Physical World Around Us Lab
Provides students with the opportunity to empirically verify concepts learned in The Physical World Around Us (PSSC 101).

A. and B. Integrated Sciences

SCIN 101 Integrated Sciences I
The first half of a two-semester integrated course in the sciences, where core principles of scientific knowledge are integrated across scientific disciplines, while also integrating applications of science into the lives of students whose very existence is impacted by science and its technological applications.
SCIN 104 Integrated Sciences Lab II
A half-credit, course that complements Integrated Sciences lecture (SCIN 101).
SCIN 103 Integrated Sciences II
The second half of a two-semester integrated course in the sciences.

III. Social Sciences

Regarding Social Sciences, students are required to take two courses from different disciplines from this list:

BUS 101 Introduction to Business
Surveys aspects of business using concepts and tools for business decision making.
COMT 109 Human Relations
Aims to develop students’ perception and expression skills as used in a diverse workplace.
COMT 110 Interpersonal Communication
This is a communication skills acquisition course with a two-fold objective: identifying theories and patterns of communication within specific social contexts and improving communication competence within those social contexts.
ECNS 201 Principles of Microeconomics
The analysis of individual decisions and their impact on social organizations and structures.
ECNS 202 Principles of Macroeconomics
The behavior of markets in the context of a national economy.
EDF 100 Education and Democracy
This course explores democracy as a form of government, and the critical relationship between democracy and education in the United States.
GPHY 141 Geography of World Regions
As an overview of the major continents and regions of the world, this course provides a broad survey of how globalization processes are influencing local identities, modes of life, and standards of living.
HHP 101 Health Sciences ...........................................3
Covers contemporary health issues and explores individual and community based solutions.

PSCI 210 Introduction to American Government ........3
Covers the American political system relative to central government and institutions.

PSCI 220 Introduction to Comparative Government ...............................................................3
Introduces the ideas behind the democratic and non-democratic forms of political life in the modern world.

PSYX 100 Introduction to Psychology .........................3
Introduces students to the foundations of human psychology including topics such as the biological basis of behavior, learning, memory, problem solving, motivation, developmental process, and social behavior.

PSYX 231 Human Relations ........................................3
Applies psychological insights and principles to daily life and personal growth with an emphasis on Positive Psychology.

SOCL 211 Cultural Anthropology .................................3
Surveys the structure, evolution, and history of humans as biological and cultural beings.

SOCI 201 Social Problems ........................................3
Survey of contemporary social problems in the U.S.

SOCL 212 Physical Anthropology and Archeology 3
Surveys the structure, evolution, and history of humans as biological and cultural beings.

IV. History and Cultural Diversity ... 6

Regarding History and Cultural Diversity, students are required to take one course from History and one course from Cultural Diversity.

A. History .........................................................3
HSTA 101 American History I .................................3
Survey of United States history from the colonial era to the end of Reconstruction.

HSTA 102 American History II ................................3
Survey of United States history from the end of Reconstruction to the present.

HSTR 101 Western Civilization I .................................3
Survey of world history from Antiquity to the Reformation.

HSTR 102 Western Civilization II ................................3
Survey of world history from Antiquity to the present.

HSTR 103 Honors Western Civilization I .......................3
Honors survey of western civilization from Antiquity to the Peace of Westphalia.

HSTR 104 Honors Western Civilization II ......................3
Honors survey of the history of western civilization from the Italian Renaissance to the present.

PSCI 230 Introduction to International Relations .........3
Various dimensions of international politics.

B. Cultural Diversity ........................................3
ART 131 Global Visual Culture .................................3
Examines visual culture, which includes painting, sculpture, photography, the Internet, performance, cinema, advertising, and television, as our primary means of communication and of understanding our postmodern world.

COMT 160 Introduction to Intercultural Communication .........................................................3
Explores culture as both producer and product of communication, creating an appreciation of communication processes as essential factors in promoting positive intercultural relations.

GPHY 121 Human Geography ..................................3
This course focuses on how the cultural values and practices of people from a variety of places have shaped the various regional landscapes.

HHP 270 Global Health Issues .................................3
Explores relationships between human behavior, economics, history, culture, politics, policy formation, and the environment, while investigating the impact of these elements on the quality of health within our global community.

LIT 230 World Literature Survey ..............................3
Provides a comparative basis for understanding different cultures through their literary traditions.

MUSC 150 Musics of the World .................................3
Introduces students to the uses and functions of music in various cultures.

NAMS 181 Introduction to Native American Studies ..........3
Survey course covering the cultures, sociology, and history of American Indian peoples.

NAMS 211 Social Issues of the Native American ..........3
Addresses the issues raised at the interface of Native American culture and the values with the majority culture of the United States.

PHIL 105 The Religious Quest ..................................3
Fosters careful and sensitive listening and thinking on diverse and other divisive religious issues.

REHA 201 Introduction to Diversity ..........................3
The course focuses on perspectives for interacting with diverse cultures, based on understanding of cultural characteristics and differences related to disability, gender, race/ethnicity, sexual orientation, religion, geography, advanced aging, and social class.

SOCL 211 Cultural Anthropology ...............................3
Surveys the basis and diversity of human behavior from a multicultural perspective.

A&SC 250/ SOCI 275 Gender and Society ...................3
Employs the sociological perspective to analyze the lives of girls and women in North America.

SPNS 150 The Hispanic Tradition ..............................3
This course introduces students to various Hispanic traditions and cultures throughout history.

V. Arts and Humanities ................................. 6

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

A. Fine Arts .........................................................3
ART 110 Introduction to Studio Art for Non-Art Majors ...................3
Encourages enhancement of non- and three-dimensional artistic skills for the general student.

ART 142 Introduction to Pottery ...............................3
Develops the ability to design three-dimensional clay forms using manual dexterity.
ART 161 Introduction to Drawing .........................3
Introduces the beginning student to the basic fundamentals of drawing and linear perspective.

COMT 150 Introduction to Theatre and Performance .................................3
Introduces students to the complexities of performance theory and criticism.

COMT 155 Global Cinema .................................................3
Examines films that speak in their own way to issues of arts appreciation, feminism, diversity, and the human condition.

COMT 250 Introduction to Acting ......................................3
Explores both collaborative and individual projects in the areas of comedy, tragedy, and social and political drama; students will find opportunities for personal expression, ensemble building, problem solving, and multi-cultural activities.

DSGN 248 Computer Presentation and Animation ...3
This course explores the arts through digital three-dimensional environments and animations.

ENGL 204 Fundamentals of Creative Writing........3
Provides students with the basic skills for self-expression.

LIT 270 Film & Literature ..........................................3
Provides students with thinking and writing skills focused on a visual art form.

MUSC 100 Music Appreciation ..................................3
Designed to assist students in developing the ability to effectively perceive the aesthetic and structural qualities of music.

PHIL 117 Philosophies of Life ..........................3
Students evaluate the diversity, intrinsic value, and consequences of various philosophical points of view to develop their own philosophy of life.

B. Humanities ........................................................ 3

ART 132 Art History Survey .................................3
Surveys world art from prehistory through the present day with the objective of developing a critical understanding of art forms in their historical and cultural context.

HON 181 The Ancient and Medieval Worlds ........3
Examines in conjunction with HSTR 103 the political, economic, social, philosophical, literary, and artistic history of the ancient Near East, classical Greece, the Roman Empire, and medieval Europe.

HON 182 The Renaissance and Modern Worlds ......3
Examines in conjunction with HSTR 104 the political, economic, social, philosophical, literary, and artistic history of the European Renaissance and the Modern World (through the 20th century).

HON 281 The American Intellectual Heritage (1620-1877) ........................................3
Examines in conjunction with HSTA 101 the evolution of U.S. cultural, philosophical, and artistic history through the study of its humanistic achievements from the first colonial writings through the Reconstruction era.

HON 282 The American Intellectual Heritage (1877-present) .........................3
Examines in conjunction with HSTA 102 the evolution of U.S. cultural, philosophical, and artistic history through the study of its humanistic achievements from the Reconstruction era to the present.

LIT 110 Introduction to Literature .......................3
Students build and expand their knowledge to the extent that reading literature is a discovery process for the engaged mind.

LIT/PHIL 240 The Bible as Literature ....................3
Examines the Bible as a work of literary art.

PHIL 115 Ethics ..........................................................3
Students analyze divergent moral views and assess the strengths and weaknesses of these views in order to form their own point of view.

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

Writing Requirements
Students who intend to graduate with a baccalaureate degree are required to have passed at least three courses with a WR indicator. WRIT 101 is required. The second course must be one of the following: WRIT 201, WRIT 220, WRIT 122, or WRIT 121. The third course must have a WR indicator and be selected in consultation with an advisor. The WR indicates that the course requires at least one extensive and evaluated writing assignment. To identify these courses refer to the Course Descriptions section (see page 300).

In addition to passing at least three WR courses, each student is required to undertake and successfully complete a writing project as determined by their major department(s). The writing project will be evaluated on the following skill categories:

♦ Audience Awareness
♦ Mechanics
♦ Clarity
♦ Organization
♦ Content
♦ Originality
♦ Development of an Idea
♦ Purpose
♦ Reflectivity

Additional categories may be added by the departments. For more specific information about the writing project, students should contact the department chair in their major(s) or their faculty advisor.

Technology Requirements
Students who intend to graduate with a baccalaureate degree are required to have passed at least three (3) courses which include a strong component or emphasis on using information and communication technology.

Technology intensive courses are designated TN in the course descriptions (see page 300).

Graduating students will engage in emerging information technologies. Every student will:
• demonstrate proficiency in the use of appropriate software applications for writing, email, presentations, and numerical information;
• utilize discipline-appropriate software and hardware;
• show the ability to find, evaluate, organize, disseminate and internalize information from a variety of sources;
• develop the skills necessary to be independent, lifelong learners.

**Experiential Learning Requirement**

Students who intend to graduate with a baccalaureate degree are required to take and pass at least one course of experiential learning. Examples are student teaching, internships, undergraduate research, cooperative education experiences, practica, experiences abroad, and senior projects.
University Honors Program
LA 414 (406) 657-2948
http://www.msubillings.edu/cas/honors
Established in 1997, the Honors Program at Montana State University Billings provides an enhanced and supportive learning environment responsive to the educational needs of exceptionally motivated undergraduate students. This goal is accomplished through the guidance of faculty noted for excellence in teaching who offer small Honors sections of regular courses, interdisciplinary colloquia, special seminars, and increased opportunities for undergraduate research and creative endeavors. Students also have direct access to professors in small courses with unique intellectual challenges. Membership is open to undergraduate students from all majors seeking enriched learning, cultural awareness, and fellowship. The program fosters an affordable small college experience while benefiting from the University’s size and many degree options. As a community of scholars, faculty work enthusiastically to help students achieve the following goals:
• Develop skills in self-expression, critical thinking, information gathering, and problem solving through lively class discussions.
• Use interdisciplinary methods to investigate, research, and compose analytical or scientific papers of substantial length and depth.
• Acquire a competitive advantage for scholarships, graduate admissions, and professional placement.

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

At present, the University Honors Program is designed so that many courses contribute to satisfying Academic Foundations requirements. Students earning at least 21 credits with a GPA of at least 3.0 in Honors courses (including 3 credits in an upper-division course) will have their official transcripts notated: University Honors Scholar: General Honors.

Consult the University Honors Program website at www.msubillings.edu/CAS/honors or contact the Director to see the specific courses scheduled for the current semester.

For acceptance into the University Honors Program, incoming freshmen must satisfy at least one of these requirements:
• have a high school GPA of at least 3.5.
• be in the upper fifth of the student’s graduating class.
• have a composite ACT score of 26 or better.
• have a Chancellor’s Scholarship.
• be supported by a letter from a high school teacher attesting that the student has the intellectual motivation that is expected of an honors student.

Those students who have completed at least 15 credits of higher education may be admitted to Honors courses by having one the following:
• a letter of recommendation from a university faculty member.
• a cumulative GPA of at least 3.2.

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

To learn more about what we can offer you, please contact Tami Haaland, Director of the University Honors Program. You can reach her by phone at (406) 657-2948 or by email at thaaland@msubillings.edu.

International Studies
McM 200 (406) 657-1705
http://www.msubillings.edu/intnlstudies
Who am I? What is my place in this world? The International Studies Program seeks to engage students in a process of awakening. Through various study abroad programs and the International Studies Minor, students begin to experience the complexity of cultures and the richness of diversity. The end result produces students who are involved, lifelong learners, with a concern for the world in which we live, and an ability to become leaders who think of future generations.

More prosaically, the Office of International Studies (OIS), McMullen Hall 200, provides support services for current and prospective international students, the International Studies Club, and facilitates study abroad applications.
Drop by the OIS today to see how your educational experiences and your career opportunities can be enriched. Learn to be a citizen of the world!

There is a new minor in International Studies through the Department of English, Philosophy, and Modern Languages. Please see page 176.
Associate of Arts Degrees and Associate of Science Degrees

For additional AA and AS degrees, see the College of Technology Catalog.

Associate of Arts Degree (AA)
Programs of Study in:
• Applied Psychology
• Education
• Rehabilitation and Related Services
• General Studies (Self-designed)

Associate of Science Degree (AS)
Programs of Study in:
• Allied Health
• Pre-Engineering
• Environmental Science
• Fire Science
• General Studies (Self-designed)

AA/AS General Studies (Self-Designed)
Requirements Credits
Academic Foundations .......................................... 37
Electives ............................................................... 23
Total ..................................................................... 60

• Earn a minimum of 60 semester credits with a cumulative grade point average of 2.0 or better.
• Satisfy the Academic Foundations requirements of MSU Billings.
• A minimum of 20 semester credits with 40 grade points must be earned at MSU Billings.

Associate of Arts
Program of Study in Applied Psychology
Required Courses
*PSYX 100 Introduction to Psychology .................... 3
PSYX 222 Psychological Statistics ..........................3
PSYX 223 Research Design and Analysis I ...............3
PSYX 224 Research Design and Analysis I Lab ..........1
Total Required Course Credits ...............................10

Restricted Electives
Group 1 Select one course from this group:
PSYX 320/321 Research Methods III w/Lab .............3
PSYX 350/351 Physiological Psychology w/Lab .........4
PSYX 352/353 Comparative Psychology w/Lab .........4
PSYX 354/355 Sensation & Perception w/Lab ..........4
PSYX 370/371 Psychology of Learning w/Lab ..........4
PSYX 380/381 Memory & Cognition w/Lab ..........4
PSYX 480 Cognitive Development .......................3
Total Group 1 credits ............................................ 4

Group 2 Select two courses from this group:
*PSYX 231 Human Relations ..................................3
PSYX 330 Developmental Psychology ....................3
PSYX 332 Adult Psychology ..................................3
PSYX 333 Psychology of Aging ............................3
PSYX 335/A&SC 309 Psychology of Gender ..........3
PSYX 340 Abnormal Psychology ..........................3
PSYX 360/SOCI 382 Social Psychology ..................3
PSYX 365 Psychology of Business ..........................3
PSYX 378 Introduction to Clinical Psychology .........3
PSYX 385 Psychology of Personality ........................3
PSYX 387/NAMS 385 American Indian Psychology ....3
PSYX 410 Cognitive Learning Theories ...................3
PSYX 461 Industrial & Organizational Psychology ..3
PSYX 470 Psychological Testing .........................3
Total Group 2 credits ............................................ 6
Total Restricted Elective Credits ........................ 10

Electives ................................................................. 3
The total number of elective credits required for the degree will be determined by the number of courses a student elects to take which fulfill both the Academic Foundations requirements and the degree requirements. Electives should be chosen in consultation with an academic advisor.

Total minimum credits required for degree ........ 60

*May satisfy Academic Foundations requirements.
### Associate of Arts

#### Program of Study in Education

**Credits**

Academic Foundations Requirements .......................... 37

Students should consult with their advisors to determine if specific courses are necessary in order to satisfy the Academic Foundations requirements leading to a degree in Education.

**Required Courses**

- EC/SPED 210 Adult/Child Interaction Skills .............. 3
- EC/SPED 283 Curriculum and Adaptations ............... 3
- EC/SPED 289 Professional Roles and Expectations ........ 3
- *EC/SPED/RD/EDUC 290 Internship .............................. 2
- **EC/SPED/RD 292 Seminar ...................................... 1
- EDCI 210 Educational Technology Applications ........ 2
- EDF 225 Human Development in Education ............ 3
- RD 288 Foundations of Reading .............................. 3
- SPED 260 Introduction to Exceptional Learners ....... 3

**Total Required Credits ........................................ 23**

Total minimum credits required for degree ........ 60

* Co-register with EC/SPED/RD 292 Seminar
** Co-register with EC/SPED/RD/EDUC 290 Internship

### Associate of Arts

#### Program of Study in Rehabilitation and Related Services

**Credits**

Academic Foundations ........................................ 37

Students should consult with their advisors to determine if specific courses are necessary in order to satisfy the Academic Foundations requirements within this program.

**Required Courses**

- HHP 411 Alcohol, Tobacco and Other Drug Prevention .............................................. 3
- HS/REHA 345 Legal, Ethical & Professional Issues in the Human Services ......................... 3
- HS 385 Behavioral Pharmacology and Human Services .................................................. 3
- *REHA 201 Introduction to Diversity .......................... 3
- REHA 301 Principles of Counseling and Group Theory ................................................. 3
- REHA 406 Assessment and Case Conceptualization in Rehabilitation and Human Services ........ 3
- REHA 453 Case Management and Community Resources ............................................ 3

- REHA 497 Capstone in Chemical Dependency Rehabilitation .............................................. 2

**Total Required Course Credits ........................................ 23**

Total minimum credits required for degree ........ 60

* May satisfy Academic Foundations requirements.

### Associate of Science

#### Program of Study in Allied Health

**Credits**

Academic Foundations ........................................ 37

- *BIOL 178 Principles of Biology ............................. 3
- *CHMY 121 Introduction to General Chemistry ....... 3
- *CHMY 122 Introduction to General Chemistry Laboratory .............................................. 3
- *PHIL 115 Ethics .................................................. 3
- *PSYX 100 Introduction to Psychology .................... 3
- *STAT 141 Introduction to Statistical Concepts

**OR**

- *STAT 216 Introduction to Statistics ....................... 3

Additional Academic Foundations Requirements ........ 21

**Total Credits .................................................... 37**

**Required Program Courses**

- BIOL 251 Microbiology for the Health Sciences ....... 3
- BIOL 261 Microbiology for the Health Sciences Lab .............. 1
- BIOL 341 Human Anatomy and Physiology I .......... 3
- BIOL 343 Human Anatomy and Physiology I Lab .... 1
- BIOL 345 Human Anatomy and Physiology II ........ 3
- BIOL 346 Human Anatomy and Physiology II Lab .. 1
- CHMY 123 Introduction to Organic and Biochemistry .................................................. 3

**Total Credits .................................................... 15**

**Elective Program Courses**

Students must take 8 credits from the following electives:

- BIOL 221 Human Nutrition ....................................... 3
- BIOL 340, 350 General Microbiology with Lab ...... 4
- BIOL 353, 354 Genetics with Lab ........................... 4
- *CHMY 141, 142 College Chemistry I with Lab .. 4
- CHMY 143, 144 College Chemistry II with Lab .... 4
- HHP 210 First Aid and CPR ...................................... 2
- PHYS 110*, 111*, 120, 121 College Physics with Labs ................................................. 8
- PSYX 330 Developmental Psychology ....................... 3

**OR**

- PSYX 340 Abnormal Psychology ........................... 3

Upper division Biology or Chemistry courses chosen in
conjunction with advisor......................................... V
Total Elective Credits............................................ 8

Total minimum credits required for degree........ 60

*May satisfy Academic Foundations requirements.

Note: The above required Academic Foundations Courses and Program Courses are minimum requirements. Students with specific career goals in the Allied Health Sciences should be aware that some disciplines require more advanced courses than those listed. Therefore, if you know your career path, or if you believe you may transfer into a B.S. program at MSU Billings or another university, it is essential that you consult with your advisor in the science department so that you proceed efficiently in your studies.

Associate of Science
Program of Study in Environmental Science

<table>
<thead>
<tr>
<th>Credits</th>
<th>Academic Foundations ........................................ 37</th>
</tr>
</thead>
<tbody>
<tr>
<td>*</td>
<td>BIOL 178 Principles of Biology ................................3</td>
</tr>
<tr>
<td>*</td>
<td>COMT 130 Introduction to Public Speaking...................3</td>
</tr>
<tr>
<td>*</td>
<td>ECNS 202 Principles of Macroeconomics ......................3</td>
</tr>
<tr>
<td>*</td>
<td>GEO 101 Introduction to Physical Geology ..................3</td>
</tr>
<tr>
<td></td>
<td>GEO 102 Introduction to Physical Geology Laboratory ....1</td>
</tr>
<tr>
<td></td>
<td>PHIL 311 Environmental Ethics ................................3</td>
</tr>
<tr>
<td>*</td>
<td>SOCL 211 Cultural Anthropology ................................3</td>
</tr>
<tr>
<td>*</td>
<td>SOCL 212 Physical Anthropology and Archeology ............3</td>
</tr>
<tr>
<td>*</td>
<td>STAT 141 Introduction to Statistical Concepts ............3</td>
</tr>
<tr>
<td>*</td>
<td>WRIT 101 College Writing I ..................................3</td>
</tr>
<tr>
<td></td>
<td>WRIT 221 Intermediate Technical Writing ..................3</td>
</tr>
<tr>
<td></td>
<td>History category .............................................3</td>
</tr>
<tr>
<td></td>
<td>Fine Arts category ..........................................3</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Credits</th>
<th>Required Courses ..............................................15</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>BIOL 179 Biodiversity .........................................3</td>
</tr>
<tr>
<td></td>
<td>BIOL 189 Biodiversity Lab ....................................1</td>
</tr>
<tr>
<td></td>
<td>BIOL 202 Introduction to Environmental Ecology ...........3</td>
</tr>
<tr>
<td>*</td>
<td>CHMY 141 College Chemistry I ..................................3</td>
</tr>
<tr>
<td>*</td>
<td>CHMY 142 College Chemistry Laboratory I ....................1</td>
</tr>
<tr>
<td></td>
<td>CHMY 143 College Chemistry II ................................3</td>
</tr>
<tr>
<td></td>
<td>CHMY 144 College Chemistry Laboratory II ..................1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Credits</th>
<th>Elective Courses ................................................8</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>8 credits to be chosen in consultation with advisor from the following:</td>
</tr>
<tr>
<td></td>
<td>BIOL 456 Advanced Evolution and Ecology ......................3</td>
</tr>
<tr>
<td></td>
<td>BIOL 457 Advanced Evolution and Ecology Lab ................1</td>
</tr>
<tr>
<td></td>
<td>CHMY 311 Analytical Chemistry-Quantitative Analysis .......3</td>
</tr>
<tr>
<td></td>
<td>CHMY 312 Analytical Chemistry Laboratory-Quantitative Analysis ..........1</td>
</tr>
<tr>
<td></td>
<td>CHMY 492 Independent Study ....................................V 1-3</td>
</tr>
<tr>
<td></td>
<td>ERTH 400 Geomorphology and Quaternary Geology ..............3</td>
</tr>
<tr>
<td></td>
<td>GEO 492 Independent Study .....................................V 1-3</td>
</tr>
</tbody>
</table>

| Credits | Total Elective Courses Credits ......................................8 |

| Credits | Total minimum credits required for degree .................. 60 |

*May satisfy Academic Foundations requirements.

Associate of Science
Program of Study in Pre-Engineering

<table>
<thead>
<tr>
<th>Credits</th>
<th>Academic Foundations ........................................ 37</th>
</tr>
</thead>
<tbody>
<tr>
<td>*</td>
<td>BIOL 101 Survey of Biology ...................................3</td>
</tr>
<tr>
<td>*</td>
<td>CHMY 141 College Chemistry I ..................................3</td>
</tr>
<tr>
<td>*</td>
<td>CHMY 142 College Chemistry Laboratory I ....................1</td>
</tr>
<tr>
<td>*</td>
<td>COMT 130 Introduction to Public Speaking ...................3</td>
</tr>
<tr>
<td>*</td>
<td>M 171 Calculus I ...............................................4</td>
</tr>
<tr>
<td>*</td>
<td>WRIT 101 College Writing I ....................................3</td>
</tr>
<tr>
<td></td>
<td>WRIT 221 Intermediate Technical Writing ..................3</td>
</tr>
</tbody>
</table>

| Credits | Additional Academic Foundations Requirements ........... 17 |

<table>
<thead>
<tr>
<th>Credits</th>
<th>Required Courses ..............................................23</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CHMY 143 College Chemistry II ..................................3</td>
</tr>
<tr>
<td></td>
<td>COMP 101 Fundamentals of Computer Science ..................4</td>
</tr>
<tr>
<td></td>
<td>M 172 Calculus II ...............................................4</td>
</tr>
<tr>
<td></td>
<td>M 273 Multivariable Calculus ..................................4</td>
</tr>
<tr>
<td></td>
<td>PHYS 210 University Physics I ................................3</td>
</tr>
<tr>
<td></td>
<td>PHYS 211 University Physics I Lab ................................1</td>
</tr>
<tr>
<td></td>
<td>PHYS 220 University Physics II ................................3</td>
</tr>
<tr>
<td></td>
<td>PHYS 221 University Physics II Lab ................................1</td>
</tr>
</tbody>
</table>

| Credits | Total Required Course Credits ..................................23 |

| Credits | Total minimum credits required for degree .................. 60 |

*May satisfy Academic Foundations requirements.
Interdisciplinary and Degree Completion Programs

Bachelor of Applied Science (BAS)

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

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

Requirements for the BAS degree are as follows:

- Completion of an AAS degree from a regionally accredited college or university.
- Satisfy the Academic Foundations Requirements at MSU Billings.
- Earn a minimum of 30 credits from MSU Billings.
- Complete a minimum of 30 upper division credits, of which at least 21 must be earned from MSU Billings.
- Complete a thematic concentration of 30 credits including at least 15 credits from one discipline. This concentration shall be prepared in collaboration with a faculty advisor and approved by the Academic Dean responsible for the majority of the courses in the Thematic Concentration.

Students seeking a concentration in Business are limited to 27 credits in the College of Business.
- A grade of “C” or higher is mandatory in all courses in the thematic concentration.

Bachelor of Science in Liberal Studies (BSLS)

The Bachelor of Science in Liberal Studies at MSU Billings is designed to meet the following objectives:
1. Provide students with the opportunity to participate in integrated thematic programs of an interdisciplinary nature utilizing resources currently available at MSU Billings.
2. Offer students with credits from many sources the opportunity to complete a baccalaureate degree which has focus and integrity.

Academic Requirements
Students must:
- Earn at least 120 credits with a cumulative grade point average of 2.0 or better.
- Satisfy the Academic Foundations requirements at MSU Billings.
- Earn a minimum of 30 credits from MSU Billings.
- Complete at least 36 upper division credits, of which at least 24 must be earned from MSU Billings.
- Complete a thematic concentration of 30 credits including at least 15 credits from one discipline in the College of Arts and Sciences. This concentration shall be prepared in collaboration with a faculty advisor and approved by the Dean of the College of Arts and Sciences.
- A grade of “C” or higher is mandatory in all courses in the thematic concentration.

This program is also offered in an online format.

Associate of Science/Associate of Arts

Contact Information
Admissions & Records
McMullen Hall first floor west
406-657-2158

Advising Center
McMullen Hall first floor west
406-657-2240
New Student Services
McMullen Hall first floor east
406-657-2888

The Associate of Science (AS)/Associate of Arts (AA) degree is a 60-credit program that includes 37 credits of Academic Foundations requirements and 23 credits of electives. Students will work with an academic advisor to design an AS/AA degree. AS/AA degrees may be designed to provide a foundation for moving on to a 120-credit bachelor’s degree. Contact the Advising Center at (406) 657-2240 for further details.
The College of Allied Health Professions

Dr. Diane Duin, Interim Dean
AP 119, (406) 896–5831
cahp@msubillings.edu

The College of Allied Health Professions was formally launched in spring 2004 and represents the sixth College at Montana State University Billings. The College gives attention to the broader definition of allied health and includes those academic programs in behavioral sciences, therapeutic sciences, and support services.

The College is proud to offer curriculum, faculty, and administrative services that help to prepare students to face the challenges of a changing world. All academic programs in the College emphasize the technical skills required for practice in health and human service professions but also stress the importance of a well rounded education that includes such life skills as critical thinking, literacy, historical consciousness, multicultural experience, and a sense of values.

Academic Advising
All new, transfer, and re-admitted students are encouraged to visit the Advising Center on McMullen Hall first floor west, to meet with an academic advisor. New students will receive information regarding Academic Foundations requirements and Plan of Study worksheets related to their major and minor programs. Transfer and re-admitted students will work with an advisor to complete a transcript evaluation and to develop a Plan of Study. Students majoring in bachelor’s degree programs in the College of Allied Health Professions will be advised through the Advising Center until their sophomore year. At that time, students will be assigned a faculty member for advising. Although advisors are available to assist students in designing their Plan of Study, students are ultimately responsible for meeting degree requirements.

Undergraduate Degrees and Majors

The College of Allied Health Professions offers an array of undergraduate and graduate programs in the area of allied health professions. These programs include:

Associate of Arts in Rehabilitation and Related Services

Bachelor of Science in
Health Administration
Health and Human Performance with Options in:
Teacher Licensure
Health Promotion
Human Performance
Human Services
Outdoor Adventure Leadership
Psychiatric Rehabilitation

Minors: Health and Human Performance, Coaching, and Health Education

Graduate Degrees

Master in Health Administration: A professional graduate degree program delivered in an online format.

Master of Science in Athletic Training: An entry-level graduate degree program in the Department of Health and Human Performance

Master of Science in Sport Management: A professional graduate degree program in the Department of Health and Human Performance

Master of Science in Rehabilitation and Mental Health Counseling: A professional graduate degree program in the Department of Rehabilitation and Human Services

Mission
The mission of the College of Allied Health Professions (CAHP) is to provide the educational challenges and experiences that prepare all of its graduates to lead lives
of leadership and service in health-related professions. The College of Allied Health Professions fulfills this higher education mission by:

- requiring and supporting excellence in teaching, research, and service;
- requiring high achievement from its students, demonstrated by their academic knowledge, professional skills, commitment, and demeanor;
- establishing and nurturing ongoing, mutually-beneficial, professional partnerships with health-related professions, agencies, institutions, and professionals; and
- engaging in continuous self-evaluation, program review and revision, and external review.

Clinical and Field-Based Experiences
The College of Allied Health Professions provides a number of supervised clinical and field-based experiences designed to prepare students for work in the allied health professions. The major aim of these experiences is to allow students to apply principles and theories from the professional knowledge base in the supervised environments. All clinical and field-based experiences require a minimum of 45 contact hours per semester credit. In some degree programs, the contact hours may be greater than 45 hours per semester credit. Whereas each degree program has different expectations for clinical and field-based experience, students should clarify expectations with the faculty advisor prior to registration.
The Health Administration Program

Dr. Diane Duin, Director
APS 107, (406) 896-5830
healthadministration@msubillings.edu

Faculty
Brad Beauvais, ABD; Laura Dimmler, MPA, ABD; LaNora Dixon, RN, MHA; Diane Duin, PhD; Jonathan Engel, PhD; Deana Fuller, MBA/MIS; James Goes, PhD; Stewart Kirkpatrick, JD; Sheila K. McGinnis, PhD; Mary Helen McSweeney, PhD; Jim Paul, PhD, Pamela Paustian, MSM, RHIA; Zara Sette, JD; Patrice Spath, RHIT

Degrees Offered
Bachelor of Science in Health Administration (BSHA)
Master of Health Administration (MHA)
Bachelor of Applied Science (BAS), Health Administration Concentration
Bachelor of Science in Liberal Studies (BSLS), Health Administration Concentration

Additional Health Administration Concentrations offered in Long Term Care and Case Management

Mission of the Program
The mission of the Health Administration Program at Montana State University Billings is to educate and prepare individuals to be health care leaders who can meet the challenges of health care in our region, advance the quality of care delivered to all, and meet anticipated workforce needs in a variety of positions in health administration. All courses are available online. The Program enhances the depth and quality of education at MSU Billings through internships and research partnerships in the health community.

During the program, students will develop core competencies in these areas:
• General Management: Understand and apply general management concepts regarding the organization of work, finance, economics, and decision-making by working with and through people to achieve organizational goals.
• Health Industry and Policy: Understand the formal and informal context, constituencies, and influence processes which affect health organizations and the health industry.
• Leadership: Envision, motivate, communicate and support achievement of organizational strategy.
• Communication: Listen, learn and respond effectively to the ideas and thoughts of others and present information clearly.
• Critical Thinking: Analyze and evaluate thinking with a view to improving it.

Careers in Health Administration
Careers in health administration include a wide range of management and administrative positions in health-related organizations and health service delivery systems. They include hospitals, ambulatory care, physician group practices, laboratories, pharmacies, social service agencies, long term care facilities, rehabilitation centers, home health organizations, managed care plans, regulatory agencies, and health insurance companies. The Program is designed to meet the rapidly evolving demands of a dynamic industry.

Advising Information
Students are encouraged to meet with their advisor each semester to confirm that their Plan of Study is accurate and complete. If necessary, changes and updates should be made in order to ensure that Program requirements can be completed in a timely manner. Faculty advisors work with students to explore appropriate internships that will support the student’s interests and career objectives.

Academic advising services for all students are provided through the Advising Center on McMullen Hall first floor west. Once students have declared Health Administration as their degree program, they will be assigned to a Health Administration faculty member for upper-division advising. Upper-division advising files for all Health Administration students are maintained by the Program. Although advisors are available to assist students in designing their Plans of Study, students are ultimately responsible for planning and meeting degree requirements.
Health Administration

Internships
The Health Administration Program provides an internship in which students are required to observe and practice in the field of health administration. The Bachelor of Science in Health Administration (BSHA) degree program culminates in a three credit senior internship. The purpose of the internship is for the health manager-in-training to apply the conceptual foundation and competencies learned in the classroom and develop skills in the areas of leadership, strategic planning, organizational management, human resources, outcomes evaluation, and critical thinking, as well as technical areas.

The field experience is an internship following junior year and entails 480 contact hours in which the student functions as a manager-in-training. On-site health administration mentors and MSU Billings Health Administration faculty supervise the internship.

Admission to the B.S.H.A.
All students seeking admission to the Health Administration program are required to file an application for admission to the program. All students must meet the following requirements for admission to the Health Administration major:
- a minimum of 48 credits completed
- a minimum 2.5 grade point average
- satisfactory completion of *WRIT 101, *M 143, ACTG 201, ACTG 202, *ECNS 201, *STAT 216, or their equivalents, with a grade point of 2.0 or better.

*May satisfy Academic Foundations requirements.

Student application materials are available from the Health Administration Program (APS 107, 406-896-5830) or online at www.msubillings.edu/hadm/.

Program Graduation
Requirements
In order to graduate with a Bachelor of Science in Health Administration, students are required to earn a grade of C or better in all Health Administration, business, and required courses.

Health Administration students whose cumulative GPA falls below 2.5 will be counseled about raising their grades or choosing another major, and will be unable to continue in the program until their cumulative GPA is 2.5 or better.
Bachelor of Science Degree
Major in Health Administration

Academic Foundations Requirements .............................................. 37-38
The following Academic Foundations courses also satisfy requirements in the major or minor: ECNS 201, WRIT 220, and M 143. Students should consult with an academic advisor before registering for Academic Foundations courses in order to maximize the number of elective credits allowed in the degree.

Required Health Administration Core
HADM 210 Healthcare Mega Trends.................................................... 3
HADM 307 Health Informatics.............................................................. 3
HADM 310 Healthcare Economics....................................................... 3
HADM 335 Health Law and Ethics......................................................... 3
HADM 405 Evidence in Research and Evaluation................................. 3
HADM 422 Operations, Outcomes, and Quality.................................... 3
HADM 425 Financial Management and Budgeting in Healthcare.......... 3
HADM 440 Managerial Epidemiology and the Public’s Health ............. 3
HADM 445 Managing Health Care Organizations............................... 3
HADM 450 Health Policy and Politics.................................................. 3
HADM 496 Cooperative Education/Internship.................................... 3
HADM 497 Capstone............................................................................. 3
Total Required Courses........................................................................ 36

Required Business Minor
ACTG 201 Principles of Financial Accounting .................................... 3
ACTG 202 Principles of Managerial Accounting.................................... 3
*ECNS 202 Principles of Macroeconomics......................................... 3
FIN 351 Principles of Financial Management...................................... 3
MGMT 321 Principles of Management................................................. 3
MGMT 322 Operations Management.................................................. 3
MGMT 452 Human Resource Management....................................... 3
MIS 330 Principles of Management Information Systems................... 3
MKT 340 Principles of Marketing....................................................... 3
Total for Minor.................................................................................... 27

Restricted Electives
Choose 6 credits from the following courses with approval of an advisor:
COMT 480 Health Communication .................................................. 3
GPHY 380 Principles of GIS ............................................................... 3
HADM 355 Rural/Frontier Health Care Delivery ................................... 3
HADM 360 Long-Term Care Management......................................... 3
HADM 409 Aging in America and Long-Term Care............................ 3
HADM 452 Case Management.......................................................... 3
HADM 462 Supervision in Healthcare............................................... 3
HADM 492 Seminar............................................................................ 3
HHP 330 Health Behavior Theories.................................................... 3
HHP 335 Methods of Health Promotion............................................. 3
REHA 453 Case Management and Community Resources............... 3
SOCI 380 Sociology of Health and Medicine..................................... 3
Total Restricted Electives..................................................................... 6

Continued…

SUGGESTED PLAN OF STUDY
Bachelor of Science in Health Administration
This sample schedule is a suggested plan for students to follow in completing the Bachelor of Science in Health Administration degree program. Due to course availability, schedule changes and staff assignments, students may not be able to follow this suggested plan exactly. Students should consult with their advisor to plan classes before registering each term. Students are expected to work with their advisors to develop a plan of study specific to their needs and interests.

First Year – Fall Semester
ACTG 201 3
Academic Foundations 12

First Year - Spring Semester
ACTG 202 3
HADM 210 3
M 143 4
Academic Foundations 6

Second Year - Fall Semester
ECNS 201 3
STAT 216 4
Academic Foundations 7

Second Year - Spring Semester
WRIT 220 3
ECNS 202 3
PHIL 301 3
MGMT 321 3
Elective 3

Third Year - Fall Semester
HADM 307 3
HADM 335 3
HADM 445 3
HADM 450 3
MGMT 452 3
FIN 351 3
HADM 310 3

Third Year – Spring Semester
HADM 307 3
MGMT 322 3
MKT 340 3
HADM 335 3
MIS 330 3

Third Year – Summer Semester
HADM 496 3
Electives ........................................................................................................ V 0-15
The total number of elective credits required for the degree will be determined by the number of courses a student elects to take which fulfill the Academic Foundations requirements, the major requirements, and the minor requirements. Electives should be chosen in consultation with an academic advisor.

Total Requirements for Degree ......................................................................... 120

*May satisfy Academic Foundations requirements.

Long-Term Care Concentration (Optional)
A student may choose to concentrate in long-term care management. There are 15 credits required for this concentration:
HADM 360 Long-Term Care Management ....................................................... 3
HADM 409 Aging in America and Long-Term Care ........................................ 3
HADM 452 Case Management ....................................................................... 3
HADM 462 Supervision in Healthcare ............................................................. 3
HHP 435 Health Aspects of Aging ................................................................. 3
Total ............................................................................................................... 15

Case Management Concentration (Optional)
A student may choose to concentrate in case management. There are 15 credits required for this concentration:
HADM 425 Financial Management and Budgeting in Healthcare .............. 3
HADM 452 Case Management ....................................................................... 3
HHP 330 Health Behavior Theories ............................................................... 3
REHA 406 Assessment and Case Conceptualization in Rehabilitation and Human Services ................................................................. 3
REHA 453 Case Management and Community Resources ......................... 3
Total ............................................................................................................... 15

Fourth Year – Fall Semester
HADM 405 3
HADM 422 3
HADM 440 3
Concentration 3

Fourth Year – Spring Semester
HADM 497 3
HADM 425 3
Concentration 9
The Department of Health and Human Performance

Dr. Russ Lord, Chairperson
PE 120, (406) 657-2370
rlord@msubillings.edu

Professors: Gray, Lord\(^\ast\), Randolfi
Associate Professor: Shaw
Assistant Professor: Nynas, Samples
Lecturer: Morgan
Instructors: Gabel, Murray
Professors Emeritus: Alterowitz, Iverson

\(^\ast\) Joint appointment with the Department of Educational Theory and Practice

Undergraduate Degrees and Majors

Bachelor of Science Degree in Health and Human Performance
Options in:
- Health Promotion Option
- Human Performance Option
- Teacher Licensure Option – Health and Physical Education (K-12)

Bachelor of Science Degree in Outdoor Adventure Leadership

Teaching Minor in Health and Human Performance
- Health and Physical Education (K-12)

Minors in Health and Human Performance
- Coaching
- Health Education

Graduate Degrees

Master of Education in Interdisciplinary Studies
Master of Science in Athletic Training
Master of Science in Sport, Recreation and Fitness Management

For details covering the graduate degrees, see the Graduate Catalog. Graduate Catalogs may be obtained from the Office of Graduate Studies, McMullen Hall first floor west, Montana State University Billings, 1500 University Drive, Billings, MT 59101-0298, (406) 657-2238.

The Department of Health and Human Performance offers professional preparation programs leading to a Bachelor of Science degree in Health and Human Performance with Options in Health Promotion, Human Performance, and Teacher Licensure in Health and Physical Education (K-12), and a Bachelor of Science in Outdoor Adventure Leadership.

A teaching minor is also offered in Health and Physical Education (K-12), as well as non-teaching minors in Coaching and Health Education.

Graduates from the Health and Human Performance department succeed in professional positions as health educators; as applicants to doctoral programs such as physical therapy, occupational therapy, and physician assistant; as teachers and coaches; as health and fitness center directors; and in the wide variety of health and exercise science programs for which the different program options prepare them.

Advising Information

Students are encouraged to meet with their advisor each semester to confirm that their Plan of Study is accurate and complete. If necessary, changes and updates should be made in order to ensure that program requirements can be completed in a timely manner. Faculty advisors work with students to explore appropriate internships, cooperative education placements and/or experiential learning opportunities which will enhance the student’s academic program. In addition, advisors provide assistance in selecting elective courses which support the student’s interests, career plans, and professional development.

Academic advising services for freshmen health and human performance majors are provided through the Advising Center on McMullen Hall first floor west, but students are encouraged to establish a relationship with department faculty as early as possible. During the sophomore year, health and human performance majors will be assigned to a faculty advisor in their department for upper-division advising and advising files for upper-division students are maintained within the department. Although advisors are available to assist students in designing their Plans of Study, students are ultimately responsible for meeting degree requirements.

All candidates from the College of Allied Health Professions, College of Education, College of Business, and College of Arts and Sciences who plan to be recommended for State of Montana licensure must be...
admitted to the Teacher Education Program at Montana State University Billings. They must also meet all of the Teacher Education requirements (see page 254).

**Academic Foundations**

**Requirements**
The Academic Foundations requirements must be fulfilled by majors and minors. Academic Foundations classes should be taken during the first two years of college.

**Activity Courses**
The Department of Health and Human Performance offers an array of physical education activity courses for both majors and non-majors wishing to develop competencies in the specific area of study.

**Performance Area I – Team Athletics**
HHP 105 Basketball, Beginning  
HHP 154 Volleyball  
HHP 176 Softball

**Performance Area II – Aquatics**
HHP 140 Beginning Swimming/Aquatics I  
HHP 141 Beginning Swimming/Aquatics II  
HHP 142 Lifeguard Training: Basic  
HHP 143 Water Safety Instructor  
HHP 145 Swim for Fitness/Aquatic Exercise

**Performance Area III – Racquet Sports**
HHP 108 Badminton, Beginning  
HHP 114 Racquetball  
HHP 146 Tennis, Beginning  
HHP 147 Tennis, Intermediate

**Performance Area IV – Lifetime Activities**
HHP 111 Bowling  
HHP 125 Golf  
HHP 132 Skiing, Beginning Downhill  
HHP 133 Skiing, Intermediate Downhill  
HHP 174 Personal Fitness  
HHP 180 Judo  
HHP 186 Strength Training  
HHP 188 Yoga  
HHP 292 Fly Fishing  
HHP 292 Rappelling/Rock Climbing  
HHP 292 Tai Chi  
HHP 292 Self Defense  
HHP 292 Advanced Yoga
Bachelor of Science Degree
Major in Health and Human Performance – Health Promotion Option

The Health Promotion Option will prepare health professionals to seek employment in a variety of agencies such as local, state, national, international non-profit and corporate wellness programs.

The Health Promotion Option is designed to address the seven areas of responsibilities for the health education profession as recommended by the National Commission for Health Education Credentialing (NCHEC). The seven areas of responsibility are:

• Assess Individual and Community Needs for Health Education
• Plan Health Education Strategies, Interventions, and Programs
• Implement Health Education Strategies, Interventions, and Programs
• Conduct Evaluation and Research Related to Health Education
• Administer Health Education Strategies, Interventions, and Programs
• Serve as a Health Education Resource Person
• Communicate and for Health and Health Education

The health promotion curriculum will prepare students to: develop a strong background in human behavior and behavior modification; effectively plan, implement, and evaluate health promotion programs; increase leadership skills; and become familiar with the latest research and developments within the field.

Internship opportunities may be explored at local, regional, and national agencies/organizations that qualify students for employment in that field.

Health promotion graduates will find employment opportunities as community health educators, health promotion coordinators, health promotion consultants, prevention specialists, community health outreach workers, and worksite health promotion specialists.

A grade of C- or higher is mandatory in all health and human performance courses satisfying the major requirements.

Admission Requirements for Health and Human Performance – Health Promotion Option

All students desiring admission to the Health Promotion Option are required to file an application for admission.

1. A minimum cumulative grade point average of 2.8 is required in all courses completed.
2. Each applicant also must complete 18 credits from the approved list of prerequisite courses with a GPA of at least 2.8 (see application for list of courses).
3. Applications will be accepted when the student has completed a minimum of 21 credits from the Academic Foundations Category Requirements at Montana State University Billings, or at another regionally accredited institution of higher education, earning a minimum grade point average of 2.8.

Courses taken on a pass/no pass or credit/noncredit basis will not be used to calculate the GPA requirement. Students should consult with their academic advisor.

4. Applications for admission to the Health Promotion Option may be obtained online at www.msubillings.edu/hhp or from the Department of Health and Human Performance Office in the Physical Education Building, Room 120. The application should be submitted to the faculty advisor for review and approval, signed by the advisor and the Department Chairperson. A current working copy of the transcript will be attached to the application form.

5. Applications are handled on a rolling admissions basis. Students will be notified of the status of their application within 15 working days of submitting the complete application. Enrollment in some majors courses is limited to students admitted to the program.

6. No student will be allowed to register for restricted upper division courses in Health and Human Performance without formal admission to the Health Promotion Program.
Bachelor of Science Degree
Major in Health and Human Performance – Health Promotion Option

Degree Requirements

Credits

Academic Foundations Requirements ................................................... 37
(See page 71) Students should consult with their advisors to determine if specific courses are necessary in order to satisfy the Academic Foundations requirements within this major.

Health Promotion Major Core
HHP 210 First Aid and CPR................................................................. 2
HHP 211 Community Health .............................................................. 3
HHP 265 Foundations of Health Promotion ........................................ 3
HHP 320 Current Issues in Health ....................................................... 3
HHP 330 Health Behavior Theories .................................................... 3
HHP 335 Methods of Health Promotion ............................................. 3
HHP 340 Health Education Strategies ............................................... 3
HHP 364 Research Methods in Health and Human Performance ............ 3
HHP 450 Worksite Health Promotion ............................................... 3
HHP 455 Technological Applications in the Health Sciences ................. 3
HHP 461 Organization and Administration in Health Enhancement ......... 3
HHP 490 Internship/Practicum ............................................................. 7
Total .................................................................................................... 39

Health Promotion Content Electives
Select at least six (6) of the following courses with assistance of an advisor:
HHP 411 Alcohol, Tobacco and Other Drug Prevention ....................... 3
HHP 425 Health and Sexuality ............................................................ 3
HHP 430 Exercise Physiology ............................................................. 3
HHP 431 Exercise Physiology Lab ...................................................... 1
HHP 432 Nutrition in Health and Human Performance ....................... 3
HHP 433 High Level Wellness Through Decision Making ..................... 3
HHP 435 Health Aspects of Aging ...................................................... 3
HHP 436 Stress Management and Emotional Health ......................... 3
HHP 445 Exercise Testing and Prescription ......................................... 3
Total .................................................................................................... 18

Interdisciplinary Core
BIOL 251 Microbiology for the Health Sciences ................................. 3
BIOL 341 Human Anatomy and Physiology I .................................... 3
BIOL 343 Human Anatomy and Physiology I Lab ............................. 1
BIOL 345 Human Anatomy and Physiology II .................................. 3
BIOL 346 Human Anatomy and Physiology II Lab ............................ 1
Total .................................................................................................... 11

Restricted Electives
Select at least 5 (15 cr.) courses from the following with assistance of an advisor. It may be possible to substitute additional courses that meet the student’s future program with assistance of an advisor. Students may also choose to adopt a minor in lieu of these restricted electives.

Continued...
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 221 Human Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>*BUS 101 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>EDF 225 Human Development in Education</td>
<td>3</td>
</tr>
<tr>
<td>EDF 250 Educational Psychology</td>
<td>3</td>
</tr>
<tr>
<td>HADM 210 Healthcare Mega Trends</td>
<td>3</td>
</tr>
<tr>
<td>*HHP 270 Global Health Issues</td>
<td>3</td>
</tr>
<tr>
<td>HS 201 Survey of the Human Services</td>
<td>3</td>
</tr>
<tr>
<td>HS 335 Introduction to Counseling</td>
<td>3</td>
</tr>
<tr>
<td>HS 385 Behavioral Pharmacology and Human Services</td>
<td>3</td>
</tr>
<tr>
<td>*NAMS 211 Social Issues of the Native American</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 301 Death, Dying and Medical Ethics</td>
<td>3</td>
</tr>
<tr>
<td>*PSYX 231 Human Relations</td>
<td>3</td>
</tr>
<tr>
<td>PSYX 332 Adult Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYX 370 Psychology of Learning</td>
<td>3</td>
</tr>
<tr>
<td>PSYX 371 Psychology of Learning Lab</td>
<td>1</td>
</tr>
<tr>
<td>*REHA 201 Introduction to Diversity</td>
<td>3</td>
</tr>
<tr>
<td>SOCI 380 Sociology of Health and Medicine</td>
<td>3</td>
</tr>
<tr>
<td>SOCI 470 Environmental Sociology</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total** ........................................................................................................ 15

**Total Minimum Credits Required for Degree** ........................................... **120**

*May satisfy Academic Foundations requirements.

*Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.*

<table>
<thead>
<tr>
<th>Third Year</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Spring Semester</strong></td>
</tr>
<tr>
<td>HHP 320</td>
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<tr>
<td>HHP 330</td>
</tr>
<tr>
<td>HHP 340</td>
</tr>
<tr>
<td>HHP 450</td>
</tr>
<tr>
<td>Health Promotion or Restricted Electives</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fourth Year</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall Semester</strong></td>
</tr>
<tr>
<td>HHP 364</td>
</tr>
<tr>
<td>HHP 455</td>
</tr>
<tr>
<td>Health Promotion or Restricted Electives</td>
</tr>
</tbody>
</table>

| **Spring Semester**                 |
| HHP 461                             |
| HHP 490                             |
| Health Promotion or Restricted Electives |
Bachelor of Science Degree
Major in Health and Human Performance – Human Performance Option

Through coursework, research, laboratory, and internship experiences, the Human Performance Option prepares students with a thorough understanding of human movement. Students in this option are equally well-prepared for work in professional positions in medical, community, corporate, or school settings (i.e., medical sales, rehabilitation programs, fitness centers, strength and training coaches, etc.) or for graduate study in any of the diverse disciplines that deal with human movement (i.e., physical therapy, occupational therapy, athletic training, exercise physiology, kinesiology, physician assistant, etc.).

Coursework involves study in multiple disciplines and emphasizes the broad scientific basis on which sound clinical insight and understanding is based, while research, laboratory work, and internships provide students with valuable experience applying their understanding of human movement. Students are expected to develop a thorough understanding of human movement across the wide range of its physiological, neurological, mechanical, and nutritional dimensions, enabling them to serve as effective practitioners in the diverse, expanding and evolving fields related to human movement.

A grade of C- or higher is mandatory in all health and human performance courses satisfying the major requirements.

Admission Requirements for Health and Human Performance – Human Performance Option

Enrollment in several major courses is dependent upon admission to the Human Performance program and admission to the program is separate from enrollment at the University. Students are encouraged to explore their interest and skill in lower division courses but must realize that admission to the program, which allows access to several majors courses, is selective. The application process is outlined below and applications are available at www.msubillings.edu/hhp.

1. A minimum cumulative grade point average of 2.8 is required in all courses completed.

2. All applicants must complete a minimum of 32 credits from the Academic Foundations requirements at Montana State University Billings, or at another regionally accredited institution of higher education, earning a minimum grade point average of 2.8. Courses taken on a pass/no pass or credit/noncredit basis will not be used to calculate the GPA requirement. Students should consult with their academic advisor.

3. Each applicant also must complete 18 credits from the approved list of prerequisite courses with a GPA of at least 2.8 (see application for list of courses).

4. Each applicant must receive a letter advocating for his/her admission to the program from (a) a member of the Health and Human Performance Department and (b) a faculty member in the Biological and Physical Sciences Department.

5. Each applicant must submit a letter of application in which he/she provides a statement as to how the program serves his/her personal goals and how he/she intends to contribute to the program. The applicant’s faculty advisor must approve this letter.

6. Each application must be approved by the Chairperson of the Department.

7. Applications for admission to the Human Performance Option can be obtained online at www.msubillings.edu/hhp or from the Department of Health and Human Performance Office in the Physical Education Building, Room 120. The application should be submitted to the faculty advisor for review and approval, signed by the advisor and the Department Chairperson. A current working copy of the transcript will be attached to the application form in addition to the materials mentioned above.

8. Since admission to the Human Performance Option is selective, applications are to be submitted as soon as the student meets the requirements. Applications are handled on a rolling admissions basis. Students will be notified of the status of their application within 15 working days of submitting the complete application. Enrollment in some majors courses is limited to students admitted to the program.

If application to the Human Performance Option is initially unsuccessful, the student should meet with his/her advisor to address any shortcomings and applicants have the right to appeal the decision to the Human Performance Committee of the Department. The Department Chairperson serves as chair of the appeals committee.

No student will be allowed to register for restricted upper division courses in Health and Human Performance without formal admission to the Human Performance Option.
Bachelor of Science Degree
Major in Health and Human Performance – Human Performance Option

Degree Requirements

<table>
<thead>
<tr>
<th>Academic Foundations Requirements</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>(See page 71) The following Academic Foundations courses also satisfy requirements in the Interdisciplinary Core: PSYX 100, BIOL 101/115, STAT 141, and CHMY 121/122. Students should consult with an academic advisor before registering for Academic Foundations courses in order to minimize the number of courses needed to satisfy the requirements of the major.</td>
<td>37</td>
</tr>
</tbody>
</table>

Human Performance Major Core

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HHP 100 Foundations of Exercise Science</td>
<td>4</td>
</tr>
<tr>
<td>HHP 212 First Responder Emergency Care</td>
<td>3</td>
</tr>
<tr>
<td>HHP 301 Motor Learning and Control</td>
<td>3</td>
</tr>
<tr>
<td>HHP 301 Motor Learning and Control Lab</td>
<td>1</td>
</tr>
<tr>
<td>HHP 330 Health Behavior Theories</td>
<td>3</td>
</tr>
<tr>
<td>HHP 362 Basic Athletic Training</td>
<td>3</td>
</tr>
<tr>
<td>HHP 364 Research Methods in Health and Human Performance</td>
<td>3</td>
</tr>
<tr>
<td>HHP 430 Exercise Physiology</td>
<td>3</td>
</tr>
<tr>
<td>HHP 431 Exercise Physiology Lab</td>
<td>1</td>
</tr>
<tr>
<td>HHP 432 Nutrition in Health and Human Performance</td>
<td>3</td>
</tr>
<tr>
<td>HHP 445 Exercise Testing and Prescription</td>
<td>3</td>
</tr>
<tr>
<td>HHP 463 Kinesiology and Biomechanics</td>
<td>3</td>
</tr>
<tr>
<td>HHP 464 Kinesiology and Biomechanics Lab</td>
<td>1</td>
</tr>
<tr>
<td>HHP 490 Internship/Practicum</td>
<td>3</td>
</tr>
<tr>
<td>HHP 499 Senior Thesis</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td>40</td>
</tr>
</tbody>
</table>

Interdisciplinary Core

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>*BIOL 101 Survey of Biology</td>
<td>3</td>
</tr>
<tr>
<td>*BIOL 115 Survey of Biology Lab</td>
<td>1</td>
</tr>
<tr>
<td>BIOL 341 Human Anatomy and Physiology I</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 343 Human Anatomy and Physiology I Lab</td>
<td>1</td>
</tr>
<tr>
<td>BIOL 345 Human Anatomy and Physiology II</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 346 Human Anatomy and Physiology II Lab</td>
<td>1</td>
</tr>
<tr>
<td>*CHMY 121 Introduction to General Chemistry</td>
<td>3</td>
</tr>
<tr>
<td>*CHMY 122 Introduction to General Chemistry Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>*PSYX 100 Introduction to Psychology</td>
<td>1</td>
</tr>
<tr>
<td>*STAT 141 Introduction to Statistical Concepts</td>
<td>3</td>
</tr>
<tr>
<td>Total (see note above under Academic Foundations)</td>
<td>18-22</td>
</tr>
</tbody>
</table>

Electives

Select 15 credits, depending on minor, with approval of advisor. The following courses are suggestions, not a required list of options.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 221 Human Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>*CHMY 141/142 College Chemistry I with Lab</td>
<td>4</td>
</tr>
<tr>
<td>HHP 411 Alcohol, Tobacco and Other Drug Prevention</td>
<td>3</td>
</tr>
<tr>
<td>HHP 435 Health Aspects of Aging</td>
<td>3</td>
</tr>
<tr>
<td>HHP 436 Stress Management and Emotional Health</td>
<td>3</td>
</tr>
</tbody>
</table>

Continued...
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HHP 462 Advanced Athletic Training</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 150 Health Occupations Terminology I</td>
<td>3</td>
</tr>
<tr>
<td>*PHYS 110/111 Colleges Physics I with Lab</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 120/121 College Physics II with Lab</td>
<td>4</td>
</tr>
<tr>
<td>PSYX 222 Psychological Statistics</td>
<td>3</td>
</tr>
<tr>
<td>PSYX 223 Research Design and Analysis I</td>
<td>3</td>
</tr>
<tr>
<td>PSYX 224 Research Design and Analysis I Lab</td>
<td>1</td>
</tr>
<tr>
<td>PSYX 320 Research Methods III</td>
<td>2</td>
</tr>
<tr>
<td>PSYX 321 Research Methods III Lab</td>
<td>1</td>
</tr>
<tr>
<td>PSYX 350 Physiological Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYX 351 Physiological Psychology Lab</td>
<td>1</td>
</tr>
<tr>
<td>PSYX 360 Social Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 520 Human Neuropsychology</td>
<td>3</td>
</tr>
<tr>
<td>STAT 216 Introduction to Statistics</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total Electives</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

**Human Performance Option Credits** ................................................................. 58-62

**Minor/Related Electives** ............................................................................. 15-20

**Total Minimum Credits Required for Degree** ............................................ 120

*May satisfy Academic Foundations requirements.

*Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.*
Bachelor of Science Degree
Major in Health and Human Performance – Teacher Licensure Option
(Health and Physical Education K–12)

The degree program in Health and Human Performance Teacher Licensure Option prepares the pre-service professional to teach physical education and health education in a variety of school settings, grades K-12. The program has been designed to provide a comprehensive, sequential professional preparation combining liberal arts, professional education and specialty studies. Extensive fieldwork enables the student to apply skills in a supervised setting. The degree program provides teaching competencies in:

- personal health education
- community health and safety
- health prevention and intervention
- motor learning, physiology and kinesiology
- individual, dual and team sports
- rhythm and dance
- outdoor education
- Native American games and activities
- organization and administration of health and physical education programs.

Admission Requirements for Health and Human Performance – Teacher Licensure Option (Health and Physical Education K–12)

All students desiring licensure to teach are required to file an Application for Admission to the Teacher Education Program (see page 254).

Degree Requirements

The Academic Foundations requirements for secondary and K-12 education majors have been designed to prepare pre-service educators in a liberal arts curriculum which stimulates scholarship; promotes a critical understanding of human concepts; fosters individual fulfillment; nurtures the development of free, rational, and responsible professions; cultivates an appreciation for the values associated with life in a free, democratic society; develops intellectually competent, imaginative and vigorous educators; and encourages an analysis of values inherent in foreign cultures, the variety of American ethnic cultures, and Native American cultures with an aim toward developing a clearer understanding of other peoples. The Academic Foundations program for secondary and K-12 education majors is similar to the Academic Foundations program established for all students at Montana State University Billings. A complete description is contained on page 71. Students should select Academic Foundations courses in consultation with their academic advisors in the subject area and education. A grade of “C” or higher is mandatory in all health and human performance courses satisfying the major requirements.

First Aid Competency

Health and Human Performance students who are completing the teacher licensure option are required to demonstrate current competency in first aid, CPR and AED. Presentation of certification documents for First Aid, current Adult/Child/Infant CPR and Automatic External Defibrillation will be accepted as proof of this competency if met through the following organizations:

- First Aid
  - American Red Cross
  - National Safety Council

- CPR
  - American Heart Association
  - American Red Cross
  - National Safety Council

Students can also achieve First Aid, Adult/Child/Infant CPR and AED certification through successful completion of HHP 210 First Aid and CPR.
Bachelor of Science Degree

Major in Health and Human Performance – Teacher Licensure Option (Health and Physical Education K–12)

Academic Foundations Requirements ................................................... 37
(See page 71) Students should consult with their advisors to determine if specific courses are necessary in order to satisfy the Academic Foundations requirements within this major.

Professional Core (see page 266) ..................................................... 33

Required Courses
HHP 100 Foundations of Exercise Science........................................... 4
HHP 260 Foundations and Scientific Fundamentals in Health and Human Performance ........................................... 3
HHP 300 Motor Learning and Control ................................................. 3
HHP 301 Motor Learning and Control Lab ......................................... 1
HHP 330 Health Behavior Theories .................................................. 3
HHP 340 Health Education Strategies .............................................. 3
HHP 344 Physical Education Techniques I ....................................... 3
HHP 346 Physical Education Techniques II ...................................... 3
HHP 348 Physical Education Techniques III .................................... 3
HHP 360 Special Populations in Health and Physical Education ......... 2
HHP 390 Junior Field Experience ................................................... 1
HHP 405 Outdoor and Camping Education ...................................... 3
HHP 411 Alcohol, Tobacco and Other Drug Prevention ................... 3
HHP 430 Exercise Physiology ......................................................... 3
HHP 431 Exercise Physiology Lab .................................................. 1
HHP 432 Nutrition in Health and Human Performance ................... 3
HHP 461 Organization and Administration in Health Enhancement .... 3
HHP 463 Kinesiology and Biomechanics ....................................... 3
HHP 464 Kinesiology and Biomechanics Lab .................................. 1
Total Required Course Credits ...................................................... 49

Restricted Electives
Select 9 credits from the following:
HHP 211 Community Health .......................................................... 3
HHP 214 Outdoor Recreations in the United States ......................... 3
HHP 310 Adventure Leadership ...................................................... 3
HHP 320 Current Issues in Health .................................................. 3
HHP 360 Research Methods in Health and Human Performance .... 3
HHP 425 Health and Sexuality ....................................................... 3
HHP 435 Health Aspects of Aging .................................................. 3
HHP 436 Stress Management and Emotional Health ..................... 3
HHP 445 Exercise Testing and Prescription .................................... 3
Total Required Credits .................................................................. 9

Total Major Credits ...................................................................... 58

Total minimum credits required for degree................................. 128

*May satisfy Academic Foundations requirements.

Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.
Teaching Minor in Health and Physical Education (K–12)
For students who are gaining teaching licensure in a content major, the following minor leads to endorsement. All students desiring licensure to teach are required to file an Application for Admission to the Teacher Education Program (see page 254).

First Aid Competency
Health and Human Performance students who are completing the teacher licensure option are required to demonstrate current competency in first aid, CPR and AED. Presentation of certification documents for First Aid, current Adult/Child/Infant CPR and Automatic External Defibrillation will be accepted as proof of this competency if met through the following organizations:
• First Aid
  ▫ American Red Cross
  ▫ National Safety Council
• CPR
  ▫ American Heart Association
  ▫ American Red Cross
  ▫ National Safety Council
Students can also achieve First Aid, Adult/Child/Infant CPR and AED certification through successful completion of HHP 210 First Aid and CPR.

Required Courses
- HHP 100 Foundations of Exercise Science................. 4
- HHP 260 Foundations and Scientific Fundamentals in Health and Human Performance ............. 3
- HHP 330 Health Behavior Theories................................. 3
- HHP 340 Health Education Strategies............................. 3
- HHP 370 Methods of Physical Education K-12........... 3
- HHP 405 Outdoor and Camping Education............... 3
- HHP 430 Exercise Physiology
  OR
  HHP 463 Kinesiology and Biomechanics ............ 3

Select two (2) of the following teaching techniques courses:
- HHP 344 Physical Education Techniques I ............ 3
- HHP 346 Physical Education Techniques II .......... 3
- HHP 348 Physical Education Techniques III ......... 3

Total minimum credits required for minor ........ 28

Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.

Minor in Coaching
The Coaching Option is offered to enhance preparation of individuals wishing to serve as coaches in K-12 settings. This is a non-teaching minor and does not qualify as an area of endorsement.

First Aid Competency
Health and Human Performance students who are completing the teacher licensure option are required to demonstrate current competency in first aid, CPR and AED. Presentation of certification documents for First Aid, current Adult/Child/Infant CPR and Automatic External Defibrillation will be accepted as proof of this competency if met through the following organizations:
• First Aid
  ▫ American Red Cross
  ▫ National Safety Council
• CPR
  ▫ American Heart Association
  ▫ American Red Cross
  ▫ National Safety Council
Students can also achieve First Aid, Adult/Child/Infant CPR and AED certification through successful completion of HHP 210 First Aid and CPR.

Required Courses
- HHP 210 First Aid and CPR ...................................... 2
- HHP 249 Foundations of Coaching............................. 3
- HHP 362 Basic Athletic Training.............................. 3
- HHP 410 Psychology of Coaching.............................. 3
- HHP 430 Exercise Physiology...................................... 3
- HHP 431 Exercise Physiology Lab............................... 1
- HHP 463 Kinesiology and Biomechanics................ 3
- HHP 464 Kinesiology and Biomechanics Lab ............. 1

Select two from the following:
(all include a one credit practicum)
- HHP 240 Coaching Volleyball .................................... 3
- HHP 241 Coaching Football ....................................... 3
- HHP 242 Coaching Basketball .................................... 3
- HHP 244 Coaching Track/Field ................................... 3
- HHP 246 Coaching Gymnastics .................................. 3
- HHP 247 Coaching Softball/Baseball ......................... 3
- HHP 248 Coaching (Current Sport) ......................... 3

Total minimum credits required for minor .......... 25

Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.
### Minor in Health Education

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>*HHP 101 Health Sciences</td>
<td></td>
</tr>
<tr>
<td><strong>OR</strong></td>
<td></td>
</tr>
<tr>
<td>HHP 201 Core Concepts in Health</td>
<td>3</td>
</tr>
<tr>
<td>HHP 211 Community Health</td>
<td>3</td>
</tr>
<tr>
<td>HHP 320 Current Issues in Health</td>
<td>3</td>
</tr>
<tr>
<td>HHP 330 Health Behavior Theories</td>
<td>3</td>
</tr>
<tr>
<td>HHP 340 Health Education Strategies</td>
<td>3</td>
</tr>
</tbody>
</table>

Choose 4 courses from those listed below:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HHP 411 Alcohol, Tobacco and Other Drug Prevention</td>
<td>3</td>
</tr>
<tr>
<td>HHP 425 Health and Sexuality</td>
<td>3</td>
</tr>
<tr>
<td>HHP 430 Exercise Physiology</td>
<td>3</td>
</tr>
<tr>
<td>HHP 432 Nutrition in Health and Human Performance</td>
<td>3</td>
</tr>
<tr>
<td>HHP 433 High Level Wellness through Decision Making</td>
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<tr>
<td>HHP 435 Health Aspect of Aging</td>
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<tr>
<td>HHP 436 Stress Management and Emotional Health</td>
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</tr>
<tr>
<td>HHP 445 Exercise Testing and Prescription</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total minimum credits for teaching minor** | **27**

*May satisfy Academic Foundations requirements.

*Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.*
Bachelor of Science Degree

Major in Outdoor Adventure Leadership

The Outdoor Adventure Leadership degree develops student’s skills in group dynamics, leadership principles, educational philosophy, as well as teaching and communication. This degree combines the study of educational and leadership theory and practice with technical outdoor travel and adventure. Students will acquire and enhance environmental skills and knowledge related to a variety of populations including senior citizens and youth-at-risk and explore issues ranging from ethical controversies and risk management to program design.

Specialized skills acquired with Outdoor Adventure Leadership include sequencing, facilitation, and processing of activities, with specific attention to transferring the learning from activity-based experiences to “real lives” of participants. In addition, the ability to safely engage in and provide outdoor activities and effectively teach skills in outdoor and indoor settings are central to the degree.

Outdoor Adventure Leadership prepares students for careers in a wide variety of leadership settings with hands-on learning activities. The Outdoor Adventure Leadership degree allows the student to teach outdoor skills to others, safely oversee outdoor programs, and design programs for corporate and community organizations while preparing students for professions with agencies that have a natural resource base foundation and public and private entities for utilizing the outdoors.

An Outdoor Adventure Leadership degree will allow the graduate to pursue careers in adventure business companies; travel agencies; ski resorts; city, state, and national parks; U.S. Forest Service; outfitter organizations; ecotourism; and hotel and resort management.

A grade of C- or higher is mandatory in all health and human performance courses satisfying the major requirements.

Bachelor of Science Degree

Major in Outdoor Adventure Leadership

Degree Requirements

<table>
<thead>
<tr>
<th>Academic Foundations Requirements</th>
<th>37</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree Core</td>
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<tr>
<td>HHP 200 Foundations of Outdoor Adventure Leadership</td>
<td>3</td>
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<tr>
<td>HHP 214 Outdoor Recreations in the United States</td>
<td>3</td>
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<td>HHP 280 Challenge Course Fundamentals</td>
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<td>HHP 310 Adventure Leadership</td>
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<td>HHP 490 Internship/Practicum</td>
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<td>Total</td>
<td>18</td>
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</table>

Department Required Courses

| HHP 100 Foundations of Exercise Science | 4 |
| HHP 210 First Aid and CPR | 2 |
| HHP 300 Motor Learning and Control | 3 |
| HHP 301 Motor Learning and Control Lab | 1 |
| HHP 365 Special Populations in Health and Physical Education | 2 |
| HHP 381 Adventure Counseling and Leadership | 3 |

SUGGESTED PLAN OF STUDY

Bachelor of Science in Outdoor Adventure Leadership

Students should visit with their faculty advisor each semester prior to registration. The following suggested schedule provides a general overview of courses and work that will enable the student to progress through the degree in an orderly and timely manner.

First Year

Basic Skills Electives
WRIT 101
HHP 100
HHP 200
HHP 210
Academic Foundations

Second Year

Basic Skills Electives
Advanced Skills Electives
HHP 101

Continued...
HHP 405 Outdoor and Camping Education .................................................. 3
HHP 430 Exercise Physiology ...................................................................... 3
HHP 431 Exercise Physiology Lab ................................................................. 1
HHP 461 Organization and Administration in Health Enhancement ............. 3
HHP 466 Ethical/Legal Aspects in Outdoor Adventure Leadership ............... 3
Total ........................................................................................................ 28

Basic Skills
Choose at least 5 credits from the following:
HHP 131 Cross Country Skiing ................................................................. 1
HHP 132 Skiing, Beginning Downhill ......................................................... 1
HHP 134 Beginning Snowboarding ............................................................. 1
HHP 142 Lifeguard Training: Basic .............................................................. 2
HHP 181 Basic Navigation/Orienteering ...................................................... 1
HHP 292 Fly Fishing ................................................................................. 1
HHP 292 Rock Climbing ............................................................................. 1
Total .......................................................................................................... 5

Advanced Skills
Choose at least 12 credits from the following:
HHP 133 Skiing, Intermediate Downhill .................................................... 1
HHP 143 Water Safety Instructor ................................................................. 3
HHP 144 Lifeguarding Instructor/Head Lifeguard/Waterfront Modules ....... 2
HHP 182 Advanced Navigation .................................................................. 2
HHP 185 Winter Survival Skills ................................................................. 2

^HHP 230 Wilderness First Responder ....................................................... 3
HHP 292 Advanced Rock Climbing/Rappelling .......................................... 2
HHP 480 Advanced Challenge Skills and Facilitation ............................... 3
Total ........................................................................................................ 12

^or equivalent/comparable training (Ski Patrol, Park & Rec., Health Organizations, etc.)

Total major credits .................................................................................. 63

Minor ...................................................................................................... 20

Total minimum required credits for degree .......................................... 120

*May satisfy Academic Foundations requirements.

Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.
The Department of Rehabilitation and Human Services

Dr. Terry Blackwell, Chairperson
APS 116, (406) 896-5830
tblackwell@msubillings.edu

Professor: Blackwell, Yazak*
Associate Professor: Colling
Assistant Professor: Harrold
Lecturer: Dell
Emeritus: Self, Copple

* Joint appointment with the Department of Educational Theory and Practice

Undergraduate Degrees and Majors

Bachelor of Science Majors
Human Services
Psychiatric Rehabilitation
Rehabilitation and Related Services, Extended Major

Associate of Arts Programs of Study in:
Rehabilitation and Related Services

Graduate Degrees

Master of Science in Rehabilitation and Mental Health Counseling (MSRMHC)

For details concerning the graduate degrees, see the Graduate Bulletin. Graduate Bulletins may be obtained from the Office of Graduate Studies, McMullen Hall first floor west, Montana State University Billings, 1500 University Drive, Billings, MT 59101-0298.

Bachelor of Science Degree
Major in Human Services

Admission Requirements
All students desiring admission to the Human Services Program are required to file an application for admission. The application must be completed during the semester following the completion of 40 semester hours of credit, or, in the case of a transfer student, during the first semester of residence after the student has attained sophomore level.

1. A minimum of 40 semester credits is to be completed prior to admission to the Human Services Program.
2. A minimum cumulative grade point average of 2.00 is required in all courses completed.
3. All applicants must complete the Academic Foundations Category Requirements at Montana State University Billings, or at another regionally accredited institution of higher education, earning a minimum grade point average of 2.00. Courses taken on a pass/no pass or credit/noncredit basis will not be accepted to fulfill the requirements. Students should consult with their academic advisor.
4. A minimum grade of B in HS 201
5. The application should be accompanied by a working copy of the student’s transcript and be submitted to the faculty advisor for review and approval and signed by the advisor and the Department Chair at least three (3) weeks prior to the end of the semester during which application is made.

Students not accepted are encouraged to apply for admission during the next application period. It is the responsibility of each student to ensure that a completed application is submitted by the deadline. It is suggested that applications be submitted at least three (3) weeks prior to the end of the semester during which application is made. If admission to the Human Services Program is denied, the applicant may appeal the decision to the Human Services Committee of the Department. The Department Chair serves as chair of the appeals committee.

Psychiatric Rehabilitation and Rehabilitation and Related Services

Rehabilitation is defined as the restoration, re-adaptation, or re-education to fullest physical, mental, social, vocational, and economic usefulness following a disabling injury or disease. Thus the role of the rehabilitation counselor involves aiding adult clients with disabilities through the techniques of job
development and placement, case management, vocational counseling and assessment, and effective counseling. The aim of the treatment program is to allow clients to overcome mental, physical or emotional disabilities and become self sufficient and productive citizens.

The rehabilitation curriculum is focused on preparing professionals for employment in rehabilitation settings. Graduates have found employment in state and private rehabilitation offices, supported employment programs, Veterans Administration, community-based vocational programs, hospitals, chemical dependency programs, mental health centers, schools, centers of independent living, insurance companies, manufacturing firms, and other commercial enterprises.

A Master’s Degree in Rehabilitation Counseling is generally considered the minimum educational requirement for the job title Rehabilitation Counselor; however, many agencies accept applicants with bachelor’s degrees. Individuals with associate degrees find entry-level positions as paraprofessionals in many work settings.

**Program of Study in Rehabilitation and Related Services**
A paraprofessional training program leading to the Associate of Arts Degree and preparing graduates for entry-level employment in rehabilitation and related settings.
**Bachelor of Science Degree**  
**Major in Human Services**  

**Degree Requirements**

**Academic Foundations Requirements** ................................................... **37**

(See page 71) Students should consult with the Academic Advisor to determine if specific courses are necessary in order to satisfy the Academic Foundations requirements within this major.

**Core Requirements**

- HS 201 Survey of the Human Services ............................................... 3
- HS 335 Introduction to Counseling ................................................. 3
- HS/REHA 345 Legal, Ethical and Professional Issues in Human Services ... 3
- HS 386 Supervised Field Experience I in the Human Services ............ 3
- HS 387 Professional Seminar I in the Human Services ...................... 1
- HS 452 Human Services Management .............................................. 3
- HS 481 Abuse, Neglect in the Family and the Helping Process in Human Services ................................................................. 3
- HS 486 Supervised Field Experience II in Human Services ............... 3
- HS 487 Professional Seminar II in Human Services ........................... 1
- HS 488 Supervised Field Experience III in the Human Services .......... 3
- HS 489 Professional Seminar III in the Human Services ................... 1

**Total Core Requirement credits** ...................................................... **27**

**Professional Skills Development for the Human Services ................. **12**

At least one (1) course from each of the following four (4) areas is required for a minimum total of twelve (12) semester credits. A course selected in the Professional Skills area cannot be used to satisfy the requirements in any of the Concentrations.

**A. The Helping Process in Human Services**

- REHA 301 Principles of Counseling and Group Theory ...................... 3
- REHA 418 Counseling for Loss and Bereavement .............................. 3
- HS 485 Suicidal Ideation and Behaviors ......................................... 3

**B. Identification and Utilization of Community Resources in the Human Services**

- REHA 303 Assistive Technology Applications Across the Lifespan ......... 3
- REHA 406 Assessment and Case Conceptualization in Rehabilitation and Human Services ......................................................... 3
- REHA 453 Case Management and Community Resources .................. 3

**C. Mental Health and Human Services**

- HHP 436 Stress Management and Emotional Health ........................ 3
- PSYX 340 Abnormal Psychology ..................................................... 3
- REHA 425 Psychiatric Rehabilitation ................................................ 3

**D. Medical and Health Related**

- HHP 211 Community Health ............................................................ 3
- HS 385 Behavioral Pharmacology and Human Services ................... 3
- REHA 215 Psychosocial Aspects of Disability .................................. 3

Continued...
Human Services Concentration Areas

Each student is to complete three (3) concentrations. These are to be selected from the five (5) concentration areas listed below. A student must select one (1) major concentration and two (2) minor concentrations. A minimum of four (4) courses must be completed in the major concentration chosen, and at least three (3) courses must be selected from the two (2) minor concentration areas for a minimum of thirty (30) credits.

A course selected in one (1) concentration cannot be used to satisfy the requirements in another concentration, skills development, Academic Foundations or core requirements. Certain courses in each concentration have prerequisites; students should check course descriptions for prerequisite requirements.

1. Mental Health Systems and Applied Psychology
   - PSYX 330 Developmental Psychology ....................................................... 3
   - PSYX 332 Adult Psychology .................................................................... 3
   - PSYX 340 Abnormal Psychology ............................................................. 3
   - PSYX 385 Psychology of Personality ....................................................... 3
   - REHA 301 Principles of Counseling and Group Theory ........................... 3
   - REHA 418 Counseling for Loss and Bereavement ................................... 3

2. Community Based Programs for People with Disabilities
   - REHA 215 Psychosocial Aspects of Disability .......................................... 3
   - REHA 303 Assistive Technology Applications Across the Lifespan .......... 3
   - REHA 406 Assessment and Case Conceptualization in Rehabilitation and Human Services ................................................................. 3
   - REHA 425 Psychiatric Rehabilitation ....................................................... 3
   - REHA 453 Case Management and Community Resources .................... 3

3. Gerontology/Aging and Related Human Services
   - PHIL 301 Death, Dying and Medical Ethics ............................................ 3
   - PSYX 332 Adult Psychology .................................................................... 3
   - PSYX 333 Psychology of Aging ............................................................... 3
   - REHA 418 Counseling for Loss and Bereavement ................................... 3

4. Chemical Addictions and Treatment in Human Services
   - HS 385 Behavioral Pharmacology and Human Services .......................... 3
   - HS 483 Treatment Perspectives of Chemical Dependency and Addictive Behaviors ................................................................. 3
   - HHP 411 Alcohol, Tobacco and Other Drug Prevention .......................... 3
   - REHA 406 Assessment and Case Conceptualization in Rehabilitation and Human Services ................................................................. 3

5. Social Issues Across the Lifespan
   - EC 336 Social and Emotional Development in Young Children ............. 3
   - EC 437 Child in the Family System ......................................................... 3
   - *NAMS 211 Social Issues of the Native American ................................... 3
   - *SOCI 201 Social Problems ...................................................................... 3
   - SOCI 330 Juvenile Delinquency .............................................................. 3

Total for Concentrations ........................................................................ 30

Continued...
Please Note: Students must complete an average of 15 credits each semester or 30 credits each academic year to graduate in four years (eight semesters). A student paying for 12 credits in a semester can take an additional six (6) credits for no additional tuition ("flat spot"). See page 33.

Math and Science Requirements (below) .................................................. 6
The Degree Program in Human Services requires three (3) semester credit hours in Mathematics and three (3) semester credit hours in Sciences in addition to the Academic Foundations Math/Science requirements.

For Human Services majors, the Math requirement involves the selection of one (1) of the following courses:
*STAT 141 Introduction to Statistical Concepts .......................................... 3
PSYX 222 Psychological Statistics ............................................................. 3
Or an equivalent course selected in consultation with the student’s advisor

Science Course
The Science course should relate to some aspect of the human condition and is to be selected in consultation with the advisor.

Total minimum credits required for major ........................................... 75

Electives .................................................................................................... 8

Total minimum credits required for degree......................................... 120

*May satisfy Academic Foundations requirements.

Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.
Bachelor of Science in Psychiatric Rehabilitation Degree
Major in Psychiatric Rehabilitation

Academic Foundations Requirements ................................................... 37
(See page 71) Students should consult with their advisors to determine if specific courses are necessary in order to satisfy the Academic Foundations requirements within this major.

Required Courses
*REHA 201 Introduction to Diversity..................................................... 3
REHA 215 Psychosocial Aspects of Disability................................. 3
REHA 301 Principles of Counseling and Group Theory .................... 3
REHA/HS 345 Legal, Ethical & Professional Issues in the Human Services ................................................................. 3
REHA 406 Assessment and Case Conceptualization in Rehabilitation and Human Services ................................................................. 3
REHA 453 Case Management and Community Resources ............... 3
REHA 490 Internship: Rehabilitation Agency.................................... 6
REHA 490 Internship: Community Agency ......................................... 6
Total Required Courses credits ........................................................... 30

Restricted Electives
A minimum of 18 credits—at least one course from each of the following areas—must be selected in consultation with the advisor.

Special Education (Select one)................................................................. 3
SPED/EC 289 Professional Roles and Expectations ........................... 3
SPED 375 Teaching, Learning & Behavior in the Schools.................. 3

Rehabilitation (Select one).................................................................... 3
REHA 303 Assistive Technology Applications Across the Lifespan ..... 3
REHA 418 Counseling for Loss and Bereavement .............................. 3
REHA 425 Psychiatric Rehabilitation ................................................. 3

Human Services..................................................................................... 3
HS 335 Introduction to Counseling .................................................... 3

Psychology (Select one)...................................................................... 3-4
PSYX 332 Adult Psychology................................................................. 3
PSYX 333 Psychology of Aging............................................................ 3
PSYX 340 Abnormal Psychology......................................................... 3
PSYX 370/371 Psychology of Learning w/Lab ...................................... 4

Sociology (Select one)........................................................................ 3
*SOCI 275/A&SC 250 Gender and Society .......................................... 3
SOCI 344 Sociology of Race and Ethnicity ....................................... 3
SOCI 380 Sociology of Health and Medicine .................................... 3
SOCI 382/PSYX 360 Social Psychology and Social Structure ............ 3

Total Restricted Elective credits ......................................................... 18

Total minimum credits required for major ........................................ 48

Continued...
Minor .......................................................................................................................... 20-30
The minor is to be selected from the following areas in consultation with the faculty advisor:
   Business Administration
   Communication and Theatre
   Health and Physical Education
   Native American Studies
   Psychology
   Sociology
   Spanish

Unrestricted electives .................................................................................................. 5-18

Total minimum credits required for degree.............................................................. 120

*May satisfy Academic Foundations requirements.

Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.
Bachelor of Science in Rehabilitation and Related Services Degree
Major in Rehabilitation and Related Services
Extended

Academic Foundations Requirements ................................................... 37
(See page 71) Students should consult with their advisors to determine if specific courses are necessary in order to satisfy the Academic Foundations requirements within this major.

Required Courses
*REHA 201 Introduction to Diversity ......................................................... 3
REHA 215 Psychosocial Aspects of Disability ............................................ 3
REHA 301 Principles of Counseling and Group Theory .................................... 3
REHA/HS 345 Legal, Ethical & Professional Issues in the Human Services ............................................................................................. 3
REHA 406 Assessment and Case Conceptualization in Rehabilitation and Human Services ................................................................. 3
REHA 453 Case Management and Community Resources ........................................ 3
REHA 490 Internship: Rehabilitation Agency ............................................ 6
REHA 490 Internship: Community Agency ............................................... 6
Total Required Course credits ........................................................................ 30

Additional Required Courses for Extended Major
Additional required courses, totaling 15 semester credits, must be selected from the following list in consultation with the faculty advisor:
HS 335 Introduction to Counseling ............................................................. 3
REHA 418 Counseling for Loss and Bereavement ...................................... 3
REHA 425 Psychiatric Rehabilitation ......................................................... 3
SPED 375 Teaching, Learning and Behavior in Schools .............................. 3
SPED 405 Assessment of Students with Disabilities .................................... 3
Total Additional Required Credits ........................................................ 15

Restricted Electives
A minimum of 18 credits—at least one course from each of the following areas—must be selected in consultation with the advisor.

Special Education (Select one)................................................................. 3
SPED 260 Introduction to Teaching Exceptional Learners ................................. 3
SPED 310 Teaching Students with Learning Disabilities .............................. 3
SPED 311 Teaching Students with Emotional Disturbances ........................ 3
SPED 312 Teaching Students with Developmental Disabilities .................. 3

Health and Physical Education (Select one)............................................. 3
HHP 211 Community Health ..................................................................... 3
HHP 320 Current Issues in Health .............................................................. 3
HHP 430 Exercise Physiology .................................................................. 3

Human Services ..................................................................................... 3
HS 452 Human Services Management .................................................... 3

Continued...
<table>
<thead>
<tr>
<th>Subject</th>
<th>Course Code</th>
<th>Credits</th>
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<tr>
<td>Psychology (Select one)</td>
<td>PSYX 332 Adult Psychology</td>
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<tr>
<td></td>
<td>PSYX 333 Psychology of Aging</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PSYX 340 Abnormal Psychology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PSYX 370/371 Psychology of Learning w/Lab</td>
<td>4</td>
</tr>
<tr>
<td>Sociology (Select one)</td>
<td>*SOCI 275/A&amp;SC 250 Gender and Society</td>
<td>3</td>
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<tr>
<td></td>
<td>SOCI 344 Sociology of Race and Ethnicity</td>
<td>3</td>
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<tr>
<td></td>
<td>SOCI 380 Sociology of Health and Medicine</td>
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</tr>
<tr>
<td></td>
<td>SOCI 382/PSYX 360 Social Psychology and Social Structure</td>
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</table>

Total Restricted Elective credits: 18

Total minimum credits required for major: 63

Unrestricted Electives: 20

Total minimum credits required for degree: 120

*May satisfy Academic Foundations requirements.

Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.
Associate of Arts Degree
Program of Study in
Rehabilitation and Related Services

Credits

Academic Foundations Requirements ................ 37
(See page 71) Students should consult with their advisors to determine if specific courses are necessary in order to satisfy the Academic Foundations requirements within this program.

Required Courses
HHP 411 Alcohol, Tobacco and Other Drug Prevention ....................................................... 3
HS 385 Behavioral Pharmacology and Human Services .......................................................... 3
HS/REHA 345 Legal, Ethical & Professional Issues in the Human Services ................................. 3
*REHA 201 Introduction to Diversity ............................. 3
REHA 301 Principles of Counseling and Group Theory ............................................................ 3
REHA 406 Assessment and Case Conceptualization in Rehabilitation and Human Services .......... 3
REHA 453 Case Management and Community Resources ...................................................... 3
REHA 497 Capstone in Chemical Dependency Rehabilitation .................................................. 2

Total Required Course Credits ........................... 23

Total minimum credits required for degree........ 60

*May satisfy Academic Foundations requirements.
The College of Arts and Sciences

Dr. Tasneem Khaleel, Dean  
LA 427, (406) 657-2177  
tkhaleel@msubillings.edu

The liberal arts and sciences are the core of a complete college education, stimulating our spirit, deepening our understanding, and broadening our horizons. They cultivate clear and imaginative thinking, effective communication, critical evaluation of ideas, and effective adaptation of knowledge. The student who experiences the liberal arts and sciences becomes informed, inquiring, critical, and concerned, while building strong foundations for future career opportunities.

In all of its programs, Montana State University Billings places great emphasis upon the liberal arts and sciences as the foundation of each student’s Academic Foundations. Upper-division courses in those areas also fill an important role in the education of students across campus.

Academic Advising

All new, transfer, and re-admitted students are encouraged to visit the Advising Center on McMullen Hall first floor west, to meet with an academic advisor. New students will receive information regarding Academic Foundations requirements and Plan of Study worksheets related to their major and minor programs. Transfer and readmitted students will work with an advisor to complete a transcript evaluation and to develop a Plan of Study. After the initial contact with the Advising Center, students who have declared a specific major will be assigned a faculty advisor in their major department.

General Studies majors will work with the Advising Center and the Office of Career Services until a specific academic program has been selected and a Plan of Study has been developed.

Undergraduate and Graduate Degrees and Majors

The College of Arts and Sciences offers both the Bachelor of Arts and the Bachelor of Science degrees in the following majors:

**Bachelor of Arts degree:** Majors in Applied Science, Art, Biology, Communication Arts, English, Environmental Studies, History, Music, Psychology, Sociology, and Spanish.

**Bachelor of Science degree:** Majors in Biology, Broadfield Science, Chemistry, Criminal Justice, Liberal Studies, Mathematics, Political Science, Public Relations, Psychology, and Sociology.

Teaching Licensure Options: Available in the following Arts and Sciences Majors: Art (K-12), Biology (Secondary), Broadfield Science (Secondary), Chemistry (Secondary), English (Secondary), History (Secondary), Mathematics (Secondary), Music (K-12), and Spanish (K-12).

Medical Lab Science and Environmental Science Options are available in the Biology Major.

**Master of Science in Psychology:** A professional graduate degree and doctoral preparation degree in the Department of Psychology.

**Master of Public Administration:** A professional graduate degree in the Department of Sociology, Political Science, Native American Studies and Environmental Studies.

**Master of Science in Public Relations:** A professional graduate degree in the Department of Communication and Theatre.

**Associate of Arts:** Program of Study in Applied Psychology

**Associate of Science:** Programs of Study in Allied Health, Environmental Science, and Pre-Engineering.

**Minors:** Art, Biology, Chemistry, Communication Arts (options in Mass Communication, Organizational Communication, and Theatre), Computer Science, Earth Science, English (plans of study in Writing Across the Curriculum, Creative Writing, and Literature), Environmental Studies, Geography, History, International Studies, Mathematics, Music, Native American Studies, Philosophy (Philosophy, Religious Studies), Physics, Political Science, Psychology, Sociology, Spanish, and Statistics.
Teaching Minors:
For students who are gaining teacher licensure in a content major, the following majors lead to endorsement: Art (K-12), Biology, Chemistry, Earth Science, English, Geography, History, Mathematics, Physics, Political Science, Psychology, Sociology and Spanish (K-12), Speech Communication, and Theatre.

Licensure: Social Science (Broadfield) Endorsement

These degree programs and other programmatic options are described in the specific discipline areas in this General Bulletin. Information about programs and options approved subsequent to the publication of this Bulletin may be obtained from the Student Advising Center and the individual department offices.

See the Academic Support section, page 60, for some of the resources and opportunities the College of Arts and Sciences provides students and the public.

Graduate Education
The College of Arts and Sciences offers three graduate degrees, the Master of Science in Psychology, the Master of Science in Public Relations and the Master of Public Administration (MPA).

Mission Statement
The mission of the College of Arts and Sciences is to serve the educational needs of the people of Montana through:
• an Academic Foundations program providing a foundation of liberal education to all students;
• selected undergraduate degree programs in the arts, humanities, sciences, and social sciences;
• selected pre-professional programs; and
• various graduate, continuing education, and non-conventional learning opportunities consistent with the mission of the University.

Through these learning experiences, the College seeks to provide knowledge and cultivate skills to allow a student to select realistic future directions for study and/or employment. These learning experiences should be of high quality and be consistent with the mission and resources of the University. With its inherent diversity, the College serves as an intellectual and cultural resource for all students, faculty, and staff of the University, and for the larger community and region which it serves.

Career Areas
The liberal arts and sciences provide the basic background which is essential for careers in many areas. Some examples are listed below:

- Actuarial Science
- Agriculture
- Business Management
- Dentistry
- Forestry
- Health Services
- Law
- Medicine
- Pharmacy
- Social Work
- Wildlife Management

Advising
- Advertising
- Architecture
- College Teaching
- Engineering
- Government Service
- Home Economics
- Library Science
- Nursing
- Scientific Research
- Veterinary Medicine

The baccalaureate degree is sufficient preparation to begin a career in many such areas. For others, graduate or professional training after the baccalaureate degree is necessary. Montana State University Billings does not offer baccalaureate degrees in all of these areas, but information concerning career opportunities in specific areas and the kinds of college degrees and specializations that employers look for in a student’s preparation for a career is available through the various academic departments and the Office of Career Services.

Requirements for Bachelor of Arts and Bachelor of Science Degrees
Candidates for the Bachelor of Arts and the Bachelor of Science degree are subject to all of the general academic regulations set forth in this General Bulletin. The following is a summary of degree requirements:

I. Academic Foundations – 37 credits
A complete listing of Academic Foundations requirements is included in the Academic Affairs section (see page 71). Note: Students seeking a Bachelor’s degree at Montana State University Billings must take WRIT 101 and an advanced writing class. Advanced writing classes for the College of Arts and Sciences vary. Students should consult with their advisors.

II. Degree Requirements in Language
Definition of “Language”
Any spoken or written language (excluding sign and computer languages) for which a measuring instrument is available or for which a valid measuring technique
can be devised may be used to meet the proficiency requirement. Proficiency, advanced placement, and equivalency credit are determined by the Department of English, Philosophy and Modern Languages. (In the case of American Indian Languages, the evaluation is done in conjunction with the appropriate faculty in the Department of Sociology, Political Science, Native American Studies and Environmental Studies.) Language credits used for fulfillment of the degree requirement may also apply toward an appropriate language major or minor offered by the University.

Language requirements are different for different degrees and are described in the section with the degree.

A. B.A. Degree Language Requirement
In Bachelor of Arts degrees requiring foreign language, the language requirement is satisfied by demonstrating proficiency in a language other than English equivalent to satisfactory completion of second-year college-level work in that language or languages courses number 101-102 and 201-202 in the same language (maximum of 14 credits). Language requirements may be different for some B.A. degrees and are described in the section with the degree.

B. B.S. Degree Language Requirement
The language requirement for the Bachelor of Science degree is satisfied by demonstrating proficiency in a language other than English equivalent to satisfactory completion of first-year college-level work in that language or language courses numbered 101-102 in the same language (maximum of 8 credits).

III. Degree Requirements in Mathematics
The mathematics requirement for the Bachelor of Science degree is satisfied in one of two ways:

A. Taking two (2) approved mathematical sciences courses (Mathematics, Statistics, or Computer Science) in addition to the course taken to satisfy the Academic Foundations requirement in Mathematics.

B. Taking *M 171 Calculus I to satisfy the Academic Foundations requirement in Mathematics, and completing one (1) additional approved mathematical sciences course (M 172 Calculus II is recommended).

Students should consult their major department to determine the mathematical sciences courses recommended for their major.

*May satisfy Academic Foundations requirements.

IV. Majors and Minors
A. An academic major is required for graduation. Majors as listed in the disciplines consist of 30 or more credits.
B. An academic minor is required in many departments. Minors as listed in the disciplines consist of 20 or more credits.
C. In lieu of the major-minor combination, some disciplines offer extended majors. Extended majors consist of 40 or more credits, and with this type of major a minor is not required.

V. Electives
In addition to the above requirements, elective courses are necessary to make a total minimum of 120 semester credits for the degree or, in the case of the major with a teaching licensure option 128 credits. At least 36 semester credits must be in upper division courses (numbered 300 or above), and at least 12 semester credits of these upper division credits must be in the subject major program.

Bachelor of Science in Liberal Studies
Requirements for the BSLS are listed in the Interdisciplinary Degree section (see page 84). This program is also offered in an online format.

Bachelor of Applied Science Degree
Requirements for the BAS Degree are listed in the Interdisciplinary Degree section (see page 84). This program is also offered in an online format.

Associate of Arts and Associate of Science Degree Programs
Requirements for the Associate of Arts and Associate of Science degrees are listed in the Associate of Arts & Associate of Science Degrees section (see page 81)
The Department of Art

Dr. Patricia Vettel-Becker,  
Chairperson  
LA 104, (406) 657–2324  
pvbecker@msubillings.edu

Professors: Cast, Jussila, Landis, Pollock, Vettel-Becker  
Assistant Professor: Zoltowski  
Professor Emeritus: Selsor, Steele

Undergraduate Degrees and Majors

Bachelor of Arts  
Major: Art  
Option: Teaching Licensure

Minor and Teaching Minor: Art

Mission of the Department

The mission of the Department of Art at Montana State University Billings is to educate students in the understanding, production, and analysis of visual art and culture. This educational process includes the development of technical, conceptual and art historical awareness; the development or furtherance of visual and tactile insight; the development of appropriate verbal and written skills; and the fostering of professional attitudes and goals. The curriculum is designed to prepare students to face the challenges and diverse career opportunities that exist within the discipline and to give students the knowledge, practical skills, and maturity of critical thinking that is necessary to embark on study at higher levels.

This mission is accomplished through classes in various studio media; in art history, theory, and criticism; through individual advisement and assistance from a concerned faculty; through exhibitions in the Northcutt Steele Gallery, the Yellowstone Art Museum and other museums and galleries in the area; through the activities of the Art Students’ League and the Potters’ Guild; through the visiting artist programs; and through career advisement.

The Areas of Concentration—art history, ceramics, digital arts, drawing, painting, photography, printmaking, and sculpture—lead to a Bachelor of Arts degree in Art that may include teacher licensure.

Many careers require the expressive, communicative and imaginative skills of individuals educated in the visual arts. According to various reports, career possibilities in the visual arts are more diversified now than ever before. Whether designing one’s own art career or following an already existing path, exciting opportunities exist for artists and art educators. Basic preparation for professional studio artist and art teacher careers can be supplemented with consideration of the following: positions in a museum, gallery or center as director, manager, curator, conservator; art historian; art librarian; illustrator; designer; architect; therapist; personnel connected to public and private art granting and government agencies, among many others.

Accreditation

The Department of Art is accredited by NASAD (National Association of Schools of Art and Design).

Auditing Courses

Studio classes, including Practicum and Workshop classes as designated in the General Bulletin, may not be audited. Art History and Seminar classes may be audited with instructor permission and following University policies.

Advising Information

Students are required to meet with their advisor each semester to confirm that their Plan of Study is accurate and complete. If necessary, changes and updates should be made in order to ensure that program requirements can be completed in a timely manner. Faculty advisors work with students to explore appropriate internships, cooperative education placements and/or experiential learning opportunities which will enhance the student’s academic program. In addition, advisors provide assistance in selecting elective courses which support the student’s interests, career plans and Plan of Study.

Academic advising services for all freshmen Arts and Sciences majors are provided through the Advising Center on McMullen Hall first floor west. Upon declaring a specific major, Arts and Science majors will
be assigned to a faculty advisor in their department for upper division advising. Advising files for all upper-division students are maintained in the departmental office of the program in which the student is majoring. Although advisors are available to assist students in designing their Plans of Study, students are ultimately responsible for meeting degree requirements.

A grade of “C” or higher is mandatory in all Art classes satisfying major and minor requirements.

Location of the Art Facilities
The Department of Art is housed in various campus locations. The Liberal Arts Building houses the main Art office, Visual Resource Center, the Northcutt Steele Gallery, the Outer Gallery and the Student Gallery. Studios for drawing, design, painting and printmaking are in the same location. The library, connected to the Liberal Arts Building, accommodates the photography studio. Art history courses meet in various buildings with multimedia classrooms. Digital Arts classes meet in the College of Education building. Studio spaces for ceramics and sculpture are in the Art Annex. Art Education classes meet in the College of Education building.

Gallery Complex
The Department of Art coordinates everyday access to the Northcutt Steele Gallery located in the Liberal Arts Building. The gallery features a variety of exhibitions including the annual art faculty exhibition, juried student exhibition, and individual artist exhibitions of national, regional and area significance. The Student Gallery and Outer Gallery are dedicated to the exhibition of student work. Three other art collections are maintained and shown at various times: Permanent Art Collection, Opal Leonard Collection of Chinese and Japanese Art, and the Helen and Paul Covert Collection of Fine Art.

Explanation of Credits in Art
The Department of Art offers two types of classes: 1) classes which meet one hour per week for each earned credit hour referred to as “Lecture” (Lec), and 2) classes which are a combination of studio, recitation and discussion referred to as “Studio” (Stu). “Studio” classes meet one hour per week for each credit hour designated as recitation/discussion (Rct) and two hours per week for each credit hour designated as Studio (Stu). Students should plan to study on their own for an additional two hours for each credit earned. The designation of a course as lecture (Lec), recitation/discussion (Rct) or studio (Stu) can be found in Course Terms and Definitions.

Studio Use
Unscheduled studio classrooms are available for art student use during the day. Students should avail themselves of the open studios at these times. In addition, an adopted “After Hours Studio Use Policy” is posted in each classroom for other hours.
Bachelor of Arts Degree
Major in Art

Credits

Academic Foundations Requirements ................................................... 37
(See page 71) Students should consult with their advisors to determine if specific courses in Academic Foundations also satisfy requirements in this major. NOTE: A grade of “C” or higher is mandatory in all Art courses satisfying major and minor requirements

Required Art Courses
*ART 132 Art History Survey ............................................................. 3
ART 151 Two-Dimensional Design .................................................... 3
ART 152 Three-Dimensional Design .................................................. 3
*ART 161 Introduction to Drawing ..................................................... 3
ART 255 Introduction to Photoshop OR
ART 256 Introduction to Illustrator .................................................... 4
ART 261 Figure Drawing .................................................................... 4
ART 331 Renaissance and Baroque Art ................................................. 3
ART 332 Modern Art ........................................................................ 3
ART 352 Visual Theory and Criticism .................................................. 3
ART 399 Careers in Art ...................................................................... 1
ART 498 Resume and Artist Statement ................................................. 1
ART 499 Senior Show, Portfolio and Review ....................................... 1
Total required Art courses ................................................................ 32

Restricted Art Electives

Group 1: Select one course from each of the following three areas:

Area One
ART 211 Introduction to Photography .................................................. 4
ART 217 Introduction to Lithography .................................................... 4

Area Two
ART 271 Introduction to Watercolor ................................................... 4
ART 272 Introduction to Painting ......................................................... 4

Area Three
ART 242 Introduction to Ceramics ....................................................... 4
ART 281 Introduction to Sculpture ....................................................... 4

Group 2: Select one course from this group:

ART 434 Art and the Environment ..................................................... 3
ART 435 Art of the United States ....................................................... 3
ART 436 History of Women in Art ..................................................... 3
ART 437 Contemporary Art ............................................................... 3
ART 439 Survey of American Indian Art ............................................. 3
ART 492 Seminar (Art History) .......................................................... 3

Total Restricted Art Electives ............................................................ 15

Continued...
Areas of Specialization

Studio Art Extended
Twenty-eight hours of upper division studio art credits in Areas of Concentration to include a minimum of 12 credits in one Area of Concentration............................................................ 28
ART 437 Contemporary Art ............................................................ 3
Art Electives .................................................................................. 5

Studio Art with Minor (from another department)
Twelve upper division studio art credits in an Area of Concentration .... 12
Minor (to include 6 upper division credits)......................................... 21
Art Electives .................................................................................. 3

Studio Art and Art History
ART 431 Advanced Global Visual Culture ....................................... 3
Sixteen upper division studio art credits in an Area of Concentration to include a minimum of 12 credits in one Area of Concentration .................. 16
Twelve credits of upper division art history electives ......................... 12
Art Electives .................................................................................. 5

Art History
ART 431 Advanced Global Visual Culture ....................................... 3
Twelve upper division art history credits........................................... 12
HSTR/HON 420 Historical Archaeology of the Classical World......... 3
HSTR 428 Historical Archaeology in the Americas........................... 3
GERM 101, 102 Elementary German I, II ........................................ 8
GERM 201, 202 Intermediate German III ......................................... 6
OR
FRCH 101, 102 Elementary French I, II ......................................... 8
FRCH 201, 202 Intermediate French I, II ......................................... 6

Art History with Minor (from another department)
ART 431 Advanced Global Visual Culture ....................................... 3
Twelve upper division art history credits......................................... 12
Minor (to include 6 upper division credits)...................................... 21

Total Area of Specialization Credits ............................................. 36

Total minimum credits required for degree.................................... 120

*May satisfy Academic Foundations requirements.

There is a lab fee for most studio classes, payable at registration.

Certain courses in this program have prerequisites; others are offered only in alternate years. Students should check course descriptions for required prerequisites.
Bachelor of Arts Degree
Major in Art
Teaching Licensure Option
All students desiring licensure to teach are required to file an Application for Admission to the Teacher Education Program (see page 254).

Academic Foundations Requirements ................................................... 37 (Secondary & K-12 majors)
Students should consult with their faculty advisors to ensure proper selection of Academic Foundations courses (see page 71).
Note: A grade of “C” or higher is mandatory in all Art courses satisfying major and minor requirements.

Teaching Licensure Option Professional Core (see page 266) .......... 37
(includes EDCI 315 Teaching Art K-12, 4 credits)

Required Art Courses
*ART 132 Art History Survey ................................................................. 3
ART 151 Two-Dimensional Design ......................................................... 3
ART 152 Three-Dimensional Design ....................................................... 3
*ART 161 Introduction to Drawing ............................................................ 3
ART 255 Introduction to Photoshop
OR
ART 256 Introduction to Illustrator ......................................................... 4
ART 261 Figure Drawing ....................................................................... 4
ART 332 Modern Art ............................................................................ 3
ART 352 Visual Theory and Criticism .................................................... 3
ART 399 Careers in Art ........................................................................ 1
ART 498 Resume & Artist Statement ...................................................... 1
ART 499 Senior Show, Portfolio and Review ........................................... 1
Total Required Art Courses .................................................................. 29

Restricted Art Electives........................................................................... 12
Group 1: Select one course from each of the following three areas:
Area One
ART 211 Introduction to Photography .................................................... 4
ART 217 Introduction to Lithography ...................................................... 4
Area Two
ART 271 Introduction to Watercolor ....................................................... 4
ART 272 Introduction to Painting ............................................................ 4
Area Three
ART 242 Introduction to Ceramics ........................................................ 4
ART 281 Introduction to Sculpture ......................................................... 4

Twelve credits of upper division art studio from Area(s) of Concentration ....................................................... 12

Art Elective ......................................................................................... 4

Total minimum credits for degree....................................................... 128

*May satisfy Academic Foundations requirements.

SUGGESTED PLAN OF STUDY
B.A., Major in Art Teaching Licensure
Option
The following suggested schedule provides a general overview of courses and work that will enable the Teaching Major in Art student to progress through the degree in an orderly and timely manner. Students must consult with their advisors to plan classes before registering each term.

First Year
F S
WRIT 101 3
ART 151 3
ART 152 3
ART 161 3
ART 132 3
EDF 100 3
EDF 225 3
HHP 201 3
Academic Foundations 6 3
Total Credits 15 18
Take PPST Spring Semester

Second Year
F S
ART 261 4
ART 255 4
ART Area One 4
ART Area Three 4
ART 332 3
SPED 260 3
EDF 250 3
Academic Foundations 4 6
Total Credits 18 17
Apply for Admission to Teacher Education Program

Third Year
F S
ART Area Two 4
ART 352 3
Two different Areas of Concentration 4 4
RD 310 3
ART 399 1
Academic Foundations 6 6
Total Credits 16 15
Apply to Student Teach
Apply to Graduate

Fourth Year
F S
One Area of Concentration 4
ART 498 1
ART 499 1
Art Elective 4
EDCI 310 3
EDCI 315 4
EDF 450 3
EDCI 486 9
Total Credits 17 12
Apply for licensure Spring Semester.
Minor in Art
*ART 132 Art History Survey ......................... 3
ART 151 Two-Dimensional Design ..................... 3
ART 152 Three-Dimensional Design ................... 3
*ART 161 Introduction to Drawing ...................... 3
ART 352 Visual Theory and Criticism .................. 3
Art Electives .............................................. 8-9
Total minimum credits required for minor ...23-24

Other specific minors are available. Please speak with
your faculty advisor.

*May satisfy Academic Foundations requirements.

Teaching Minor in Art (K-12)
For students gaining teaching licensure in a content
major, the following minor leads to endorsement. All
students desiring licensure to teach are required to file
an Application for Admission to the Teacher Education
Program (see page 254).

Required Courses
*ART 132 Art History Survey ......................... 3
ART 151 Two-Dimensional Design ..................... 3
ART 152 Three-Dimensional Design ................... 3
*ART 161 Introduction to Drawing ...................... 3
ART 255 Introduction to Photoshop
   OR
   ART 256 Introduction to Illustrator ............... 4
ART 352 Visual Theory and Criticism .................. 3
Total......................................................... 19

Select one course from the following.............. 4
ART 211 Introduction to Photography ............... 4
ART 217 Introduction to Lithography ................. 4
ART 242 Introduction to Ceramics .................... 4
ART 271 Introduction to Watercolor ................... 4
ART 272 Introduction to Painting ..................... 4
ART 281 Introduction to Sculpture .................... 4

^EDCI 315 Teaching Art K-12 ....................... 4

Total minimum credits required for minor .......27

^EDCI 315 Teaching Art K-12 (4 credits) is required in
the Professional Core.

*May satisfy Academic Foundations requirements.

Certain courses in this program have prerequisites;
others are offered only in alternate years. Students
should check course descriptions for required
prerequisites.
The Department of Biological and Physical Sciences

Dr. Stan Wiatr, Chairperson
Sci 139, (406) 657-2031
swiatr@msubillings.edu

Anatomy & Physiology: Castles
Biochemistry: Lewis
Botany: Khaleel, Wiatr
Cell & Molecular Biology: Butler, Toenjes
Ecology/Zoology: Barron
Earth Science/Geography: Suits
Geography: Smith-Estelle
Inorganic Chemistry: Tayer
Microbiology/Immunology: Dennis
Organic Chemistry: Dillman
Physical and Analytical Chemistry: Wickun
Physics: Snyder, Wiles
Professors Emeritus: Carpenter, Elliot, Grant, McRae, Schoenthal, Zwick

Sciences at MSU Billings
Biology, Chemistry, Physics and Earth Science are core programs in the sciences at MSU Billings. Biology is the study of living organisms. Biologists study interactions among and within organisms in order to understand processes characteristic of life. Chemistry, Physics and Earth Science are physical sciences exploring the composition, structure, properties and interactions of matter. Chemistry is the study of differences and similarities of elements in order to understand how they interact to produce diverse molecules. Physics examines the properties of atoms and laws governing the makeup of matter. Earth Science is the study of minerals and soils, their origin, change and distribution.

Research
Science faculty at MSU Billings encourage undergraduate students to participate in research. Every student is given the opportunity to explore a research problem in the sciences under the guidance of a faculty sponsor. Faculty conduct research in molecular genetics, animal physiology, topics in laser spectroscopy, plant physiology, plant systematics and ecology and evolution. Active involvement in research with faculty is an important part of student success in the sciences at MSU Billings.

Undergraduate Degrees and Majors

Bachelor of Arts
Major: Biology

Bachelor of Science
Majors: Biology, Broadfield Science, Chemistry
Options: Environmental Science, Medical Laboratory Science, Biology Teaching Licensure, Broadfield Science Teaching Licensure, Chemistry Teaching Licensure

Minors: Biology, Chemistry, Earth Science, Geography, Physics

Teaching Minors: Biology, Chemistry, Earth Science, Geography, Physics

Pre-Professional Programs: Medicine, Dentistry, Pharmacy, Physical Therapy, Pre-Engineering, Veterinary Medicine

Associate of Science Programs of Study in: Allied Health, Environmental Science, Pre-Engineering.

Program Outcomes
Programs offered through the Department of Biological and Physical Sciences share many outcomes. Upon program completion students will:

▪ Understand the basic principles and laws governing our world and have a global awareness of their discipline.
▪ Demonstrate basic competency in laboratory, field and computer skills related to the sciences.
▪ Be familiar with accessing and interpreting the scientific literature.
▪ Be proficient in written and oral communication in the sciences.
▪ Understand scientific methodology, and conduct scientific investigations using it.
▪ Be prepared to participate in professional activities.
Career Opportunities
Most students who graduate from MSU Billings in the sciences typically receive a Bachelor’s degree in Biology or Chemistry. In some instances our graduates directly enter the job market. For example, our Biology and Chemistry teaching licensure programs allow students to enter the teaching profession with appropriate expertise and licensure to teach in Montana. Our new program in Medical Laboratory Science will allow students to achieve national certification for a career in clinical/medical laboratory science. Students seeking jobs with private industry, state (e.g. Fish, Wildlife & Parks) or federal (e.g. FBI) agencies have also been successful. Alternatively, many of our graduates choose to continue their training beyond a four year undergraduate program. They have been accepted in professional programs in the health sciences (medical, dental, pharmacy & veterinary medicine) and major university graduate programs leading to a master’s degree or Ph.D. in Biology, Chemistry and Physics.

Advising Information
Academic advising for all freshmen Arts and Sciences majors is initially provided through the Advising Center on campus. Science majors are then assigned a faculty advisor in the Sciences with expertise matched to their interest. Students meet with their faculty advisor each semester to review their progress and make any changes required for a complete and accurate Plan of Study to satisfy program requirements in a timely manner. Faculty advisors also work with students to explore internships, cooperative education placements and opportunities in research to enhance the student’s academic program. In addition, faculty advisors provide assistance in selecting elective courses which support the student’s interests, career plans and Plan of Study. Students are ultimately responsible for meeting degree requirements, and science faculty at MSU Billings believe very strongly that academic advising is a vital component to ensuring student success.

Biology
Biology programs available at MSU Billings include (1) the Biology Major (2) the Biology Minor, and (3) the Biology Teaching Minor. The biology major also has several options and plans of study to allow students to specialize in an area of interest. The biology curriculum is designed to provide biology students with the opportunity for the best possible undergraduate education in biology. In addition to the transmission of factual information, the biology curriculum places emphasis on the development of critical thinking skills in contemporary areas of biology. This is accomplished through a combination of lecturing, experimental laboratory exercises, independent learning by data analysis, research and field projects, seminars, incorporation of extensive writing, library research, and use of computers in data analysis.

MSU Billings’ program in biology begins with a two-year core curriculum emphasizing the broad scope of biology through coursework in biological principles, biological diversity, cell biology and genetics. Other required advanced courses and electives are taken in the junior and senior year. While building a solid foundation in biology, the program allows students to match their interests with professional requirements.

Students in biology at MSU Billings have an opportunity to focus on specific areas in biology through a variety of options and plans of study. Options available to students include Environmental Sciences, Biology Teaching Licensure, and Chemistry Teaching Licensure. The Environmental Sciences Option offers in-depth specialization to include an area of biology having regional and global importance. Specialization in biology is possible with the choice of an appropriate plan of study and in consultation with the faculty advisors who can provide students with the best educational experience at MSU Billings.

All students in the Biology program also take a Capstone seminar course in their senior year. This course is designed to ensure a standard of excellence in knowledge of basic biological concepts, and integration of those concepts with other areas in Science.

A maximum of five semester credits of BIOL 490, 491, 492, 493, 495, 496 and 497 can be applied to the BA or BS degree as unrestricted biology electives. Excess credits earned in these courses may still be applied to graduation as unrestricted electives.

Chemistry
Chemistry programs at MSU Billings include (1) the Chemistry Major (2) the Chemistry Minor and (3) the Chemistry Teaching Minor. Students taking the first two years in a chemistry program will have a well rounded background in organic and inorganic chemistry. Students majoring in chemistry will receive additional training in physical chemistry, quantitative chemistry, instrumentation, biochemistry and advanced organic or inorganic chemistry.

The chemistry program is designed to be flexible enough to meet individual interests of students and comprehensive enough to be competitive nationally. A
chemistry major can expect to find employment in private, state, or federal laboratories ranging from research and development to quality control. Course selection and/or selection of a minor can open additional choices in other fields such as biology, geology, business, or health sciences. Graduate education is encouraged as an avenue to expand career opportunities.

Earth Science
Earth Science programs available at MSU Billings include (1) the earth science minor with an emphasis in Geology and (2) the Earth Science Teaching Minor which covers a broader field of the earth sciences leading to teacher licensure.

The Earth Science Minor with a geology emphasis provides opportunities for study in the areas of: landform development, igneous, sedimentary and metamorphic rocks, crystallography, earth history, earth structures, and independent research. Students completing this program may find employment in the geological, engineering and environmental areas as well as employment as interpreters with park systems, nature centers and museums.

The Earth Science Teaching Minor provides opportunity for study in a broader area of earth sciences including geology, meteorology and astronomy. This broader field of study leads to an earth science teaching endorsement in the State of Montana. Students completing this track of study would be predominantly employed by educational systems.

Broadfield Science
The Broadfield Science program offers students a broad-based foundation in the sciences through coursework in Biology, Chemistry, Earth Science and Physics. The program provides graduates with the knowledge and skills necessary to qualify for positions requiring a broad-based foundation in all sciences.

The Broadfield Science Degree with Teaching Endorsement is especially attractive to students interested in teaching science because they will have a strong foundation in multiple scientific disciplines. With additional Professional Core requirements met for teacher licensure, students entering this program would be regarded as “highly qualified” according to national standards, and thus qualify for K-12 teaching opportunities in broadfield science.

Geography
Geography programs available at MSU Billings include (1) a Geography Minor and (2) a Geography Teaching Minor.

Students seeking a Geography Minor will be provided with an opportunity to study the phenomena, events and physical properties on the Earth’s surface, including their interrelationships with human beings. Students in the program will learn specific geographic techniques and their applications to regional, national and global levels. Technical skills in mapping, computer applications and survey research will be presented. Students completing this program may find employment with planning, interpretative and governmental agencies.

The Geography Teaching Minor will provide education majors with the necessary skills to obtain a teaching endorsement in geography. The student will be provided with an opportunity to study both the physical and cultural aspects of geography. However, the greater emphasis is on the cultural aspects of geography and their application to educational instruction. Students completing this program would be prepared to seek employment in regional, state and federal educational programs.

Physics
Physics programs available at MSU Billings include (1) the Physics Minor, (2) the Physics Teaching Minor, and (3) the Pre-engineering program. Physics is the study of matter, energy, and their interactions; this includes all physical structures and phenomena. Experiments and observations in physics have shown that the operation of the universe at all levels is based on a few fundamental laws. The study of physics is the study of these laws and their applications.

Requirements for the pre-engineering program and physics teaching minor are listed under the Pre-Professional Program and College of Education sections, respectively. It is recommended that chemistry teaching majors complete their teaching minors in physics, since many high schools require the teaching of physics and chemistry by the same individual. Chemistry and math majors should also consider a minor in physics.
Medical Laboratory Science
Program
Students wishing to become medical/clinical lab scientists may choose the Medical Laboratory Science option in the Biology Program and complete the program in four years. Students working towards a Bachelors of Science degree in Biology or Chemistry, or a double major in Biology and Chemistry, may apply to this program and upon entrance complete the professional training in their fifth year. Two plans of study are available to complete this program. For additional information, contact Dr. Rhonda Dillman, Program Director at (406) 657-2031 or rdillman@msubillings.edu.

Plan A: Bachelor of Science Degree
Major in Biology –Medical Lab Science Option (3+1)
Total credits for graduation are 128. Additional credits are required in this option because students take additional summer session of courses. This additional summer semester is necessary because professional training programs approved by the National Accrediting Agency for Clinical Laboratory Science (NAACLS, www.naacls.org) are 12 months in duration. All students desiring to become a certified Clinical Laboratory Scientist must take a national certification examination upon completion of a senior year of professional training. All students will develop a career plan in their freshman/sophomore year with the help of their advisor. Students with a 2.5 GPA or higher can apply for a senior year of professional training. They will obtain a degree in Biology/Medical Laboratory Science Option from MSU Billings. The following courses are required in the fourth year of the program and offered by off campus Institutions:

- BIOL 435 Summer Clinical Laboratory 1 (University of North Dakota/Sacred Heart School of Medical Technology at Spokane/Health One Alliance School of Medical Technology, Denver) 12 credits
- BIOL 436 Professional Training I Fall Semester (Training Site) 13 credits
- BIOL 437 Professional Training II Spring Semester (Training Site) 12 credits

Plan B. Bachelor of Science Degree
Major in Biology or Chemistry –Medical Lab Science (4+1 Plan of Study)
Total credits for graduation are 120. All students will develop a career plan in their senior year with the help of their advisor. After completion of the Bachelor of Science degree, students can apply for an internship at any approved training program in the United States. Upon completion of the internship, students will be qualified to take a national registry examination administered by the American Society for Clinical Pathologists or the National Certification Agency.

Pre-Medical Sciences
Advising Center, McMullen First Floor West
(406) 657–2240
Students interested in professional programs in medical sciences such as medicine, dentistry, veterinary medicine, physicians assistant, physical therapy and pharmacy must obtain a Bachelor’s degree in preparation for most of these professional programs. No specific undergraduate major is required for most of these health professions, but a strong academic background in biology and chemistry is expected for admission to these programs.

Medical science programs look for students who are well-rounded. Individual plans of study can be designed in consultation with a faculty advisor to provide the student with the maximum opportunity for pursuing goals. Students seeking admission to a medical science program apply to an appropriate professional school before graduation from MSU Billings. Biology and Chemistry faculty assist and advise the student in arranging these applications.
## Common Course Numbering Changes

<table>
<thead>
<tr>
<th>OLD</th>
<th>NEW</th>
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<tbody>
<tr>
<td>CHEM 104</td>
<td>Fund of Gen &amp; Org Chem</td>
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<tr>
<td>CHEM 105</td>
<td>Fund of Gen &amp; Org Chem Lab</td>
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<td>CHEM 106</td>
<td>Fund of Org &amp; Biochemistry</td>
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<td>CHEM 221</td>
<td>Principles of Organic Chem Lab</td>
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<td>CHEM 291</td>
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<td>Quantitative Chem Analysis</td>
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</table>

<p>| EASC 100     | Lithosphere &amp; Hydrosphere        | GEO 101 Intro to Physical Geology  |
| EASC 101     | Lithosphere &amp; Hydrosphere lab    | GEO 102 Intro to Physical Geology Lab |
| EASC 105     | Oceanography                     | GEO 105 Oceanography               |
| EASC 120     | Hist Geol &amp; Paleontology         | GEO 211 Earth History &amp; Evolution  |
| EASC 121     | Hist Geol &amp; Paleontology Lab     | GEO 212 Earth History &amp; Evolution Lab |
| EASC 200     | Mineralogy                       | GEO 205 Mineralogy                 |
| EASC 220     | Meteorology                      | ERTH 303 Weather and Climate       |
| EASC 230     | Optcl Mineralogy &amp; Petrography   | GEO 226 Rocks, Minerals &amp; Resources |
| EASC 300     | Structures &amp; Tectonics           | GEO 315 Structural Geology         |</p>
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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Department Code</th>
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<tr>
<td>EASC 320</td>
<td>Sedimentation &amp; Stratigraphy</td>
<td>GEO 309</td>
<td>Sedimentation and Stratigraphy</td>
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<td>EASC 400</td>
<td>Geomorphology and Quaternary Geology</td>
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<td>EASC 440</td>
<td>Geologic Field Methods</td>
<td>ERTH 401</td>
<td>Geologic Field Methods</td>
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<tr>
<td>EASC 490</td>
<td>Internship</td>
<td>ERTH 498</td>
<td>Internship/Cooperative Educ</td>
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<td>EASC 491</td>
<td>Independent Study</td>
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<td>EASC 492</td>
<td>Seminar</td>
<td>ERTH 494</td>
<td>Seminar/Workshop</td>
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<td>EASC 493</td>
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<td>EVST 201</td>
<td>Mapping Techniques</td>
<td>GPHY 282</td>
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<tr>
<td>EVST 301</td>
<td>Principles of GIS</td>
<td>GPHY 380</td>
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<td>GEOG 100</td>
<td>Physical Geography Lab</td>
<td>GPHY 112</td>
<td>Intro to Phys Geography Lab</td>
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<td>Intro to Physical Geography</td>
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<td>GEOG 102</td>
<td>World Geography</td>
<td>GPHY 141</td>
<td>Geography of World Regions</td>
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<td>GEOG 120</td>
<td>Environment and Culture</td>
<td>GPHY 121</td>
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<td>Mapping Techniques</td>
<td>GPHY 282</td>
<td>Mapping Techniques</td>
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<td>Economic Geography</td>
<td>GPHY 222</td>
<td>Intro to Economic Geography</td>
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<td>Landscape and People of North America</td>
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<td>Landscape &amp; People of N Amer</td>
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<td>Principles of GIS</td>
<td>GPHY 380</td>
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<td>GPHY 341</td>
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<td>GEOG 322</td>
<td>Geography of Europe</td>
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<td>GEOG 350</td>
<td>Regional Geography (Multiple Regions)</td>
<td>GPHY 347</td>
<td>Regional Geography (Mult Reg)</td>
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<td>GEOG 410</td>
<td>Geography of Montana</td>
<td>GPHY 440</td>
<td>Geography of Montana</td>
</tr>
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<td>GEOG 491</td>
<td>Independent Study</td>
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<td>Independent Study</td>
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<td>GEOG 492</td>
<td>Seminar</td>
<td>GPHY 494</td>
<td>Seminar/Workshop</td>
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<td>GEOG 493</td>
<td>Workshop</td>
<td>GPHY 494</td>
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</tbody>
</table>
Bachelor of Arts Degree
Major in Biology

Academic Foundations Requirements ................................................... 37
The following Academic Foundations courses also satisfy requirements in the major: BIOL 178, BIOL 188, CHMY 141, M 171, and STAT 216. Students should consult with an academic advisor before registering for Academic Foundations courses in order to minimize the number of courses needed to satisfy the requirements of the major.

Language Requirement (see page 117) ..................................................... 8

Biology Requirements
*BIOL 178 Principles of Biology...................................................... 3
*BIOL 188 Principles of Biology Lab .............................................. 1
BIOL 179 Biodiversity .................................................................... 3
BIOL 189 Biodiversity Lab .............................................................. 1
BIOL 263 Introduction to Cell Biology ............................................ 3
BIOL 273 Introduction to Cell Biology Lab ...................................... 1
BIOL 353 Genetics ......................................................................... 3
BIOL 354 Genetics Lab ................................................................. 1
BIOL 355 Ecology and Evolution .................................................... 3
BIOL 363 Molecular Biology .......................................................... 3
BIOL 373 Molecular Biology Lab .................................................... 1
BIOL 495 Biological Research ......................................................... 2
BIOL 498 Capstone Seminar .......................................................... 1
Unrestricted Biology electives .......................................................... 15
Selected in consultation with advisor. At least 7 credits should be in upper division courses.

Biology Total ..................................................................................... 42

Chemistry Requirements
*CHMY 141 College Chemistry I ..................................................... 3
*CHMY 142 College Chemistry Laboratory I ................................... 1
CHMY 143 College Chemistry II ..................................................... 3
CHMY 144 College Chemistry Laboratory II .................................. 1
CHMY 211 Elements of Organic Chemistry ................................ 3
CHMY 212 Elements of Organic Chemistry Laboratory ........... 1
CHEM/BIOL 361 Biochemistry ......................................................... 3
CHEM/BIOL 371 Biochemistry Lab ................................................ 1

Chemistry Total ................................................................................ 16

Mathematics or Statistics Requirement
(choose one of the following)
*M 171 Calculus I .......................................................................... 4
*STAT 216 Introduction to Statistics ................................................. 4
Mathematics/Statistics Total ............................................................... 4

Total minimum credits required for major ....................................... 62

*May satisfy Academic Foundations requirements.

Continued...
Electives

The total number of elective credits required for the degree will be determined by the number of courses a student elects to take which fulfill both the Academic Foundations requirements and the major requirements. Electives should be chosen in consultation with an academic advisor.

Total minimum credits required for degree

Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.
Bachelor of Science Degree
Major in Biology

Credits

Academic Foundations Requirements ................................................... 37
The following Academic Foundations courses also satisfy requirements in the major: BIOL 178, BIOL 188, CHMY 141, M 171, and STAT 216. Students should consult with an academic advisor before registering for Academic Foundations courses in order to minimize the number of courses needed to satisfy the requirements of the major.

Biology Requirements
*BIOL 178 Principles of Biology ............................................................. 3
*BIOL 188 Principles of Biology Lab ...................................................... 1
BIOL 179 Biodiversity .......................................................................... 3
BIOL 189 Biodiversity Lab .................................................................... 1
BIOL 263 Introduction to Cell Biology .................................................. 3
BIOL 273 Introduction to Cell Biology Lab .............................................. 1
BIOL 353 Genetics ................................................................................ 3
BIOL 354 Genetics Lab .......................................................................... 1
BIOL 355 Ecology and Evolution ............................................................ 3
BIOL 356 Ecology and Evolution Lab ..................................................... 1
BIOL/CHEM 361 Biochemistry ............................................................... 3
BIOL/CHEM 371 Biochemistry Lab ........................................................ 1
BIOL 363 Molecular Biology ................................................................. 3
BIOL 373 Molecular Biology Lab ............................................................ 1
BIOL 495 Biological Research ............................................................... 2
BIOL 498 Capstone Seminar ................................................................. 1
Unrestricted Biology electives ............................................................... 11
Selected in consultation with advisor. At least 7 credits should be in upper division courses.
Biology Total .......................................................................................... 42

Chemistry Requirements
*CHMY 141 College Chemistry I ............................................................ 3
*CHMY 142 College Chemistry Laboratory I ......................................... 1
CHMY 143 College Chemistry II ............................................................ 3
CHMY 144 College Chemistry Laboratory II ......................................... 1
CHMY 321 Organic Chemistry I .............................................................. 3
CHMY 322 Organic Chemistry Laboratory I ......................................... 1
CHMY 323 Organic Chemistry II .......................................................... 3
CHMY 324 Organic Chemistry Laboratory II ........................................ 1
Chemistry Total ...................................................................................... 16

Mathematics or Statistics Requirement
Choose two of the following:
*M 171 Calculus I .................................................................................. 4
M 172 Calculus II .................................................................................. 4
*STAT 216 Introduction to Statistics ...................................................... 4
STAT 217 Intermediate Statistical Concepts ........................................ 4
Mathematics/Statistics Total ................................................................... 8

Continued...
Physics Requirements
(Choose one Physics sequence)
*PHYS 110 College Physics I ................................................................. 3
*PHYS 111 College Physics I Lab ............................................................. 1
PHYS 120 College Physics II ................................................................. 3
PHYS 121 College Physics II Lab ............................................................. 1
PHYS 210 University Physics I ............................................................... 3
PHYS 211 University Physics I Lab ........................................................... 1
PHYS 220 University Physics II ............................................................... 3
PHYS 221 University Physics II Lab .......................................................... 1
Physics Total .......................................................................................... 8

Recommended Electives
CHMY 311 Analytical Chemistry-Quantitative Analysis ......................... 3
CHMY 312 Analytical Chemistry Laboratory-Quantitative Analysis .......... 1
Electives .................................................................................................. V 2-9

Total minimum credits required for major ............................................ V 74

The total number of elective credits required for the degree will be
determined by the number of courses a student elects to take which fulfill
both the Academic Foundations requirements and the major requirements.
Electives should be chosen in consultation with an academic advisor.

Total minimum credits required for degree ............................................ 120

*May satisfy Academic Foundations requirements.

Certain courses in this program have prerequisites; students should check
the course descriptions for required prerequisites.
Bachelor of Science Degree
Major in Biology
Environmental Sciences Option

Credits

Academic Foundations Requirements ................................................... 37

The following Academic Foundations courses also satisfy requirements in the major: BIOL 178, BIOL 188, CHMY 141, M 171, and STAT 216. Students should consult with an academic advisor before registering for Academic Foundations courses in order to minimize the number of courses needed to satisfy the requirements of the major.

Note: 10 credits will be filled with requirements below, leaving 27 credits needed here.

Biology Requirements
*BIOL 178 Principles of Biology................................................................ 3
*BIOL 188 Principles of Biology Lab ......................................................... 1
BIOL 179 Biodiversity ............................................................................... 3
BIOL 189 Biodiversity Lab ........................................................................ 1
BIOL 263 Introduction to Cell Biology ....................................................... 3
BIOL 273 Introduction to Cell Biology Lab ................................................. 1
BIOL 315 Plant Systematics ....................................................................... 2
BIOL 325 Plant Systematics Lab ................................................................ 2
BIOL 340 General Microbiology ................................................................ 3
BIOL 350 General Microbiology Lab ......................................................... 1
BIOL 353 Genetics ..................................................................................... 3
BIOL 354 Genetics Lab .............................................................................. 1
BIOL 355 Ecology and Evolution ............................................................... 3
BIOL 356 Ecology and Evolution Lab ......................................................... 1
BIOL 456 Advanced Evolution and Ecology ............................................. 3
BIOL 457 Advanced Evolution and Ecology Lab ....................................... 1
BIOL 495/490 Biological Research/Internship ........................................... 2
BIOL 498 Capstone Seminar...................................................................... 1
Total Biology .......................................................................................... 35

Chemistry Requirements
*CHMY 141 College Chemistry I ............................................................... 3
*CHMY 142 College Chemistry Laboratory I .............................................. 1
CHMY 143 College Chemistry II ............................................................... 3
CHMY 144 College Chemistry Laboratory II ............................................. 1
CHMY 211 Elements of Organic Chemistry ............................................ 3
CHMY 212 Elements of Organic Chemistry Laboratory ......................... 1
CHMY 311 Analytical Chemistry-Quantitative Analysis ......................... 3
CHMY 312 Analytical Chemistry Laboratory-Quantitative Analysis ......... 1
BIOL/CHEM 361 Biochemistry ................................................................ 3
BIOL/CHEM 371 Biochemistry Lab .......................................................... 1
Total Chemistry ....................................................................................... 20

Mathematics/Statistics Requirement
Choose two of the following, one from each rubric:
*M 171 Calculus I ...................................................................................... 4
M 172 Calculus II ..................................................................................... 4

Continued...
*STAT 216 Introduction to Statistics .......................................................... 4
STAT 217 Intermediate Statistical Concepts ............................................... 4
Mathematics/Statistics Total .................................................................... 8

Physics Requirements
Choose one Physics course with lab.
*PHYS 110 College Physics I ................................................................. 3
*PHYS 111 College Physics I Lab .............................................................. 1
PHYS 210 University Physics I ............................................................... 3
PHYS 211 University Physics I Lab ......................................................... 1
Total .......................................................................................................... 4

Earth Science and Geography Requirements
ERTH 400 Geomorphology and Quaternary Geology ............................. 3
*GEO 101 Introduction to Physical Geology ............................................ 3
*GEO 102 Introduction to Physical Geology Laboratory .......................... 1
GEO 205 Mineralogy ............................................................................. 3
GEO 309 Sedimentation and Stratigraphy ............................................. 3
GEO 315 Structural Geology ................................................................. 3
GPHY 282 Mapping Techniques ............................................................ 3
Total Earth Science and Geography ...................................................... 19

Electives .................................................................................................... 7
Recommended courses:
BIOL 363 Molecular Biology ............................................................... 3
BIOL 373 Molecular Biology Lab ........................................................... 1
BIOL 424 Animal Physiology ............................................................... 3
BIOL 465 Plant Physiology ................................................................. 3
BIOL 475 Plant Physiology Lab ............................................................ 1
EVST 360 Environmental Impact and Policy Analysis .......................... 3
PHIL 311 Environmental Ethics ............................................................ 3

Total Degree Requirements .................................................................. 120

*May satisfy Academic Foundations requirements.
Bachelor of Science Degree
Major in Biology
Medical Laboratory Science Option

Students with a 2.5 GPA or higher can apply for a senior year of professional training. They will obtain a degree in Biology/Medical Laboratory Science Option from MSU Billings. Total credits for graduation are 128. Additional credits are required in this option because students take additional summer session of courses. This additional summer semester is necessary because professional training programs approved by the National Accrediting Agency for Clinical Laboratory Science (NAACLS, www.naacls.org) are 12 months in duration.

All students desiring to become a certified Clinical Laboratory Scientist must take a national certification examination upon completion of a senior year of professional training.

**Academic Foundations Requirements** ................................................... 37
The following Academic Foundations courses also satisfy requirements in the major: BIOL 178, BIOL 188, CHMY 141, and STAT 216. Students should consult with an academic advisor before registering for Academic Foundations courses in order to minimize the number of courses needed to satisfy the requirements of the major.

**Professional Medical Lab Training Core** ............................................... 37

**Biology Requirements**
*BIOL 178 Principles of Biology.............................................................. 3
*BIOL 188 Principles of Biology Lab......................................................... 1
BIOL 263 Introduction to Cell Biology..................................................... 3
BIOL 273 Introduction to Cell Biology Lab............................................... 1
BIOL 340 General Microbiology .............................................................. 3
BIOL 341 Human Anatomy and Physiology I......................................... 3
BIOL 343 Human Anatomy and Physiology I Lab................................. 1
BIOL 345 Human Anatomy and Physiology II....................................... 3
BIOL 346 Human Anatomy and Physiology II Lab............................... 1
BIOL 350 General Microbiology Lab...................................................... 1
BIOL 353 Genetics..................................................................................... 3
BIOL 354 Genetics Lab............................................................................ 1
BIOL 425 Hematology............................................................................. 3
BIOL 426 Hematology Laboratory......................................................... 1
BIOL 427 Parasitology............................................................................ 2
BIOL 443 Immunology............................................................................ 3
BIOL 452 Medical Microbiology............................................................. 3
BIOL 462 Medical Microbiology Lab...................................................... 1
BIOL 498 Capstone Seminar ................................................................. 1
Unrestricted BIOL Elective..................................................................... 2
**Biology Total** ..................................................................................... 40

**Credits**

**First Year**
F S
BIOL 178/188 4
CHMY 141/142 4
CHMY 143/144 4
STAT 216 4
Academic Foundations V V
Total 14 17

**Second Year**
F S
BIOL 263/273 4
BIOL 341/343/345/346 4 4
CHMY 211/212 4
PHYS 110/111 4
BIOL 353/354 4
Academic Foundations V V
Total 15 15

**Third Year**
F S
BIOL 340/350 4
BIOL/CHEM 361/371 4
*BIOL 425/426 4
*BIOL 427 2
*BIOL 443 3
*BIOL 452/462 4
BIOL 498 1
Academic Foundations V V
Total 15 15

*BIOL 425/426 offered fall semester of even years
*BIOL 427 offered spring of odd years
*BIOL 443 offered spring of odd years
*BIOL 452/462 offered spring of even years

**Fourth Year**
F S
Professional Training 12-15 12-15
Summer: 12-15

---

Continued...
Chemistry Requirements
*CHMY 141 College Chemistry I ............................................................... 3
*CHMY 142 College Chemistry Laboratory I ............................................. 1
CHMY 143 College Chemistry II ............................................................... 3
CHMY 144 College Chemistry Laboratory II .............................................. 1
CHMY 211 Elements of Organic Chemistry ............................................... 3
CHMY 212 Elements of Organic Chemistry Laboratory ............................. 1
^CHMY 311 Analytical Chemistry-Quantitative Analysis ........................... 3
^CHMY 312 Analytical Chemistry Laboratory-Quantitative Analysis ......... 1
BIOL/CHEM 361 Biochemistry ................................................................. 3
BIOL/CHEM 371 Biochemistry Lab ........................................................... 1
Chemistry Total ...................................................................................... 16
^Highly recommended but not required.

NOTE: Students wishing to obtain a minor in Chemistry will need to take
CHMY 321, 322, 323, 324 instead of CHMY 211, 212 and CHMY 311, 312.

Mathematics/Statistics Requirement
Choose one:
*STAT 216 Introduction to Statistics .......................................................... 4
STAT 217 Intermediate Statistical Concepts ............................................... 4
Mathematics/Statistics Total .................................................................... 4

Physics Requirements
Choose one Physics course with lab:
*PHYS 110 College Physics I ..................................................................... 3
*PHYS 111 College Physics I Lab .............................................................. 1
PHYS 210 University Physics I ................................................................. 3
PHYS 211 University Physics I Lab ........................................................... 1
Physics Total ............................................................................................. 4

Total minimum credits required for major ........................................... 64

Total minimum credits for internship .................................................... 37

Total minimum credits for degree ........................................................ 128

*May satisfy Academic Foundations requirements.

Courses in the professional training core (BIOL 435 Summer Clinical Laboratory, BIOL 436 Professional Training I Fall Semester and BIOL 437 Professional Training II Spring Semester) will be taught at an affiliated institution, either at the University of North Dakota, Sacred Heart School of Medical Technology in Spokane, WA or the Colorado Center for Medical Laboratory Science, Denver, CO (www.MedLabEd.org). The training and credits from all three programs will allow students to fulfill the requirements needed to take the national examinations to become certified clinical laboratory scientists or medical technologists. All students enrolled at each training program site will remain MUS students at their respective institutions.
Bachelor of Science Degree
Major in Biology
Teaching Licensure Option

All students desiring licensure to teach are required to file an Application for Admission to the Teacher Education Program (see page 254).

Academic Foundations Requirements
(Secondary & K-12 majors) ................................................................. 37
The following Academic Foundations courses also satisfy requirements in the major: BIOL 178, BIOL 188, CHMY 141, M 171, STAT 216 and EDF 100. Students should consult with an academic advisor before registering for Academic Foundations courses in order to minimize the number of courses needed to satisfy the requirements of the major.

Professional Core (see page 266) ................................................. 33-36

Biology Requirements
*BIOL 178 Principles of Biology......................................................... 3
*BIOL 188 Principles of Biology Lab .................................................... 1
BIOL 179 Biodiversity ................................................................. 3
BIOL 189 Biodiversity Lab ............................................................ 1
BIOL 263 Introduction to Cell Biology .............................................. 3
BIOL 273 Introduction to Cell Biology Lab ........................................ 1
BIOL 353 Genetics ............................................................................ 3
BIOL 354 Genetics Lab ................................................................. 1
BIOL 355 Ecology and Evolution ...................................................... 3
BIOL 356 Ecology and Evolution Lab ................................................ 1
BIOL 490 Internship ........................................................................ 1
BIOL 498 Capstone Seminar .......................................................... 1

Biology electives selected in consultation with an advisor to include upper division coursework from each of the following areas: Botany, Zoology, Microbiology, and Molecular Biology . 15

Biology Total ................................................................................. 37

Chemistry Requirements
*CHMY 141 College Chemistry I ...................................................... 3
*CHMY 142 College Chemistry Laboratory I ..................................... 1
CHMY 143 College Chemistry II ..................................................... 3
CHMY 144 College Chemistry Laboratory II .................................... 1
CHMY 211 Elements of Organic Chemistry .................................. 3
CHMY 212 Elements of Organic Chemistry Laboratory .............. 1
CHMY 311 Analytical Chemistry-Quantitative Analysis ............... 3
CHMY 312 Analytical Chemistry Laboratory-Quantitative Analysis 1
BIOL/CHEM 361 Biochemistry .................................................. 3
BIOL/CHEM 371 Biochemistry Lab .................................................. 1

Chemistry Total ............................................................................ 20

NOTE: Students wishing to obtain a minor in Chemistry will need to take CHMY 321, 322, 323, 324 instead of CHMY 211, 212.

Continued...
Mathematics or Statistics Requirement  
(choose two of the following, one from each rubric)  
*M 171 Calculus I...................................................................................... 4  
M 172 Calculus II....................................................................................... 4  
*STAT 141 Introduction to Statistical Concepts.......................................... 3  
*STAT 216 Introduction to Statistics .......................................................... 4  
STAT 217 Intermediate Statistical Concepts................................................. 4  
**Mathematics/Statistics Total................................................................. 4-7  

Physics Requirements  
(Choose one Physics course with lab)  
*PHYS 110 College Physics I ..................................................................... 3  
*PHYS 111 College Physics I Lab .............................................................. 1  
PHYS 210 University Physics I .................................................................. 3  
PHYS 211 University Physics I Lab ........................................................... 1  
**Physics Total........................................................................................... 4  

Total minimum credits required for major ........................................... 68  

Total minimum credits for degree........................................................ 128  

*May satisfy Academic Foundations requirements.  

Certain courses in this program have prerequisites; students should check  
the course descriptions for required prerequisites
## Minor in Biology

**Biology Requirements**  
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>*BIOL 178 Principles of Biology</td>
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</tr>
<tr>
<td>*BIOL 188 Principles of Biology Lab</td>
<td>1</td>
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<tr>
<td>BIOL 179 Biodiversity</td>
<td></td>
</tr>
<tr>
<td>BIOL 189 Biodiversity Lab</td>
<td>1</td>
</tr>
<tr>
<td>BIOL 263 Introduction to Cell Biology</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 273 Introduction to Cell Biology Lab</td>
<td>1</td>
</tr>
<tr>
<td>BIOL 353 Genetics</td>
<td></td>
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<tr>
<td>BIOL 354 Genetics Lab</td>
<td>1</td>
</tr>
<tr>
<td>BIOL 355 Ecology and Evolution</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 356 Ecology and Evolution Lab</td>
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</tr>
<tr>
<td>Unrestricted Biology electives</td>
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</tbody>
</table>

**Biology Total** ........................................ 24

**Chemistry Requirements**  
<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>*CHMY 141 College Chemistry I</td>
<td>3</td>
</tr>
<tr>
<td>*CHMY 142 College Chemistry Laboratory I</td>
<td>1</td>
</tr>
<tr>
<td>CHMY 143 College Chemistry II</td>
<td>3</td>
</tr>
<tr>
<td>CHMY 144 College Chemistry Laboratory II</td>
<td>1</td>
</tr>
</tbody>
</table>

**Chemistry Total** ........................................ 8

**Total minimum credits required for minor** ....... 32

*May satisfy Academic Foundations requirements.

*Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.

## Associate of Science

**Program of Study in Allied Health**

**Credits**

**Academic Foundations** ................................... 37  
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>*BIOL 178 Principles of Biology</td>
<td>3</td>
</tr>
<tr>
<td>*CHMY 121 Introduction to General Chemistry</td>
<td>3</td>
</tr>
<tr>
<td>*CHMY 122 Introduction to General Chemistry Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>*PHIL 115 Ethics</td>
<td>3</td>
</tr>
<tr>
<td>*PSYX 100 Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>*STAT 141 Introduction to Statistical Concepts OR</td>
<td>3</td>
</tr>
<tr>
<td>*STAT 216 Introduction to Statistics</td>
<td>3</td>
</tr>
</tbody>
</table>

**Additional Academic Foundations Requirements** 21

**Total Credits** ............................................ 37

**Required Program Courses**  
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BIOL 251 Microbiology for the Health Sciences</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 261 Microbiology for the Health Sciences Lab</td>
<td>1</td>
</tr>
<tr>
<td>BIOL 341 Human Anatomy and Physiology I</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 343 Human Anatomy and Physiology I Lab</td>
<td>1</td>
</tr>
<tr>
<td>BIOL 345 Human Anatomy and Physiology II</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 346 Human Anatomy and Physiology II Lab</td>
<td>1</td>
</tr>
<tr>
<td>CHMY 123 Introduction to Organic and Biochemistry</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credits** ............................................ 15

**Elective Program Courses**  
Students must take 8 credits from the following electives:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BIOL 221 Human Nutrition</td>
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<tr>
<td>BIOL 340, 350 General Microbiology with Lab</td>
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<td>BIOL 353, 354 Genetics with Lab</td>
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<tr>
<td>*CHMY 141, 142 College Chemistry I with Lab</td>
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<tr>
<td>CHMY 143, 144 College Chemistry II with Lab</td>
<td>4</td>
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<tr>
<td>HHP 210 First Aid and CPR</td>
<td>2</td>
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</table>
PHYS 110*, 111*, 120, 121 College Physics with Labs ........................................................ 8
PSYX 330 Developmental Psychology
OR
PSYX 340 Abnormal Psychology ............................................. 3
Upper division Biology or Chemistry courses chosen in conjunction with advisor ................................. V
Total Elective Credits ....................................................... 8

Total minimum credits required for degree........ 60

*May satisfy Academic Foundations requirements.

Note: The above required Academic Foundations Courses and Program Courses are minimum requirements. Students with specific career goals in the Allied Health Sciences should be aware that some disciplines require more advanced courses than those listed. Therefore, if you know your career path, or if you believe you may transfer into a B.S. program at MSU Billings or another university, it is essential that you consult with your advisor in the science department so that you proceed efficiently in your studies.

Associate of Science
Program of Study in
Environmental Science

| Credits |
|-----------------|-----------------|
| Academic Foundations ........................................ 37 |
| *BIOL 178 Principles of Biology .................................. 3 |
| *COMT 130 Introduction to Public Speaking ....................... 3 |
| *ECNS 202 Principles of Macroeconomics ............................. 3 |
| *GEO 101 Introduction to Physical Geology .......................... 3 |
| *GEO 102 Introduction to Physical Geology Laboratory ............... 1 |
| PHIL 311 Environmental Ethics ...................................... 3 |
| *SOCIL 211 Cultural Anthropology .................................. 3 |
| *SOCIL 212 Physical Anthropology and Archeology ................. 3 |
| *STAT 141 Introduction to Statistical Concepts .................... 3 |
| *WRIT 101 College Writing I ......................................... 3 |
| WRIT 221 Intermediate Technical Writing ............................ 3 |
| History category ..................................................... 3 |
| Fine Arts category ................................................... 3 |

**Required Courses**
BIOL 179 Biodiversity ..................................................... 3
BIOL 189 Biodiversity Lab ................................................. 1
BIOL 202 Introduction to Environmental Ecology .................. 3
*CHMY 141 College Chemistry I ......................................... 3
*CHMY 142 College Chemistry Laboratory I ......................... 1
CHMY 143 College Chemistry II ......................................... 3
CHMY 144 College Chemistry Laboratory II .......................... 1

**Total Required Course Credits** ................................ 15

**Elective Courses**
8 credits to be chosen in consultation with advisor from the following:
BIOL 456 Advanced Evolution and Ecology ......................... 3
BIOL 457 Advanced Evolution and Ecology Lab ............................................. 1
CHMY 311 Analytical Chemistry-Quantitative Analysis ............. 3
CHMY 312 Analytical Chemistry Laboratory-Quantitative Analysis ............................................. 1
CHMY 492 Independent Study .............................................. V 1-3
ERTH 400 Geomorphology and Quaternary Geology .................. 3
GEO 492 Independent Study .............................................. V 1-3

**Total Elective Course Credits** ...................................... 8

**Total minimum credits required for degree** ........... 60

*May satisfy Academic Foundations requirements.

Associate of Science
Program of Study in Pre-Engineering

| Credits |
|-----------------|-----------------|
| Academic Foundations ........................................ 37 |
| *BIOL 101 Survey of Biology ........................................ 3 |
| *CHMY 141 College Chemistry I .................................... 3 |
| *CHMY 142 College Chemistry Laboratory I ....................... 1 |
| *COMT 130 Introduction to Public Speaking ....................... 3 |
| *M 171 Calculus I..................................................... 4 |
| *WRIT 101 College Writing I ......................................... 3 |
| WRIT 221 Intermediate Technical Writing ............................ 3 |

**Additional Academic Foundations Requirements** .. 17

**Required Courses**
CHMY 143 College Chemistry II ......................................... 3
COMP 101 Fundamentals of Computer Science ..................... 4
M 172 Calculus II ....................................................... 4
M 273 Multivariable Calculus ......................................... 4
PHYS 210 University Physics I ......................................... 3
PHYS 211 University Physics I Lab .................................... 1
PHYS 220 University Physics II ......................................... 3
PHYS 221 University Physics II Lab .................................... 1

**Total Required Credits** ........................................ 23

**Total Credits for Degree** ........................................ 60

*May satisfy Academic Foundations requirements.
Bachelor of Science Degree

Major in Chemistry

Credits

Academic Foundations Requirements ................................................... 37
*BIOL 178 Principles of Biology.......................................................... 3
*BIOL 188 Principles of Biology Lab..................................................... 1
Other Academic Foundations Requirements...................................... 33

Chemistry
BIOL/CHEM 361 Biochemistry ............................................................. 3
BIOL/CHEM 371 Biochemistry Lab......................................................... 1
BIOL/CHEM 463 Advanced Biochemistry ............................................ 3
BIOL/CHEM 473 Advanced Biochemistry Lab..................................... 1
*CHMY 141 College Chemistry I........................................................... 3
*CHMY 142 College Chemistry Laboratory I......................................... 1
CHMY 143 College Chemistry II......................................................... 3
CHMY 144 College Chemistry Laboratory II........................................ 1
CHMY 311 Analytical Chemistry-Quantitative Analysis...................... 3
CHMY 312 Analytical Chemistry Laboratory-Quantitative Analysis ...... 1
CHMY 321 Organic Chemistry I........................................................... 3
CHMY 322 Organic Chemistry Laboratory I......................................... 1
CHMY 323 Organic Chemistry II.......................................................... 3
CHMY 324 Organic Chemistry Laboratory II....................................... 1
CHMY 371 Physical Chemistry-Quantum Chemistry and Spectroscopy... 3
CHMY 372 Physical Chemistry Laboratory I........................................ 1
CHMY 373 Physical Chemistry-Kinetics and Thermodynamics............. 3
CHMY 374 Physical Chemistry Laboratory II....................................... 1
CHMY 421 Advanced Instrument Analysis ......................................... 3
CHMY 422 Advanced Instrument Analysis Laboratory........................ 1
CHMY 490 Undergraduate Research.................................................. 2
CHMY 494 Seminar/Workshop............................................................. 1
CHMY 498 Internship/Cooperative Education.................................... 1

Chemistry Electives ............................................................................ 4
Total Chemistry credits..................................................................... 48

Mathematics
*M 171 Calculus I............................................................................... 4
M 172 Calculus II............................................................................. 4
Additional mathematics credits selected with advisor...................... 6
Total Mathematics credits................................................................. 14

Physics
PHYS 210 University Physics I ............................................................ 3
PHYS 211 University Physics I Lab....................................................... 1
PHYS 220 University Physics II........................................................... 3
PHYS 221 University Physics II Lab..................................................... 1
Total Physics credits.......................................................................... 8

Total minimum credits required for major ........................................ 70

Continued...
Electives

The total number of elective credits required for the degree will be determined by the number of courses a student elects to take which fulfill both the Academic Foundations requirements and the major requirements. Electives should be chosen in consultation with an academic advisor.

Total minimum credits required for degree

*May satisfy Academic Foundations requirements.

Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.
Bachelor of Science Degree  
Major in Chemistry  
Teaching Licensure Option

All students desiring licensure to teach are required to file an Application for Admission to the Teacher Education Program (see page 254).

Academic Foundations Requirements:
*BIOL 178 Principles of Biology .................................................. 3
*BIOL 188 Principles of Biology Lab ............................................. 1
*EDF 100 Education and Democracy ........................................... 3
*M 171 Calculus I ........................................................................ 4
*PHYS 201 Introduction to Astronomy ........................................... 3
Other Academic Foundations Requirements ........................... 24
Total Academic Foundations Requirements ............................ 38

Professional Core (see page 266) ............................................ 33-36
Chemistry
BIOL/CHEM 361 Biochemistry .................................................... 3
BIOL/CHEM 371 Biochemistry Lab .............................................. 1
BIOL/CHEM 463 Advanced Biochemistry .................................... 3
*CHMY 141 College Chemistry .................................................... 3
*CHMY 142 College Chemistry Laboratory ................................... 1
CHMY 143 College Chemistry ..................................................... 3
CHMY 144 College Chemistry Laboratory .................................... 1
CHMY 311 Analytical Chemistry-Quantitative Analysis ............... 3
CHMY 312 Analytical Chemistry Laboratory-Quantitative Analysis .. 1
CHMY 321 Organic Chemistry I .................................................... 3
CHMY 322 Organic Chemistry Laboratory I .................................. 1
CHMY 323 Organic Chemistry II .................................................. 3
CHMY 324 Organic Chemistry Laboratory II ............................... 1
CHMY 371 Physical Chemistry-Quantum Chemistry and Spectroscopy . 3
CHMY 372 Physical Chemistry Laboratory I ................................ 1
CHMY 373 Physical Chemistry-Kinetics and Thermodynamics ...... 3
CHMY 421 Advanced Instrument Analysis ................................... 3
CHMY 498 Internship/Cooperative Education ............................. 1
Total Chemistry credits ............................................................. 38

Mathematics
*M 171 Calculus I ........................................................................ 4
M 172 Calculus II ......................................................................... 4
Total Mathematics credits ......................................................... 8

Physics
*PHYS 201 Introduction to Astronomy ........................................... 3
*PHYS 203 Introduction to Astronomy Lab .................................... 1
PHYS 210 University Physics ...................................................... 3
PHYS 211 University Physics I ..................................................... 3
PHYS 220 University Physics II ................................................... 3

SUGGESTED PLAN OF STUDY
Bachelor of Science Degree  
Teaching Licensure Option in Chemistry

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<td>PHYS 201/203</td>
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<td>PHYS 210/211</td>
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<td>PHYS 220/221</td>
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<td>BIOL/CHEM 361/371</td>
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<td>BIOL/CHEM 463/473</td>
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<td>CHMY 421</td>
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Continued...
PHYS 221 University Physics II Lab .......................................................... 1
PHYS 230 Modern Physics......................................................................... 3
Physics electives......................................................................................... 4
Total Physics credits............................................................................... 18

Total minimum credits required for major........................................... 65

Total minimum credits required for degree........................................... 128

*May satisfy Academic Foundations requirements.

Certain courses in this program have prerequisites; students should check course descriptions for required prerequisites.
Bachelor of Science Degree  
Major in Broadfield Science  

<table>
<thead>
<tr>
<th>Academic Foundations Requirements</th>
<th>37</th>
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</thead>
<tbody>
<tr>
<td>Note: 10 credits will be filled from below – 7 Natural Science and 3 Mathematics – leaving 27 needed here.</td>
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### Biology

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>*BIOL 178 Principles of Biology</td>
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<td>*BIOL 188 Principles of Biology Lab</td>
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<tr>
<td>BIOL 179 Biodiversity</td>
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<td>BIOL 189 Biodiversity Lab</td>
<td>1</td>
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<tr>
<td>BIOL 263 Introduction to Cell Biology</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 273 Introduction to Cell Biology Lab</td>
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<tr>
<td>BIOL 353 Genetics</td>
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<td>BIOL 354 Genetics Lab</td>
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<tr>
<td>BIOL 355 Ecology and Evolution</td>
<td>3</td>
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<td>BIOL 356 Ecology and Evolution Lab</td>
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### Chemistry

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<td>CHEM/BIOL 371 Biochemistry Lab</td>
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<td>*CHMY 141 College Chemistry I</td>
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<td>*CHMY 142 College Chemistry Laboratory I</td>
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<td>CHMY 143 College Chemistry II</td>
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<td>CHMY 321 Organic Chemistry I</td>
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### Earth Science

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<th>Course</th>
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<td>*GEO 101 Introduction to Physical Geology</td>
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<td>*GEO 102 Introduction to Physical Geology Laboratory</td>
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<tr>
<td>GEO 205 Mineralogy</td>
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<td>GEO 211 Earth History and Evolution</td>
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<td>GEO 212 Earth History and Evolution Laboratory</td>
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<td>GEO 226 Rocks, Minerals &amp; Resources</td>
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<td>GEO 309 Sedimentation and Stratigraphy</td>
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<td>GEO 315 Structural Geology</td>
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### Physics

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<td>PHYS 220 University Physics II</td>
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<tr>
<td>*PHYS 201 Introduction to Astronomy</td>
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<td>*PHYS 203 Introduction to Astronomy Lab</td>
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Continued...
PHYS 230 Modern Physics................................................................. 3
PHYS 350 Advanced Topics I......................................................... 3
PHYS 450 Advanced Topics II......................................................... 3
Total Physics.................................................................................... 21

Upper Division Elective................................................................. 3

Total Science Credits...................................................................... 85

Mathematics
*M 171 Calculus I................................................................. 4
*M 172 Calculus II................................................................. 4
Total Mathematics credits.............................................................. 8

Total minimum credits required for degree................................. 120

*May satisfy Academic Foundations requirements.

Certain courses in this program have prerequisites; students should check course descriptions for required prerequisites.
Bachelor of Science Degree
Major in Broadfield Science
Teaching Licensure Option

Academic Foundations Requirements ................................................... 37
Note: 13 credits will be filled from below: 7 Natural Science, 3 Mathematics, and 3 EDF 100 – leaving 24 needed here.

Professional Core Requirements
EDCI 310 Curriculum and Instruction for Middle School, High School, and K-12 Teachers ................................................................. 3
EDCI 314 Teaching Science in the Middle and Secondary School ........... 3
EDCI 484 Student Teaching (K-12)  
OR  
EDCI 486 Student Teaching (Secondary) ............................................. 9
EDF 100 Education and Democracy .................................................... 3
EDF 225 Human Development in Education ....................................... 3
EDF 250 Educational Psychology ........................................................ 3
EDF 450 Philosophical, Legal and Ethical Issues in Education................. 3
HHP 201 Core Concepts in Health ...................................................... 3
RD 310 Reading and Writing Across the Curriculum ............................ 3
SPED 260 Introduction to Teaching Exceptional Learners ..................... 3
Total Professional Core .................................................................... 36

Math and Stats Requirements
Choose two, one from each rubric:
*M 171 Calculus I ................................................................................... 4
M 172 Calculus II .................................................................................. 4
*STAT 141 Introduction to Statistical Concepts ........................................ 3
*STAT 216 Introduction to Statistics ...................................................... 4
STAT 217 Intermediate Statistical Concepts ......................................... 4
Total Math/Stats credits ..................................................................... 7

Biology
*Biol 178 Principles of Biology .............................................................. 3
*Biol 188 Principles of Biology Lab ....................................................... 1
BIOL 179 Biodiversity ........................................................................ 3
BIOL 189 Biodiversity Lab ................................................................. 1
BIOL 263 Introduction to Cell Biology ................................................... 3
BIOL 273 Introduction to Cell Biology Lab .......................................... 1
Total Biology ....................................................................................... 12

Chemistry
*CHMY 141 College Chemistry I .......................................................... 3
*CHMY 142 College Chemistry Laboratory I ......................................... 1
CHMY 143 College Chemistry II .......................................................... 3
CHMY 144 College Chemistry Laboratory II ....................................... 1

SUGGESTED PLAN OF STUDY
Bachelor of Science Degree Major in Broadfield Science
Teaching Licensure Option

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<td>CHMY 141/142</td>
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<td>OR CHMY 321/322</td>
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<td>M 171</td>
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<td>STAT 141</td>
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CHMY 211 Elements of Organic Chemistry ............................................... 3
CHMY 212 Elements of Organic Chemistry Laboratory ............................. 1

OR

CHMY 321 Organic Chemistry I ............................................................. 3
CHMY 322 Organic Chemistry Laboratory I............................................ 1

Total Chemistry ...................................................................................... 12

Earth Science

*GEO 101 Introduction to Physical Geology ............................................... 3
*GEO 102 Introduction to Physical Geology Laboratory............................. 1
GEO 205 Mineralogy ................................................................................. 3
GEO 211 Earth History and Evolution ....................................................... 3
GEO 212 Earth History and Evolution Laboratory ...................................... 1

Total Earth Science ................................................................................ 11

Physics

Choose either the 110, 120 series or the 210, 200 series

PHYS 110 College Physics I....................................................................... 3
PHYS 111 College Physics I Lab ................................................................ 1
PHYS 120 College Physics II .................................................................... 3
PHYS 121 College Physics II Lab .............................................................. 1
PHYS 210 University Physics I .................................................................. 3
PHYS 211 University Physics I Lab ........................................................... 1
PHYS 220 University Physics II ................................................................. 3
PHYS 221 University Physics II Lab .......................................................... 1
*PHYS 201 Introduction to Astronomy....................................................... 3

Total Physics ........................................................................................... 11

Concentration – Choose from I or II below:

I. Concentration in Biology

Choose 4 courses (minimum of 3 with labs)

BIOL 315 Plant Systematics ....................................................................... 2
BIOL 325 Plant Systematics Lab ................................................................ 2
BIOL 320 Animal Development ................................................................ 3
BIOL 330 Plant Development ................................................................... 3
BIOL 331 Plant Development Lab .............................................................. 1
BIOL 340 General Microbiology ............................................................... 3
BIOL 350 General Microbiology Lab ......................................................... 1
BIOL 353 Genetics ..................................................................................... 3
BIOL 354 Genetics Lab .............................................................................. 1
BIOL 355 Ecology and Evolution ............................................................... 3
BIOL 356 Ecology and Evolution Lab ......................................................... 1
BIOL/CHEM 361 Biochemistry .................................................................. 3
BIOL/CHEM 371 Biochemistry Lab ........................................................... 1
BIOL 363 Molecular Biology ..................................................................... 3
BIOL 373 Molecular Biology Lab .............................................................. 1
BIOL 424 Animal Physiology .................................................................... 3
BIOL 458 Vertebrate Zoology .................................................................... 3
BIOL 460 Vertebrate Zoology Lab ............................................................. 1
BIOL 465 Plant Physiology ........................................................................ 3
BIOL 475 Plant Physiology Lab ................................................................. 1

Minimum electives for Biology concentration ....................................... 15

Continued...
II. Concentration in Chemistry
Choose 4 courses (minimum of 3 with labs)
CHEM/BIOL 361 Biochemistry ................................................................. 3
CHEM/BIOL 371 Biochemistry Lab ............................................................. 1
CHEM 463 Advanced Biochemistry .......................................................... 3
CHEM 473 Advanced Biochemistry Lab ..................................................... 1
CHMY 311 Analytical Chemistry-Quantitative Analysis ......................... 3
CHMY 312 Analytical Chemistry Laboratory-Quantitative Analysis ........... 1
CHMY 323 Organic Chemistry II ......................................................... 3
CHMY 324 Organic Chemistry Laboratory II ......................................... 1
CHMY 371 Physical Chemistry-Quantum Chemistry and Spectroscopy ...... 3
CHMY 372 Physical Chemistry Laboratory I ............................................. 1
CHMY 401 Advanced Inorganic Chemistry ........................................... 3
CHMY 402 Advanced Inorganic Chemistry Laboratory .......................... 1
CHMY 421 Advanced Instrument Analysis ......................................... 3
CHMY 422 Advanced Instrument Analysis Laboratory ............................ 1
Minimum electives for Chemistry concentration .................................. 15

Total minimum credits required for degree ........................................ 128

*May satisfy Academic Foundations requirements.

Certain courses in this program have prerequisites; students should check course descriptions for required prerequisites.
## Minor in Chemistry

**Credits**

*CHMY 141 College Chemistry I ........................................ 3
*CHMY 142 College Chemistry Laboratory I ....................... 1
CHMY 143 College Chemistry II ...................................... 3
CHMY 144 College Chemistry Laboratory II ...................... 1
CHMY 311 Analytical Chemistry-Quantitative Analysis .......... 3
CHMY 312 Analytical Chemistry Laboratory-Quantitative Analysis .................................................. 3
CHMY 321 Organic Chemistry I ........................................ 3
CHMY 322 Organic Chemistry Laboratory I ....................... 1
CHMY 323 Organic Chemistry II ...................................... 3
CHMY 324 Organic Chemistry Laboratory II ...................... 1
Upper division coursework selected in consultation with advisor ............................................ 4

**Total minimum credits required for minor .......... 24**

*May satisfy Academic Foundations requirements.

**Certain courses in this program have prerequisites; students should check course descriptions for required prerequisites.**

## Teaching Minor in Chemistry

For students who are gaining teaching licensure in the content major, the following minor leads to endorsement. All students desiring licensure to teach are required to file an Application for Admission to the Teacher Education Program (see page 254).

**Credits**

**Required Courses**

*CHMY 141 College Chemistry I ........................................ 3
*CHMY 142 College Chemistry Laboratory I ....................... 1
CHMY 143 College Chemistry II ...................................... 3
CHMY 144 College Chemistry Laboratory II ...................... 1
CHMY 311 Analytical Chemistry-Quantitative Analysis .......... 3
CHMY 312 Analytical Chemistry Laboratory-Quantitative Analysis .................................................. 3
CHMY 321 Organic Chemistry I ........................................ 3
CHMY 322 Organic Chemistry Laboratory I ....................... 1
CHMY 323 Organic Chemistry II ...................................... 3
CHMY 324 Organic Chemistry Laboratory II ...................... 1
EDCI 314 Teaching Science in the Middle & Secondary School .................................................. 3

**Total Required Courses ............................................. 23**

**Elective Courses**

Upper division Chemistry courses selected from the following in consultation with advisor:

- BIOL/CHEM 361 Biochemistry ........................................ 3
- BIOL/CHEM 371 Biochemistry Lab .................................. 1
- CHMY 310 Scientific Literature .................................... 1
- CHMY 371 Physical Chemistry-Quantum Chemistry and Spectroscopy ........................................ 3
- CHMY 372 Physical Chemistry Laboratory I ..................... 1
- CHMY 411 Advanced Organic Chemistry ........................... 3
- CHMY 412 Advanced Organic Chemistry Laboratory .............. 1

**Total Elective Credits ............................................. 4**

**Total minimum credits required for minor .......... 27**

*May satisfy Academic Foundations requirements.

**Certain courses in this program have prerequisites; students should check course descriptions for required prerequisites.**

## Minor in Earth Science

**Credits**

**Required Courses**

- ERTH 400 Geomorphology and Quaternary Geology .................. 3
- ERTH 401 Geologic Field Methods .................................. 4
- *GEO 101 Introduction to Physical Geology ....................... 3
- *GEO 102 Introduction to Physical Geology Laboratory ............ 1
- GEO 205 Mineralogy ................................................... 4
- GEO 211 Earth History and Evolution ............................... 3
- GEO 212 Earth History and Evolution Laboratory .................. 1
- GEO 309 Sedimentation and Stratigraphy ............................ 3
- GEO 315 Structural Geology .......................................... 3

**Total Elective Credits ............................................. 4**

**Total minimum credits required for minor .......... 25**

*May satisfy Academic Foundations requirements.

**Certain courses in this program have prerequisites; students should check course descriptions for required prerequisites.**

## Teaching Minor in Earth Science

For students who are gaining teaching licensure in the content major, the following minor leads to endorsement. All students desiring licensure to teach are required to file an Application for Admission to the Teacher Education Program (see page 254).

**Credits**

**Required Courses**

- EDCI 314 Teaching Science in the Middle & Secondary School .................................................. 3
- ERTH 303 Weather and Climate ....................................... 4
- *GEO 101 Introduction to Physical Geology ....................... 3
- *GEO 102 Introduction to Physical Geology Laboratory ............ 1
- GEO 205 Mineralogy ................................................... 4
- GEO 211 Earth History and Evolution ............................... 3
- GEO 212 Earth History and Evolution Laboratory .............. 1
- GEO 309 Sedimentation and Stratigraphy ............................ 3
- GEO 315 Structural Geology .......................................... 3

**Total minimum credits required for minor .......... 25**

*May satisfy Academic Foundations requirements.

**Certain courses in this program have prerequisites; students should check course descriptions for required prerequisites.**
Minor in Geography

Required Courses

*GPHY 111 Introduction to Physical Geography .....3
*GPHY 112 Introducton to Physical Geography Laboratory ...........................................1
*GPHY 121 Human Geography..................................3
*GPHY 141 Geography of World Regions ..........3
GPHY 222 Introduction to Economic Geography.....3
GPHY 282 Mapping Techniques ................................3

Electives.................................................................6
Any two of the following upper division courses:
ERTH 400 Geomorphology and Quaternary Geology ........................................3
ERTH 401 Geologic Field Methods ..................4
GPHY 341 Geography of Latin America........3
GPHY 345 Geography of Russia ................3
GPHY 346 Geography of Europe ......................3
GPHY 347 Regional Geography (Multiple Regions) ...........................................3
GPHY 380 Principles of GIS ................................3
GPHY 440 Geography of Montana ................3
GPHY 494 Seminar/Workshop ................................3

Total minimum credits required for minor .......22

*May satisfy Academic Foundations requirements.

Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.

Teaching Minor in Geography

For students who are gaining teaching licensure in a content major, the following minor leads to endorsement. All students desiring licensure to teach are required to file an Application for Admission to the Teacher Education Program (see page 254).

Core Requirements

EDCI 312 Teaching Social Studies in the Middle & Secondary School .........................3

Minors in Geography and Physics
*PHYS 203 Introduction to Astronomy Lab............1
PHYS 210 University Physics I .........................3
PHYS 211 University Physics I Lab .....................1
PHYS 220 University Physics II .......................3
PHYS 221 University Physics II Lab ...................1
PHYS 230 Modern Physics................................3

**Total minimum credits required for minor **........26

*May satisfy Academic Foundations requirements.

*Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.*
The Department of Communication and Theatre

Dr. Susan Balter-Reitz,  
Chairperson  
LA 600, (406) 657-2178  
sbalter-reitz@msubillings.edu

Professors: S. Coffman, Gross  
Associate Professors: Balter-Reitz, Keller  
Assistant Professor: Weiss  
Lecturers: Pugh, Robinson, Tilton  
Professors Emeritus: Boden, V. Coffman, Held, Miller

Undergraduate and Graduate Degrees and Majors

Bachelor of Arts Degree  
Major: Communication Arts  
Options: Mass Communication ∇, Organizational Communication ∇, Theatre  
Students with a Communication and Theatre Major are not required to have a minor.

Bachelor of Science Degree  
Major: Public Relations ∇  
∇ This program is also offered in an online format.

Bachelor of Science Degree in Public Relations  
Please see the Graduate Catalog for details.

Minor: Communication Arts  
Options: Mass Communication, Organizational Communication, Theatre

Teaching Minors: Speech Communication, Theatre

The Department of Communication and Theatre offers exciting options for students interested in the communication discipline as it relates to secondary education.

Advising Information

Students are strongly encouraged to meet with their advisor each semester to confirm that their Plan of Study is accurate and complete. If necessary, changes and updates should be made in order to ensure that program requirements can be completed in a timely manner. Faculty advisors work with students to explore appropriate internships, cooperative education placements and/or experiential learning opportunities that will enhance the student’s academic program. In addition, advisors provide assistance in selecting elective courses that support the student’s interests, career plans and Plan of Study.

Academic advising services for all freshman Arts and Sciences majors are provided through the Advising Center on McMullen Hall first floor west. Upon declaring a specific major, Arts and Sciences majors will be assigned to a faculty advisor in their department for upper-division advising. Advising files for all upper-division students are maintained in the departmental office of the program in which the student is majoring. Although advisors are available to assist students in designing their Plans of Study, students are ultimately responsible for meeting degree requirements.

Degree Language Requirement

Bachelor of Arts Majors in Communication & Theatre are encouraged to consider taking two years of a foreign language.

The Department of Communication and Theatre offers the following four options for the foreign language requirement:

1. Complete the standard language requirement for a Bachelor of Arts for a total of 14 credits.
2. Complete the 101-102 active skills sequence in one foreign language plus six credits of cultural studies courses selected from List One (below) for a total of 14 credits.
3. Complete 101-102 active skills sequence in one foreign language and six credits in statistical and research methods selected from List Two (below) for a total of 14 credits.
4. Complete six credits in statistical and research methods selected from List Two (below) along with nine credits selected from List One for a total of 15 credits.

List One

*SPNS 150 The Hispanic Tradition  
*SOCL 211 Cultural Anthropology  
PHIL 233 Philosophies and Religions of India  
PHIL 234 Philosophies and Religions of China, Tibet, and Japan  
PHIL 303 Classical Mythology  
HSTR 330 History of Mexico  
NAMS Select from offerings  
Other Cultural Studies in consultation with Advisor
List Two
SOCI 318 Sociological Research Methods
*STAT 141 Introduction to Statistical Concepts
*STAT 216 Introduction to Statistics
STAT 340 Probability
Other statistical and methods courses in consultation with Advisor

*May satisfy Academic Foundations requirements.

Bachelor of Arts Degree
Major in Communication Arts

The Mass Communication Option is designed to examine the nature of the mass media through theoretical grounding and applied knowledge with a concentration in (1) the construction and delivery of media messages and (2) the effects of mediated messages and the structures and practices of the media industries on culture, society, politics, the economy, and individual attitudes and behavior. This approach prepares students for careers as trained media professionals as well as to be critical consumers of media messages. The study of message construction and analysis is offered in a variety of contexts including news gathering and reporting, public relations, video production, and advertising. In each context theoretical perspectives are combined with skills training related to print and electronic media. Career options in the field of Mass Communication include public relations, marketing, broadcast news, corporate communications, and advertising.

The Organizational Communication Option is designed to educate students entering the fields of business and social service as managers, trainers, human resource officers, and corporate communication staff. This option also provides excellent preparation for graduate study in communication as well as law. The programs in Organizational Communication enable the student (1) to acquire a mature understanding of interaction and other communication issues in organizational situations; (2) to improve the ability to contribute to productive organizational performance; (3) to increase personal effectiveness related to technical communication concerns; and (4) to apply learning to real-life organizational settings.

The Theatre Option provides a general knowledge of the various components of the art of the theatre and a foundation for further study or training. The program offers exposure to acting, directing, play reading, and theatre history. Students are given opportunities to perform in the classroom, on the stage, and in the community.

Bachelor of Science Degree in Public Relations

The Public Relations degree is designed to prepare students to serve as public communicators in a variety of settings including (but not limited to) corporate, non-profit, government, healthcare, and education. The program curriculum is devised to provide students with significant communication training and internship opportunities. Students will learn essential writing, speaking, and critical thinking skills. Additionally, students will be exposed to a variety of theoretical approaches to the practice of public relations. The curriculum is modeled on the Public Relations Society of America’s Undergraduate Education recommendations.

Certain courses in these programs have prerequisites; students should check the course descriptions for required prerequisites.

This program is also offered in an online format.
Bachelor of Arts Degree
Major in Communication Arts
Mass Communication Option

Academic Foundations Requirements .......................................................... 37
(See page 71) Students should consult with their advisors to determine if specific courses are necessary in order to satisfy the Academic Foundations requirements within this major.

Mass Communication Core Requirements
COMT 200 Exploring Communication Studies ........................................... 3
COMT 222 Media Writing ......................................................................... 3
COMT 230 Advanced Public Speaking
   OR
   COMT 450 Performance Skills for Professionals ................................... 3
COMT 320 Introduction to Mass Communication ....................................... 3
COMT 321 Theories of Media and Society ................................................. 3
COMT 325 Introduction to Visual Communication ..................................... 3
COMT 330 Persuasion ............................................................................... 3
COMT 465 Communication Theory ........................................................... 3
COMT 470 Capstone Project ..................................................................... 3
Total ........................................................................................................ 27

Choose any two of the following three:
COMT 425 Media Criticism ....................................................................... 3
COMT 440 Popular Culture and Cultural Studies ........................................ 3
COMT 461 Multicultural Mass Communication ......................................... 3
Total .......................................................................................................... 6

Mass Communication Core Total .......................................................... 33

Mass Communication Required Courses
Choose 5 courses from the following, with advisor’s approval:
COMT 210 Group Dynamics ..................................................................... 3
COMT 322 Principles of Public Relations .................................................. 3
COMT 326 New Technology and Communication .................................... 3
COMT 328 Essentials of Video Production .............................................. 3
COMT 340 Performance for the Camera .................................................... 3
COMT 350 Performance Theory and Criticism ........................................... 3
COMT 420 Media Advertising ................................................................... 3
COMT 421 Communicating Through the Internet ..................................... 3
COMT 422 Issues in Public Relations ....................................................... 3
COMT 429 The Law of Public Communication ......................................... 3
COMT 431 Political Communication ....................................................... 3
COMT 480 Health Communication .......................................................... 3
COMT 481 Media for Social Change .......................................................... 3
COMT 488 Topics in Communication ........................................................ 3
COMT 490/492/493 Internship, Seminar, or Workshop ............................... 3
COMT 425, 440, or 461 if not taken above in core ................................... 3
Total ........................................................................................................ 15

Total minimum credits required for major ............................................. 48

Continued...
Language Requirement (see page 155) .............................................. 14-15

Electives ............................................................................................. 18-19

Total minimum credits required for degree ......................................... 120

Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.

Note: Substitutions between options can be made with advisor or consent. Students must earn a grade of “C” or above in courses used to satisfy major or minor requirements in the Communication and Theatre Department. The Department of Communication and Theatre offers a BA in Communication & Theatre online. Check the university website for details at www.msubillings.edu.
Bachelor of Arts Degree
Major in Communication Arts
Organizational Communication Option

Academic Foundations Requirements ................................................... 37
(See page 71) Students should consult with their advisors to determine if specific courses are necessary in order to satisfy the Academic Foundations requirements within this major.

Organizational Communication Core Requirements
COMT 200 Exploring Communication Studies ........................................... 3
COMT 210 Group Dynamics ................................................................. 3
COMT 230 Advanced Public Speaking ................................................... 3
COMT 310 Organizational Communication ............................................. 3
COMT 320 Introduction to Mass Communication ..................................... 3
COMT 325 Introduction to Visual Communication .................................... 3
COMT 326 New Technology and Communication .................................... 3
COMT 330 Persuasion ........................................................................... 3
COMT 410 Advanced Interpersonal Communication .................................. 3
COMT 414 Issues in Organizational Communication ................................ 3
COMT 416 Leadership and Communication .......................................... 3
COMT 450 Performance Skills for Professionals ...................................... 3
COMT 461 Multicultural Mass Communication ..................................... 3
COMT 465 Communication Theory ...................................................... 3
One upper division COMT course ....................................................... 3
Total minimum credits required for major ........................................... 45

Language Requirement (see page 155) .............................................. 14-15

Electives .......................................................................................... 24

Total minimum credits required for degree ............................................ 120

Note: Substitutions between options can be made with advisor or consent. Students must earn a grade of “C” or above in courses used to satisfy major or minor requirements in the Communication and Theatre Department. The Department of Communication and Theatre offers a BA in Communication & Theatre online. Check the university website for details at www.msubillings.edu.

Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.

SUGGESTED PLAN OF STUDY
Bachelor of Arts Majors in Communication Arts
This sample schedule is a suggested plan for students to follow in completing the Bachelor of Arts programs in Communication & Theatre. Due to course schedule changes and staff assignments, students may not be able to follow the plan exactly. This suggested plan is not a substitute for careful advising by Departmental faculty. Students should consult with their advisors to plan classes before registering each term.

First Year F S
WRIT 101 3
WRIT 201 3
COMT 110 3
COMT 130 3
COMT course 3
Foreign Language 4 4
Academic Foundations 6 3
Total 16 16

Second Year F S
COMT 200 3
COMT 210 3
COMT 230 3
Foreign Language 3 3
Academic Found. w/Lab 4
Academic Foundations 3 6
Total 16 15

Third Year F S
COMT 320 3
COMT 325 3
COMT 330 3
COMT courses 3 6
Academic Foundations 3 3
Electives 3 3
Total 15 15

Fourth Year F S
COMT Courses 9 6
Electives 6 6
Total 15 12
Bachelor of Arts Degree
Major in Communication Arts
Theatre Option

Credits

Academic Foundations Requirements ................................................... 37
(See page 71) Students should consult with their advisors to determine if specific courses are necessary in order to satisfy the Academic Foundations requirements within this major.

Required Courses
*COMT 150 Introduction to Theatre and Performance .......................... 3
*COMT 160 Introduction to Intercultural Communication .......................... 3
COMT 200 Exploring Communication Studies ........................................... 3
COMT 210 Group Dynamics ...................................................................... 3
*COMT 250 Introduction to Acting ............................................................ 3
COMT 256 Visual Elements of Performance Studies .................................. 3
COMT 293 Workshop ................................................................................ 3
COMT 320 Introduction to Mass Communication ....................................... 3
COMT 325 Introduction to Visual Communication ..................................... 3
COMT 330 Persuasion ............................................................................... 3
COMT 340 Performance for the Camera .................................................... 3
COMT 350 Performance Theory and Criticism ........................................... 3
COMT 356 Theatre Design and Technology ............................................... 3
COMT 358 Directing ................................................................................. 3
COMT 450 Performance Skills for Professionals ........................................ 3
COMT 493 Workshop ................................................................................ 3
Total minimum credits required for major ........................................... 48

Language Requirement (see page 155).............................................. 14-15

Electives ............................................................................................. 20-21

Total minimum credits required for degree......................................... 120

*May satisfy Academic Foundations requirements.

Note: Substitutions between options can be made with advisor or consent. Students must earn a grade of “C” or above in courses used to satisfy major or minor requirements in the Communication and Theatre Department.

It is recommended that students with a Theatre Option take at least one elective course in COMT 293/493 Workshop in Theatre Production.

Since a Communication and Theatre major has 48 credits and is therefore by definition an extended major, students with a Communication and Theatre major are not required to complete a minor.

Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.

SUGGESTED PLAN OF STUDY
Bachelor of Arts Majors in Communication Arts

This sample schedule is a suggested plan for students to follow in completing the Bachelor of Arts programs in Communication & Theatre. Due to course schedule changes and staff assignments, students may not be able to follow the plan exactly. This suggested plan is not a substitute for careful advising by Departmental faculty. Students should consult with their advisors to plan classes before registering each term.

First Year F S
WRIT 101 3
WRIT 201 3
COMT 110 3
COMT 130 3
COMT course 3
Foreign Language 4 4
Academic Foundations 6 3
Total 16 16

Second Year F S
COMT 200 3
COMT 210 3
COMT 230 3
Foreign Language 3 3
Academic Found. w/Lab 4
Academic Foundations 3 6
Total 16 15

Third Year F S
COMT 320 3
COMT 325 3
COMT 330 3
COMT courses 3 6
Academic Foundations 3 3
Electives 3 3
Total 15 15

Fourth Year F S
COMT Courses 9 6
Electives 6 6
Total 15 12
Minor in Communication Arts

Minor Options:

Mass Communication Option

Credits

Required courses
COMT 200 Exploring Communication Studies ........ 3
COMT 222 Media Writing ...................................... 3
COMT 320 Introduction to Mass Communication .... 3
COMT 321 Theories of Media and Society ............. 3
COMT 325 Introduction to Visual Communication .. 3
COMT 330 Persuasion ............................................ 3
Total ..................................................................... 18

Choose two of the following three:
COMT 425 Media Criticism .................................... 3
COMT 440 Popular Culture and Cultural Studies ..... 3
COMT 461 Multicultural Mass Communication ...... 3
Total ....................................................................... 6

Total credits required for minor ......................... 24

Organizational Communication Option

Credits

Required courses
*COMT 130 Introduction to Public Speaking........... 3
COMT 200 Exploring Communication Studies ........ 3
COMT 210 Group Dynamics ................................... 3
COMT 310 Organizational Communication ............. 3
COMT 330 Persuasion ............................................ 3
COMT 414 Issues in Organizational Communication ............................................... 3
COMT 416 Leadership and Communication ............ 3
COMT 465 Communication Theory ...................... 3
Total credits required for minor ......................... 24

*May satisfy Academic Foundations requirements.

Theatre Option

Credits

Required courses
*COMT 150 Introduction to Theatre and Performance ............................................... 3
*COMT 250 Introduction to Acting ...................... 3
COMT 256 Visual Elements of Performance Studies ............................................... 3
COMT 293 Workshop ......................................... 1-5
COMT 340 Performance for the Camera............... 3
COMT 350 Performance Theory and Criticism ...... 3
COMT 356 Theatre Design and Technology .......... 3

COMT 358 Directing ................................................. 3
COMT 450 Performance Skills for Professionals .... 3
COMT 493 Workshop ......................................... 1-5
Total credits for minor ......................................... 26-34

Note
Substitutions between options can be made with advisor or consent. Students must earn a grade of “C” or above in courses used to satisfy major or minor requirements in the Communication and Theatre Department. The Department of Communication and Theatre offers a communication minors in Communication & Theatre online. Check the university website for details at www.msubillings.edu.

*May satisfy Academic Foundations requirements.
Bachelor of Science Degree
Major in Public Relations

Academic Foundations Requirements ................................................... 37

(See page 71) Students should consult with their advisors to determine if specific courses are necessary in order to satisfy the Academic Foundations requirements within this major.

Public Relations Core Requirements
COMT 200 Exploring Communication Studies ........................................... 3
COMT 210 Group Dynamics ..................................................................... 3
COMT 222 Media Writing ......................................................................... 3
COMT 310 Organizational Communication ................................................ 3
COMT 320 Introduction to Mass Communication ....................................... 3
COMT 322 Principles of Public Relations ................................................... 3
COMT 330 Persuasion ............................................................................... 3
COMT 422 Issues in Public Relations ......................................................... 3
COMT 426 Case Studies in Public Relations .............................................. 3
COMT 427 Public Relations Ethics ............................................................ 3
COMT 429 The Law of Public Communication .......................................... 3
COMT 465 Communication Theory ........................................................... 3
COMT 470 Capstone Project ...................................................................... 3
*STAT 216 Introduction to Statistics .......................................................... 4
Total ........................................................................................................ 43

Public Relations Electives Supplemental Courses
Following advisor’s consultation, select 2 courses (6 credits) from the following:
COMT 230 Advanced Public Speaking ................................................... 3
COMT 321 Theories of Media and Society .................................................. 3
COMT 325 Introduction to Visual Communication ....................................... 3
COMT 326 New Technology and Communication ...................................... 3
COMT 328 Essentials of Video Production .............................................. 3
COMT 340 Performance for the Camera .................................................... 3
COMT 350 Performance Theory and Criticism .......................................... 3
COMT 420 Media Advertising ................................................................... 3
COMT 421 Communicating Through the Internet ....................................... 3
COMT 461 Multicultural Mass Communication ....................................... 3
COMT 480 Health Communication ............................................................ 3
COMT 481 Media for Social Change ........................................................... 3
COMT 482 Women, Media and Health ....................................................... 3
Total .......................................................................................................... 6

Total minimum credits required for major ........................................... 49
Electives .................................................................................................. 34
Total minimum credits required for degree ......................................... 120

Note: Substitutions between options can be made with advisor or consent. Students must earn a grade of “C” or above in courses used to satisfy major or minor requirements in the Communication and Theatre Department. The Department of Communication and Theatre offers a BS in Communication & Theatre online. Check the university website for details at www.msubillings.edu.

*May satisfy Academic Foundations requirements.

SUGGESTED PLAN OF STUDY
Bachelor of Science Degree Major in Public Relations

This sample schedule is a suggested plan for students to follow in completing the Bachelor of Science Degree Major in Public Relations. Due to course schedule changes and staff assignments, students may not be able to follow the plan exactly. This suggested plan is not a substitute for careful advising by Departmental faculty. Students should consult with their advisors to plan classes before registering each term.

First Year
F S
WRIT 101 3
WRIT 201 3
STAT 141 3
COMT 130 3
Academic Foundations 9 6
COMT 110 3
Total 15 15

Second Year
F S
COMT 200 3
COMT 210 3
STAT 216 4
COMT 222 3
Academic Foundations 9 9
Total 15 16

Third Year
F S
COMT 310 3
COMT 320 3
COMT 322 3
COMT 330 3
Academic Foundations w/Lab 4
PR Elective 3
Elective 6 6
Total 15 16

Fourth Year
F S
COMT 422 3
COMT 426 3
COMT 427 3
COMT 429 3
COMT 465 3
COMT 470 3
PR elective 3
Electives 3 5
Total 15 14

*This program is also offered in an online format. Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.
Teaching Minor in Theatre
For students who are gaining teaching licensure in a content major, the following minor leads to endorsement. All students desiring licensure to teach are required to file an Application for Admission to the Teacher Education Program (see page 254).

Required courses
*COMT 150 Introduction to Theatre and Performance .................................................... 3 
*COMT 155 Global Cinema ................................................. 3 
*COMT 250 Introduction to Acting ............................................ 3 
COMT 256 Visual Elements of Performance Studies ............................................................ 3 
COMT 358 Directing ............................................................ 3 
COMT 293/493 Workshop .............................................. 3 
EDCI 317 Teaching Speech & Drama in the Middle and Secondary School ..................................... 3

Total minimum credits required for minor ........ 24

Note: Substitutes between options can be made with advisor or consent. Students must earn a grade of “C” or above in courses used to satisfy major or minor requirements in the Communication and Theatre Department.

*May satisfy Academic Foundations requirements.

Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.

Teaching Minor in Speech
Communication
For students who are gaining teaching licensure in a content major, the following minor leads to endorsement. All students desiring licensure to teach are required to file an Application for Admission to the Teacher Education Program (see page 254).

Required Courses
*COMT 110 Interpersonal Communication .................. 3 
COMT 210 Group Dynamics ............................................... 3 
COMT 222 Media Writing ...................................................... 3 
COMT 230 Advanced Public Speaking .............................. 3 
COMT 320 Introduction to Mass Communication .................. 3 
COMT 330 Persuasion .......................................................... 3 
COMT 493 Speech Team Workshop ..................................... 3 
EDCI 317 Teaching Speech & Drama in the Middle and Secondary School ..................................... 3

Total minimum credits required for minor ........ 24

*May satisfy Academic Foundations requirements.

Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.
The Department of English, Philosophy and Modern Languages

Dr. Gary Acton, Chairperson
LA 437/400, (406) 657–2348
gacton@msubillings.edu

English Professors
Professors: Acton, Dillon, Hart, Kamowski, D. Schaffer, R. Schaffer
Associate Professor: Haaland
Assistant Professor: Quetchenbach
Professors Emeritus: Gloege, Healey, Noyes, Utroske, Willett

Philosophy Professors
Assistant Professors: Diaz, Kemmerer
Professors Emeritus: Benedict, Gulick, Karnos

Modern Languages Professors
Professor: Robinson
Assistant Professor: Regele
Professors Emeritus: Heidinger, Jensen, Plank

Undergraduate Degrees and Majors

Bachelor of Arts
Majors: English, Spanish
Option: Teaching Licensure
Minors: English (Programs of Study: Writing Across the Curriculum, Creative Writing, Literature), International Studies, Philosophy (Option: Religious Studies), Spanish

Teaching Minors: English, Spanish (K-12)

Department Mission Statement
In English, the Department’s mission is to provide students with an understanding and appreciation of the development and aesthetic achievement of literature primarily reflecting English and American cultural, linguistic, and historical influences, but also of world literatures as well. The Department’s mission includes providing students with the tools necessary to become practiced writers.

In Spanish, the Department’s mission is to provide students with critical skills in the use of the Spanish language and familiarity with the cultures and literatures of that language, both Peninsular and Latin American.

In philosophy, the Department provides students with the ethical, philosophical, and religious viewpoints from different cultures.

In all areas of emphasis the mission of the Department is to provide academic excellence of content.

Learning Outcomes
Students who attend class regularly, complete the required courses, and work diligently will achieve the following outcomes:

• Students in English will demonstrate skills in writing expressive, literary, referential, and persuasive discourse.

• Students in English will demonstrate knowledge of the grammar, structure, development and use of the English language.

• Students in English will demonstrate an understanding of the critical approaches to and development of American, British, and World literature.

• Students in philosophy will demonstrate an understanding of basic philosophical and ethical approaches to life across cultures.

Students in Spanish will be able to use their language skills in daily life as well as possess:

• a general understanding (historical and contemporary) of the culture(s) of that language;

• an acquaintance with the literature of that language;

• a general understanding of the grammar of that language;

• (for teaching majors and minors) an acquaintance with traditional and current methodology for teaching modern languages and familiarity with on-going issues in modern languages

Advising Information
Students are encouraged to meet with their advisor each semester to confirm that their Plan of Study is accurate and complete. If necessary, changes and updates should be made in order to ensure that program
requirements can be completed in a timely manner. Faculty advisors work with students to explore appropriate internships, cooperative education placements and/or experiential learning opportunities which will enhance the student’s academic program. In addition, advisors provide assistance in selecting elective courses which support the student’s interests, career plans and Plan of Study.

Academic advising services for all freshmen Arts and Sciences majors are provided through the Advising Center on McMullen Hall first floor west. Upon declaring a specific major, Arts and Science majors will be assigned to a faculty advisor in their department for upper-division advising. Advising files for all upper-division students are maintained in the departmental office of the program in which the student is majoring. Although advisors are available to assist students in designing their Plans of Study, students are ultimately responsible for meeting degree requirements.

English
Satisfactory achievement of the student’s professional goals depends, in large part, on careful planning. In order to help students majoring in English to develop programs of studies that best reflect their professional goals, the faculty in the Department of English, Philosophy and Modern Languages requires students to participate in a strong program of academic advisement. The close personal and professional relationships of such a program can strengthen both students and faculty. Also, certain courses in the Bachelor of Arts and Bachelor Arts with Teaching Licensure programs have prerequisites, and students should check with their advisors for courses in the catalog with required prerequisites.

By the end of the second year of study, Bachelor’s degree candidates should have developed, in consultation with their advisors, a program of studies designed to meet individual goals. In addition, students should supplement requirements in the major with coursework in related academic disciplines. The student’s faculty advisor will help select related courses that best supplement a program of studies.

Some students who major in English continue their professional education beyond the baccalaureate degree. Law school is an example of a professional school which recommends English as an undergraduate major for applicants. Areas of employment open to English graduates with Bachelor of Arts degrees include journalism, public relations, technical writing and editing positions, and other career fields which require the ability to use language effectively.

Graduates in Education with majors in English most often enter the teaching profession at the secondary level.

Philosophy
The courses offered in Philosophy, Humanities and Religious Studies provide students with a chance to search for answers to the fundamental questions of human existence: Who am I? What makes life worth living? What is the nature of reality? Philosophy courses introduce students to a rich heritage of thinkers who have stressed the role of reason in providing answers to such questions. Religious Studies emphasizes the role played by scriptures, rituals, religious experiences and priestly or prophetic persons in the search for meaning. Humanities courses are characterized by critical yet imaginative inquiry into the values found in human experience. Courses in each area have much to offer students wondering who they are and what they should do with their lives.

In addition, philosophy courses in particular help develop the abilities to think coherently, to express ideas clearly and to argue rigorously. Thus, many students find philosophy to be excellent as a preparation for many professions, e.g., law, business, education, ministry, medicine and social work. Students seeking positions immediately after college often find that philosophy, combined with another area of expertise, equips them with attitudes and critical skills essential to their careers.

Modern Languages
Foreign languages, as currently taught in college and universities, take as their province the culture both old and new of the particular national groups as revealed in their languages and literatures. The culture—that is, the behavior, beliefs, customs, values, arts and mode of productivity—is an integral part of every foreign language course, from the elementary to the advanced courses in literature, civilization, and business. Recorded and computerized material and tutorial programs provide the “on location” experience of cultural authenticity. Through the fiber-optic network of MSU Billings, computer access to the world’s major newspapers, universities, museums and archives is available. The national language is the indisputable vehicle and the inseparable component of any particular culture, which becomes accessible only through its language. Thus are time and history, the self and the world structured and given expression.
The ability to communicate in a language other than one’s mother tongue has historically been the mark of an educated and successful person. Twenty centuries ago, Caesar read Greek in his tent at night; the Renaissance writer, Castiglione, required the knowledge of several languages for the polished courtier. Rapid communication has made neighbors of distant peoples, and the need for language study is greater than ever before if we intend to participate in the political, economic, scientific and cultural leadership of the planet. The monolingual will never be a traveler—merely a tourist.

The Bachelor of Arts degree in Spanish is available for those interested in careers in government, companies with overseas branches, and international agencies.

Credit Examinations
Those students who have had previous training in a foreign language or who are native speakers of a language other than English may receive credit for their level of proficiency through a credit examination.

The Department administers national standardized credit examinations in Spanish. Depending on proficiency, students may receive from one semester to two years credit in a language. High school study of a foreign language thus may provide immediate college credit to students who have applied themselves in high school. Students who challenge out of the second year of Spanish, and who plan to major or minor in that language, must take at least one semester of advanced grammar in the language.

Upon request, the department will grant credit in a language other than those taught at MSU Billings, including Native American languages. Students must provide a qualified interpreter. They must show oral proficiency for first year credit, and generally both oral and reading proficiency for second year credit. This credit is awarded under the LANG prefix.

Prior to graduation, students must enroll in the course for which the credits will be awarded. Students may elect to enroll in the course in the semester after the challenge exam is taken, or they may enroll for the course in any semester after the successful completion of the challenge exam. Students will avoid any additional tuition and fees charges for the successfully challenged course if they elect to enroll for the course during a semester when they are planning to enroll in 12 or more credits. Additional tuition and mandatory fees are not charged for credits taken in the tuition “flat spot” between 12 and 18 credits.

Sequence Course Procedures
Courses in first and second year French, German and Spanish must be taken in sequence, that sequence being 101, 102, 201, 202.

Study Abroad
The University offers Spanish students the opportunity to live and learn in Spain, Costa Rica and other countries. Other fully accredited summer session, semester, and academic-year abroad programs may be arranged in cooperation with other American colleges and universities. Students should inquire at the departmental office or at the Office of International Studies (McM 200, 406-657-1705).

Internships
Internships (some paid) are available for students of French, German and Spanish, and students majoring or minoring in a foreign language are encouraged to participate in one of these programs.
### Common Course Numbering Changes

<table>
<thead>
<tr>
<th>OLD</th>
<th>NEW</th>
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<tbody>
<tr>
<td>ENGL 160</td>
<td>Reading &amp; Responding to Lit</td>
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<tr>
<td>ENGL 240</td>
<td>The Bible as Lit</td>
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<td>ENGL 260</td>
<td>World Foundations of Lit</td>
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<td>ENGL 270</td>
<td>Science Fiction</td>
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<td>ENGL 280</td>
<td>Fiction into Film</td>
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<td>ENGL 303</td>
<td>Lit of the Amer Indian</td>
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<td>ENGL 309</td>
<td>Latino Lit</td>
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<td>ENGL 325</td>
<td>Survey of Literary Criticism</td>
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<td>ENGL 331</td>
<td>Montana Writers</td>
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<td>ENGL 355</td>
<td>American Lit I</td>
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<td>ENGL 356</td>
<td>American Lit II</td>
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<td>ENGL 361</td>
<td>British Lit I</td>
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<td>ENGL 362</td>
<td>British Lit II</td>
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<td>ENGL 363</td>
<td>British Lit III</td>
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<td>ENGL 365</td>
<td>Images of Women in Lit &amp; Arts</td>
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<td>Adolescent Lit</td>
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<td>ENGL 425</td>
<td>Senior Portfolio</td>
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<td>ENGL 444</td>
<td>Shakespeare</td>
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<td>ENGL 460</td>
<td>Studies in British Lit</td>
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<td>ENGL 461</td>
<td>Studies in American Lit</td>
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<td>ENGL 462</td>
<td>Studies in Lit &amp; the Envrnmnt</td>
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<td>ENGL 463</td>
<td>Studies in Contemporary Lit</td>
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<td>ENGL 464</td>
<td>Studies in Medieval Lit</td>
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<td>ENGL 471</td>
<td>Major Writers</td>
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<td>Engl Essntl for Tech Writers</td>
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<td>ENGL 140</td>
<td>Business Writing</td>
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<td>ENGL 145</td>
<td>Technical Communication</td>
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<td>ENGL 150</td>
<td>College Composition</td>
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<td>ENGL 180</td>
<td>Editing for Business Writing</td>
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<td>ENGL 201</td>
<td>Business Communications</td>
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<td>ENGL 210</td>
<td>Technical Writing</td>
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<td>ENGL 226</td>
<td>Research Writing</td>
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<td>Seminar</td>
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<td>SPAN</td>
<td>150 The Hispanic Tradition</td>
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<td>201 Intermediate Spanish I</td>
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<td>SPAN</td>
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<td>SPAN</td>
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<td>309 Latino Literature</td>
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<td>SPAN</td>
<td>311 Hispanic Culture &amp; Civilization I</td>
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<td>SPAN</td>
<td>312 Hispanic Culture &amp; Civilization II</td>
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<td>410 Topics in Spanish American Literature</td>
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<td>496 Cooperative Education/Internship</td>
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<td>SPAN</td>
<td>499 Senior Paper</td>
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</tbody>
</table>
Bachelor of Arts Degree
Major in English

Credits

Academic Foundations Requirements ................................................... 37

(See page 71) The Department of English, Philosophy and Modern Languages imposes specific requirements within the broad Academic Foundations requirement. WRIT 095, WRIT 101, & LIT 110 cannot be counted toward an English major or minor. English majors must consult with their advisors to determine which courses are necessary to satisfy the Academic Foundations requirements within this major. Bachelor of Arts majors in English are required to take WRIT 101, WRIT 201, and LIT 230 to satisfy specific Academic Foundations requirements. Substitutions must be approved in writing by the chairperson.

Required Courses
ENGL 213 Introduction to Language .......................................................... 3
ENGL 390 Peer Tutoring ............................................................................ 1
LIT 300 Literary Criticism.......................................................................... 3
LIT 312 Advanced American Literature I ................................................... 3
LIT 313 Advanced American Literature II .................................................. 3
LIT 320 Advanced British Literature I ........................................................ 3
LIT 321 Advanced British Literature II ....................................................... 3
LIT 322 Advanced British Literature III ...................................................... 3
LIT 499 Thesis/Capstone: Portfolio ........................................................... 3
Total Required Courses.......................................................................... 25

Restricted Elective
ENGL 466 Studies in Language and Linguistics ...................................... 1-3
ENGL 467 Topics in Creative Writing ..................................................... 1-3
LIT 432 Major Writers ............................................................................... 3
LIT 460 Studies in British Literature ....................................................... 1-3
LIT 461 Studies in American Literature ................................................... 1-3
LIT 462 Studies in Literature and the Environment .................................... 3
LIT 463 Studies in Contemporary Literature ............................................ 1-3
LIT 464 Studies in Medieval Literature .................................................... 1-3
Total .......................................................................................................... 3

Areas of Emphasis .................................................................................. 12
English courses to be chosen in consultation with advisor.

Area I Literature
*LIT 230 World Literature Survey ......................................................... 3
*LIT/PHIL 240 The Bible As Literature .................................................. 3
*LIT 270 Film & Literature ................................................................. 3
LIT 305/NAMS 303 Literature by & about Native Americans ..................... 3
LIT 307/SPNS 314 Latino Literature ..................................................... 3
LIT 327 Shakespeare................................................................................. 3
LIT 335/A&SC 365 Women & Literature ................................................ 3
LIT 342 Montana Writers ......................................................................... 3
LIT 370 Science Fiction ......................................................................... 3
LIT 381 Young Adult Literature ............................................................ 3
LIT 432 Major Writers ........................................................................... 1-3
LIT 460 Studies in British Literature....................................................... V 1-3

SUGGESTED PLAN OF STUDY

Bachelor of Arts Major in English

This sample schedule is a suggested plan for students to follow in completing the Bachelor of Arts Major in English. Due to course schedule changes and staff assignments, students may not be able to follow the plan exactly. Students should consult with their advisors to plan classes before registering each term.

First Year
F S
WRIT 101  3
WRIT 201  3
LIT 230  3
Foreign Language  4
Academic Foundations  9
Academic Found. w/Lab  4
Total  16 14

Second Year
F S
ENGL 213  3
LIT 312  3
LIT 313  3
LIT 320  3
LIT 321  3
Foreign Language  3
Academic Foundations  3
Total  15 15

Third Year
F S
LIT 300  3
LIT 322  3
English Electives  6
Minor  3
Electives  3
Total  12 15

Fourth Year
F S
ENGL 390  3
LIT 499  3
English Electives  6
Minor  6
Electives  4
Total  15 15

Continued...
LIT 461 Studies in American Literature ............................................... V 1-3
LIT 463 Studies in Contemporary Literature ........................................ V 1-3
LIT 464 Studies in Medieval Literature ................................................ V 1-3
PHIL 303 Classical Mythology ............................................................... 3
PHIL 304 Global Mythology ................................................................. 3

**Area II Writing**

*ENGL 204 Fundamentals of Creative Writing ........................................... 3
ENGL 321 Writing Fiction ........................................................................ 3
ENGL 322 Writing Poetry ......................................................................... 3
ENGL 323 Magazine Article Writing ........................................................ 3
ENGL 324 Writing for Stage and Screen .................................................. 3
ENGL 326 Creative Nonfiction ............................................................... 3
ENGL 390 Peer Tutoring ......................................................................... 1
ENGL 421 Advanced Fiction Writing ....................................................... 3
ENGL 422 Advanced Poetry Writing ....................................................... 3
ENGL 424 Advanced Writing for Stage & Screen ...................................... 3
ENGL 426 Advanced Creative Nonfiction ................................................. 3
ENGL 467 Topics in Creative Writing ...................................................... V 1-3
*WRIT 220 Business & Professional Writing ........................................... 3
WRIT 221 Intermediate Technical Writing ................................................ 3

**Area III Linguistics**

ENGL 312 English Grammar ................................................................... 3
ENGL 314 History of the English Language ............................................. 3
ENGL 315 Sociolinguistics ..................................................................... 3
ENGL 318/PSYX 482 Psycholinguistics .................................................. 3
ENGL 466 Studies in Language and Linguistics ...................................... V 1-3

**NOTE:** ENGL 292, ENGL 293, ENGL 490, ENGL 491, ENGL 492, ENGL 493, and ENGL 591 courses may be used in all areas of emphasis as course content dictates. LIT 460, LIT 461, LIT 463, LIT 464, ENGL 466, and ENGL 467 may be repeated to a maximum of six credits each.

**Total minimum credits required for major** ........................................ 40

**Minor** ........................................................................................................... 21

**Language requirement (see page 117)** .................................................. 14

**Electives** ..................................................................................................... 8

**Total minimum credits required for degree** .......................................... 120

*May satisfy Academic Foundations requirements.

*Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.*
Bachelor of Arts Degree

Major in English

Teaching Licensure Option

All students desiring licensure to teach are required to file an Application for Admission to the Teacher Education Program (see page 254).

Academic Foundations Requirements
(Secondary & K-12 majors) ................................................................. 37
(See page 71) LIT 230 satisfies Academic Foundations Category IV.B. and is counted in the major. Students should consult with their English advisor to determine other specific courses necessary in order to satisfy the Academic Foundations requirements within this major.

Professional Core (see page 266) .................................................... 33 -36
(includes EDCI 424 Teaching English, 3cr.)
EDF 100 also satisfies Academic Foundations Requirements.

Required English Courses:
ENGL 213 Introduction to Language .................................................. 3
ENGL 312 English Grammar ................................................................. 3
ENGL 315 Sociolinguistics ................................................................. 3
ENGL 390 Peer Tutoring .................................................................... 1
ENGL 394 Internship ........................................................................ 1
*LIT 230 World Literature Survey .................................................... 3
LIT 300 Literary Criticism ................................................................ 3
LIT 312 Advanced American Literature I ....................................... 3
LIT 313 Advanced American Literature II ..................................... 3
LIT 320 Advanced British Literature I .......................................... 3
LIT 321 Advanced British Literature II ......................................... 3
LIT 322 Advanced British Literature III ...................................... 3
LIT 327 Shakespeare ................................................................. 3
LIT 381 Young Adult Literature .................................................. 3
LIT 499 Thesis/Capstone: Portfolio .......................................... 3

Total minimum required credits for major .................................. 41

Teaching minor .......................................................... 21^

Total minimum credits required for degree ......................... 128^

Residency Requirement: Students electing the BA in English at MSU Billings with teaching licensure must complete a minimum of 10 semester hours of the major requirements or electives in English at MSU Billings and six semester hours of the teaching minor requirements or electives in English at MSU Billings. Exceptions to this requirement can be petitioned to the Department of English for special approval.

^ Double counting credits. Students may double count at least six Academic Foundations credits to satisfy requirements in both the major and minor. LIT 230 required in this program meets an Academic Foundations requirement for BA majors in English, as does EDF 100 in the Professional Education Core.

Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.

SUGGESTED PLAN OF STUDY

B.A. Major in English

Teaching Licensure Option

Students should talk with their faculty advisors prior to registration for classes. It is a good practice to visit with the faculty advisor each semester. The following suggested schedule provides a general overview of courses and work that will enable the Teaching Major in English student to progress through the degree in an orderly and timely manner.

First Year
WRIT 101 3
LIT 230 3
ENGL 213 3
BIOL 101 3
EDF 100 3
EDF 225 3
COMT 110 or 101 or 130 3
Minor 3
Academic Foundations 3 6
Total 15 18

Second Year
WRIT 201 3
ENGL 312 3
LIT 312 3
LIT 313 3
EDF 250 3
HSTA 101 or 102 3
HHP 201 3
NAMS 181 or 211 3
SPED 260 3
LIT 320 3
Academic Found. w/Lab 4
Total 18 16

Apply for Admission to Teacher Education Program Spring Semester.

Third Year
ENGL 315 3
LIT 300 3
LIT 321 3
LIT 322 3
LIT 381 3
ENGL 390 1
RD 310 3
Minor 6 9
ENGL 394 1
Total 17 18

Fourth Year
EDCI 424 3
LIT 499 3
LIT 327 3
EDF 450 3
EDCI 310 3
EDCI 486 9
Minor Methods 3
Minor 6
Total 18 12

Apply to Student Teach Fall Semester.
Apply to Graduate Fall Semester.
Apply for licensure Spring Semester.
Minor in English
See below for options.
Substitutions must be approved in writing by the chairperson, Department of English, Philosophy and Modern Languages. WRIT 095 and WRIT 101 cannot be counted toward an English minor.

Program of Study: Writing Across the Curriculum
Credits

Required courses
*ENGL 204 Fundamentals of Creative Writing...........3
ENGL 213 Introduction to Language.........................3
LIT 499 Thesis/Capstone: Portfolio........................3
WRIT 221 Intermediate Technical Writing...............3
Total Required courses........................................12

Elective courses
Electives are to be drawn from among the following list of courses:
COMT 222 Media Writing......................................3
ENGL 323 Magazine Article Writing........................3
*WRIT 220 Business & Professional Writing............3
*WRIT 201 College Writing II................................3
Total Elective courses.........................................9
Any course across the curriculum that has a “WR” designation may be counted as an elective for this minor. The courses must be selected in consultation with an advisor.

Total minimum credits required for minor ........21

Program of Study: Creative Writing
Credits

Required courses
*ENGL 204 Fundamentals of Creative Writing...........3
ENGL 321 Writing Fiction......................................3
ENGL 322 Writing Poetry.......................................3
ENGL 326 Creative Nonfiction...............................3
Total Required courses........................................12

Select 6 credits from:
ENGL 323 Magazine Article Writing .........................1-3
ENGL 324 Writing for Stage and Screen.....................3
ENGL 421 Advanced Fiction Writing.........................3
ENGL 422 Advanced Poetry Writing........................3
ENGL 424 Advanced Writing for Stage & Screen.........3
ENGL 426 Advanced Creative Nonfiction................3
ENGL 467 Topics in Creative Writing......................1-3
ENGL 490 Internship............................................1-3
Total Elective courses...........................................6

Program of Study: Literature
Credits

Required courses
*LIT 230 World Literature Survey............................3
LIT 312 Advanced American Literature I................3
LIT 313 Advanced American Literature II................3
LIT 320 Advanced British Literature I....................3
LIT 321 Advanced British Literature II....................3
LIT 322 Advanced British Literature III..................3
LIT 499 Thesis/Capstone: Portfolio........................3
Total Literature courses........................................3

Total minimum credits required for minor ........21

Literature Component
Select 3 credits from:
*LIT 110 Introduction to Literature........................3
*LIT 230 World Literature Survey............................3
LIT 312 Advanced American Literature I................3
LIT 313 Advanced American Literature II................3
LIT 320 Advanced British Literature I....................3
LIT 321 Advanced British Literature II....................3
LIT 322 Advanced British Literature III..................3
LIT 499 Thesis/Capstone: Portfolio........................3
Total Literature courses........................................3

Total minimum credits required for minor ........21

Teaching Minor in English
For students who are gaining teaching licensure in a content major, the following minor leads to endorsement. All students desiring licensure to teach are required to file an Application for Admission to the Teacher Education Program (see page 254).

Credits

Required Courses
EDCI 424 Teaching English....................................3
ENGL 213 Introduction to Language.........................3
ENGL 390 Peer Tutoring........................................1
*LIT 230 World Literature Survey............................3
LIT 312 Advanced American Literature I................3
LIT 313 Advanced American Literature II................3
LIT 320 Advanced British Literature I....................3
LIT 321 Advanced British Literature II....................3
LIT 322 Advanced British Literature III..................3
LIT 499 Thesis/Capstone: Portfolio........................3
Total minimum credits required for minor ........25

*May satisfy Academic Foundations requirements.

Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.
Minor in Philosophy

Core Requirements
Select 12 credits from the following courses:

A. Core Requirement
*PHIL 115 Ethics.................................................... 3

B. Lower Division Electives
Choose 9 credits from the list below. NOTE: (1) Do not count both PHIL 107 and PHIL 117 and (2) Do not count more than 1 course from Honors.
*HON 181 The Ancient and Medieval Worlds........3
*HON 182 The Renaissance and Modern Worlds..... 3
PHIL 107 Philosophical Inquiry............................ 3
*PHIL 117 Philosophies of Life............................... 3
PHIL 221 Critical Thinking..................................... 3
PHIL 233 Philosophies and Religions of India........ 3
PHIL 234 Philosophies and Religions of China, Tibet, and Japan........3
PHIL 292 Seminar................................................... 3

Core Requirements total ..................................... 12

Upper Division Electives........................................ 9
Select 9 credits from the following two groups in consultation with your advisor from any upper division Philosophy courses.

Group A
(Any 6 credits)
PHIL 301 Death, Dying, and Medical Ethics........ 3
PHIL 303 Classical Mythology............................... 3
PHIL 304 Global Mythology................................. 3
PHIL 311 Environmental Ethics........................... 3
PHIL 314 Business Ethics........................................ 3

Group B
(Any 3 credits)
PHIL 360 Great Figures in Philosophy and Religion 3
PHIL 365 Women, Philosophy, and Religions......... 3
PHIL 492 Seminar................................................. 3

Total Minimum credits required for minor ........ 21

*May satisfy Academic Foundations requirements.

Certain courses in this program have prerequisites; student should check the course descriptions for required prerequisites.
Bachelor of Arts Degree
Major in Spanish

Academic Foundations Requirements ................................................... 37
(See page 71) Students should consult with their advisors to determine if specific courses are necessary in order to satisfy the Academic Foundations requirements within this major.

Spanish Required Courses
^SPNS 201 Intermediate Spanish I.............................................................. 3
^SPNS 202 Intermediate Spanish II ............................................................ 3
SPNS 311 Hispanic Culture and Civilization I ............................................ 3
SPNS 312 Hispanic Culture and Civilization II ......................................... 3
^SPNS 321 Advanced Spanish Conversation I ......................................... 3
^SPNS 322 Advanced Spanish Conversation II ........................................ 3
SPNS 499 Senior Thesis/Capstone.......................................................... 1
Total Spanish Required Credits .......................................................... 19

Restricted Electives
A. Select one course from the following
   SPNS 405 Spanish Composition & Grammar I............................................ 3
   SPNS 406 Spanish Composition & Grammar II ........................................ 3

B. Select one course from the following
   SPNS 455 Topics in Spanish American Literature.................................. 3
   SPNS 456 Topics in Spanish Literature................................................ 3

C. Select three additional upper division courses in Spanish in consultation with an advisor .......................................................... 9

Total Restricted Electives ............................................................... 15

Total minimum credits for major ...................................................... 34

Minor .................................................................................................. 24

Electives selected in consultation with advisor ..................................... 25

Total minimum credits required for degree .................................... 120

^Students with fluency may receive credit for these courses through the challenge mechanism.

Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.

*May satisfy Academic Foundations requirements.

**SUGGESTED PLAN OF STUDY**

Bachelor of Arts Major in Spanish

This sample schedule is a suggested plan for students to follow in completing the Bachelor of Arts Major in Spanish. Due to course schedule changes and staff assignments, students may not be able to follow the plan exactly. Students should consult with their advisors to plan classes before registering each term.

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</table>
Bachelor of Arts Degree
Major in Spanish
Teaching Licensure Option
All students desiring licensure to teach are required to file an Application for Admission to the Teacher Education Program (see page 254).

Academic Foundations Requirements ................................................... 37
Professional Core............................................................................... 33-36
Includes EDCI 319 Teaching Foreign Languages K-12 (see page 266)

Required Courses
^SPNS 201 Intermediate Spanish I...................................................... 3
^SPNS 202 Intermediate Spanish II ...................................................... 3
SPNS 305 Spanish Phonetics ............................................................... 3
SPNS 311 Hispanic Culture and Civilization I ........................................ 3
SPNS 312 Hispanic Culture and Civilization II ..................................... 3
^SPNS 321 Advanced Spanish Conversation I ....................................... 3
^SPNS 322 Advanced Spanish Conversation II ...................................... 3
SPNS 405 Spanish Composition & Grammar I ....................................... 3
SPNS 406 Spanish Composition & Grammar II ..................................... 3
Total Required Course credits ......................................................... 27

Restricted Electives
A. Select one course from the following
SPNS 455 Topics in Spanish American Literature ............................... 3
SPNS 456 Topics in Spanish Literature ................................................. 3
B. Select one course from the following
LANG 495 Study Abroad ..................................................................... 3
SPNS 498 Internship/Cooperative Education ......................................... 1-3
C. Select one upper division course in consultation with an advisor ....... 3

Total Restricted Elective credits ....................................................... 9

Total minimum credits required for major ....................................... 36
Teaching minor .................................................................................. 22

Total minimum credits required for degree....................................... 128

^Students with fluency may receive credit for these courses through the challenge mechanism. In addition to language courses, it is recommended that students, in consultation with their advisors, select appropriate courses in other disciplines which will enhance their preparation to teach Spanish.

Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.
### Minor in Spanish

**Credits**

**Spanish Required Courses**
- ^SPNS 201 Intermediate Spanish I ................. 3
- ^SPNS 202 Intermediate Spanish II ................. 3
- ^SPNS 321 Advanced Spanish Conversation I .... 3
- ^SPNS 322 Advanced Spanish Conversation II .... 3
- SPNS 311 Hispanic Culture & Civilization I
  OR
  SPNS 312 Hispanic Culture & Civilization II .... 3

**Total Spanish Required Credits** ................. 15

**Restricted Electives chosen in consultation with advisor** ...................................................... 6

**Total minimum credits required for minor** ........ 21

^Students with fluency may receive credit for these courses through the challenge mechanism.

Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.

### Teaching Minor in Spanish (K-12)

For students who are gaining teaching licensure in a content major, the following minor leads to endorsement. All students desiring licensure to teach are required to file an Application for Admission to the Teacher Education Program (see page 254).

**Credits**

**Required Courses**
- EDCI 319 Teaching Foreign Language K-12 ........ 3
- ^SPNS 201 Intermediate Spanish I ................. 3
- ^SPNS 202 Intermediate Spanish II ................. 3
- ^SPNS 321 Advanced Spanish Conversation I .... 3
- ^SPNS 322 Advanced Spanish Conversation II .... 3

**Total Required Course credits** ................. 15

**Restricted Electives**

A. Select one course from the following ............. 3
- SPNS 311 Hispanic Culture and Civilization I .... 3
- SPNS 312 Hispanic Culture and Civilization II .... 3

B. Select two upper division courses in Spanish in consultation with advisor from the following ........ 6
- SPNS 314/LIT 307 Latino Literature ................. 3
- SPNS 405 Spanish Composition & Grammar I .... 3
- SPNS 406 Spanish Composition & Grammar II .... 3
- SPNS 455 Topics in Spanish American Literature . 3
- SPNS 456 Topics in Spanish Literature ............ 3

**Total Restricted Elective credits** ................. 9

**Total minimum credits required for minor** ........ 24

^Students with fluency may receive credit for these courses through the challenge mechanism. In addition to language courses, it is recommended that students, in consultation with their advisors, select appropriate courses in other disciplines which will enhance their preparation to teach Spanish.

### Minor in International Studies

**Credits**

**Required Core**
- *HSTR 102 Western Civilization II ................. 3
- *PSCI 230 Introduction to International Relations .. 3
- A course in modern language ......................see below

** LANG 499 International Studies Capstone Course **

**Option A: Study Abroad**
After satisfying the core courses, the student is encouraged to choose an area for overseas study through consultation with the Director of the Office of International Studies. Credits earned while studying abroad will constitute the remaining courses for the fulfillment of the minor. Upon returning to campus or upon completion of the minor, the student will register for the capstone course LANG 499.

**Option B: On Campus**
In Option B, the student must first satisfy the core courses. Remaining courses will be selected so that they constitute a focus of interest such as Latin America, Asia, the Arts, or General Comparative. The student must then write a short essay which states the rationale for the choice of courses for the focus area. Upon completion of the focus area courses, the student will register for the capstone course LANG 499.

**Suggested Focus Areas and Course Options:**

**Credits**

**Latin America focus:**
- GPHY 341 Geography of Latin America ............ 3
- HSTR 336 Modern Latin America ................. 3
- HSTR 330 History of Mexico ...................... 3
- LIT 307/SPNS 314 Latino Literature .............. 3
**Asia focus:**
HSTR 466 Islamic Civilization ......................... 3
PHIL 233 Philosophies and Religions of India ...... 3
PHIL 234 Philosophies and Religions of China, Tibet, and Japan ........................................ 3

**General Comparative focus:**
PHIL 304 Global Mythology .............................. 3
PSCI 333 Comparative Government .................... 3

**Comparative Arts focus:**
*ART 131 Global Visual Culture ......................... 3
  OR ART 431 Advanced Global Visual Culture ..... 3
*COMT 155 Global Cinema ............................... 3
*LIT 230 World Literature Survey ........................ 3
*MUSC 150 Musics of the World ........................ 3

**Language Requirement**
Students are required to present a course in modern language as part of the core. If the student has had one year or less of high school foreign language, the language requirement is satisfied by successful completion of the second half of the elementary language sequence (FRCH/SPNS/etc. 102). If the student has had more than one year of high school foreign language, that student must successfully complete the second half of the intermediate language sequence (FRCH/SPNS/etc. 202). Only one language course will be counted toward the minor.

**Total credits required for minor ................. 22-23**

*May satisfy Academic Foundations requirements.

*Certain courses in the program have prerequisites; students should check the course descriptions for required prerequisites.*
The Department of History

Dr. Matt Redinger, Chairperson
LA 819, (406) 657–2896
mredinger@msubillings.edu

Professors: Campbell, Edgerton, Redinger
Assistant Professor: Rust
Lecturer: Havner
Emeritus: Fargo, Friguglietti, Moses, Rollins, Ziegler

Undergraduate Degrees and Majors

Bachelor of Arts
Major: History
Option: Teaching Licensure

Minor: History

Teaching Minors: History

Licensure: Social Science (Broadfield) Endorsement

Advising Information

Students are encouraged to meet with their advisor each semester to confirm that their Plan of Study is accurate and complete. If necessary, changes and updates should be made in order to ensure that program requirements can be completed in a timely manner.

Faculty advisors work with students to explore appropriate internships, cooperative education placements and/or experiential learning opportunities which will enhance the student’s academic program. In addition, advisors provide assistance in selecting elective courses which support the student’s interests, career plans and Plan of Study.

Academic advising services for all freshmen Arts and Sciences majors are provided through the Advising Center on McMullen Hall first floor west. Upon declaring a specific major, Arts and Science majors will be assigned to a faculty advisor in their department for upper-division advising. Advising files for all upper-division students are maintained in the departmental office of the program in which the student is majoring. Although advisors are available to assist students in designing their Plans of Study, students are ultimately responsible for meeting degree requirements.

The Department of History has a four-year program in History which leads to a Bachelor of Arts degree.

Language Requirement for the B.A. Degree in History

Requires proficiency in a language other than English, equivalent to satisfactory completion of second-year college-level work or the 101-102 active skills sequence in one foreign language plus 6 credit hours of foreign culture courses selected from the following:

- HSTR 330 History of Mexico
- HSTR 332 Pre-Columbian & Colonial Latin America
- HSTR 336 Modern Latin America
- HSTR 366 Middle East in the 20th Century
- HSTR 439 Colonial and Independent Africa since 1884
- HSTR 440 Topics in Southern Asia since 1750
- HSTR 447 Modern Asia
- HSTR 466 Islamic Civilization
- HSTR 491 Special Topics: Modern European History
- PHIL 233 Philosophies and Religions of India
- PHIL 234 Philosophies and Religions of China, Tibet, and Japan
- *SPNS 150 The Hispanic Tradition

*May satisfy Academic Foundations requirements.

Transfer students may use other foreign cultural courses they may have taken in another institution to fulfill this requirement upon approval by the department. History majors and extended majors in history who choose history courses from the above options will still have to fulfill the required number of credit hours of upper-division courses in history in addition to the 6 credit hours chosen from the list.

History

The history program provides a broad Academic Foundations, an intensive study of History, proficiency in a foreign language, and courses in a selected minor field of study.

Students focus their study in the following two areas: United States History and Global History. History helps one to learn to read critically, to write carefully and to think problems through to a logical conclusion. History courses offer a basic background of knowledge essential to many professions.
Pre-law students can put their study of the past to good use in their legal work since it entails an examination of past events and the reasons how and why they happened. Business and industry are interested in hiring individuals who have an interest and knowledge in international affairs and cultures. A degree in history serves as preparation and background for management, sales and public relations.

In the area of journalism it is good to remember that newspapers and magazines have backup staffs and research oriented jobs. History provides a perspective and discipline necessary in the world of communication through the printed word, television, radio, films and the theatre. History also provides artists with the understanding of forces and conflicts that molded and influenced the arts.

Government is still the largest employer of all, and since many positions require no specific major, history is a good choice. Whatever students choose as occupations, an interest in the world around them, past and present, is very essential.
## Common Course Numbering Changes

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<td>HSTR 101  Western Civilization I</td>
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<tr>
<td>HIST 105  Hist of World Civ Since 1500</td>
<td>HSTR 102  Western Civilization II</td>
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<td>HSTR 103  Honors Western Civilization I</td>
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<td>HIST 107  Hon: Hist Wstrn Civ Since 1500</td>
<td>HSTR 104  Honors Western Civilization II</td>
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<td>HIST 204  US History to 1877</td>
<td>HSTA 101  American History I</td>
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<td>HIST 205  US History Since 1877</td>
<td>HSTA 102  American History II</td>
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<td>HSTA 309  The Atlantic World 1492-1763</td>
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<td>HIST 312  The Amrcn Rev Era, 1750-1789</td>
<td>HSTA 313  Am Col &amp; Rev History to 1789</td>
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<td>HIST 314  The New and Expanding Nation, 1789-1846</td>
<td>HSTA 315  Early Am Republic, 1787-1848</td>
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<td>HIST 318  US 1929-1960</td>
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<td>HIST 331  History of Ancient Near East</td>
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</table>
Bachelor of Arts Degree
Major in History

Academic Foundations Requirements ................................................... 37
(See page 71) Students should consult with their advisors to determine if specific courses are necessary in order to satisfy the Academic Foundations requirements within this major.
A grade of “C” or higher is mandatory in all History Courses satisfying major requirements.

Required Courses
*HSTA 101 American History I ................................................................. 3
*HSTA 102 American History II ................................................................. 3
*HSTR 101 Western Civilization I
  OR  *HSTR 103 Honors Western Civilization I ....................................... 3
*HSTR 102 Western Civilization II
  OR  *HSTR 104 Honors Western Civilization II ...................................... 3
HSTA/HSTR 499 Senior Capstone: Historical Methodology ...................... 3
Total Required Courses.......................................................................... 15

Restricted Electives
A minimum of 18 credits of upper division courses distributed as follows: at least 3 credits from each of the following categories: Area 1a, Area 1b, Area 2a, Area 2b, and Area 3, and 3 credits from any Area. Please note that students may, upon consultation with and the permission of their academic advisor, count up to 6 credits of historically-oriented Honors Seminars as restricted electives in their History major.

Area 1a: Early United States
HSTA 313 American Colonial and Revolutionary History to 1789.............. 3
HSTA 315 Early American Republic 1787-1848......................................... 3
HSTA 316 American Civil War Era............................................................ 3
HSTR 428 Historical Archaeology in the Americas................................... 3

Area 1b: Modern United States
HSTA 320 Birth of Modern United States................................................ 3
HSTA 321 America in Crisis................................................................. 3
HSTA 325 United States since 1960 ........................................................ 3
HSTA/HON 421 The 1960s........................................................................ 3

Area 1c: United States Topics
HSTA 460 Montana and the West........................................................... 3
HSTA 464 Trans-Mississippi West............................................................ 3
HSTA 470 American Environmental History......................................... 3
HSTA 480/PSCI 472 Constitutional Law: Civil Liberties ......................... 3
HSTA 481/PSCI 473 Constitutional Law: Powers and Structures ............. 3
HSTA 498 Cooperative Education/Internship I, II, III ............................... 3

Area 2a: Ancient and Medieval
HSTA 309 The Atlantic World 1492-1763................................................. 3
HSTR 302 Ancient Greece....................................................................... 3
HSTR 304 Ancient Rome........................................................................ 3
Continued...
HSTR 305 Middle Ages ................................................................. 3
HSTR 365 History of Ancient Near East ........................................ 3
HSTR 420 Historical Archaeology of the Classical World............. 3

Area 2b: Modern Europe
HSTR 317 Renaissance & Reformation ....................................... 3
HSTR 318 Enlightenment & Revolution 1648-1815 ................. 3
HSTR 322 19th Century Europe .................................................. 3
HSTR 324 20th Century Europe .................................................. 3
HSTR 423 European Intellectual History .................................... 3
HSTR 462 Holocaust in Nazi Occupied Europe ......................... 3
HSTR 473 War and Diplomacy in Europe 1648-1945 ............... 3
HSTR 491 Special Topics: Modern European History ............. 3

Area 3: Global Studies
HSTR 330 History of Mexico ...................................................... 3
HSTR 332 Pre-Columbian & Colonial Latin America ............... 3
HSTR 336 Modern Latin America ............................................. 3
HSTR 366 Middle East in the 20th Century ............................... 3
HSTR 439 Colonial and Independent Africa since 1884 .......... 3
HSTR 440 Topics in Southern Asia since 1750 ......................... 3
HSTR 447 Modern Asia ........................................................... 3
HSTR 466 Islamic Civilization .................................................. 3

Students may, upon consultation with and the permission of their academic advisor, take any of the following courses to fit any of the above areas.
HSTA 492 Independent Study .................................................. 3
HSTR 492 Independent Study ................................................... 3
HSTA 494 Seminar/Workshop .................................................. 3
HSTR 494 Seminar/Workshop .................................................. 3

Total Restricted Electives .......................................................... 18

Total minimum credits required for major ................................ 33

Minor ...................................................................................... 21

Language Requirements (see page 178) .................................. 14

Electives chosen in consultation with advisor ........................... 15

Total minimum credits required for degree .............................. 120

*May satisfy Academic Foundations requirements.

Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.

Fourth Year

Fall
HSTA/HSTR 499
History elective Area 3
Minor elective
Minor elective

Spring
Elective
History Upper Division elective
Minor elective
Minor elective
Bachelor of Arts Degree
Major in History
Teaching Licensure Option
All students desiring licensure to teach are required to file an Application for Admission to the Teacher Education Program (see page 254).

Credits
Academic Foundations Requirements ................................................... 37
(See page 71) Students should consult with their advisors to determine if specific courses are necessary in order to satisfy the Academic Foundations requirements within this major.

Professional Core (see page 266)....................................................... 33-36

Required Courses
*HSTA 101 American History I ................................................................. 3
*HSTA 102 American History II ................................................................. 3
HSTA 460 Montana and the West.............................................................. 3
*HSTR 101 Western Civilization I
OR  *HSTR 103 Honors Western Civilization I ....................................... 3
*HSTR 102 Western Civilization II
OR  *HSTR 104 Honors Western Civilization II ...................................... 3
HSTA/HSTR 499 Senior Capstone: Historical Methodology ...................... 3
Total Required Courses.......................................................................... 18

Restricted Electives
A minimum of 18 credits of upper division History courses selected in consultation with the departmental advisor, distributed as follows: at least 3 credits from each of the following categories: Area 1a, Area 1b, Area 2a, Area 2b, and Area 3, and 3 credits from any Area. Please note that students may, upon consultation with and the permission of their academic advisor, count up to 6 credits of historically-oriented upper division Honors Seminars as restricted electives in their History major.

Area 1a: Early United States
HSTA 313 American Colonial and Revolutionary History to 1789 .......... 3
HSTA 315 Early American Republic 1787-1848 ......................................... 3
HSTA 316 American Civil War Era ............................................................. 3
HSTR 428 Historical Archaeology in the Americas................................. 3

Area 1b: Modern United States
HSTA 320 Birth of Modern United States................................................... 3
HSTA 321 America in Crisis ................................................................. 3
HSTA 325 United States since 1960 ........................................................... 3
HSTA/HON 421 The 1960s ................................................................. 3

Area 1c: United States Topics
HSTA 464 Trans-Mississippi West ............................................................ 3
HSTA 470 American Environmental History ......................................... 3
HSTA 480/PSCI 472 Constitutional Law: Civil Liberties ......................... 3
HSTA 498 Cooperative Education/Internship I, II, III ............................. 3

Continued...
Area 2a: Ancient and Medieval
HSTA 309 The Atlantic World 1492-1763 .................................................. 3
HSTR 302 Ancient Greece ......................................................................... 3
HSTR 304 Ancient Rome ......................................................................... 3
HSTR 305 Middle Ages ......................................................................... 3
HSTR 365 History of Ancient Near East ..................................................... 3
HSTR 420 Historical Archaeology of the Classical World ......................... 3

Area 2b: Modern Europe
HSTR 317 Renaissance & Reformation ...................................................... 3
HSTR 318 Enlightenment & Revolution 1648-1815 .................................... 3
HSTR 322 19th Century Europe ................................................................ 3
HSTR 324 20th Century Europe ................................................................ 3
HSTR 423 European Intellectual History .................................................... 3
HSTR 462 Holocaust in Nazi Occupied Europe .......................................... 3
HSTR 473 War and Diplomacy in Europe 1648-1945 ................................. 3
HSTR 491 Special Topics: Modern European History ............................... 3

Area 3: Global Studies
HSTR 330 History of Mexico ..................................................................... 3
HSTR 332 Pre-Columbian & Colonial Latin America .................................. 3
HSTR 336 Modern Latin America .............................................................. 3
HSTR 366 Middle East in the 20th Century ............................................... 3
HSTR 439 Colonial and Independent Africa since 1884 .............................. 3
HSTR 440 Topics in Southern Asia since 1750 .......................................... 3
HSTR 447 Modern Asia ......................................................................... 3
HSTR 466 Islamic Civilization .................................................................. 3

Students may, upon consultation with and the permission of their academic advisor, take any of the following courses to fit any of the above areas.
HSTA 492 Independent Study ................................................................. 3
HSTR 492 Independent Study ................................................................. 3
HSTA 494 Seminar/Workshop ................................................................. 3
HSTR 494 Seminar/Workshop ................................................................. 3
Total Restricted Electives ...................................................................... 18

Total minimum credits required for major ............................................ 69
Teaching minor ...................................................................................... 21
Total minimum credits required for degree .......................................... 127

*May satisfy Academic Foundations requirements.

Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.
## Minor in History

**Required courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>*HSTA 101 American History I</td>
<td>3</td>
</tr>
<tr>
<td>*HSTA 102 American History II</td>
<td>3</td>
</tr>
<tr>
<td>*HSTR 101 Western Civilization I</td>
<td></td>
</tr>
<tr>
<td>OR *HSTR 103 Honors Western Civilization I</td>
<td>3</td>
</tr>
<tr>
<td>*HSTR 102 Western Civilization II</td>
<td></td>
</tr>
<tr>
<td>OR *HSTR 104 Honors Western Civilization II</td>
<td>3</td>
</tr>
</tbody>
</table>

Total required course credits: 12

**Electives**

Nine upper-division credits in History courses selected in consultation with advisor.

Total minimum credits required for minor: 21

*May satisfy Academic Foundations requirements.

## Teaching Minor in History

Students who intend to graduate on the 128 credit degree program should consult with the Advising Center and their faculty advisor before selecting a teaching minor. Some requirements for certain teaching minors can be met in Academic Foundations, but some others cannot. Students choosing to take teaching minors with requirements beyond 21 credits may take credits in excess of 128 to complete their teaching major and preferred teaching minor.

For students who are gaining teaching licensure in a content major, the following minor leads to endorsement. All students desiring licensure to teach are required to file an Application for Admission to the Teacher Education Program (see page 254).

**Credits**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>EDCI 312 Teaching Social Studies in the Middle &amp; Secondary School</td>
<td>3</td>
</tr>
<tr>
<td>*HSTA 101 American History I</td>
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</tr>
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<td>*HSTA 102 American History II</td>
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<tr>
<td>HSTA 460 Montana and the West</td>
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<td>*HSTR 102 Western Civilization II</td>
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<tr>
<td>OR *HSTR 104 Honors Western Civilization II</td>
<td>3</td>
</tr>
<tr>
<td>HSTA/HSTR 499 Senior Capstone: Historical Methodology</td>
<td>3</td>
</tr>
</tbody>
</table>

Total required course credits: 21

*May satisfy Academic Foundations requirements.

## Restricted Electives

Select one of the following courses in non-western history:

- HSTR 330 History of Mexico: 3 credits
- HSTR 332 Pre-Columbian & Colonial Latin America: 3 credits
- HSTR 336 Modern Latin America: 3 credits
- HSTR 365 History of Ancient Near East: 3 credits
- HSTR 366 Middle East in the 20th Century: 3 credits
- HSTR 439 Colonial and Independent Africa since 1884: 3 credits
- HSTR 440 Topics in Southern Asia since 1750: 3 credits
- HSTR 447 Modern Asia: 3 credits
- HSTR 466 Islamic Civilization: 3 credits

Total minimum credits required for minor: 24

*May satisfy Academic Foundations requirements.

## Licensure

### Social Science (Broadfield) Endorsement

Social Science Broadfield Endorsement has been eliminated as a major. It is now a Licensure.

Students majoring in history (licensure option) and political science (teaching minor) are encouraged to expand employment opportunities by adding a social science (broadfield) endorsement. Students seeking this endorsement must complete one of the following four areas:

- **Geography**
  - *GPHY 111, GPHY 121, GPHY 282, and one upper division geography course (total 12 credits)

- **Economics**
  - *ECNS 201, ECNS 202, ECNS 314, and one upper division economics course (total 12 credits)

- **Sociology**
  - *SOCL 101, SOCL 211, SOCI 201, and one upper-division sociology course (total 12 credits)

- **Psychology**
  - *PSYX 100, PSYX 223, PSYX 231 and PSYX 330 (total 12 credits)

*May satisfy Academic Foundations requirements.
The Department of Mathematics

Dr. Maggie McBride, Chairperson
LA 848, (406) 657–2939
mmcbride@msubillings.edu

Professors: Chen, Davison*, Howell, Metheny*
Associate Professors: J. Hoover, McBride
Assistant Professors: Czyz, Jacobson
University Lecturer: McIntyre
Emeritus: Amunrud, Evans, McKinley, Mueller, Self, Stannard

*Joint appointment with the Department of Educational Theory and Practice

Undergraduate Degrees and Majors

Bachelor of Science
Major: Mathematics
Option: Teaching Licensure
Minors: Mathematics, Computer Science, Statistics
Teaching Minor: Mathematics

The mathematics major is designed to include students with a wide variety of goals, tastes, and backgrounds. Mathematics is an excellent preparation for fields from technical to legal, from scientific to managerial, and from computational to philosophic. It is also a source of pleasure and satisfaction for people in every line of endeavor. Therefore, MSU Billings’ programs are constructed to welcome interested students of all sorts. Our programs reflect the diversity of interests of our students and the increasingly diverse nature of the mathematical sciences.

Advising Information

Students are encouraged to meet with their advisor each semester to confirm that their Plan of Study is accurate and complete. If necessary, changes and updates should be made in order to ensure that program requirements can be completed in a timely manner. Faculty advisors work with students to explore appropriate internships, cooperative education placements and/or experiential learning opportunities which will enhance the student’s academic program. In addition, advisors provide assistance in selecting elective courses which support the student’s interests, career plans and Plan of Study.
## Common Course Numbering Changes

<table>
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<tr>
<th>OLD</th>
<th>NEW</th>
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<tbody>
<tr>
<td>MATH 085</td>
<td>MATH 061 Basic Mathematics</td>
</tr>
<tr>
<td>MATH 101</td>
<td>MATH 090 Introductory Algebra</td>
</tr>
<tr>
<td>MATH 103</td>
<td>MATH 111 Technical Mathematics</td>
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<td>MATH 104</td>
<td>MATH 108 Business Mathematics</td>
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<tr>
<td>MATH 105</td>
<td>MATH 095 Intermediate Algebra</td>
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<td>MATH 106</td>
<td>MATH 121 College Algebra</td>
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<td>MATH 107</td>
<td>MATH 151 Precalculus</td>
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<td>MATH 110</td>
<td>MATH 110 Mathematical Computing</td>
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<td>MATH 112</td>
<td>MATH 171 Calculus I</td>
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<td>MATH 113</td>
<td>MATH 172 Calculus II</td>
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<td>MATH 121</td>
<td>MATH 143 Finite Mathematics</td>
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<td>MATH 122</td>
<td>MATH 114 Extended Technical Mathematics</td>
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<td>MATH 141</td>
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<td>MATH 201</td>
<td>MATH 130 Math for Elementary Teachers I</td>
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<td>MATH 131 Math for Elementary Teacher II</td>
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<td>MATH 292</td>
<td>MATH 294 Seminar/Workshop</td>
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<td>MATH 293</td>
<td>MATH 294 Seminar/Workshop</td>
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<td>MATH 296</td>
<td>MATH 298 Cooperative Educ/Internship</td>
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<td>MATH 333 Linear Algebra</td>
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<tr>
<td>MATH 302</td>
<td>MATH 274 Intro to Differential Equation</td>
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<td>MATH 305</td>
<td>MATH 305 Discrete Structures I</td>
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<td>MATH 320</td>
<td>MATH 302 Trends in Elem Mathematics</td>
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<td>MATH 342</td>
<td>STAT 433 Stochastic Modeling</td>
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<td>MATH 372 Scientific Computing</td>
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<td>MATH 390</td>
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<td>MATH 412</td>
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<td>MATH 499 Capstone</td>
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<td>STAT 141</td>
<td>STAT 141 Intro to Statistical Concepts</td>
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</table>
Bachelor of Science Degree
Major in Mathematics

Academic Foundations Requirements ................................................... 37
(See page 71) Students should consult with their advisors to determine if specific courses are necessary in order to satisfy the Academic Foundations requirements within this major.

Language Requirement (see page 117) ..................................................... 8

Required Core Courses
COMP 101 Fundamentals of Computer Science.......................................... 4
COMP/M 305 Discrete Structures I ............................................................ 4
COMP/M 306 Discrete Structures II ........................................................... 4
COMP/M 371 Numerical Computing.......................................................... 3
COMP/M 372 Scientific Computing ........................................................... 3
M 110 Mathematical Computing............................................................. 1
*M 171 Calculus I ...................................................................................... 4
M 172 Calculus II ..................................................................................... 4
M 273 Multivariable Calculus.................................................................... 4
M 333 Linear Algebra ............................................................................. 4
M 431 Abstract Algebra I ......................................................................... 3
M 499 Capstone .................................................................................. V 1-3
STAT 341 Introduction to Probability and Statistics................................. 3
STAT 422 Mathematical Statistics .......................................................... 3
Total Required Core Courses ............................................................ 45-47

Minor (Optional) .................................................................................... 21

Electives ................................................................................................. 7-9

Total minimum credits required for degree......................................... 120

*May satisfy Academic Foundations requirements.

 Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.
Bachelor of Science Degree
Major in Mathematics
Teaching Licensure Option
Multiple Subject Endorsement

All students desiring licensure to teach are required to file an Application for Admission to the Teacher Education Program (see page 254).

Academic Foundations Requirements ................................................... 37

Required Core Courses
COMP 101 Fundamentals of Computer Science I........................................ 4
COMP/M 305 Discrete Structures I ............................................................ 4
M 110 Mathematical Computing................................................................. 1
^M 171 Calculus I...................................................................................... 4
M 172 Calculus II....................................................................................... 4
M 273 Multivariable Calculus..................................................................... 4
M 329 Modern Geometry ........................................................................... 3
M 333 Linear Algebra ................................................................................ 4
M 431 Abstract Algebra I ........................................................................... 3
M 499 Capstone .................................................................. V 1-3
STAT 341 Introduction to Probability and Statistics............................... 3
Total minimum credits for major ................................................... 32-34^  

Minor ...................................................................................................... 21

Professional Teaching Licensure Option Core ...................................... 36
(see page 266)

Electives.................................................................................................. 0-2

Total minimum credits required for degree......................................... 128

^Three (3) credits that also satisfy Academic Foundations requirements and are not included in the total credits for the major.

SUGGESTED PLAN OF STUDY
B. S. Major in Mathematics
Teaching Licensure Option
Multiple Subject Endorsement

Students should talk with their faculty advisors prior to registration for classes. It is a good practice to visit with the faculty advisor each semester. The following suggested schedule provides a general overview of courses and work that will enable the Teaching Major in Mathematics student to progress through the degree in an orderly and timely manner.

First Year
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Second Year
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<tr>
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<td>NAMS 181 or 211</td>
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<td>SPED 260</td>
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Apply for Admission to Teacher Education Program Spring Semester

Third Year
<table>
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<tbody>
<tr>
<td>M 329</td>
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<tr>
<td>M 305</td>
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<tr>
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Fourth Year
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<td>M 431</td>
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Apply to Student Teach Fall Semester
Apply to graduate Fall Semester
Apply for licensure Spring Semester
Bachelor of Science Degree
Major in Mathematics
Teaching Licensure Option
Single Subject Endorsement

All students desiring licensure to teach are required to file an Application for Admission to the Teacher Education Program (see page 254).

Credits

Academic Foundations Requirements ................................................... 37
Students should consult with their advisor to determine other specific courses necessary in order to satisfy the Academic Foundations requirements within this major.

Professional Core (see page 266)....................................................... 36

Required Courses
COMP 101 Fundamentals of Computer Science .......................................... 4
COMP 102 Data Structures ......................................................................... 4
COMP/M 305 Discrete Structures I ............................................................ 4
COMP/M 371 Numerical Computing.......................................................... 3
M 110 Mathematical Computing............................................................... 1
^M 171 Calculus I ...................................................................................... 4
M 172 Calculus II ....................................................................................... 4
M 273 Multivariable Calculus..................................................................... 4
M 329 Modern Geometry ........................................................................... 3
M 330 History of Mathematics ................................................................... 3
M 333 Linear Algebra ................................................................................ 4
M 431 Abstract Algebra I .......................................................................... 3
M 499 Capstone ........................................................................................ V 1-3
STAT 341 Introduction to Probability and Statistics.................................... 3

Total minimum credits required for major .................................... 42-44^

Electives..................................................................................................... 5

Total minimum credits required for degree........................................ 120

^Three (3) credits that also satisfy Academic Foundations requirements and are not included in the total credits for major.

Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.

SUGGESTED PLAN OF STUDY

Bachelor of Science Major in Mathematics
Teaching Option
Single Subject Endorsement

Students should talk with their faculty advisors prior to registration for classes. It is a good practice to visit with the faculty advisor each semester. The following suggested schedule provides a general overview of courses and work that will enable the Teaching Major in Mathematics student to progress through the degree in an orderly and timely manner.

First Year

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<tbody>
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<td>COMP 102</td>
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<td>COMT 110 or 101 or 130</td>
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Second Year

<table>
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<tbody>
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<td>NAMS 181 or 211</td>
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Apply for Admission to Teacher Education Program Spring Semester

Third Year

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<th>S</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP/M 305</td>
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Fourth Year

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<td>EDCI 486</td>
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<td>M 371</td>
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<td>M 499</td>
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<td>14-16 12</td>
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</tbody>
</table>

Apply to Student Teach Fall Semester
Apply to Graduate Fall Semester
Apply for Licensure Spring Semester
Minor in Mathematics

Credits

Required Courses
COMP 101 Fundamentals of Computer Science ......4
M 110 Mathematical Computing.......................1
*M 171 Calculus I .........................................4
M 172 Calculus II ..........................................4
M 273 Multivariable Calculus .........................4
M 333 Linear Algebra ......................................4
Total minimum credits required for minor ..........21

*M May satisfy Academic Foundations requirements.

Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.

Teaching Minor in Mathematics

For students who are gaining teaching licensure in a content major, the following minor leads to endorsement. All students desiring licensure to teach are required to file an Application for Admission to the Teacher Education Program (see page 254).

Credits

Required Courses
COMP 101 Fundamentals of Computer Science ......4
EDCI 313 Teaching Math in the Middle & Secondary School .........................................................3
M 110 Mathematical Computing ......................1
*M 171 Calculus I ..........................................4
M 172 Calculus II ..........................................4
M 329 Modern Geometry ................................3
M 333 Linear Algebra .....................................4
M 499 Capstone .............................................V 1-3
STAT 341 Introduction to Probability and Statistics .................................................................3
Total minimum credits required for minor ..........27

*M May satisfy Academic Foundations requirements.

Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.

Minor in Computer Science

Credits

Required Courses
COMP 101 Fundamentals of Computer Science ......4
COMP 102 Data Structures ................................4
COMP/M 305 Discrete Structures I .....................4
COMP/M 306 Discrete Structures II ....................4
Electives in Computer Science .........................5
Total minimum credits required for minor ..........21

Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.

Minor in Statistics

Credits

Required Courses
COMP 101 Fundamentals of Computer Science ......4
M 110 Mathematical Computing ......................1
*M 171 Calculus I ..........................................4
M 172 Calculus II ..........................................4
*MSTAT 216 Introduction to Statistics ...............4
STAT 217 Intermediate Statistical Concepts ........4
STAT 341 Introduction to Probability and
Statistics ......................................................3
STAT 422 Mathematical Statistics ....................3
Total minimum credits required for minor ..........27

*M May satisfy Academic Foundations requirements.

Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.
The Department of Music

Dr. Dorothea Cromley, Chair
CI 119, (406) 657-2350
dcromley@msubillings.edu

Professors: Barfield*, Cromley, Robertson
Assistant Professors: Fenderson, Sheppard
Professors Emeritus: Behm, Perkins, Smith, Sutherland, Thompson

* Joint Appointment with the Department of Educational Theory and Practice

Undergraduate Degrees and Majors

Bachelor of Arts
Major: Music
Options: Performance, Teaching Licensure
Minor: Music

Advising Information
Students are encouraged to meet with their advisor each semester to confirm that their Plan of Study is accurate and complete. If necessary, changes and updates should be made in order to ensure that program requirements can be completed in a timely manner. In addition, advisors provide assistance in selecting elective courses which support the student’s interests, career plans and Plan of Study.

Academic advising services for all freshmen Arts and Sciences majors are provided through the Advising Center on McMullen Hall first floor west. Upon declaring a specific major, Arts and Science majors will be assigned to a faculty advisor in their department for upper-division advising. Advising files for all upper-division students are maintained in the departmental office of the program in which the student is majoring. Although advisors are available to assist students in designing their Plans of Study, students are ultimately responsible for meeting degree requirements.

The Department of Music educates musicians by combining a thorough professional training with a sound Academic Foundation. It is accredited by the National Association of Schools of Music. MSU Billings’ Department of Music stresses high standards of performance, a strong theoretical background, a broad exposure to music history, opportunities in pedagogy, and a significant encounter with other academic disciplines. Implied is the development of the individual as an educated, cultured person with aesthetic values.

The varied functions of music in the world today present many interesting and challenging opportunities to students as teachers, performers, and creative artists. Because of the many areas available to students, the faculty of the Department of Music has established a program of training which allows first-year students to determine the course of study they may wish to follow.

The Bachelor of Arts Major in Music and the Bachelor of Arts Major - Performance Option are designed primarily for those wishing to pursue a well-rounded arts and sciences education. The Bachelor of Arts Degree Major in Music Teaching Licensure Option is designed for students wishing to pursue music teaching careers in the schools. Through an emphasis in music history and theory as well as performance instruction and participation in various ensembles, students receive a background that prepares them for graduate study in musicology, theory and performance.

Program Outcomes for All Music Programs

Theory
Students will demonstrate a comprehensive knowledge of music theory. They will do so by analyzing selected works in which they will identify and relate fundamental musical elements such as phrase structure, organization of harmonic elements, and the construction of rhythmic and melodic materials.

History
Students will demonstrate an understanding of the major historical musical styles by placing selected works, for which they will be provided scores and recordings, into appropriate time frames. During this process they will document and comment on elements such as harmonic style, melodic and rhythmic structure, dynamic structure, the use of ornamentation, etc. as they relate to each of the historical style periods.
Performance

BA & Teaching Licensure
Students will display the technical and musical ability to perform significant musical literature at an advanced level. They will demonstrate this by performing a 30 minute adjudicated solo recital at the end of their senior year. Prior to this recital they must qualify by successfully performing a pre-recital jury for the music faculty.

Performance Option
Students will display the technical and musical ability to perform significant musical literature at an advanced level. They will demonstrate this by performing two one-hour adjudicated solo recitals at the end of their junior and senior years. Prior to each of these recitals they must qualify by successfully performing a pre-recital jury for the music faculty.
Bachelor of Arts Degree
Major in Music

Academic Foundations Requirements ................................................... 37

The following Academic Foundations course also satisfies requirements in
the major: MUSC 150 (3 cr.). The credits may be counted only once.
Students should consult with an academic advisor before registering for
Academic Foundations courses in order to minimize the number of credits
required for graduation.

Music

Four credits of Applied Study selected from one of the following............. 4
117, 118, 119
MUSC 125 Keyboard Harmony I............................................................. 1
MUSC 126 Keyboard Harmony II............................................................ 1
MUSC 130 Music Theory I ................................................................. 3
MUSC 131 Aural Skills I.................................................................... 1
MUSC 132 Music Theory II ................................................................. 3
MUSC 133 Aural Skills II.................................................................... 1
*MUSC 150 Musics of the World ......................................................... 3

Four credits selected from the following performance ensembles............. 4
MUSC 160 Symphonic Band I............................................................. R-4
MUSC 161 Symphony Orchestra..................................................... R-4
MUSC 162 Concert Choir................................................................. R-4
MUSC 230 Music Theory III ............................................................... 3
MUSC 231 Aural Skills III................................................................. 1
MUSC 232 Music Theory IV ............................................................... 3
MUSC 233 Aural Skills IV................................................................. 1

Upper Divisional Juries

Music majors must pass an upper divisional jury before registering for 300
Level Advanced Applied Music courses. Students must apply for upper
divisional with the chairperson at least two weeks prior to the proposed jury
date. Following are the upper divisional requirements:

1. A closed audition before a faculty committee. This audition may be
   performed during the semester, or during the semester-end juries. It must
   consist of at least two solo works of varying styles that demonstrate
   appropriate technical and musical ability, as well as scales, and other
   performance requirements specified by the student’s applied teacher.

2. A working copy of the student’s transcript to verify satisfactory progress
   in MUSC 232 and MUSC 233.

Four credits of Advanced Applied Study selected from one of the
following................................................................. 4
MUSC 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317,
318, 319

Continued...
MUSC 340 Music History: A Survey of Music and Its Development in Western Civilization to 1750 .............................................................. 3
MUSC 341 Music History: A Survey of Music and Its Development in Western Civilization from 1750 to the Present ........................................... 3

Four credits selected from the following performance ensembles................. 4
MUSC 360 Symphonic Band................................................................. 1 R-4
MUSC 361 Symphony Orchestra ......................................................... 1 R-4
MUSC 362 Concert Choir .................................................................... 1 R-4
MUSC 440 Music Form and Style .......................................................... 3
MUSC 460 Instrumentation and Arranging .............................................. 3
MUSC 499 Senior Recital ........................................................................ 1

Total Music Credits................................................................................ 50

Total minimum credits for major .......................................................... 50

Minor...................................................................................................... 19

Language Requirements (see page 117) ................................................. 14

Electives.............................................................................................. V 0-5

The total number of elective credits required for the degree will be determined by the number of courses a student elects to take which fulfill both the Academic Foundations requirements and the major requirements. Electives should be chosen in consultation with an academic advisor.

Total minimum credits required for degree......................................... 120

*May satisfy Academic Foundations requirements.

Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.
Bachelor of Arts Degree
Major in Music
Performance Option

Credits
Academic Foundations Requirements ................................................... 37
The following Academic Foundations course also satisfies requirements in the major: MUSC 150 (3 cr.). The credits may be counted only once. Students should consult with an academic advisor before registering for Academic Foundations courses in order to minimize the number of credits required for graduation.

Music
Eight credits of Applied Study selected from the following ......................... 8
MUSC 125 Keyboard Harmony I.............................................................. 1
MUSC 126 Keyboard Harmony II ............................................................. 1
MUSC 130 Music Theory I ................................................................. 3
MUSC 131 Aural Skills I........................................................................ 1
MUSC 132 Music Theory II ................................................................. 3
MUSC 133 Aural Skills II....................................................................... 1
*MUSC 150 Musics of the World ......................................................... 3

Performance Ensembles
Select four credits from the following any of which can be repeated ............ 4
MUSC 160 Symphonic Band
MUSC 161 Symphony Orchestra
MUSC 162 Concert Choir
MUSC 230 Music Theory III ................................................................. 3
MUSC 231 Aural Skills III ..................................................................... 1
MUSC 232 Music Theory IV ................................................................. 3
MUSC 233 Aural Skills IV ..................................................................... 1

Music majors must pass an upper divisional jury before registering for 300 Level Advanced Applied Music courses. Students must apply for upper divisional with the chairperson at least two weeks prior to the proposed jury date. Following are the upper divisional requirements:

1. A closed audition before a faculty committee. This audition may be performed during the semester, or during semester end juries. It must consist of at least two solo works of varying styles that demonstrate appropriate technical and musical ability, as well as scales, and other performance requirements specified by the student’s applied teacher.

2. A working copy of the student’s transcript to verify satisfactory progress in MUSC 232 and 233.

Eight credits of Applied Study selected from the following ......................... 8

Continued...
MUSC 340 Music History: A Survey of Music and Its Development in Western Civilization to 1750 .............................................................. 3
MUSC 341 Music History: A Survey of Music and Its Development in Western Civilization from 1750 to the present ................................. 3

Performance Ensembles
Select four credits from the following, any of which can be repeated........ 4
  MUSC 360 Symphonic Band
  MUSC 361 Symphony Orchestra
  MUSC 362 Concert Choir
  MUSC 399 Junior Recital................................................................. 1
  MUSC 440 Music Form and Style ....................................................... 3
  MUSC 460 Instrumentation and Arranging ....................................... 3
  MUSC 499 Senior Recital ................................................................ 1

Total Music Credits........................................................................... 59

Minor and Unrestricted Electives ...................................................... 24

Total credits required for degree ..................................................... 120

Admission to this program will be determined by audition. Progress will be monitored annually at spring semester performance juries.

*May satisfy Academic Foundations requirements.

Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.
Bachelor of Arts Degree  
Major in Music  
Teaching Licensure Option  
All students desiring licensure to teach are required to file an Application for Admission to the Teacher Education Program (see page 254).

Credits

Academic Foundations Requirements ...................................................... 37  
(Secondary & K-12 majors)
The following Academic Foundations course also satisfies requirements in the major: MUSC 150 (3 cr.). The credits may be counted only once. Students should consult with an academic advisor before registering for Academic Foundations courses in order to minimize the number of credits required for graduation.

Professional Core (see page 266) .................................................. 33-36  
(Includes EDCI 316 Teaching Music K-12, 3 credits.)

Required Courses

Eight Credits of Applied Study selected from one of the following .......... 8  
MUSC 125 Keyboard Harmony I .............................................................. 1  
MUSC 126 Keyboard Harmony II ............................................................... 1  
MUSC 130 Music Theory I ...................................................................... 3  
MUSC 131 Aural Skills I ........................................................................... 1  
MUSC 132 Music Theory II ................................................................... 3  
MUSC 133 Aural Skills II .......................................................................... 1  
*MUSC 150 Musics of the World ............................................................. 3

Performance Ensembles

Select four credits from the following, any of which can be repeated......... 4  
MUSC 160 Symphonic Band .................................................................... 1  
MUSC 161 Symphony Orchestra ............................................................. 1  
MUSC 162 Concert Choir ....................................................................... 1  
MUSC 230 Music Theory III ................................................................. 3  
MUSC 231 Aural Skills III ...................................................................... 1  
MUSC 232 Music Theory IV .................................................................. 3  
MUSC 233 Aural Skills IV ....................................................................... 1  
MUSC 250 Flute and Single Reed Pedagogy ............................................ 1/2  
MUSC 251 Double Reed Pedagogy ......................................................... 1/2  
MUSC 252 High Brass Pedagogy ............................................................. 1/2  
MUSC 253 Low Brass Pedagogy ............................................................. 1/2  
MUSC 254 Percussion Pedagogy ............................................................. 1/2  
MUSC 255 String Instrument Pedagogy ................................................. 1/2  
MUSC 256 Vocal Pedagogy ................................................................... 1

Upper Divisional Juries

Music majors must pass an upper divisional jury before registering for 300 Level Advanced Applied Music courses. Students must apply for upper divisional with the chairperson at least two weeks prior to the proposed jury date. Following are the upper divisional requirements:

Continued...
A closed audition before a faculty committee. This audition may be performed during the semester, or during semester end juries. It must consist of at least two solo works of varying styles that demonstrate appropriate technical and musical ability, as well as scales, and other performance requirements specified by the student’s applied teacher.

A working copy of the student’s transcript to verify satisfactory progress in MUSC 232 and 233.

Five credits of Advanced Applied Study selected from one of the following:
- MUSC 340 Music History: A Survey of Music and its Development in Western Civilization to 1750
- MUSC 341 Music History: A Survey of Music and its Development in Western Civilization from 1750 to the Present

Performance Ensembles
- Select three credits from the following, any of which can be repeated:
  - MUSC 350 Choral Conducting
  - MUSC 351 Instrumental Conducting
  - MUSC 360 Symphonic Band
  - MUSC 361 Symphony Orchestra
  - MUSC 362 Concert Choir
  - MUSC 440 Music Form and Style
  - MUSC 460 Instrumentation and Arranging
  - MUSC 499 Senior Recital

Total Music Credits for Core: 58-64

Total minimum credits required for degree: 128

*May satisfy Academic Foundations requirements.

Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.
## Minor in Music

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<td>MUSC 132 Music Theory II</td>
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<td>MUSC 133 Aural Skills II</td>
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<tr>
<td>MUSC 230 Music Theory III</td>
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<td>MUSC 231 Aural Skills III</td>
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<td>Select two from the following</td>
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<td>*MUSC 100 Music Appreciation</td>
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<td>MUSC 340 Music History: A Survey of Music</td>
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<tr>
<td>and Its Development in Western Civilization</td>
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<td>to 1750</td>
<td>3</td>
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<tr>
<td>MUSC 341 Music History: A Survey of Music</td>
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<td>and Its Development in Western Civilization</td>
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<tr>
<td>from 1750 to the Present</td>
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<td>Applied Studies, two credits in one area</td>
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<td>Electives in Music selected in consultation</td>
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<td>advisor</td>
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</table>

**Total minimum credits required for minor** ...... 22

*May satisfy Academic Foundations requirements.

*Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.*
The Department of Psychology

Dr. Michael D. Havens,  
Chairperson  
LA 525, (406) 657–2242  
mhavens@msubillings.edu

Professors: Havens, McMullen  
Associate Professors: Hatch, McLaughlin  
Lecturers: Woolston  
Professors Emeritus: Mossman, Saunders, Wiesner

Undergraduate Degrees and Majors

Bachelor of Arts  
Major: Psychology

Bachelor of Science  
Major: Psychology  
Minor: Psychology  
Teaching Minor: Psychology

Associate of Arts degree Program of Study: Applied Psychology

Graduate Degree

Master of Science in Psychology  
For details, see the Graduate Catalog.

Advising Information

Students are encouraged to meet with their advisor each semester to confirm that their Plan of Study is accurate and complete. If necessary, changes and updates should be made in order to ensure that program requirements can be completed in a timely manner. Faculty advisors work with students to explore appropriate internships, cooperative education placements and/or experiential learning opportunities that will enhance the student’s academic program. In addition, advisors provide assistance in selecting elective courses that support the student’s interests, career plans and Plan of Study.

Academic advising services for all freshmen Arts and Sciences majors are provided through the Advising Center on McMullen Hall first floor west. Upon declaring a specific major, Arts and Science majors will

be assigned to a faculty advisor in their department for upper-division advising. Advising files for all upper-division students are maintained in the departmental office of the program in which the student is majoring. Although advisors are available to assist students in designing their Plans of Study, students are ultimately responsible for meeting degree requirements.

Students interested in applied psychology, developing knowledge in human relations, abnormal psychology, psychological testing and clinical psychology are encouraged to develop their skills in an internship in a human service agency.

A Bachelor’s degree in Psychology can serve as a general Liberal Arts degree, as preparation for a career in Psychology, or as preparation for graduate school in Psychology or related fields.

As a general Liberal Arts degree, Psychology majors develop excellent interpersonal, research, writing, and analytical skills and are attractive to a wide variety of employers. Students may wish to take appropriate courses in other areas to enhance their skills and marketability. To prepare for a career in Psychology with a Bachelor’s degree, students are encouraged to consult with faculty to take appropriate courses and to pursue internships in the Billings community.

Students intending to pursue graduate education should obtain a broad background in Psychology and maintain a high GPA. All Psychology majors, but particularly those considering graduate school, are encouraged to work closely with at least one faculty member in research, and to keep in mind that letters of recommendation are required for graduate school applications and most other types of employment.

The Associate of Arts degree with a Program of Study in Applied Psychology provides part-time and paraprofessionally-oriented students with training in psychology at an intermediate level. The graduate of this program is prepared for paraprofessional level positions in human services.
## Common Course Numbering Changes

<table>
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<tr>
<th>OLD</th>
<th>NEW</th>
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<tr>
<td>PSYC 101</td>
<td>General Psychology</td>
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<tr>
<td>PSYC 205</td>
<td>Psyc of Gender Differences</td>
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<td>PSYC 206</td>
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<td>Learning &amp; Motivation</td>
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<td>PSYC 293</td>
<td>Workshop</td>
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<td>PSYC 296</td>
<td>Cooperative Education/Internship</td>
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<td>PSYC 309</td>
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<td>PSYC 314</td>
<td>Learning &amp; Motivation Lab</td>
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<td>PSYC 316</td>
<td>Sensation &amp; Perception Lab</td>
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<td>PSYC 336</td>
<td>Comparative Psychology</td>
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<td>PSYC 336</td>
<td>Psychological Psychology Lab</td>
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<td>PSYC 338</td>
<td>Psychological Psychology Lab</td>
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<td>PSYC 350</td>
<td>Forensic Psychology</td>
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<td>PSYC 380</td>
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<td>PSYC 382</td>
<td>Adult Psychology</td>
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<td>PSYC 383</td>
<td>The Psychology of Aging</td>
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<td>PSYC 385</td>
<td>Native American Psychology</td>
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<td>PSYC 396</td>
<td>Field Work</td>
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<td>PSYC 401</td>
<td>Hist &amp; Systems of Psyc</td>
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<td>PSYC 410</td>
<td>Cognitive Learning Theories</td>
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<td>PSYC 428</td>
<td>Statistics for Psychology</td>
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<td>PSYC 428</td>
<td>Statistics for Psychology Lab</td>
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<td>PSYC 445</td>
<td>Industrial/Organizational Psyc</td>
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<td>PSYC 450</td>
<td>Psych Testing</td>
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<td>PSYC 460</td>
<td>Theories of Personality</td>
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<td>PSYC 470</td>
<td>Abnormal Psychology</td>
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<td>PSYC 471</td>
<td>Social Psychology</td>
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<td>PSYC 476</td>
<td>Intro to Clinical Psyc</td>
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<td>PSYC 480</td>
<td>Cognitive Development</td>
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<td>PSYC 493</td>
<td>Workshop</td>
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<td>PSYC 496</td>
<td>Cooperative Education/Internship</td>
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<td>PSYC 499</td>
<td>Senior Thesis</td>
</tr>
</tbody>
</table>
Bachelor of Arts Degree
Major in Psychology

Academic Foundations Requirements ................................................... 37
The following Academic Foundations courses also satisfy requirements in the major: PSYX 100 and PSYX 231. Students should consult with an academic advisor before registering for Academic Foundations courses in order to minimize the number of courses needed to satisfy the requirements of the major. A grade of “C” or higher is mandatory in all psychology courses satisfying these major requirements.

Required Courses
*PSYX 100 Introduction to Psychology ...................................................... 3
PSYX 222 Psychological Statistics ............................................................. 3
PSYX 223 Research Design and Analysis I ................................................. 3
PSYX 224 Research Design and Analysis I Lab .......................................... 1
PSYX 400 History & Systems in Psychology .............................................. 3
PSYX 499 Senior Thesis ............................................................................ 3

The student is also required to complete a minimum of three semester credits in one of the following courses:
PSYX 395 Field Work ................................................................................ 3
PSYX 492 Independent Study .................................................................. V 1-4
PSYX 495 Practicum .............................................................................. V 1-3
PSYX 298/498 Cooperative Education/Internship................................... V 1-8

Total minimum Required Courses credits ............................................. 19

Restricted Psychology Electives

Group 1: Select two courses from this group
PSYX 320/321 Research Methods III w/Lab .............................................. 3
PSYX 350/351 Physiological Psychology w/Lab ....................................... 4
PSYX 352/353 Comparative Psychology w/Lab ....................................... 4
PSYX 354/355 Sensation & Perception w/Lab .......................................... 4
PSYX 370/371 Psychology of Learning w/Lab .......................................... 4
PSYX 380/381 Memory & Cognition w/Lab ............................................. 4
PSYX 480 Cognitive Development ........................................................... 3
Total Group 1 credits .............................................................................. 8

Group 2: Select four courses from this group
*PSYX 231 Human Relations ................................................................. 3
PSYX 330 Developmental Psychology ................................................... 3
PSYX 332 Adult Psychology ................................................................. 3
PSYX 333 Psychology of Aging .............................................................. 3
PSYX 335/A&SC 309 Psychology of Gender ......................................... 3
PSYX 340 Abnormal Psychology ............................................................ 3
PSYX 360 Social Psychology ................................................................. 3
PSYX 365 Psychology of Business .......................................................... 3
PSYX 378 Introduction to Clinical Psychology ....................................... 3
PSYX 382 Forensic Psychology ............................................................. 3
PSYX 385 Psychology of Personality ..................................................... 3

Continued...
PSYX 387/NAMS 385 American Indian Psychology .................................. 3
PSYX 410 Cognitive Learning Theories ................................................ 3
PSYX 461 Industrial & Organizational Psychology............................... 3
PSYX 470 Psychological Testing .......................................................... 3

Total Group 2 credits ............................................................................. 12

Total Restricted Psychology Electives.................................................... 20

Total minimum credits required for major ........................................... 39

Language Requirement (see page 117).................................................. 14

Minor ...................................................................................................... 20

Electives.................................................................................................. 10

The total number of elective credits required for the degree will be
determined by the number of courses a student elects to take which fulfill
both the Academic Foundations requirements and the major requirements.
Electives should be chosen in consultation with an academic advisor.

Total minimum credits required for degree......................................... 120

*May satisfy Academic Foundations requirements.

Certain courses in this program have prerequisites; students should check
the course descriptions for required prerequisites.
Bachelor of Science Degree  
Major in Psychology

Credits

Academic Foundations Requirements ................................................... 37

The following Academic Foundations courses also satisfy requirements in the major: PSYX 100, PSYX 231. Students should consult with an academic advisor before registering for Academic Foundations courses in order to minimize the number of courses needed to satisfy the requirements of the major. A grade of “C” or higher is mandatory in all psychology courses satisfying these major requirements.

Required Courses

*PSYX 100 Introduction to Psychology ...................................................... 3
PSYX 222 Psychological Statistics ............................................................. 3
PSYX 223 Research Design and Analysis I ................................................. 3
PSYX 224 Research Design and Analysis I Lab .......................................... 1
PSYX 400 History & Systems in Psychology .............................................. 3
PSYX 499 Senior Thesis ............................................................................ 3

The student is also required to complete a minimum of three semester credits in one of the following courses:

PSYX 395 Field Work................................................................................ 3
PSYX 492 Independent Study...V 1-4  
PSYX 495 Practicum...V 1-3
PSYX 298/498 Cooperative Education/Internship....V 1-8

Total minimum Required Courses credits ............................................. 19

Restricted Psychology Electives

Group 1: Select two courses from this group

PSYX 320/321 Research Methods III w/Lab................................................ 3
PSYX 350/351 Physiological Psychology w/Lab ........................................ 4
PSYX 352/353 Comparative Psychology w/Lab ......................................... 4
PSYX 354/355 Sensation & Perception w/Lab........................................... 4
PSYX 370/371 Psychology of Learning w/Lab.......................................... 4
PSYX 380/381 Memory & Cognition w/Lab.............................................. 4
PSYX 480 Cognitive Development.......................................................... 3

Total Group 1 credits ............................................................................... 8

Group 2: Select four courses from this group

*PSYX 231 Human Relations................................................................. 3
PSYX 330 Developmental Psychology.................................................... 3
PSYX 332 Adult Psychology.................................................................... 3
PSYX 333 Psychology of Aging............................................................... 3
PSYX 335/A&SC 309 Psychology of Gender......................................... 3
PSYX 340 Abnormal Psychology............................................................ 3
PSYX 360/SOCI 382 Social Psychology.................................................. 3
PSYX 365 Psychology of Business.......................................................... 3
PSYX 378 Introduction to Clinical Psychology ....................................... 3
PSYX 382 Forensic Psychology .............................................................. 3
PSYX 385 Psychology of Personality....................................................... 3
PSYX 387/NAMS 385 American Indian Psychology ......................... 3

Continued...
PSYX 410 Cognitive Learning Theories ..................................................... 3
PSYX 461 Industrial & Organizational Psychology ......................................... 3
PSYX 470 Psychological Testing .................................................................... 3
**Total Group 2 credits** ............................................................................. **12**

**Total Restricted Psychology Electives** .................................................. **20**

**Total minimum credits required for major** ............................................. **39**

**Language Requirement** (see page 117) ................................................... **8**

**Mathematics/Computer Science Courses selected in consultation with advisor** ........................................................................................................... V 6-8

**Minor** ...................................................................................................... **20**

**Electives** .................................................................................................. **10**
The total number of elective credits required for the degree will be determined by the number of courses a student elects to take which fulfill both the Academic Foundations requirements and the major requirements. Electives should be chosen in consultation with an academic advisor.

**Total minimum credits required for degree** ............................................ **120**

*May satisfy Academic Foundations requirements.

*Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.*
Minor in Psychology

Credits

Required Courses
*PSYX 100 Introduction to Psychology .................3
PSYX 222 Psychological Statistics .......................3
PSYX 223 Research Design and Analysis I ............3
PSYX 224 Research Design and Analysis I Lab ..........1
Total Required CoursesCredits..........................10

Restricted Elective Courses

Group 1: Select one course from this group
PSYX 320/321 Research Methods III w/Lab ..........3
PSYX 350/351 Physiological Psychology w/Lab ......4
PSYX 352/353 Comparative Psychology w/Lab .......4
PSYX 354/355 Sensation & Perception w/Lab ..........4
PSYX 370/371 Psychology of Learning w/Lab ........4
PSYX 380/381 Memory & Cognition w/Lab ..........4
PSYX 480 Cognitive Development ......................3
Total Group 1 credits ............................................4

Group 2: Select three courses from this group
*PSYX 231 Human Relations ..........................3
PSYX 330 Developmental Psychology ..................3
PSYX 332 Adult Psychology ..............................3
PSYX 333 Psychology of Aging ..........................3
PSYX 335/A&SC 309 Psychology of Gender ..........3
PSYX 340 Abnormal Psychology .........................3
PSYX 360/SOCI 382 Social Psychology .................3
PSYX 365 Psychology of Business ......................3
PSYX 378 Introduction to Clinical Psychology .......3
PSYX 385 Psychology of Personality ..................3
PSYX 387/NAMS 385 American Indian Psychology .....3
PSYX 410 Cognitive Learning Theories .................3
PSYX 461 Industrial & Organizational Psychology ..3
PSYX 470 Psychological Testing .......................3
PSYX 482/ENGL 318 Psycholinguistics .................3
Total Group 2 credits ............................................9
Total Restricted Psychology Electives .................13

Total credits required for minor .......................23

Certain courses in this program have prerequisites; students should check the course description for required prerequisites.

*May satisfy Academic Foundations requirements.

Associate of Arts Degree

Program of Study in Applied Psychology

Credits

Academic Foundations ........................................37
Students should consult with an academic advisor before registering for Academic Foundations courses in order to maximize the number of elective credits allowed in the degree.

Required Courses
*PSYX 100 Introduction to Psychology ..................3
PSYX 222 Psychological Statistics .......................3
PSYX 223 Research Design and Analysis I ............3
PSYX 224 Research Design and Analysis I Lab ..........1
Total Required Courses credits .........................10

Restricted Electives

Group 1: Select one course from this group
PSYX 320/321 Research Methods III w/Lab ..........3
PSYX 350/351 Physiological Psychology w/Lab ......4
PSYX 352/353 Comparative Psychology w/Lab .......4
PSYX 354/355 Sensation & Perception w/Lab ..........4
PSYX 370/371 Psychology of Learning w/Lab ........4
PSYX 380/381 Memory & Cognition w/Lab ..........4
PSYX 480 Cognitive Development ......................3
Total Group 1 credits ............................................4

Group 2: Select two courses from this group
*PSYX 231 Human Relations .......................3
PSYX 330 Developmental Psychology ..................3
PSYX 332 Adult Psychology ..............................3
PSYX 333 Psychology of Aging ..........................3
PSYX 335/A&SC 309 Psychology of Gender ..........3
PSYX 340 Abnormal Psychology .........................3
PSYX 360/SOCI 382 Social Psychology .................3
PSYX 365 Psychology of Business ......................3
PSYX 378 Introduction to Clinical Psychology .......3
PSYX 385 Psychology of Personality ..................3
PSYX 387/NAMS 385 American Indian Psychology .....3
PSYX 410 Cognitive Learning Theories .................3
PSYX 461 Industrial & Organizational Psychology ..3
PSYX 470 Psychological Testing .......................3
Total Group 2 credits ............................................6
Total Restricted Electives ...................................10

Electives .................................................................3
The total number of elective credits required for the degree will be determined by the number of courses a student elects to take which fulfill both the Academic...
Foundations requirements and the degree requirements. Electives should be chosen in consultation with an academic advisor.

**Total minimum credits required for degree**........ 60

*May satisfy Academic Foundations requirements.

**Teaching Minor in Psychology**

For students who are gaining teaching licensure in a content major, the following minor leads to endorsement. All students desiring licensure to teach are required to file an Application for Admission to the Teacher Education Program (see page 254).

**Credits**

**Required Courses**
EDCI 312 Teaching Social Studies in the Middle & Secondary School............................................3
*PSYX 100 Introduction to Psychology               3
PSYX 222 Psychological Statistics ....................3
PSYX 223 Research Design and Analysis I............3
PSYX 224 Research Design and Analysis I Lab ......1
PSYX 330 Developmental Psychology ....................3
PSYX 340 Abnormal Psychology                     3
PSYX 360 Social Psychology                       3
**Total minimum credits required for minor**...... 22

*May satisfy Academic Foundations requirements.

*Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.*
The Department of Sociology, Political Science, Native American Studies and Environmental Studies

Dr. Jeffrey Sanders, Chairperson
LA 802, (406) 657-2311 or 657-2119
jsanders@msubillings.edu

Sociology
Associate Professor: Eliason, Hardt
Assistant Professor: Honea, Lennon
Emeritus: Floyd, Lin, Maris Van Blaaderen, Waltner

Political Science
Professor: Wilson
Associate Professor: Hood
Assistant Professor: Reed

Native American Studies
Professor: Sanders
Lecturer: Rains
Emeritus: Heidenreich

Environmental Studies
Assistant Professor: Gilbertz

Undergraduate Degrees and Majors

Bachelor of Arts
Majors: Environmental Studies, Sociology

Bachelor of Science
Majors: Political Science, Political Science Teaching Licensure Option, Sociology, Criminal Justice

Minors: Native American Studies, Political Science, Sociology, Environmental Studies

Teaching Minors: Political Science, Sociology

Pre-Professional Program: Pre-Law

Licensure: Social Science (Broadfield) Endorsement

Advising Information
Students are encouraged to meet with their advisor each semester to confirm that their Plan of Study is accurate and complete. If necessary, changes and updates should be made in order to ensure that program requirements can be completed in a timely manner. Faculty advisors work with students to explore appropriate internships, cooperative education placements and/or experiential learning opportunities which will enhance the student’s academic program. In addition, advisors provide assistance in selecting elective courses which support the student’s interests, career plans and Plan of Study.

Academic advising services for all freshmen Arts and Sciences majors are provided through the Advising Center on McMullen Hall first floor west. Upon declaring a specific major, Arts and Science majors will be assigned to a faculty advisor in their department for upper-division advising. Advising files for all upper-division students are maintained in the departmental office of the program in which the student is majoring. Although advisors are available to assist students in designing their Plans of Study, students are ultimately responsible for meeting degree requirements.

The Department of Sociology, Political Science, Native American Studies and Environmental Studies combines four scholarly disciplines, each with its separate faculty and academic programs. The four-year program in Sociology leads to a Bachelor of Science or Bachelor of Arts degree, or a Bachelor of Science in Criminal Justice. The four year program in Environmental Studies leads to a Bachelor of Arts degree. The department offers minors in Political Science, Native American Studies, Sociology, and Environmental Studies.

Sociology

Mission Statement
The sociology program at MSU Billings is dedicated to promoting the values of social responsibility, respect for diversity, and a commitment to lifelong learning. Our sociology program takes a holistic approach to learning, an approach that directly links academic work with understanding of the structure of social institutions, changes in them, and their impacts on the lives of individuals. Our program also conveys insights
into the dynamics of social processes, and the manners
in which individuals both shape and are shaped by these
processes. Finally, the sociology program at MSU
Billings imparts knowledge about the self as it relates to
various social contexts.

**Objectives**

Students who complete the sociology program at MSU
Billings will be able to use the following tools to
provide an understanding a variety of social situations.
- Critical thinking
- Introspective awareness of self in social contexts
- Multi-cultural awareness
- Inductive and deductive logical modeling
- Quantitative and qualitative research methods

The study of sociology at MSU Billings is based on a
core of theory and method courses: (1) how to
understand social life as a sociologist (theory) and (2)
how to observe social life and draw conclusions from
what one sees (method). Courses involving theory and
method are required for every major.

In the interest of building a broad sociological
foundation, each student is required to take at least one
course from the four areas in the program: (1) General
Sociology, Anthropology and Human Ecology; (2)
Interpersonal Relationships, Family and Human
Sexuality; (3) Crime and Criminal Justice; and (4)
Women and Minority Studies. Based on this
foundation, students are strongly encouraged to focus
their academic interest on one of the four areas. To
provide opportunity for students to integrate their
academic knowledge in sociology and the wider social
world we live in, the department requires a minimum of
135 hours of work experience with an organization.

A degree in Sociology provides a solid foundation for a
student to enter into either graduate study or occupation
in government, industry or business. For instance, with
a concentration in program area two or three, a student
can find job opportunities in human services or the
criminal and/or juvenile justice related fields. There are
two degree programs in Sociology. A Bachelor of Arts
degree program orients a student toward graduate study
by putting an emphasis on the proficiency of a second
language. A Bachelor of Science degree program puts
an emphasis on familiarity with Mathematics and
Computer Science to prepare a student for entering the
labor market right after graduation. Nonetheless, the
difference between the two degree programs is only a
matter of emphasis, rather than the substance of the
program itself. Regardless of one’s special interest, one
might wish to emphasize research methods and
statistics. Because of the growth of computer use, these
two skills are cited as most valuable by sociology
graduates employed in nonacademic jobs.

Extended major: In lieu of a minor, students may
choose the Sociology major extended option. This
option requires 15 additional credits from the list of
Sociology courses.

**Political Science**

**Mission Statement**

Political Science is the study of politics, government,
and public affairs. It provides the student with
knowledge and understanding of the theory,
organization, functions, and processes of domestic and
international systems and institutions of politics and
government, including the role of individual and group
relations.

**Objectives**

Courses offered are oriented toward:
- preparing the student for citizenship roles in
  community and national affairs and providing a
  coherent knowledge of political and government
  activities;
- assisting the student to secure a broad liberal arts
  and sciences education;
- providing undergraduate preparation for those
  students who propose to study at the graduate
  level;
- offering general training for students who plan
  careers in government and public affairs;
- preparing students for careers in secondary
  teaching;
- providing a sound background for those students
  who intend to enroll in law and other
  professional schools;
- providing a useful background for students who
  wish to work in management and staff positions
  in business and industry which have
  relationships with the public sector, including
  political journalism.

**Native American Studies**

**Mission Statement**

The Native American Studies program at MSU Billings
is dedicated to providing outstanding courses in Native
American Studies, support for all students, and working
cooperatively with Tribal communities and
organizations. All Native American Studies programs
incorporate traditional indigenous philosophies of
maintaining balance in a holistic environment.
Objectives
The Native American Studies Program has four primary goals:

- to offer a comprehensive academic program in Native American Studies for both Native American and non-Native students;
- to provide increased awareness of and appreciation for the rich cultural heritage, knowledge, and contributions of Native Americans in the United States;
- to contribute actively to increased multicultural awareness and appreciation at MSU Billings and throughout the region; and
- to cooperate with other MSU Billings programs in providing a supportive environment for Native American students.

Native American Studies began at Montana State University Billings in 1970 and has continued to develop in response to internal and external needs and provisions. The Native American Studies staff supports other Native American related programs at MSU Billings including Multicultural Student Services and the Intertribal Indian Club. The academic offerings in Native American Studies include classes which examine past and present Native American cultures as living, vital cultures; explores issues in Native American history, education, and the behavioral sciences; and identifies factors that contribute to the unique cultural and legal status of Native American people. Special workshops and classes are held which are responsive to the contemporary needs and concerns of the Native American populations in Montana. NAMS courses provide a background for any career involving work with people from different cultures and especially with Native American communities. MSU Billings actively supports, encourages, and instructs in MCA 20-1-501, commonly called Indian Education for All. An academic minor of 21 credits is offered for the Arts and Sciences, Education, or Business student.

Environmental Studies
The Environmental Studies program is among the newest and most innovative programs at Montana State University Billings. Both students and faculty benefit from living in one of the most ecologically diverse and environmentally spectacular regions of North America. Yellowstone National Park, the northern Rockies, and the northern Great Plains are within a short drive of the MSU Billings campus.

The program is dedicated to balancing students’ understanding of environmental values and social dimensions, environmental sciences, and environmental policies. As an interdisciplinary program, students take courses in environmental ethics, environmental history, environmental ecology, geography, environmental assessments, and geographic information systems.

Additionally, students have options such as advanced ecology, environmental law, Native Americans and the environment, business and the environment, environmental sociology, and art and the environment. Students often select electives and Minor Fields of Study with career options in mind. Moreover, they enhance their academic studies by fulfilling the internship requirement. As student interns, they may work in local, state, and federal agencies, in private firms, in lab settings and/or in the field.

The faculty of the Environmental Studies program are drawn from existing academic programs and occasionally from the community of environmental professionals in the Billings area. They are enthusiastic and committed to interdisciplinary methods and teaching approaches. The faculty are involved in environmental research, they attend national meetings and colloquia, and they serve in various capacities within community organizations and agencies. Their work outside the classroom enhances the curriculum and the learning objectives of the program.

The program prepares students to enter the work force in a variety of environmental occupations, and graduates from the program have proven to be successful in both the public and private sectors. Others have been accepted into graduate programs where they earn Masters or professional degrees in areas such as planning and environmental law.

Mission Statement
The Environmental Studies program at MSU Billings provides a well-rounded interdisciplinary approach to understanding our natural systems and the role of humans in those systems. The program is dedicated to community collaboration and experiential learning opportunities.

Objectives
Students who complete the program will be able to:

- Identify and explain key scientific principles involved in understanding environmental issues.
- Identify and explain key human concerns involved in understanding environmental issues.
- Identify and explain key policy and regulatory concerns involved in understanding environmental issues.
## Common Course Numbering Changes

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Bachelor of Arts Degree
Major in Sociology

Academic Foundations Requirements ................................................... 37
The following Academic Foundations courses also satisfy requirements in the
major: SOCI 101, SOCI 201, SOCL 211, SOCL 212, SOCI 275. Please
refer to limitations on Academic Foundations requirements (see page 71).
Limited to two courses per discipline. Students should consult with an
academic advisor before registering for Academic Foundations courses in
order to minimize the number of courses needed to satisfy the requirements
of the major.

Required Courses
*SOCI 101 Introduction to Sociology ......................................................... 3
(SOCI 101 is a prerequisite for all other coursework in the required core)
SOCI 318 Sociological Research Methods ................................................. 3
SOCI 319 Sociological Research Methods Lab ........................................... 1
SOCI 455 Classical Sociological Theory .................................................... 3
SOCI 482 Contemporary Sociological Theory ........................................... 3
SOCI 498 Internship/Cooperative Education ............................................ 3
SOCI 499 Senior Thesis/Capstone ........................................................... 3
Total Required Courses credits .................................................................. 19

Restricted Electives
At least 2 courses from the lower division core and at least one course from
four of the five content areas. Minimum of 18 credits, including 14 upper
division courses.

Lower Division Core
Choose at least 2 courses.
*SOCI 201 Social Problems ................................................................. 3
SOCI 221/CRIM 225 Criminal Justice System ....................................... 3
*SOCI 275/A&SC 250 Gender and Society ........................................... 3
*SOCL 211 Cultural Anthropology ....................................................... 3
*SOCL 212 Physical Anthropology and Archeology .................................. 3
SOCL/CRIM 228 Race, Class, Gender and Crime ................................... 3

At least one course from four of the five content areas:
Area 1: General Sociology
SOCI 345 Sociology of Organizations .................................................... 3
SOCI 355 Social Demography and Population Studies ........................... 3
SOCI 382/PSYX 360 Social Psychology and Social Structure ............... 3
SOCI 435 Law and Society .................................................................... 3

Area 2: Family and Relationships
SOCI 332 Sociology of the Family ....................................................... 3
SOCI 351 Dating & Mate Selection ....................................................... 3
SOCI 372 Development of a Meaningful Life ....................................... 3
SOCI 432 Human Sexual Behavior ....................................................... 3

Area 3: Crime and Criminal Justice
SOCI 311/CRIM 324 Criminology ......................................................... 3
SOCI 327/CRIM 325 Sociology of Deviance .......................................... 3
Continued...
SOCI 330 Juvenile Delinquency ................................................................. 3  
SOCI/CRIM 423 Sociology of Corrections ................................................. 4  
SOCI/CRIM 425 Crime Prevention and Victimology .................................. 3  
SOCL/CRIM 421 Criminal Justice Ethics ................................................... 3  
SOCL/CRIM 450 Computer Crime............................................................. 3  

**Area 4: Social Inequalities**  
*NAMS 211 Social Issues of the Native American...................................... 3  
SOCI 344 Sociology of Race and Ethnicity................................................. 3  
SOCI 431 Sociology of Gender Roles .......................................................... 3  

**Area 5: Health and Environments**  
SOCI 352 Diseases & Society...................................................................... 3  
SOCI 380 Sociology of Health and Medicine .............................................. 3  
SOCI 448 Sport and Society ..................................................................... 3  
SOCI 461 Urban Society and Human Ecology ............................................ 4  
SOCI 470 Environmental Sociology ........................................................... 3  

**Other Courses which may be used to satisfy Restricted Elective Requirements include the following:**  
SOCI 294/494 Seminar/Workshop ........................................................ V1-3  
SOCI 492 Independent Study................................................................ V1-5  

**Total Restricted Elective Courses credits ............................................. 18**  

**Total minimum credits required for major ............................................ 37**  

**Minor ...................................................................................................... 20**  

**Language Requirement (See page 117)................................................ 14**  

**Electives..................................................................................................V 15-21**  

The total number of elective credits required for the degree will be determined by the number of courses a student elects to take which fulfill both the Academic Foundations requirements and the major requirements. Electives should be chosen in consultation with an academic advisor. Please refer to limitations on Academic Foundations requirements (see page 71). Limited to two courses per discipline.  

**Note:** A Minimum grade of “C” is required in all Sociology major coursework.  

**Total minimum credits required for degree......................................... 120**  

*May satisfy Academic Foundations requirements.  

*Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.*
Bachelor of Science Degree

Major in Sociology

Credits

Academic Foundations Requirements ................................................... 37
The following Academic Foundations courses also satisfy requirements in the major: SOCI 101, SOCI 201, SOCL 211, SOCL 212, SOCI 275. Please refer to limitations on Academic Foundations requirements (see page 71). Limited to two courses per discipline. Students should consult with an academic advisor before registering for Academic Foundations courses in order to minimize the number of courses needed to satisfy the requirements of the major.

Required Courses
*SOCI 101 Introduction to Sociology ..................................................... 3
(SOCI 101 is prerequisite for all other coursework in the required core)
SOCI 318 Sociological Research Methods ........................................... 3
SOCI 319 Sociological Research Methods Lab ........................................ 1
SOCI 455 Classical Sociological Theory .................................................. 3
SOCI 482 Contemporary Sociological Theory ......................................... 3
SOCI 498 Internship/Cooperative Education ........................................... 3
SOCI 499 Senior Thesis/Capstone ........................................................... 3
Total Required credits ........................................................................ 19

Restricted Electives
At least 2 courses from the lower division core and at least one course from four of the five content areas. Minimum of 18 credits, including 14 upper division.

Lower Division Core
Choose at least 2 courses.
*SOCI 201 Social Problems ................................................................. 3
SOCI 221/CRIM 225 Criminal Justice System ....................................... 3
*SOCI 275/A&SC 250 Gender and Society ............................................. 3
*SOCI 211 Cultural Anthropology ......................................................... 3
*SOCI 212 Physical Anthropology and Archeology ................................. 3
SOCL/CRIM 228 Race, Class, Gender and Crime .................................... 3
At least one course from four of the five content areas:
Area 1: General Sociology
SOCI 345 Sociology of Organizations .................................................. 3
SOCI 355 Social Demography and Population Studies ............................. 3
SOCI 382/PSYX 360 Social Psychology and Social Structure .................. 3
SOCI 435 Law and Society .................................................................... 3

Area 2: Family and Relationships
SOCI 332 Sociology of the Family .......................................................... 3
SOCI 351 Dating & Mate Selection ......................................................... 3
SOCI 372 Development of a Meaningful Life ......................................... 3
SOCI 432 Human Sexual Behavior ....................................................... 3

Area 3: Crime and Criminal Justice
SOCI 311/CRIM 324 Criminology .......................................................... 3
SOCI 327/CRIM 325 Sociology of Deviance .......................................... 3

Continued...
SOCL 330 Juvenile Delinquency ................................................................. 3  
SOCL/CRIM 423 Sociology of Corrections ................................................ 4  
SOCL/CRIM 425 Crime Prevention and Victimology .................................. 3  
SOCL/CRIM 421 Criminal Justice Ethics .................................................. 3  
SOCL/CRIM 450 Computer Crime ............................................................. 3  

**Area 4: Social Inequalities**  
*NAMS 211 Social Issues of the Native American ...................................... 3  
SOCL 344 Sociology of Race and Ethnicity ................................................. 3  
SOCL 431 Sociology of Gender Roles ....................................................... 3  

**Area 5: Health and Environments**  
SOCL 352 Diseases & Society ..................................................................... 3  
SOCL 380 Sociology of Health and Medicine ............................................. 3  
SOCL 448 Sport and Society ...................................................................... 3  
SOCL 461 Urban Society and Human Ecology ........................................... 4  
SOCL 470 Environmental Sociology ....................................................... 3  

Other courses which may be used to satisfy Restricted Elective  
Requirements:  
SOCL 294/494 Seminar/Workshop ........................................................... 1-3  
SOCL 492 Independent Study .................................................................. 1-5  

Total Restricted Elective Courses Credits ............................................. 18  

**Language Requirement (See page 117)** ............................................. 8  

**Mathematics/Computer Science Courses**  
Students must take STAT 141 plus choose one additional course.  
*STAT 141 Introduction to Statistical Concepts ........................................... 3  

Students must take one of the following courses in addition to the course  
taken to satisfy the Academic Foundations requirement in mathematics.  
COMP 100 Topics in Computer Programming .......................................... 3  
COMP 101 Fundamentals of Computer Science ......................................... 4  
COMP 102 Data Structures ...................................................................... 4  
COMP 200 Advanced Topics in Computer Programming .......................... 4  
COMP 311 Digital Logic Design .............................................................. 3  
*M 151 Precalculus .................................................................................. 5  
*M 171 Calculus I .................................................................................... 4  
M 172 Calculus II ................................................................................... 4  
*STAT 216 Introduction to Statistics .......................................................... 4  
STAT 217 Intermediate Statistical Concepts ............................................ 4  

Total Mathematics/Computer Science Courses .................................... 6-8  

**Minor** .................................................................................................. 20  
In lieu of a minor, students may choose the Sociology Extended Major. This  
option requires 15 additional credits from the lists above for a total of 52  
credits (37+15).  

*Continued...*
Electives

The total number of elective credits required for the degree will be determined by the number of courses a student elects to take which fulfill both the Academic Foundations requirements and the major requirements. Electives should be chosen in consultation with an academic advisor. Please refer to limitations on Academic Foundations requirements (see page 71). Limited to two courses per discipline.

Total minimum credits required for degree: 120

Note: A Minimum grade of “C” is required in all Sociology major coursework.

*May satisfy Academic Foundations requirements.

Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.
Bachelor of Science Degree  
Major in Criminal Justice

Credits

Academic Foundations Requirements ................................................... 37
The following Academic Foundations courses also satisfy requirements in the major: SOCI 101, SOCI 201. Students should consult with an academic advisor before registering for Academic Foundations courses in order to minimize the number of courses needed to satisfy the requirements of the major.

Language Requirement (See page 117) .................................................... 8

Math/Statistics....................................................................................... 6-9

Required Sociology Courses
*SOCI 101 Introduction to Sociology ......................................................... 3
*SOCI 201 Social Problems .................................................................. 3
SOCI 318 Sociological Research Methods .............................................. 3
SOCI 319 Sociological Research Methods Lab ..................................... 1
SOCI 382/PSYX 360 Social Psychology and Social Structure .................. 3
SOCI 455 Classical Sociological Theory
OR
SOCI 482 Contemporary Sociological Theory ....................................... 3
SOCI 498 Internship/Cooperative Education ........................................ 3
SOCI 499 Senior Thesis/Capstone ...................................................... 3
Total ........................................................................................................ 22

Required Criminal Justice Courses
CRIM 225 Introduction to Crime and Justice ........................................... 3
CRIM 324/SOCI 311 Criminology ......................................................... 3
CRIM 325/SOCI 327 Sociology of Deviance ......................................... 3
CRIM/SOCL 421 Criminal Justice Ethics .............................................. 3
CRIM/SOCI 423 Introduction to Corrections ......................................... 4
Total ........................................................................................................ 16

Restricted Electives
Choose 12 credits from the following courses:
CRIM/SOCL 226 Introduction to Probation ............................................ 3
CRIM/SOCL 227 Introduction to Policing .............................................. 3
CRIM/SOCL 228 Race, Class, Gender and Crime ................................. 3
CRIM/SOCL 413 Administration of Law Enforcement ......................... 3
CRIM/SOCI 425 Crime Prevention and Victimization ......................... 3
CRIM/SOCL 450 Computer Crime ...................................................... 3
HHP 411 Alcohol, Tobacco and Other Drug Prevention ...................... 3
*PSCI 210 Introduction to American Government
OR
PSCI 260 Introduction to State and Local Government ........................... 3
PSCI 370 Courts and Judicial Politics ............................................... 3
PSCI 376/NAMS 314 The Indian and the Law ..................................... 3
PSCI 464 Local Government Administration ....................................... 3
PSCI 472/HSTA 480 Constitutional Law: Civil Liberties ...................... 3

Continued...
PSYX 382 Forensic Psychology ................................................................. 3
SOCI 330 Juvenile Delinquency ................................................................. 3
SOCI 332 Sociology of the Family ............................................................. 3
**Total** .................................................................................................. 12

**Total for Major** .................................................................................. 50

**Unrestricted Electives** ........................................................................ V

**Total Minimum Credits for Degree** ...................................................... 120

**Note:** A Minimum grade of “C” is required in all Sociology major coursework.

*May satisfy Academic Foundations requirements.

*Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.*
Bachelor of Science Degree
Major in Political Science

Academic Foundations Requirements ................................................... 37
The following Academic Foundations courses also satisfy requirements in the major: PSCI 220, PSCI 210, and PSCI 230. Please refer to the Academic Foundations requirements (see page 71).

Required Courses
*PSCI 210 Introduction to American Government ...................................... 3
*PSCI 220 Introduction to Comparative Government .................................. 3
*PSCI 230 Introduction to International Relations ....................................... 3
PSCI 240 Introduction to Public Administration.......................................... 3
PSCI 260 Introduction to State and Local Government ................................ 3
PSCI 342 Media, Public Opinion, Polling ................................................... 3
Total........................................................................................................ 18

Restricted Electives
Choose two courses each from two of the four areas of concentration, or one course from each area of concentration. Nine of the 12 credits in Restricted Electives must be upper division.

Area 1: Theory, Comparative Government and Foreign Policy
PSCI 333 Comparative Government ........................................................... 3
PSCI 335 American Foreign Policy ............................................................. 3
PSCI 351 Political Philosophy ..................................................................... 3

Area 2: The Legal System
PSCI 376/NAMS 314 The Indian and the Law............................................. 3
PSCI 472/POLS 523 Constitutional Law: Civil Liberties............................... 3
PSCI 473/POLS 527 Constitutional Law: Powers and Structures................ 3

Area 3: U.S. Government
PSCI 215 Introduction to Political Parties & Elections .................................. 3
PSCI 218 Introduction to American Presidency .......................................... 3
PSCI 347 United States Congress .............................................................. 3
PSCI 365 Public Policy Issues and Analysis............................................... 3
PSCI 370 Courts and Judicial Politics ....................................................... 3

Area 4: Public Administration
PSCI 459/POLS 557 Public Budgeting & Finance....................................... 3
PSCI 464/POLS 562 Local Government Administration ................................ 3
PSCI 469/POLS 560 Ethics and Public Policy ............................................. 3

Other Courses which may be used to satisfy Restricted Electives:
PSCI 491/POLS 580 Special Topics ............................................................ 3
PSCI 492 Independent Study .................................................................... 1-5
PSCI 494 Seminar/Workshop ................................................................. 1-3
PSCI 498 Internship/Cooperative Education ........................................... 1-12

Total Restricted Electives....................................................................... 12

Continued…
Total minimum credits required for major ........................................... 30

Unrestricted Electives............................................................................. 53

Total minimum credits required for degree......................................... 120

*May satisfy Academic Foundations requirements.

Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.
Bachelor of Science Degree
Major in Political Science
Teaching Licensure Option

Academic Foundations Requirements ........................................................................ 37
The following Academic Foundations courses also satisfy requirements in the major: PSCI 220, PSCI 210, and PSCI 230. Please refer to the Academic Foundations requirements (see page 71).

Professional Core (see page 266) ........................................................................... 33 -36

Required Courses
EDCI 312 Teaching Social Studies in the Middle and Secondary School .... 3
*PSCI 210 Introduction to American Government ............................................. 3
*PSCI 220 Introduction to Comparative Government ..................................... 3
*PSCI 230 Introduction to International Relations ......................................... 3
PSCI 240 Introduction to Public Administration ............................................. 3
PSCI 260 Introduction to State and Local Government ................................ 3
PSCI 342 Media, Public Opinion, Polling .......................................................... 3
Total ...................................................................................................................... 21

Restricted Electives
Choose two courses each from two of the four areas of concentration, or one course from each area of concentration. Nine of the 12 credits in Restricted Electives must be upper division.

Area 1: Theory, Comparative Government and Foreign Policy
PSCI 333 Comparative Government ................................................................. 3
PSCI 335 American Foreign Policy ................................................................. 3
PSCI 351 Political Philosophy ........................................................................... 3

Area 2: The Legal System
PSCI 376/NAMS 314 The Indian and the Law .............................................. 3
PSCI 472/POLS 523 Constitutional Law: Civil Liberties ................................. 3
PSCI 473/POLS 527 Constitutional Law: Powers and Structures .................. 3

Area 3: U.S. Government
PSCI 215 Introduction to Political Parties & Elections ................................ 3
PSCI 218 Introduction to American Presidency............................................. 3
PSCI 347 United States Congress .................................................................... 3
PSCI 365 Public Policy Issues and Analysis ................................................... 3
PSCI 370 Courts and Judicial Politics .............................................................. 3

Area 4: Public Administration
PSCI 459/557 Public Budgeting & Finance .................................................. 3
PSCI 464/POLS 562 Local Government Administration .............................. 3
PSCI 469/POLS 560 Ethics and Public Policy .................................................. 3

Other Courses which may be used to satisfy Restricted Electives:
PSCI 491/POLS 580 Special Topics ................................................................. 3

Continued...
PSCI 492 Independent Study ................................................................. 1-5
PSCI 494 Seminar/Workshop .............................................................. 1-3
PSCI 498 Internship/Cooperative Education ................................. 1-12

**Total Restricted Electives**............................................................... 12

**Total minimum credits required for major** ............................... 66-69

**Unrestricted Electives**................................................................. 25

**Total minimum credits required for degree**................................. 128

*May satisfy Academic Foundations requirements.

*Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.*
Minor in Native American Studies

Required Courses

* NAMS 181 Introduction to Native American Studies ............................................................ 3
NAMS 200 Montana Tribal Groups .............................................................. 3
* NAMS 211 Social Issues of the Native American ................................................... 3

At least 3 credits chosen from the following:

NAMS 292/492 Seminar ................................................... 1-3
NAMS 293/493 Workshop ................................................... 1-3
^NAMS 490 Native American Studies Internship .................................. 1-6
^NAMS 491 Independent Study ................................................... 1-5

Total required credits ................................................... 12

Restricted Elective Courses

At least 9 credits from among the following courses chosen in consultation with the NAMS staff/advisor:

NAMS 292/492 Seminar ................................................... 1-3
NAMS 293/493 Workshop ................................................... 1-3
NAMS 303/LIT 305 Literature of the American Indian ................................................... 3
NAMS 314/PSCI 376 The Indian and the Law ................................................... 3
NAMS 351 Native Americans and the Environment ................................................... 3
NAMS 385/PSYX 387 Native American Psychology ................................................... 3
NAMS/PHIL 413 Native American Philosophies and Religions ................................................... 3
NAMS/ART 439 Survey of American Indian Art ................................................... 3
^NAMS 490 Native American Studies Internship .................................. 1-6
^NAMS 491 Independent Study ................................................... 1-5
NAMS 495/PSCI 419 Federal Indian Policy ................................................... 3

Other appropriate courses in areas related to Native American Studies ................................................... 1-4

Restricted Electives ................................................... 9

^Students may apply a combined total of up to 6 credits in NAMS 490 and 491 to the Minor.

The total number of elective credits required for the minor will be determined by the number of courses a student elects to take which fulfill both the Academic Foundations requirements and the minor requirements. Electives should be chosen in consultation with an academic advisor.

Total minimum credits required for minor ........ 21

*May satisfy Academic Foundations requirements.

Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.

Minor in Political Science

Minor Options:

General Emphasis

Credits

* PSCI 210 Introduction to American Government ................................................... 3
* PSCI 220 Introduction to Comparative Government ................................................... 3
* PSCI 230 Introduction to International Relations ................................................... 3
PSCI 351 Political Philosophy

OR

PSCI 342 Media, Public Opinion, Polling ................................................... 3

Total required course credits ................................................... 12

Restricted Electives

Nine credits chosen from the following courses in consultation with a Political Science advisor and with the approval of the Chairperson of the Department of Sociology, Political Science, Native American Studies and Environmental Studies. Substitutions must be approved by the Political Science advisor and the Chairperson of the Department.

PSCI 215 Introduction to Political Parties & Elections ................................................... 3
PSCI 218 Introduction to American Presidency ................................................... 3
PSCI 240 Introduction to Public Administration ................................................... 3
PSCI 260 Introduction to State and Local Government ................................................... 3
PSCI 294/494 Seminar/Workshop ................................................... 1-6
PSCI 333 Comparative Government ................................................... 3
PSCI 335 American Foreign Policy ................................................... 3
PSCI 342 Media, Public Opinion, Polling (if not taken as a required course) ................................................... 3
PSCI 351 Political Philosophy (if not taken as a required course) ................................................... 3
PSCI 419/NAMS 495 Federal Indian Policy ................................................... 3
PSCI 464 Local Government Administration ................................................... 3
PSCI 472/HSTA 480 Constitutional Law: Civil Liberties ................................................... 3
PSCI 473/HSTA 481 Constitutional Law: Powers and Structures ................................................... 3
PSCI 491 Special Topics ................................................... 3
PSCI 492 Independent Study ................................................... 1-5
PSCI 498 Internship/Cooperative Education ................................................... 1-6

Total Restricted Electives ................................................... V 9-15

The total number of elective credits required for the minor will be determined by the number of courses a student elects to take which fulfill both the Academic Foundations requirements and the minor requirements. Electives should be chosen in consultation with an academic advisor.

Total minimum credits required for minor ........ 21

*May satisfy Academic Foundations requirements.
(Minor in Political Science)
Public Administration Emphasis

Required Courses
*PSCI 210 Introduction to American Government .... 3
PSCI 240 Introduction to Public Administration ....... 3
PSCI 260 Introduction to State and Local Government .................................................... 3
PSCI 464 Local Government Administration ........ 3
Total required course credits ........................................ 12

Restricted Electives
Select nine credits - One course from each of the following areas chosen in consultation with a Political Science advisor and with the approval of the Chairperson of the Department of Sociology, Political Science, Native American Studies and Environmental Studies. Substitutions must be approved by the Political Science advisor and the Chairperson of the Department.

American Politics
PSCI 215 Introduction to Political Parties & Elections ........................................ 3
PSCI 218 Introduction to American Presidency .... 3
PSCI 342 Media, Public Opinion, Polling .......... 3

International Relations
*PSCI 230 Introduction to International Relations .... 3
PSCI 333 Comparative Government ................... 3
PSCI 335 American Foreign Policy .................. 3

Legal Studies
PSCI 419/NAMS 495 Federal Indian Policy .......... 3
PSCI 472/HSTA 480 Constitutional Law: Civil Liberties ................................................ 3
PSCI 473/HSTA 481 Constitutional Law: Powers and Structures ................................... 3
PSCI 491 Special Topics .................................. 3
Total Restricted Electives Courses credits ........ 9

Total Required Course credits .......................... 12

(Minor in Political Science)
Pre–Law Emphasis

Required Courses
*PSCI 210 Introduction to American Government .... 3
*PSCI 230 Introduction to International Relations .... 3
PSCI 260 Introduction to State and Local Government .................................................... 3
PSCI 351 Political Philosophy .......................... 3
PSCI 491 Special Topics .................................. 3
Total Required Course credits .......................... 12

Restrictive Electives
Nine credits chosen in consultation with the Pre-Law advisor and with the approval of the Chairperson of the Department of Sociology, Political Science, Native American Studies and Environmental Studies. Substitutions must be approved by the Pre-Law advisor and the Chairperson of the Department.

Select two courses from the following:
PSCI 376/NAMS 314 The Indian and the Law ........ 3
PSCI 472/HSTA 480 Constitutional Law: Civil Liberties ................................................ 3
PSCI 473/HSTA 481 Constitutional Law: Powers and Structures ................................... 3
PSCI 491 Special Topics .................................. 3
Total .................................................................... 6

Select one course from the following:
*SOCI 201 Social Problems .............................. 3
SOCI 311/CRIM 324 Criminology ....................... 3
SOCI 330 Juvenile Delinquency ......................... 3
PSCI 419/NAMS 495 Federal Indian Policy .......... 3
Total .................................................................... 3

Total minimum credits required for minor .......... 21

*May satisfy Academic Foundations requirements.

(Minor in Sociology)

Required Courses
*SOCI 101 Introduction to Sociology ................... 3
SOCI 318 Sociological Research Methods .......... 3
SOCI 319 Sociological Research Methods Lab ..... 1
SOCI 455 Classical Sociological Theory
OR
SOCI 482 Contemporary Sociological Theory ...... 3
Total required course credit ............................. 10
Lower Division Core
At least one course from the following:
*SOCI 201 Social Problems .................................... 3
SOCI 221/CRIM 225 Criminal Justice System..........3
*SOCI 275/A&SC 250 Gender and Society .......... 3
*SOCI 211 Cultural Anthropology.........................3
*SOCI 212 Physical Anthropology and
Archaeology....................................................3
SOCL/CRIM 228 Race, Class, Gender and Crime... 3
Total....................................................................... 3

Restricted Electives
At least one course from three of the following five
areas. Minimum of 8 credits, including 6 upper
division.
Area 1: General Sociology
SOCI 345 Sociology of Organizations .....................3
SOCI 355 Social Demography and Population
Studies................................................................3
SOCI 382/PSYX 360 Social Psychology and Social
Structure............................................................3
SOCI 435 Law and Society......................................3

Area 2: Family and Relationships
SOCI 332 Sociology of the Family ..........................3
SOCI 351 Dating & Mate Selection .........................3
SOCI 372 Development of a Meaningful Life ...........3
SOCI 432 Human Sexual Behavior..........................3

Area 3: Crime and Criminal Justice
SOCI 311/CRIM 324 Criminology ..........................3
SOCI 327/CRIM 325 Sociology of Deviance .......... 3
SOCI 330 Juvenile Delinquency..............................3
SOCI/CRIM 423 Sociology of Corrections ..............4
SOCI/CRIM 425 Crime Prevention and
Victimology.......................................................3
SOCL/CRIM 421 Criminal Justice Ethics ................3
SOCL/CRIM 450 Computer Crime..........................3

Area 4: Social Inequalities
*NAMS 211 Social Issues of the Native American ... 3
SOCI 344 Sociology of Race and Ethnicity ............3
SOCI 431 Sociology of Gender Roles ......................3

Area 5: Health and Environments
SOCI 352 Diseases & Society...............................3
SOCI 380 Sociology of Health and Medicine ............3
SOCI 448 Sport and Society..................................3
SOCI 461 Urban Society and Human Ecology ...........4
SOCI 470 Environmental Sociology.......................3

Other courses which may be used to satisfy
Restricted Elective Requirements:
SOCI 294/494 Seminar/Workshop..........................1-3

SOCI 492 Independent Study.................................1-5

Restricted Elective total...........................................11

Total minimum credits required for minor ..........21

*May satisfy Academic Foundations requirements.

Certain courses in this program have prerequisites;
students should check the course descriptions for
required prerequisites.

Teaching Minor in Political Science
Students who intend to graduate on the 128 credit
degree program should consult with the Advising
Center and their faculty advisor before selecting a
teaching minor. Some requirements for certain
teaching minors can be met in Academic Foundations,
but some others cannot. Students choosing to take
teaching minors with requirements beyond 21 credits
may take credits in excess of 128 to complete their
teaching major and preferred teaching minor.

For students who are gaining teaching licensure in a
content major, the following minor leads to
endorsement. All students desiring licensure to teach
are required to file an Application for Admission to the
Teacher Education Program (see page 254).

Credits

Required Courses:
EDCI 312 Teaching Social Studies in the Middle &
Secondary School..............................................3
*PSCI 210 Introduction to American Government ...3
*PSCI 220 Introduction to Comparative
Government......................................................3
*PSCI 230 Introduction to International Relations ...3
PSCI 351 Political Philosophy
OR
PSCI 342 Media, Public Opinion, Polling .............3

Total Required Course credits..............................15

Restricted Electives
Nine credits chosen in consultation with an advisor
from the following list:
PSCI 215 Introduction to Political Parties &
Elections..............................................................3
PSCI 240 Introduction to Public Administration ...3
PSCI 260 Introduction to State and Local
Government........................................................3
PSCI 333 Comparative Government ......................3
PSCI 335 American Foreign Policy.........................3
PSCI 342 Media, Public Opinion, Polling
(if not taken in required courses).........................3
PSCI 351 Political Philosophy
(if not taken in required courses) ...................... 3
PSCI 464 Local Government Administration .......... 3
PSCI 472/HSTA 480 Constitutional Law: Civil Liberties .......................................................... 3
PSCI 473/HSTA 481 Constitutional Law: Powers and Structures .............................................. 3
PSCI 491 Special Topics ................................................. 3
PSCI 498 Internship/Cooperative Education ....... 1-12
Total Restricted Elective credits ........................... 9
Total minimum credits required for minor ........ 24
*May satisfy Academic Foundations requirements.

Teaching Minor in Sociology

Students who intend to graduate on the 128 credit degree program should consult with the Advising Center and their faculty advisor before selecting a teaching minor. Some requirements for certain teaching minors can be met in Academic Foundations, but some others cannot. Students choosing to take teaching minors with requirements beyond 21 credits may take credits in excess of 128 to complete their teaching major and preferred teaching minor.

For students who are gaining teaching licensure in a content major, the following minor leads to endorsement. All students desiring licensure to teach are required to file an Application for Admission to the Teacher Education Program (see page 254).

Credits

Required Courses:
EDCI 312 Teaching Social Studies in the Middle & Secondary School ........................................... 3
*SOCI 101 Introduction to Sociology .................... 3
SOCI 318 Sociological Research Methods ............... 3
SOCI 319 Sociological Research Methods Lab .......... 1
SOCI 455 Classical Sociological Theory
OR
SOCI 482 Contemporary Sociological Theory ....... 3
*SOCL 211 Cultural Anthropology ........................... 3
Total Required Course credits .......................... 16

Restricted Electives:
Select two additional upper division courses from the following in consultation with a Sociology advisor:
SOCI 311/CRIM 324 Criminology ........................................ 3
SOCI 330 Juvenile Delinquency .................................. 3
SOCI 332 Sociology of the Family ............................... 3
SOCI 344 Sociology of Race and Ethnicity .............. 3
SOCI 355 Social Demography and Populations Studies ............................................. 3
SOCI 372 Development of a Meaningful Life ........... 3
SOCI 382/PSYX 360 Social Psychology and Social Structure ............................................. 3
SOCI/CRIM 423 Sociology of Corrections ............... 4
SOCI 431 Sociology of Gender Roles ..................... 3
SOCI 432 Human Sexual Behavior .................................. 3
SOCI 455 Classical Sociological Theory ............... 3
SOCI 461 Urban Society and Human Ecology .......... 4
SOCI 482 Contemporary Sociological Theory ......... 3
Total Restricted Elective credits ....................... 6-8

Total minimum credits required for minor .... 22-24
*May satisfy Academic Foundations requirements.

Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.

Licensure

Social Science (Broadfield)

Endorsement

Social Science Broadfield Endorsement has been eliminated as a major. It is now a licensure.

Students majoring in history (licensure option) and political science (teaching minor) are encouraged to expand employment opportunities by adding a social science (broadfield) endorsement. Students seeking this endorsement must complete one of the following four areas:

Geography
*GPHY 111, *GPHY 121, GPHY 282, and one upper division geography course (total 12 credits)

Economics
*ECNS 201, *ECNS 202, ECNS 314, and one upper division economics course (total 12 credits)

Sociology
*SOCI 101, *SOCL 211, *SOCI 201, and one upper-division sociology course (total 12 credits)

Psychology
*PSYX 100, PSYX 223, *PSYX 231 and PSYX 330 (total 12 credits)

*May satisfy Academic Foundations requirements.

230
Bachelor of Arts Degree

Major in Environmental Studies

As an interdisciplinary major, many Environmental Studies Major Field of Study Requirements also fulfill Academic Foundations requirements. By carefully selecting courses, most students have enough available open elective credits to fulfill a Minor Field of Study.

Students must earn a grade of “C-” or better in all Core Requirements and Restricted Electives.

Students must earn a minimum of 120 credits, including at least 30 upper-division credits within the Core Requirements and/or Restricted Electives. Overall, students must earn at least 36 upper-division credits.

ACADEMIC FOUNDATIONS REQUIREMENTS..............................................39
(See page 71) Students should consult with an academic advisor before registering for Academic Foundations courses in order to maximize the number of elective credits allowed in the degree. The following Academic Foundations courses also satisfy requirements in the major: ^STAT 216, ^BIOL 101/115 or ^BIOL 178/188, ^any physical science lecture & lab, ^ECNS 201, and ^GPHY 121.

ENVIRONMENTAL STUDIES CORE REQUIREMENTS ................................ ^27

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 202 Introduction to Environmental Ecology</td>
<td>3</td>
</tr>
<tr>
<td>^ECNS 201 Principles of Microeconomics ... (3)</td>
<td></td>
</tr>
<tr>
<td>EVST 230 Introduction to Environmental Studies</td>
<td>3</td>
</tr>
<tr>
<td>EVST 360 Environmental Impact and Policy Analysis</td>
<td>3</td>
</tr>
<tr>
<td>EVST 492 Seminar (any topic)</td>
<td>3</td>
</tr>
<tr>
<td>EVST 496 Cooperative Education/Internship...</td>
<td>3</td>
</tr>
<tr>
<td>EVST 498 Capstone Seminar ....</td>
<td>3</td>
</tr>
<tr>
<td>^GPHY 121 Human Geography......................... (3)</td>
<td></td>
</tr>
<tr>
<td>GPHY 282 Mapping Techniques .................</td>
<td></td>
</tr>
<tr>
<td>HSTA 470 American Environmental History...</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 311 Environmental Ethics ...............</td>
<td>3</td>
</tr>
<tr>
<td>^STAT 216 Introduction to Statistics ....</td>
<td>4</td>
</tr>
</tbody>
</table>

Select one lecture/lab combination.............. (4)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>^BIOL 101/115 Survey of Biology with Lab....4</td>
<td></td>
</tr>
<tr>
<td>^BIOL 178/188 Principles of Biology with Lab...........................................4</td>
<td></td>
</tr>
</tbody>
</table>

Select one lecture/lab combination.............. (4)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>^CHMY 121/122 Introduction to General Chemistry with Lab.................................4</td>
<td></td>
</tr>
<tr>
<td>^GEO 101/102 Introduction to Physical Geography with Lab...............................4</td>
<td></td>
</tr>
<tr>
<td>^GEO 211/212 Earth History and Evolution with Lab.........................................4</td>
<td></td>
</tr>
<tr>
<td>^GPHY 111/112 Introduction to Physical Geography with Lab...............................4</td>
<td></td>
</tr>
<tr>
<td>^GPHY 110/111 College Physics I with Lab....4</td>
<td></td>
</tr>
<tr>
<td>^PHYS 101/102 Earth, Air, Fire and Water with Lab.........................................4</td>
<td></td>
</tr>
<tr>
<td>^PHYS 201/203 Introduction to Astronomy with Lab..........................................4</td>
<td></td>
</tr>
</tbody>
</table>

The Environmental Studies major requires 45 total credits of Core Requirements; 18 of these credits are fulfilled within the Academic Foundations Requirements as indicated.

RESTRICTED ELECTIVES

Area 1: Biological & Physical Sciences ............ 3-4
Must be in addition to the courses taken to satisfy the Natural Sciences Academic Foundations Category

Select one course from:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 179/189 Biodiversity with Lab............4</td>
<td></td>
</tr>
<tr>
<td>BIOL 315/325 Plant Systematics with Lab.......4</td>
<td></td>
</tr>
<tr>
<td>BIOL 355/356 Ecology and Evolution with Lab...........................................4</td>
<td></td>
</tr>
<tr>
<td>BIOL 456/457 Advanced Evolution and Ecology with Lab......................................4</td>
<td></td>
</tr>
<tr>
<td>BIOL 497 Field Study............................ 1-3</td>
<td></td>
</tr>
<tr>
<td>^CHMY 121/122 Introduction to General Chemistry with Lab.................................4</td>
<td></td>
</tr>
<tr>
<td>CHMY 123 Introduction to Organic and Biochemistry........................................3</td>
<td></td>
</tr>
<tr>
<td>^CHMY 141/142 College Chemistry I with Lab..................................................4</td>
<td></td>
</tr>
<tr>
<td>ERTH 202 Montana’s Geological Environment ...............................................3</td>
<td></td>
</tr>
<tr>
<td>ERTH 303 Weather and Climate....................4</td>
<td></td>
</tr>
<tr>
<td>ERTH 400 Geomorphology and Quaternary Geology.........................................3</td>
<td></td>
</tr>
<tr>
<td>^GEO 101/102 Introduction to Physical Geography with Lab..................................4</td>
<td></td>
</tr>
<tr>
<td>GEO 211/212 Earth History and Evolution with Lab.........................................4</td>
<td></td>
</tr>
<tr>
<td>GEO 309 Sedimentation and Stratigraphyy........</td>
<td></td>
</tr>
<tr>
<td>GEO 315 Structural Geology..........................3</td>
<td></td>
</tr>
<tr>
<td>^GPHY 111/112 Introduction to Physical Geography with Lab...............................4</td>
<td></td>
</tr>
<tr>
<td>^PHYS 101/102 Earth, Air, Fire and Water with Lab.........................................4</td>
<td></td>
</tr>
<tr>
<td>^PHYS 110/111 College Physics I with Lab....4</td>
<td></td>
</tr>
<tr>
<td>^PHYS 201/203 Introduction to Astronomy with Lab..........................................4</td>
<td></td>
</tr>
</tbody>
</table>
Other options, such as 492 Seminars in BIOL, must be approved by the Environmental Studies Director.

**Area 2: Society & Environment ..................6-7**

**Select two courses from:**
- ART 434 Art and the Environment .......... 3
- BUS 440 Business and the Environment ..... 3
- ECNS 435 Energy and Natural Resource Economics ................................................. 3
- EVST/HON 495 Environmental Studies Research ................................................. 1-4
- EVST/HON 492 Seminar Topics (various, check semester schedule) ......................... 1-6
- EVST 351 Law and Society ................... 3
- EVST 352 Environmental Law ............... 3
- EVST 492 Seminar Topics (various, check semester schedule) .............................. 1-6
- GPHY 347 Regional Geography (Multiple Regions) ................................................. 3
- HSTA 464 Trans-Mississippi West .......... 3
- HSTR 336 Modern Latin America .......... 3
- NAMS 351 Native Americans and the Environment ................................................ 3
- NAMS 303/LIT 305 Literature of the American Indian ........................................ 3
- NAMS/ART 439 Survey of American Indian Art .................................................... 3
- SOCI 355 Social Demography and Population Studies ........................................... 3
- SOCI 380 Sociology of Health and Medicine .......... 3
- SOCI 461 Urban Society and Human Ecology ..................................................... 4
- SOCI 470 Environmental Sociology .......... 3
- ENGL 326 Creative Non-Fiction ..................... 3
- ERTH 202 Montana’s Geological Environment ................................................... 3
- ERTH 303 Weather and Climate ..................... 4
- ERTH 400 Geomorphology and Quaternary Geology ........................................... 3
- EVST 492 Seminar Topics (various, check semester schedule) .............................. 1-6
- EVST 495 Environmental Studies Research ................................................. 1-4
- EVST/HON 492 Seminar Topics (various, check semester schedule) ......................... 1-6
- *GEO 101/102 Introduction to Physical Geography with Lab ................................ 4
- *GEO 211/212 Earth History and Evolution with Lab ........................................ 4
- *GEO 309 Sedimentation and Stratigraphy ....................................................... 3
- *GEO 315 Structural Geology ................................................................. 3
- *GPHY 111/112 Introduction to Physical Geography with Lab ................................ 4
- *GPHY 222 Introduction to Economic Geography .................................................. 3
- *GPHY 347 Regional Geography (Multiple Regions) ................................................. 3
- GPHY 380 Principles of GIS ................................................................. 3
- HSTA 464 Trans-Mississippi West .......... 3
- HSTR 336 Modern Latin America .......... 3
- NAMS 303/LIT 305 Literature of the American Indian ........................................ 3
- NAMS 351 Native Americans and the Environment ................................................ 3
- NAMS/PHIL 413 Native American Philosophies and Religions .................................. 3
- NAMS/ART 439 Survey of American Indian Art .................................................... 3
- *CHMY 141/142 College Chemistry I with Lab ................................................. 4
- ECNS 435 Energy and Natural Resource Economics ........................................... 3
- ENGL 326 Creative Non-Fiction ..................... 3
- ERTH 202 Montana’s Geological Environment ................................................... 3
- ERTH 303 Weather and Climate ..................... 4
- ERTH 400 Geomorphology and Quaternary Geology ........................................... 3
- EVST 492 Seminar Topics (various, check semester schedule) .............................. 1-6
- EVST 495 Environmental Studies Research ................................................. 1-4
- EVST/HON 492 Seminar Topics (various, check semester schedule) ......................... 1-6
- *GEO 101/102 Introduction to Physical Geography with Lab ................................ 4
- *GEO 211/212 Earth History and Evolution with Lab ........................................ 4
- *GEO 309 Sedimentation and Stratigraphy ....................................................... 3
- *GEO 315 Structural Geology ................................................................. 3
- *GPHY 111/112 Introduction to Physical Geography with Lab ................................ 4
- *GPHY 222 Introduction to Economic Geography .................................................. 3
- *GPHY 347 Regional Geography (Multiple Regions) ................................................. 3
- GPHY 380 Principles of GIS ................................................................. 3
- HSTA 464 Trans-Mississippi West .......... 3
- HSTR 336 Modern Latin America .......... 3
- NAMS 303/LIT 305 Literature of the American Indian ........................................ 3
- NAMS 351 Native Americans and the Environment ................................................ 3
- NAMS/PHIL 413 Native American Philosophies and Religions .................................. 3
- NAMS/ART 439 Survey of American Indian Art .................................................... 3
- *PHYS 101/102 Earth, Air, Fire and Water with Lab ........................................... 4
- *PHYS 110/111 College Physics I with Lab ................................................. 4
- *PHYS 201/203 Introduction to Astronomy with Lab ........................................... 4
- SOCI 355 Social Demography and Population Studies ........................................... 3
- SOCI 380 Sociology of Health and Medicine .......... 3
- SOCI 461 Urban Society and Human Ecology ................................................... 4
- SOCI 470 Environmental Sociology ................................................................. 4
- Other options, such as 492 Seminars, must be approved by the Chairperson of Sociology, Political Science, Native American Studies and Environmental Studies.

**Area 3: Environmental Studies .........................9**

Consider need for upper-division coursework and career objective; typically 6 credits here must be at 300-499 level.

**Select an additional 9 credits from:**
- ART 434 Art and the Environment .......... 3
- BIOL 179/189 Biodiversity with Lab .......... 4
- BIOL 315/325 Plant Systematics with Lab ...... 4
- BIOL 355/356 Ecology and Evolution with Lab ..................................................... 4
- BIOL 456/457 Advanced Evolution and Ecology with Lab ..................................... 4
- BIOL 497 Field Study ................................................. 1-3
- BUS 440 Business and the Environment ..... 3
- *CHMY 121/122 Introduction to General Chemistry with Lab ................................ 4
- CHMY 123 Introduction to Organic and Biochemistry ....................................... 3
- CHMY 141/142 College Chemistry I with Lab ................................................. 4
- ECNS 435 Energy and Natural Resource Economics ........................................... 3
- ENGL 326 Creative Non-Fiction ..................... 3
- ERTH 202 Montana’s Geological Environment ................................................... 3
- ERTH 303 Weather and Climate ..................... 4
- ERTH 400 Geomorphology and Quaternary Geology ........................................... 3
- EVST 492 Seminar Topics (various, check semester schedule) .............................. 1-6
- EVST 495 Environmental Studies Research ................................................. 1-4
- EVST/HON 492 Seminar Topics (various, check semester schedule) ......................... 1-6
- *GEO 101/102 Introduction to Physical Geography with Lab ................................ 4
- *GEO 211/212 Earth History and Evolution with Lab ........................................ 4
- *GEO 309 Sedimentation and Stratigraphy ....................................................... 3
- *GEO 315 Structural Geology ................................................................. 3
- *GPHY 111/112 Introduction to Physical Geography with Lab ................................ 4
- *GPHY 222 Introduction to Economic Geography .................................................. 3
- *GPHY 347 Regional Geography (Multiple Regions) ................................................. 3
- GPHY 380 Principles of GIS ................................................................. 3
- HSTA 464 Trans-Mississippi West .......... 3
- HSTR 336 Modern Latin America .......... 3
- NAMS 303/LIT 305 Literature of the American Indian ........................................ 3
- NAMS 351 Native Americans and the Environment ................................................ 3
- NAMS/PHIL 413 Native American Philosophies and Religions .................................. 3
- NAMS/ART 439 Survey of American Indian Art .................................................... 3
- *PHYS 101/102 Earth, Air, Fire and Water with Lab ........................................... 4
- *PHYS 110/111 College Physics I with Lab ................................................. 4
- *PHYS 201/203 Introduction to Astronomy with Lab ........................................... 4
- SOCI 355 Social Demography and Population Studies ........................................... 3
- SOCI 380 Sociology of Health and Medicine .......... 3
- SOCI 461 Urban Society and Human Ecology ................................................... 4
- SOCI 470 Environmental Sociology ................................................................. 4
- Other options, such as 492 Seminars, must be approved by the Chairperson of Sociology, Political Science, Native American Studies and Environmental Studies.
LANGUAGE REQUIREMENT ...........................8
In Bachelor of Arts degrees requiring foreign language, the language requirement is satisfied by demonstrating proficiency in a language other than English equivalent to satisfactory completion of two semesters of college-level work in that language. Many students use Foreign Language credits to complete this requirement; however, options are available for students fluent in Native American Languages.

OPEN ELECTIVES .................................26-28
Any other college-level credits. Can be dedicated toward Minor Field of Study, areas of career interest, and/or necessary prerequisite courses. A minor area of study is not required, but strongly encouraged.

TOTAL MINIMUM CREDITS REQUIRED FOR DEGREE .................................120

*May satisfy Academic Foundations requirements.

Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.

Minor in Environmental Studies

<table>
<thead>
<tr>
<th>Credits</th>
<th>Required Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>One</strong> of the following Biology courses with a lab:</td>
</tr>
<tr>
<td></td>
<td>*BIOL 101 Survey of Biology .................................3</td>
</tr>
<tr>
<td></td>
<td>*BIOL 115 Survey of Biology Lab ..........................1</td>
</tr>
<tr>
<td></td>
<td>*BIOL 178 Principles of Biology .............................3</td>
</tr>
<tr>
<td></td>
<td>*BIOL 188 Principles of Biology Lab ........................1</td>
</tr>
<tr>
<td></td>
<td><strong>All</strong> of the following courses:</td>
</tr>
<tr>
<td></td>
<td>BIOL 202 Introduction to Environmental Ecology ....3</td>
</tr>
<tr>
<td></td>
<td>EVST 230 Introduction to Environmental Studies ....3</td>
</tr>
<tr>
<td></td>
<td>EVST 360 Environmental Impact and Policy Analysis ..........................3</td>
</tr>
<tr>
<td></td>
<td>*GPHY 121 Human Geography ..................................3</td>
</tr>
<tr>
<td></td>
<td>HSTA 470 American Environmental History ........3</td>
</tr>
<tr>
<td></td>
<td>PHIL 311 Environmental Ethics .................................3</td>
</tr>
<tr>
<td></td>
<td><strong>Total minimum credits required for minor</strong> ........22</td>
</tr>
</tbody>
</table>

*May satisfy Academic Foundations requirements.

Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.
The College of Business

Dr. Gary Young, Dean  
McD 300, (406) 657-2326  
gyoung@msubillings.edu

Undergraduate Degree and Options

Bachelor of Science in Business Administration (BSBA) major in Business Administration with options in Accounting, Finance, Information Systems, Management, Marketing, and Online General Business


Teaching Minor:  Economics

Vision Statement
We are committed to access and excellence as we strive to be recognized as a premier College of Business in the region.

Mission Statement
We are a public, comprehensive, regional university dedicated to developing business professionals by offering a quality undergraduate business administration degree that integrates theory and practical experience.  We value excellent instruction and emphasize student educational growth through close interactions between students and faculty.  We emphasize basic business disciplines, and focus on developing competencies in communication, critical and creative thinking, quantitative skills, and the effective use of information technology.  We foster understanding of ethical practices and the significance of globalization to enable our students to compete regionally and nationally in a dynamic, global environment.

Our faculty engage in a range of scholarship that emphasizes management practice and also contributes to pedagogy and the development of business disciplines.  Further, our faculty is committed to service that supports the university and strengthens the bond of the university with the community.

Career Preparation
The development of management and administrative personnel for business, government, and other organizations is the primary goal of the business administration degree.  Business programs at MSU Billings provide a foundation of study in the arts and sciences combined with professional business training preparing graduates for numerous career paths and leadership roles in business.

Development of the student’s knowledge of the traditional and functional areas of business, the behavioral and social sciences, the management sciences, and the systems approach to problem solving, is of key importance to these programs.  Integrated throughout this part of the program is an emphasis on developing the ability to make effective operational and administrative decisions.

Additionally, intensive study in a chosen area of concentration provides the student with the in-depth experience necessary for an understanding of the global economic and social systems and their relationships to the individual and the organization.

Each program is designed to provide the undergraduate student with the background to effectively participate in business, industry, government, education, and other organizations and institutions which require a high degree of management and administrative competence.  The programs also provide the basic undergraduate education required for admission to graduate study in professional fields such as management, law, urban planning, health administration, etc.  An advisor will assist students with information about business degrees and degree planning.

Advising Information
All new, transfer and readmitted students are encouraged to visit the Advising Center on McMullen Hall first floor west to meet with an academic advisor.  New students will receive information regarding Academic Foundations requirements and advising worksheets related to their major and minor programs.  Transfer and readmitted students will work with an advisor to complete a transcript evaluation and select courses for the upcoming semester.
Beginning at the sophomore level, students who have declared business as their major are assigned a COB faculty advisor, based on their option. The faculty advisor is available to assist with the selection of courses, clarify course and degree requirements, monitor student progress toward degree completion, and provide other general academic assistance, including information about career opportunities.

Students are ultimately responsible for meeting regularly with an advisor and for successfully completing degree requirements.

**Student Services Office**

Business majors and other students taking business courses utilize the Student Services Office to obtain information and assistance on College of Business courses, programs, registration, and support services.

**Coordination of Internships**

Internships provide COB students with the opportunity to gain valuable business work experience as it relates to their option. The COB Internship coordinator, together with the University Cooperative Education specialist, work with students to ensure a quality educational experience. Specific information about applying for an internship is available at the cooperative education web site.

**Assessment Testing**

All first-time students and transfer students who have not completed their general education requirements in English or Mathematics must take the COMPASS Placement test. Results of the COMPASS Placement tests along with ACT and/or SAT scores are used to place students into the most appropriate Math and English courses. The Compass Placement tests are administered during Student Orientation. For further information, contact the Advising Center (406-657-2240 or 406-247-3020).

All College of Business students are required to take a comprehensive test in Microsoft Word, Excel, and PowerPoint.

**Accounting Help Lab**

An Accounting Help Lab is available to assist students in most accounting courses. The lab is open approximately six hours per week during the fall and spring semesters and is located in the College of Business. The lab is coordinated by the accounting faculty and staffed by upper level accounting students. Solution manuals are available for students to check their homework. Students receive one-on-one help with homework and accounting theory.

**Support Services**

Campus-wide academic support services are available at the Academic Support Center adjacent to McMullen Hall. These services include a learning lab, English, math and tutoring services. More information is available at their web site (www.msubillings.edu/asc/).

**College of Business Committees**

Students are actively involved in the policy making and governance of the College of Business. Many College committees have a combined student and faculty membership, and there are numerous opportunities for student involvement.

**Business Advisory Board**

The College of Business has a Business Advisory Board that meets semiannually to provide counsel and guidance to faculty and administration of the College.

Specific functions of the Board include assisting the College to: prepare and update strategic plans, provide professional development activities for faculty, increase the effectiveness of student placement activities, and keep COB programs attuned to the needs of the business community.

**Student Advisory Board**

The Student Advisory Board works directly with the Department Chair and the Dean on student and college matters. Students are encouraged to take advantage of this opportunity to participate in and contribute to the College.

**Grade Requirements in Required Business Core, Pre-Admission, and Option Courses**

All courses counting toward fulfillment of Required Business Core, Pre-Admission and Option Requirements must be a grade of “C-” or better.
General Requirements for Baccalaureate Degree Programs in Business Administration

Credits

Academic Foundations Requirements .......... 37
The following Academic Foundation courses also satisfy requirements in the major: ECNS 201, WRIT 220, M 143 (or M 171), and STAT 216. Students should consult with an academic advisor before registering for Academic Foundation courses in order to maximize the number of elective credits allowed in the degree.

Quantitative Methods
*M 143 Finite Mathematics ......................... 4
*STAT 216 Introduction to Statistics .............. 4
Total credit required .................................. 8

Required Business Core
ACTG 201 Principles of Financial Accounting .... 3
ACTG 202 Principles of Managerial Accounting ... 3
BUS 205 Business Law I .................................. 3
BUS 315 Applied Business Decisions ............... 3
*ECNS 201 Principles of Microeconomics ............ 3
*ECNS 202 Principles of Macroeconomics .......... 3
FIN 351 Principles of Financial Management ...... 3
MGMT 321 Principles of Management ............... 3
MGMT 322 Operations Management .................. 3
MGMT 488 Business Strategy ......................... 3
MIS 330 Principles of Management Information Systems ........................................ 3
MKT 340 Principles of Marketing ..................... 3
*WRIT 220 Business & Professional Writing ....... 3
Total credits required .................................. 39

Option Requirements
(see listing by area) ........................................... 30-37

Total credits required for major .................... 66-80

Unrestricted Electives ................................. 6-14

Total minimum credits required for degree ...... 120

*May satisfy Academic Foundations requirements.

Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.

Requirements for Admission to Upper Division Classes
Students admitted to most 300- and 400- level courses in Business Administration degree programs must complete the preparatory courses listed below. Course requirements and proper sequencing are outlined by each department as typical plans of study. Students must consult with their advisors when selecting electives. All courses listed must be completed before students are allowed to take upper-division courses.

Pre-Admission Requirements^*
All Business Administration majors must pass each of the following courses with a grade of “C-” or better:
*M 143 Finite Mathematics .......................... 4
*STAT 216 Introduction to Statistics .............. 4
*WRIT 101 College Writing I ......................... 3
ACTG 201 Principles of Financial Accounting .... 3
ACTG 202 Principles of Managerial Accounting ... 3
*ECNS 201 Principles of Microeconomics .......... 3
*ECNS 202 Principles of Macroeconomics .......... 3

*May satisfy Academic Foundations requirements.

^Competency in the computer applications Word, Excel and PowerPoint must be demonstrated. This may be done by:

- Earning a passing score on the COB Productivity Application Software Proficiency Exam.
- Earning a “C-” or better in CAPP 131 Basic MS Office or a similar course from another institution.

Accounting Option
The following accounting courses are exempt from the pre-admission requirements and may be taken in the second year of study, provided students have completed the necessary accounting prerequisites:
ACTG 301 Intermediate Accounting I ............. 3
ACTG 302 Intermediate Accounting II ............ 3
ACTG 303 Intermediate Accounting III and Theory ................................................. 3
ACTG 410 Cost/Management Accounting I ....... 3
ACTG 415 Governmental and Not-For-Profit Accounting ........................................... 3

Credits from Two Year Institutions
Credits earned in business courses taught at junior colleges may not be used to satisfy upper division
requirements, but some might count as electives toward graduation. Check with the College of Business Student Services Office.

Credits Earned Outside the College of Business
Students must earn at least 54 credits in courses outside the College of Business. This means that students will need to take many or all of their electives in non-business courses if they intend to graduate with the minimum 120 credits. Another option is to take additional coursework beyond the 120 credit minimum.
The Department of Business Academic Programs

Mr. Michael Campbell,
Chairperson
McD 304B, (406) 657-1651
mcampbell@msubillings.edu

The Department of Business Academic Programs consists of the following options: Accounting, Finance, Information Systems, Management, Marketing and an online option in General Business.

Director of Student Services: Mr. Michael Campbell

Professors: Brown, Campbell, A. Heiat, N. Heiat, McNally, Steerey
Associate Professors: Harris, Larsen, Sah, Wilkinson
Assistant Professors: Adair, Johnson, Leonard, Otjen, Wheeling
Adjunct Faculty: Amundson, Fazel, Gurney, Holman

Bachelor of Science in Business Administration with options in:
• Accounting
• Information Systems
• Finance
• Management
• Marketing
• Online General Business

Minors
Accounting, Business Administration, Business Geographic Information Systems, Finance, Information Systems, Marketing

Teaching Minor: Economics

Accounting Option
Accounting is a system for measuring, processing, and communicating information useful in making economic decisions. Accounting, in different forms, has existed for many years, but significant changes have occurred in the past several decades and have created greater information needs for managers. In keeping pace with these changes and increased demands for information, the need for accountants has increased in recent years, thus resulting in excellent opportunities for graduates.

The MSU Billings accounting program prepares students to sit for and pass the Certified Public Accountant Examination (CPA Exam). Requirements to sit for the CPA Exam in Montana include successful completion of 24 credits of upper division accounting courses and 24 credits of other business courses, e.g., courses in management, marketing, finance, management information systems, economics, communications and ethics. After passing the CPA Exam individuals must meet an experience requirement, possess a bachelor’s degree and have earned at least 150 semester credits of college courses in order to be licensed as a Certified Public Accountant in Montana. The additional 30 credits beyond the 120 credits required for a bachelor’s degree may be in any area. Transfer students and students who have changed majors often have 150 credits by the time they complete their accounting and other business courses. Due to potential changes in laws and regulations regarding licensing as a CPA, students should be sure to consult with their accounting advisor or any accounting faculty member in planning their course schedules.

Finance Option
The Finance Option is designed to give students an understanding of the financial markets and their relation to banking and investments as well as to acquaint students with the concepts and methods relevant to financial analysis and management. Employment opportunities include careers in corporate financial management, financial institution management, or investment portfolio management.

Information Systems Option
The Information Systems Option offers students the opportunity to concentrate on modern information resource management. The Information Systems Option closely follows the Model Curriculum for Computer Information Systems designed by the Data Processing Management Association.

The computer revolution of today will have an even greater impact on business and society than the industrial revolution of the nineteenth century. Advancing computer technology provides ever more complex hardware and software necessary to process information, but to utilize it effectively business needs knowledgeable individuals to analyze, design, and implement information management systems to meet the needs and demands of the rapidly changing business environment.
The Information Systems Option is designed for the application users of computer and other technologies, rather than the developer of software and hardware technology. Information Systems students are concerned with computer information systems and data processing, systems analysis and design, and web development. Graduates are employed as application programmers, systems analysts, database administrators, web designers and developers, end-user support personnel and MIS consultants. Our objective is to prepare students in the technical aspects of computer systems, in the applications areas in which they will work, and in the broad aspects of business so that they can both move into other areas of management and undertake the continuing education so necessary to such a dynamic field.

Students choosing the Information Systems Option may emphasize in either web development or general IS skills directed toward business applications. Students with specific interest in programming should consider computer science courses offered by the Department of Mathematics or the College of Technology.

Management Option
The Management Option is designed for students seeking management careers in a variety of both public and private organizations. The curriculum focuses on the development and application of analytical and ethical decision-making skills in solving practical problems.

The program emphasizes integration of a broad set of skills and abilities. Students in management receive a well-rounded exposure to accounting, business law, economics, finance, marketing, and computer applications. Management students are also taught management-specific topics relating to issues such as the structural design of organizations, the creation of a competitive business strategy, project management, the effect of human relation factors on organizational performance, and effective performance measurement and control. Students also are given opportunities to study and practice leadership, motivation, and team building and to become skilled writers and speakers through various classroom activities and projects.

Current job opportunities are broad, with graduates finding employment in private firms, nonprofit organizations, and government. Some students start their own businesses, while others gain employment in small entrepreneurial firms, mid-size companies, and large corporations.

Marketing Option
The Marketing Option prepares students to succeed in an integrated business environment with a focus on meeting the needs of the customer. Marketing option graduates are prepared for a position such as marketing manager, sales manager, account manager, marketing representative, professional salesperson, or advertising staff. Students completing this option will understand strategic marketing planning, the marketing mix, market research fundamentals, customer relationship management, and the financial implications of marketing within firms. The integrated sequence of courses enables students to obtain a broad education in marketing decision-making.

Online General Business Option
The Online General Business Option is designed for students who wish to complete a degree in business in a totally online environment. All courses required for this degree are offered in an online format. Students completing this option receive a well-rounded exposure to accounting, business law, economics, finance, marketing, and computer applications. For more information, please contact Gary Amundson (406-657-1610 or gamundson@msubillings.edu), Coordinator for the Online General Business Option.
## Common Course Numbering Changes

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Bachelor of Science in Business Administration  
Major in Business Administration  
Accounting Option

**Credits**

**Academic Foundations Requirements** ................................................... 37

Four of the following Academic Foundations courses also satisfy requirements in this option: WRIT 101, WRIT 220, ECNS 201, ECNS 202, STAT 216, and M 143. Students should consult with an academic advisor before registering for Academic Foundations courses in order to maximize the number of elective credits allowed in the degree.

**Quantitative Methods (see page 236)** ....................................................... 8

**Required Business Core (see page 236)** .................................................. 39

**Accounting Option Requirements** .......................................................... 30

ACTG 301 Intermediate Accounting I ........................................................ 3
ACTG 302 Intermediate Accounting II ....................................................... 3
ACTG 303 Intermediate Accounting III and Theory .................................... 3
ACTG 321 Accounting Information Systems I ............................................. 3
ACTG 401 Principles of Federal Taxation-Individuals ............................... 3
ACTG 410 Cost/Management Accounting I ................................................ 3
ACTG 411 Auditing I ................................................................................. 3
ACTG 415 Governmental and Not-for-Profit Accounting ........................... 3
ACTG 436 Advanced Accounting .............................................................. 3
BUS 405 Business Law II ........................................................................... 3

**Restricted Elective** .................................................................................. 3

Select one course from the following:
ACTG 402 Advanced Income Tax .............................................................. 3
ACTG 412 Auditing II ............................................................................... 3

**Option Requirements Total** .................................................................... 33

**Total credits required for major** ............................................................ 80

**Electives** ........................................................................................... V 3-15

The number of courses a student elects to take that fulfill both Academic Foundations requirements and the major requirements will determine the total number of elective credits required for the degree. Electives should be chosen in consultation with an academic advisor.

**Total minimum credits required for degree** ........................................... 120

Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.

---

**SUGGESTED PLAN OF STUDY**

**B.S. in Business Administration**

**Accounting Option**

Due to course schedule changes and staff assignments, students may not be able to follow the plan exactly. Students should consult with their advisors to plan classes before registering each term.

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Bachelor of Science in Business Administration
Major in Business Administration
Information Systems Option

Credits

Academic Foundations Requirements ................................................... 37
Four of the following Academic Foundations courses also satisfy requirements in this option: WRIT 101, WRIT 220, ECNS 201, ECNS 202, STAT 216, and M 143. Students should consult with an academic advisor before registering for Academic Foundations courses in order to maximize the number of elective credits allowed in the degree.

Pre-Admission Requirements (page 236) ............................................... 23

Required Business Core (page 236) ........................................................ 27

Information Systems Option Requirements........................................... 21
MIS 244 Operating Systems, Algorithms, Data Structures and Hardware.... 3
MIS 245 Introduction to Programming.................................................. 3
MIS 310 Web Design, Development and Implementation ..................... 3
MIS 352 Microcomputer Database Design and Implementation............. 3
MIS 365 Database Management ......................................................... 3
MIS 410 Systems Analysis and Design ................................................. 3
MIS 424 Information Resource Management ....................................... 3

Restricted Electives ............................................................................. 9-16
Choose one of the two following tracks:

Web Design and Development............................................................. 16
ART 151 Two-Dimensional Design ................................................... 3
ART 255 Introduction to Photoshop ................................................... 4
MIS 461 Interactive Web Development .............................................. 3
MIS 462 Advanced Web Development .............................................. 3
MIS 463 Server Side Scripting ............................................................ 3

OR
IS Generalist
Choose three advanced MIS classes .................................................... 9

Total credits for Option..................................................................... 30-37

Total credits required for major ...................................................... 80-87

Electives............................................................................................ 0-15
The number of courses a student elects to take that fulfill both Academic Foundations requirements and the major requirements will determine the total number of elective credits required for the degree. Electives should be chosen in consultation with an academic advisor.

Total minimum credits required for degree...................................... 120

Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.

SUGGESTED PLAN OF STUDY
B.S. in Business Administration
Information Systems Option

Due to course schedule changes and staff assignments, students may not be able to follow the plan exactly. Students should consult with their advisors to plan classes before registering each term.

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Bachelor of Science in Business Administration
Major in Business Administration
Finance Option

Credits

Academic Foundations Requirements ................................................... 37
Four of the following Academic Foundations courses also satisfy requirements in this option: WRIT 101, WRIT 220, ECNS 201, ECNS 202, STAT 216, and M 143. Students should consult with an academic advisor before registering for Academic Foundations courses in order to maximize the number of elective credits allowed in the degree.

Quantitative Methods (see page 236) ....................................................... 8

Required Business Core (see page 236) .................................................. 39

Finance Option Requirements ............................................................... 21
ECNS 300 Intermediate Microeconomics ................................................... 3
ECNS 302 Intermediate Macroeconomics ................................................... 3
ECNS 313 Money and Banking .................................................................. 3
ECNS 403 Introduction to Econometrics .................................................... 3
FIN 316 Quantitative Methods in Business and Economics ......................... 3
FIN 451 Investments .................................................................................. 3
FIN 453 Intermediate Financial Management ........................................... 3

Restricted Electives .................................................................................. 9
Select three courses from the following
BUS 490 Internship (limit 3 cr.) .................................................................. 3
ECNS 314 International Economics
OR
MGMT 456 International Business .......................................................... 3
ECNS 457 Economics of Organizations ..................................................... 3
ECNS 490 Undergraduate Research ........................................................... 3
FIN 452 Futures and Options ................................................................. 3
FIN 491 Independent Study ........................................................................ 3
FIN 492 Seminar (limit 2-6 cr.) ................................................................. 3

Option Requirements Total .................................................................... 30

Total credits required for major ............................................................ 77

Electives ........................................................................................... V 4-14
The number of courses a student elects to take that fulfill both the Academic Foundations requirements and the major requirements will determine the total number of elective credits required for the degree. Electives should be chosen in consultation with an academic advisor.

Total minimum credits required for degree........................................... 120

*SUGGESTED PLAN OF STUDY*

**B.S. in Business Administration Finance Option**

Due to course schedule changes and staff assignments, students may not be able to follow the plan exactly. Students should consult with their advisors to plan classes before registering each term.

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*May satisfy Academic Foundations requirements.
Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.*

243
Bachelor of Science in Business Administration
Major in Business Administration Management Option

Credits

**Academic Foundations Requirements** .......................................................... 37
Four of the following Academic Foundations courses also satisfy requirements in this option: WRIT 101, WRIT 220, ECNS 201, ECNS 202, STAT 216, and M 143. Students should consult with an academic advisor before registering for Academic Foundations courses in order to maximize the number of elective credits allowed in the degree.

Pre-Admission Requirements (page 236) .................................................... 26

Required Business Core (page 236) ........................................................ 24

Management Option Requirements .......................................................... 21
MGMT 353 Organizational Behavior ............................................................. 3
MGMT 422 Project Management ................................................................. 3
MGMT 438 Small Business and Entrepreneurship ....................................... 3
MGMT 452 Human Resource Management ............................................... 3
MGMT 456 International Business ............................................................. 3
MKT 344 Professional Selling ..................................................................... 3
MKT 448 Market Research .......................................................................... 3

Restricted Electives .................................................................................... 9
Select 3 courses from following:
ACTG 410 Cost/Management Accounting I ................................................ 3
BUS 440 Business and the Environment ..................................................... 3
BUS 450 Business and Society .................................................................. 3
BUS 490 Internship .................................................................................. 3
ECNS 403 Introduction to Econometrics .................................................... 3
ECNS 457 Economics of Organizations .................................................... 3
FIN 453 Intermediate Financial Management ......................................... 3
MGMT 491 Independent Study ................................................................ 3
MGMT 492 Seminar ................................................................................ 3
MIS 310 Web Design, Development and Implementation ...................... 3
MIS 330 Principles of Management Information Systems ..................... 3
MKT 341 Consumer Behavior .................................................................. 3
MKT 343 Integrated Marketing Communications .................................... 3
MKT 365 e-Commerce ........................................................................... 3
MKT 460 International Marketing ............................................................. 3
MKT 475 Services Marketing/Management ............................................. 3

Total credits required for major ............................................................... 80

Electives ..................................................................................................... V 6-16

Total minimum credits required for degree ........................................... 120

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**SUGGESTED PLAN OF STUDY**

**B.S. in Business Administration Management Option**
Due to course schedule changes and staff assignments, students may not be able to follow the plan exactly. Students should consult with their advisors to plan classes before registering each term.

<table>
<thead>
<tr>
<th>First Year</th>
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<tbody>
<tr>
<td>WRIT 101</td>
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<tr>
<td>ECNS 201</td>
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<td>ECNS 202</td>
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<td>M 143</td>
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<td>STAT 216</td>
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<td>BUS 205</td>
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<td>MGMT 321</td>
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<td>MGMT 438</td>
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<td>MGMT 422</td>
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<td>MGMT 488</td>
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<td>MGMT 488</td>
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<tr>
<td>Restricted Electives</td>
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<td><strong>Total</strong></td>
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</table>

Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.
Requirements – Double Option in Management and Marketing

NOTE: Students seeking to complete options in both Marketing and Management must complete the following in addition to fulfilling the Academic Foundations requirements and Business Core requirements:

1. Management Option Requirements
2. Marketing Option Requirements
3. Three courses from the Restricted Elective courses in the Management option
4. Three different courses from the Restricted Elective courses in the Marketing option

In most cases, this will result in five additional courses beyond that required for either a BSBA Management Option or a BSBA Marketing Option.

Bachelor of Science in Business Administration
Major in Business Administration
Marketing Option

Academic Foundations Requirements ................................................... 37

Four of the following Academic Foundations courses also satisfy requirements in the major: WRIT 101, WRIT 220, ECNS 201, ECNS 202, STAT 216, and M 143. Students should consult with an academic advisor before registering for Academic Foundations courses in order to maximize the number of elective credits allowed in the degree.

Pre-Admission Requirements (page 236)............................................... 23

Required Business Core (page 236)........................................................ 27

Marketing Option Requirements ........................................................... 21

MGMT 353 Organizational Behavior.......................................................... 3
MGMT 438 Small Business and Entrepreneurship ...................................... 3
MGMT 456 International Business ............................................................. 3
MKT 341 Consumer Behavior .................................................................... 3
MKT 344 Professional Selling .................................................................... 3
MKT 448 Market Research ......................................................................... 3
MKT 449 Strategic Marketing Management ................................................. 3

Restricted Electives .................................................................................. 9

Select 2 or 3 courses from the following................................................. 6-9
BUS 490 Internship .................................................................................... 3
MKT 343 Integrated Marketing Communications .................................... 3
MKT 365 e-Commerce .............................................................................. 3
MKT 443 Applied Marketing Communications ..................................... 3
MKT 460 International Marketing ........................................................... 3
MKT 470 Supply Chain Management ......................................................... 3
MKT 475 Service Marketing/Management .............................................. 3
MKT 480 National Advertising Campaign .............................................. 3

Continued...
MKT 491 Independent Study ................................................................. 3
MKT 492 Seminar ................................................................. 3

Select none or 1 course from the following ................................. 0-3
ECNS 403 Introduction to Econometrics ............................................. 3
MGMT 422 Project Management ...................................................... 3
MGMT 452 Human Resource Management ........................................ 3
MIS 310 Web Design, Development and Implementation .................... 3
MIS 352 Microcomputer Database Design and Implementation .............. 3

Option Requirements Total ..................................................... 30

Total credits required for major ............................................... 80

Electives .................................................................................. V 6-16
The total number of courses a student elects to take that fulfill both the Academic Foundations requirements and the major requirements will determine the total number of elective credits required for the degree. Electives should be chosen in consultation with an academic advisor.

Total minimum credits required for degree ................................ 120

Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.
Bachelor of Science in Business Administration

Major in Business Administration

Online General Business Option

Credits

Academic Foundations Requirements ................................................... 37

Four of the following Academic Foundations courses also satisfy requirements in this option: WRIT 101, WRIT 220, ECNS 201, ECNS 202, STAT 216, and M 143. Students should consult with an academic advisor before registering for Academic Foundations courses in order to maximize the number of elective credits allowed in the degree.

Pre-Admission Requirements ................................................................. 23

ACTG 201 Principles of Financial Accounting ........................................... 3
ACTG 202 Principles of Managerial Accounting ........................................ 3
*ECNS 201 Principles of Microeconomics ................................................. 3
*ECNS 202 Principles of Macroeconomics ................................................. 3
*M 143 Finite Mathematics ........................................................................ 4
STAT 216 Introduction to Statistics ............................................................ 4
*WRIT 101 College Writing I .................................................................... 3

Required Business Core (see page 236) .................................................. 27

BUS 205 Business Law I ............................................................................ 3
BUS 347 Integrated Business Cases and Simulation................................. 3
BUS 485 Capstone ..................................................................................... 3
FIN 351 Principles of Financial Management.............................................. 3
MGMT 321 Principles of Management ....................................................... 3
MGMT 322 Operations Management.......................................................... 3
MIS 330 Principles of Management Information Systems ........................... 3
MKT 340 Principles of Marketing .............................................................. 3
*WRIT 220 Business & Professional Writing ............................................. 3

Online General Business Option ............................................................ 30

BUS 440 Business and the Environment ………………………………………… 3
FIN 316 Quantitative Methods in Business and Economics ........................ 3
FIN 352 Money and Banking .................................................................... 3
MGMT 422 Project Management .............................................................. 3
MGMT 439 Entrepreneurship ................................................................... 3
MIS 310 Web Design, Development and Implementation .......................... 3
MIS 352 Microcomputer Database Design & Implementation ..................... 3
MKT 341 Consumer Behavior ................................................................... 3
Restricted Electives (any 2 upper division business courses) ...................... 6

Total credits required for major ............................................................ 80

Electives ............................................................................................... 6-16

The total number of courses a student elects to take that fulfill both the Academic Foundations requirements and the major requirements will determine the total number of elective credits required for the degree. Electives should be chosen in consultation with an academic advisor.

Total minimum credits required for degree............................................. 120

SUGGESTED PLAN OF STUDY

B.S. in Business Administration

Online General Business

Due to course schedule changes and staff assignments, students may not be able to follow the plan exactly. Students should consult with their advisors to plan classes before registering each term.

- Summer

First Year F S X
WRIT 101 3
WRIT 220 3
ECNS 201 3
ECNS 202 3
M 143 4
Academic Foundations 9 6
Total 12 13 6

Second Year F S X
STAT 216 4
ACTG 201 3
ACTG 202 3
BUS 205 3
MIS 352 3
Academic Foundations 3 7
Electives 2
Total 12 13 6

Third Year F S X
FIN 316 3
FIN 351 3
MGMT 321 3
MGMT 322 3
BUS 347 3
MKF 340 3
MKF 341 3
MIS 330 3
MIS 310 3
Elective 3
Total 12 12 6

Fourth Year F S X
BUS 440 3
BUS 485 3
MGMT 439 3
FIN 352 3
MGMT 422 3
Restricted Electives 3 3
Electives 3 4
Total 12 12 4

*May satisfy Academic Foundations requirements.

Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.
Minor in Accounting
Intended for students who desire sufficient accounting knowledge to enable them to use effectively accounting information in making business and personal financial decisions.

**Required courses**
- ACTG 201 Principles of Financial Accounting ........ 3
- ACTG 202 Principles of Managerial Accounting .... 3
- ACTG 301 Intermediate Accounting I ................. 3
- ACTG 410 Cost/Management Accounting I ............ 3
- *ECNS 201 Principles of Microeconomics .......... 3
- MGMT 321 Principles of Management ................ 3
- Accounting Electives ..................................... 6

**Total credits required for minor .......................... 24**

*May satisfy Academic Foundations requirements.

Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.

Minor in Business Administration

**Credits**

**Required courses**
- ACTG 201 Principles of Financial Accounting ........ 3
- ACTG 202 Principles of Managerial Accounting .... 3
- *ECNS 201 Principles of Microeconomics .......... 3
- *ECNS 202 Principles of Macroeconomics .......... 3
- FIN 351 Principles of Financial Management ......... 3
- MGMT 321 Principles of Management ................ 3
- MIS 330 Principles of Management Information Systems .................. 3
- MKT 340 Principles of Marketing .................... 3
- Additional 300- and 400-level College of Business electives.......................... 6

**Total credits required for minor .......................... 30**

*May satisfy Academic Foundations requirements.

Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.

Minor in Business Geographic Information Systems

**Credits**

**Required courses**
- BUS 486 Advanced Business Geographics ............ 3
- GPHY 282 Mapping Techniques .......................... 3
- GPHY 380 Principles of GIS ............................ 3
- MIS 352 Microcomputer Database Design and Implementation ........................................ 3

**Total.................................................................... 12**

**Electives – Choose 8 credits from the following:**
- BUS 490 Internship ........................................ V
- GPHY 380 Principles of GIS .......................... 3
- GPHY 492 Independent Study ......................... V
- GPHY 494 Seminar/Workshop ......................... V
- GPHY 498 Internship .................................... V
- MIS 365 Database Management ....................... 3
- MIS 424 Information Resource Management .......... 3
- MIS 491 Independent Study ............................ V
- MIS 492 Seminar ......................................... V
- MKT 448 Market Research ................................ 3
- MKT 491 Independent Study ............................ V
- MKT 492 Seminar ......................................... V

**Total..................................................................... 20**

*May satisfy Academic Foundations requirements.

Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.

Minor in Finance

Intended for students with non-business majors who desire sufficient finance knowledge in order to make optimum business and personal investment decisions.

**Credits**

**Required courses**
- *ECNS 201 Principles of Microeconomics .......... 3
- *ECNS 202 Principles of Macroeconomics .......... 3
- FIN 316 Quantitative Methods in Business and Economics ........................................ 3
- FIN 351 Principles of Financial Management ....... 3
- FIN 352 Money and Banking ......................... 3
- FIN 451 Investments ..................................... 3
- FIN 453 Intermediate Financial Management ...... 3
- Finance Elective .......................................... 3

**Total credits required for minor .......................... 24**

*May satisfy Academic Foundations requirements.

Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.
Minor in Information Systems
Intended for students who desire sufficient information systems knowledge to enable them to use effectively information and computers to assist with making business and personal decisions.

**Credits**

**Required courses**
- ACTG 201 Principles of Financial Accounting .......... 3
- MGMT 321 Principles of Management .................... 3
- MIS 245 Introduction to Programming .................. 3
- MIS 310 Web Design, Development, and Implementation ............................................. 3
- MIS 330 Principles of Management Information Systems ............................................. 3
- MIS 352 Microcomputer Database Design and Implementation ............................................. 3
- Information Systems Electives ............................................. 6

**Total..................................................................... 24**

Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.

Minor in Marketing
The Marketing Minor is designed for the non-business major. A minor in marketing provides students in non-business majors the opportunity to learn how to market a product, service and/or their career.

**Credits**

**Required courses**
- ACTG 201 Principles of Financial Accounting .......... 3
- *ECNS 201 Principles of Microeconomics .............. 3
- MKT 340 Principles of Marketing .......................... 3
- MKT 341 Consumer Behavior .................................. 3
- MKT 344 Professional Selling .................................. 3
- MKT 448 Market Research ...................................... 3
- MKT 449 Strategic Marketing Management .............. 3
- MKT 470 Supply Chain Management ...................... 3
- MKT 475 Services Marketing/Management .............. 3
- MKT 480 National Advertising Campaign .............. 3
- MKT 492 Seminar ............................................. 1-3

**Total credits required for minor .........................24**

*May satisfy Academic Foundations requirements.

Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.

Teaching Minor in Economics
For students who are gaining teaching licensure in a content major, the following minor leads to endorsement. All students desiring licensure to teach are required to file an Application for Admission to the Teacher Education Program (see page 254).

**Credits**

**Required courses**
- *ECNS 201 Principles of Microeconomics .............. 3
- ^ECNS 202 Principles of Macroeconomics .............. 3
- ECNS 300 Intermediate Microeconomics ............... 3
- ECNS 302 Intermediate Macroeconomics .............. 3
- EDCI 312 Teaching Social Studies in the Middle and Secondary School ................................... 3
- GPHY 222 Introduction to Economic Geography .... 3

**Total..................................................................... 18**

Upper division electives in Economics selected in consultation with advisor ............................................. 6

**Total minimum credits required for minor ...........24**

^This course may meet Academic Foundations requirements for Secondary/K-12 majors. Please refer to limitations on Academic Foundations Requirements (see page 71).

*May satisfy Academic Foundations requirements.

Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.
The College of Education

Dr. Mary Susan E. Fishbaugh,  
Interim Dean  
COE 106, (406) 657-2285  
mfishbaugh@msubillings.edu

Advising Information
All new, transfer, and re-admitted students are encouraged to visit the Advising Center on McMullen Hall first floor west, to meet with an academic advisor. New students will receive information regarding Academic Foundations requirements and Plan of Study worksheets related to their major and minor programs. Transfer and readmitted students will work with an advisor to complete a transcript evaluation and to develop a Plan of Study. Students majoring in bachelor degree programs in the College of Education will be advised through the Advising Center until their sophomore year. At that time, students will be assigned a faculty member for advising.

Students pursuing a Bachelor of Science or a Bachelor of Arts with a secondary or K-12 teaching licensure option will be assigned a major advisor from the content area in the College of Arts and Sciences and a professional education advisor from the College of Education.

Undergraduate Degrees and Majors
The College of Education provides an array of undergraduate and graduate programs for educator preparation. Degree programs and specific courses are designed to ensure the comprehensive development of practitioners able to serve children in a variety of settings.

Bachelor of Science in Education with Teaching Majors in the following:
  - Broadfield Major in Elementary Education
  - Elementary Ed/Special Ed (P-12) Double Major
  - Secondary Ed/Special Ed (P-12) Double Major
  - Elementary Education/Reading (K-12) Double Major
  - Secondary Education/Reading (K-12) Double Major
  - Special Education and Reading majors are available to candidates completing an elementary broadfield major or a secondary teaching option.

Bachelor of Science or Bachelor of Arts Degree with Secondary or K-12 Teaching Licensure Option
MSU Billings no longer offers a Bachelor of Science in Education (BSED) degree. Students now receive either a Bachelor of Arts or Bachelor of Science in the content area with a secondary or K-12 Teaching Licensure Option. Students must earn a teaching major and teaching minor, a double major, or an extended major in order to complete degree and licensure requirements.

See Teacher Licensure Options for the following areas in the College of Arts & Sciences (see page 116)
  - Art (K-12)
  - Biology
  - Broadfield Science
  - Chemistry
  - English
  - Health & Physical Education (K-12)
  - History
  - Mathematics
  - Music (K-12)
  - Political Science
  - Social Science (Broadfield)*
  - Spanish (K-12)

* It is recommended that students interested in pursuing Social Sciences choose a major in history (licensure option) with a teaching minor in political science and apply for the social science (broadfield) licensure endorsement. This plan will expand employment potential. Please consult the College of Arts & Sciences for specific information (see page 116).

Teaching Minors
For students who are pursuing secondary or K-12 teacher licensure in a content major, the following minors lead to additional endorsement. A teaching minor, second major, or extended major is required for the teacher licensure.
  - Art (K-12)
  - Biology
  - Chemistry
  - Earth Science
  - Economics
  - English
  - Geography
  - Health and Physical Education (K-12)
  - History
Mathematics
Physics
Political Science
Psychology
Reading (K-12)
Sociology
Spanish (K-12)
Speech Communication
Theatre Arts

Minor (Area of Permissive Special Competency)
   Early Childhood Studies

Associate of Arts Degree Program of Study in:
   Education

Graduate

Degrees/Endorsements
Information on Graduate Programs offered by Montana State University Billings may be obtained by writing:
   Director, Graduate Studies
   Montana State University Billings
   1500 University Drive
   Billings, Montana 59101-0298
   (406) 657-2238
   email: gradstudies@msubillings.edu

Master of Education (M.Ed.) with Options in:
   Curriculum and Instruction K-8
   Early Childhood
   Educational Technology
   Interdisciplinary Studies
   Reading
   School Counseling
The Interdisciplinary Studies Option permits students to have the flexibility to design a program in collaboration with faculty advisor.

Master of Science in Special Education with Options in:
   Advanced Studies in Special Education
   Special Education Generalist

Certificate of Teaching and Learning Online

Supervisory Endorsements
   Supervisor of Reading
   Supervisor of Special Education

Academic Departments
The College of Education is comprised of the following academic department and a public service agency:
Department of Educational Theory and Practice
Montana Center on Disabilities

Accreditations and Affiliations
The educator preparation programs at Montana State University Billings are accredited by the National Council for the Accreditation of Teacher Education (NCATE) and the Montana Board of Public Education.

Mission Statement
The College of Education is dedicated to:
   • Preparing competent, caring and committed professionals for Montana’s schools;
   • Conducting socially significant research to improve the human condition;
   • Providing community service aimed at improving the quality of life experienced by Montanans; and
   • Providing graduate education designed for the continuing development of professionals.

Operating Principles
To successfully implement the University’s mission, the faculty and staff adhere to the following operating principles:
   • All people are entitled to educational programs committed to assisting each individual develop self-knowledge and to promote physical, social, mental, intellectual and spiritual health in a manner enhancing dignity and respect.
   • Educational programs enable students to think critically and analytically, make independent decisions, develop social consciousness and recognize the importance of making productive contributions to a multicultural society.
   • Educational programs are committed to the concept of equal opportunity.
   • Educators are committed to the ethical principles of the profession.
   • Teachers are facilitators of learning, able to assist and direct the natural learning processes of their students.
   • Professionals in education have the skills and understanding necessary to assist people from different cultures and those with disabling conditions.
   • Professional preparation programs are interdisciplinary in nature.
   • Professionals in education have a comprehensive foundation in the liberal arts.
• Professional preparation programs have sequential and increasingly intense supervised field experience to allow for the guided demonstration of clinical skills.
• Research conducted by the academic community searches for solutions to specific human problems.
• Faculty are actively engaged in community education programs to assist with the implementation of current, empirically validated practices.
• In support of lifelong learning by professionals in education, the faculty are committed to providing regular in-service education.

**Instructional Facilities and Special Partnerships**

**The Montana Center on Disabilities**
The Montana Center on Disabilities is a statewide disability outreach program of the College of Education. The Center is dedicated to developing resources that promote the inclusion of people with disabilities of all ages and cultural backgrounds into their communities. To meet this mission, the Center works with numerous university and community partners.

The Montana Center serves as a training and technical assistance resource to people with disabilities, families and numerous agencies throughout the state. The activities of the Center are funded by a variety of state and federal resources.

The staff of the Montana Center have professional skills related to disability in the areas of employment, rehabilitation counseling, transition, hearing conservation, community integration, prevention, collaboration, and learning strategies.

**Montana State University Cooperative Programs**
The Montana State University campuses at Billings and Bozeman have developed cooperative programs to better serve students who want to earn endorsements and degrees not offered through the authorized curricula on one or the other campus. For Bozeman, MSU Billings offers the special education endorsement program, the Master of Science in Special Education program, and a special education minor in the doctoral programs in curriculum and instruction, and educational leadership offered by MSU-Bozeman. For Billings, MSU-Bozeman offers the school administration endorsement for elementary education and secondary education, and the Master of Education in Educational Administration. Contact the Office of the Dean of Education at either campus for additional information.

**The Teacher Education Program**
The faculty of Montana State University Billings recognizes that the preparation of teachers is an all-University responsibility. Therefore, the various programs for the preparation of teachers represent a cooperative effort by the colleges and departments involved in teacher education.

All candidates from the University who wish to be recommended for the State of Montana Licensure must be formally admitted to the Teacher Education Program and meet all of the Teacher Education requirements.

The overall purpose of the Teacher Education Program is to develop competent teachers to meet the challenges of contemporary education. The faculty in the Teacher Education Program accepts the fact that teaching competence at every level requires steadily changing patterns and greater depths of preparation in order to meet the rising standards of study. Therefore, the faculty assumes responsibility for the selection and admission of those who wish to prepare to teach, for the advisement and retention of those admitted, and for the development of curricula designed for the preparation of educators.

Certain requirements are of major importance: (1) a broad background in Academic Foundations in the traditional liberal arts; (2) in-depth content preparation in specific teaching fields; (3) mastery of professional education knowledge, skills, and dispositions, and (4) demonstration of the competencies of the Initial Conceptual Framework.

In order to accomplish these objectives, the prospective teacher must acquire a scholarly mastery of the field to be taught and the ability to use methods of critical inquiry. This implies that prospective teachers acquire a superior fund of knowledge and enhanced scholarly ability in their respective academic disciplines. Moreover, prospective teachers must secure knowledge and understanding of the process of human development and behavior; competence in the techniques of instruction; knowledge of school organization and administration; an understanding of education as a social institution in historical and philosophical perspective; knowledge, understanding and experience in culturally diverse settings; and an ability to work with a diverse group of learners.
The Teacher Education Program includes not only a base of Academic Foundations and mastery of specific teaching fields, but also an in-depth education in the philosophical processes and organization of public education through a program of combined theory and direct experience.

Field-Based Experiences
The College of Education provides a number of supervised clinical and field-based experiences designed to prepare students to work effectively in the education professions. All field-based experiences are systematically designed and selected to provide students with opportunities to observe, plan and practice in a variety of community settings including schools and social service agencies. The major aim of these experiences is to apply execution of principles and theories from the professional knowledge base in supervised environments. Through a sequence of field-based experiences students develop skills that allow them to assume full responsibility as a beginning professional. Site and University personnel supervise clinical and field-based experiences.

All clinical and field-based experiences require a minimum of 45 contact hours per semester credit. In some degree programs, the contact hours may be greater than 45 hours per semester credit and students should clarify expectations with their faculty advisor prior to registration. Students may be required to purchase an insurance policy during the field experience. In some cases the school or agency provides insurance.

Student Teaching
The student teaching requirement is the culminating experience in the teacher education program at Montana State University Billings. Student teaching provides a guided teaching experience in a school setting on a fulltime basis. During the student teaching term, students concurrently participate in the Capstone seminars. For further information and basic policies regarding the student teaching experience students should meet with their faculty advisors and refer to the Guide for Student Teachers, Mentoring Teachers, and University Supervisors.

Internship
Field-based internships offer students the opportunity for enhanced experiences in school and community settings. Proposals for internships must be planned by students and their faculty advisor.

Application Process
In order to provide the highest quality field experience placements for students majoring in elementary or secondary education, deadlines have been set for accepting field placement applications. Field experience placements are the product of a number of elements including student needs, school district requests, and recommendations from faculty. To coordinate these elements in a timely fashion and meet all participants’ needs to the fullest extent possible, there must be sufficient lead-time. Application deadlines are posted throughout the College each semester. Students who plan to enroll for student teaching must have completed their required coursework prior to the term they plan to student teach.

Teacher Licensure Requirements
Specific teacher licensure requirements for the State of Montana have been established by the Office of Public Instruction. All licenses are endorsed by the State Superintendent of Public Instruction for the appropriate level(s) and area(s) of professional competence based upon the recommendation by the Licensure Official of the College of Education. Curriculum programs at MSU Billings prepare students for standard and professional licensure in elementary and secondary teaching and school counseling. Education students who take sufficient credits in a specific field, and meet all the endorsement requirements may receive an endorsement on their teaching license for the field of teaching upon recommendation of the Licensure Official of the College of Education.

Processing Procedures for Licensure and Endorsement
1. Direct all applications for licensure to the College of Education Licensure Officer.
2. All applications for areas of permissive special competency, teaching licensure, teaching endorsements, and supervisory endorsements must be reviewed and receive final approval by the Licensure Officer prior to institutional recommendation and final consideration by the State Licensure Office in Helena, Montana.
3. The same regulation applies to applicants seeking licensure outside the state of Montana.
Drug and Alcohol Course

Requirement
Chapter No. 396, Section 3, Montana Session Laws 1971 “All units of the Montana University System and all private colleges and universities in Montana that offer any degree in education shall require that any person who receives any degree in education from that unit, private college, or university must have successfully completed a course in health education to include drug and alcohol education and abuse prior to being awarded his or her degree.”

Indian Education for All (IEFA)
The State of Montana requires licensed personnel to have instruction pertaining to the history, traditions, customs, values, beliefs, ethics, and contemporary affairs of American Indians, particularly Indian tribal groups in Montana. While one three-credit course is a teacher education requirement, IEFA is infused throughout the program.

Teachers of Native American Studies
Licensed teachers with any endorsement may teach Native American Studies classes if they have 10 credits of Native American Studies courses. The following courses are recommended:

<table>
<thead>
<tr>
<th>Credits</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>NAMS 181 Introduction to Native American Studies</td>
</tr>
<tr>
<td>3</td>
<td>NAMS 200 Montana Tribal Groups</td>
</tr>
<tr>
<td>3</td>
<td>NAMS 211 Social Issues of the Native American</td>
</tr>
<tr>
<td>3</td>
<td>NAMS 303/LIT 305 Literature of the American Indian</td>
</tr>
<tr>
<td>3</td>
<td>NAMS 314/PS 376 The Indian and the Law</td>
</tr>
<tr>
<td>3</td>
<td>NAMS/PHIL 413 Native American Philosophies and Religion</td>
</tr>
<tr>
<td>3</td>
<td>NAMS/ART 439 Survey of American Indian Art</td>
</tr>
</tbody>
</table>

*May satisfy Academic Foundations requirements.

Admission to the Teacher Education Program
The Teacher Education Program at MSU Billings may be completed by students enrolled in the College of Education, the College of Arts and Sciences, or the College of Allied Health Professions.

All students desiring licensure to teach are required to file an Application for Admission to the Teacher Education Program. The application is completed during the term following the completion of a minimum of 45 semester hours of credit, or in the case of a transfer student, during the first term of residence above the sophomore level or the first term of graduate studies enrollment. Approved admission is necessary prior to registration for Professional Teacher Education courses at the 300 and 400 levels.

Admission to the Teacher Education Program requires the following:

1. Completion of a minimum of 45 semester credits with a minimum overall grade point average of 2.65 in all coursework completed.

2. All students must have completed the following Academic Foundations Requirements (see page 71) at MSU Billings, or from another regionally accredited institution of post secondary education, earning a minimum grade point average of 2.65 with a minimum grade of “C” in each course.

<table>
<thead>
<tr>
<th>Credits</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>COMT 101 Fundamentals of Communication</td>
</tr>
<tr>
<td>3</td>
<td>COMT 110 Interpersonal Communication</td>
</tr>
<tr>
<td>3</td>
<td>COMT 130 Introduction to Public Speaking</td>
</tr>
<tr>
<td>3</td>
<td>WRIT 101 College Writing I</td>
</tr>
</tbody>
</table>

*May satisfy Academic Foundations requirements.

3. A minimum grade of “C” and a combined GPA of 2.65 must be earned for the following courses in the Professional Education Core

<table>
<thead>
<tr>
<th>Credits</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>EDF 100 Education and Democracy</td>
</tr>
<tr>
<td>3</td>
<td>EDF 120 Society, Schools and Teachers</td>
</tr>
<tr>
<td>3</td>
<td>EDF 225 Human Development in Education</td>
</tr>
</tbody>
</table>
EDF 250 Educational Psychology ..................... 3
HHP 201 Core Concepts in Health ....................... 3
SPED 260 Introduction to Teaching Exceptional
Learners .................................................................. 3

4. Prior to assignment/placement in any field
experience, the student must provide a federal
background check, including finger printing, with
clear results. The documentation must be no older
than two (2) years. The candidate understands and
agrees that information submitted may need to be
shared with faculty and the school
district/organization, on a “need to know” basis, to
secure the candidate’s field experience
placement(s). Field experience placements include
sophomore practica, junior field experiences,
student teaching, and internships.

Teacher Education Program

Appeals
Candidates proposing a deviation from the Teacher
Education Program appeal to the College of Education
Teacher Education Program Appeals Committee.
Candidates should contact their faculty advisor for
assistance with this process. The Committee makes
recommendations to the Dean of the College of
Education, who has final decision-making authority.

Courses Restricted to Teacher

Education Program Admission
Formal admission to the Teacher Education program is
required for enrollment in the following courses:

CURRICULUM AND INSTRUCTION
EDCI 300 Curriculum Theory and Design
EDCI 301 Teaching Language Arts and Children’s
Literature
EDCI 302 Teaching Social Studies in the Elementary
School
EDCI 303 Teaching Mathematics in the Elementary
School
EDCI 304 Teaching Science in the Elementary School
EDCI 305 Teaching Art in the Elementary School
EDCI 306 Teaching Music in the Elementary School
EDCI 310 Curriculum and Instruction for Middle
School, High School, and K-12 Teachers
EDCI 312 Teaching Social Studies in the Middle
School and Secondary School
EDCI 313 Teaching Mathematics in the Middle and
Secondary School
EDCI 314 Teaching Science in the Middle and
Secondary School
EDCI 315 Teaching Art K-12
EDCI 316 Teaching Music K-12
EDCI 317 Teaching Speech and Drama in the Middle
and Secondary School
EDCI 319 Teaching Foreign Languages K-12
EDCI 385 Junior Field Experience
EDCI 424 Teaching English
EDCI 484 Student Teaching (K-12)
EDCI 485 Student Teaching (Elementary)
EDCI 486 Student Teaching (Secondary) Capstone
Seminar
EDCI 491 Independent Study
EDCI 493 Workshop
EDCI 494 Clinic

EDUCATIONAL FOUNDATIONS
EDF 450 Philosophical, Legal and Ethical Issues in
Education

READING
RD 310 Reading and Writing Across the Curriculum
RD 412/512 Emergent Literacy
RD 417 Diagnostic Teaching of Reading
RD 427 Literacy Development in Middle and
Secondary Schools

SPECIAL EDUCATION
SPED 400 Legal and Current Issues in Special
Education
SPED 405 Assessment of Students with Disabilities
SPED 415 Individualizing Curriculum (Preschool- 12th
grade)
SPED 420 Teaching Special Populations
SPED 484 Special Education Student Teaching
SPED 492 Seminar

Initial Conceptual Framework
The Initial Conceptual Framework represents the shared
vision of members of the faculty in collaboration with
members of the professional education community in
preparing undergraduate students to become educators
in P-12 schools. It provides direction for programs,
courses, teaching, candidate performance, scholarship,
service, and unit accountability. The Initial Conceptual
Framework is the foundation that describes MSU
Billings’ intellectual philosophy and expected
performance outcomes of graduates.

The Initial Conceptual Framework provides the basis
for coherence among curriculum, instruction, field
experiences, clinical practice, assessment, and
evaluation. It makes explicit collective professional
commitments, including the commitment to acquire and
use knowledge on behalf of P-12 students. It reflects
commitment to diversity and the preparation of
educators who help all students learn. Finally, the Initial Conceptual Framework provides a context for aligning national and state standards with the knowledge, skills and dispositions expected by the unit for educators.

Initial Conceptual Framework
Professional and Pedagogical Development

MSU Billings—INTASC Standards

STANDARD 1: CONTENT PEDAGOGY
The teacher understands the historical-legal-philosophical foundations of education, as well as the central concepts, tools of inquiry, and structures of the discipline he or she teaches. The teacher creates learning experiences that make these aspects of subject matter meaningful for students.

STANDARD 2: STUDENT DEVELOPMENT
The teacher understands how children learn and develop, and can provide learning opportunities that support a child’s intellectual, social, and personal development. MSU Billings teacher education candidates understand differences among groups of people and individuals. In the context of human similarity, candidates are aware of United States and global diversity, respect and value differences, recognize that students and their families may hold different perspectives and strive to meet individual student needs. (MSU Billings definition of diversity, 2001)

STANDARD 3: DIVERSE LEARNERS
The teacher understands how students differ in their approaches to learning and creates instructional opportunities that are adapted to diverse learners. Montana educators understand and teach with attention to the cultures of Montana Indian nations.

STANDARD 4: MULTIPLE INSTRUCTIONAL STRATEGIES
The teacher understands and uses a variety of instructional strategies to encourage student development of critical thinking, problem solving.

STANDARD 5: MOTIVATION AND MANAGEMENT
The teacher uses an understanding of individual and group motivation and behavior to create a learning environment that encourages positive social interaction, active engagement in learning, and self-motivation.

STANDARD 6: COMMUNICATION & TECHNOLOGY
The teacher uses knowledge of effective verbal, nonverbal, and media communication techniques to foster active inquiry, collaboration, and supportive interaction in the classroom.

STANDARD 7: PLANNING
The teacher plans instruction based upon knowledge of subject matter, students, the community, and curriculum goals.

STANDARD 8: ASSESSMENT
The teacher understands and uses formal and informal assessment strategies to evaluate and ensure the continuous intellectual, social, and physical development of the learner.

STANDARD 9: REFLECTIVE PRACTICE: PROFESSIONAL DEVELOPMENT
The teacher is a reflective practitioner who continually evaluates the effects of his or her choices and actions on others and who actively seeks out opportunities to grow professionally. MSU Billings teacher candidates demonstrate professional dispositions both on and off campus.

STANDARD 10: SCHOOL AND COMMUNITY INVOLVEMENT
The teacher fosters relationships with school colleagues, parents, and agencies in the larger community to support students’ learning and well-being.
The Department of Educational Theory and Practice
with programs in Elementary/Secondary Education, Special Education, Reading Education, Early Childhood Education, and School Counseling

Dr. Ken Miller, Chairperson
(406) 657-2315
kmiller@msubillings.edu

Professors: Barfield+, Davison+, Fishbaugh, Gregory, Hecimovic, Hobbs, Lord^, Metheny+, Miller, Nowlin, Rietz, Sexton, Yazak#
Associate Professor: McEnany, Streeter
Assistant Professor: Dell, Heikel, Klippenstein, Scarlett
University Lecturer: Allard, A. Christensen, Schwalbe
Professors Emeritus: Card, L. Christensen, Dunlop, Guilliland, Gruber, Heywood, Hopkins, LaCounte, Lauson, Lee, Peery, Schulz, Self, Warne, Waterman

^Joint Appointment with the Department of Health and Human Performance
+Joint Appointment with the College of Arts and Sciences
#Joint Appointment with the Department of Rehabilitation and Human Services

Mission
The Mission of the Department of Educational Theory and Practice is preparation of teachers who evidence the highest ideals of the teaching profession. This mission involves leading prospective teachers to examine the complex ways in which diverse disciplines interrelate and provide the foundations of all education. Study in the Department’s programs prepares professional educators for insightful, critical examination of the principles and practices that they encounter in their careers.

Offerings in the Department are based on the assumptions that teaching excellence depends upon: 1) celebration of the dignity of all individuals and cultural groups; 2) comprehensive understanding of subject matter; 3) a knowledge of human intellectual, physical, social, emotional, and spiritual development; and, 4) thoughtful, informed decisions about pedagogy.

Advising Information
Academic advising services for freshmen education majors are provided through the Advising Center on McMullen Hall first floor west. During the sophomore year, education majors will be assigned to a faculty advisor in their program for upper division advising. Advising files for upper division students are maintained within the department. Although advisors are available to assist students in designing their Plans of Study, students are ultimately responsible for meeting degree requirements.

Undergraduate Degrees and Majors
Bachelor of Science in Education with Teaching Majors in the following:
- Broadfield Major in Elementary Education
- Elementary Ed/Special Ed (P-12) Double Major
- Secondary Ed/Special Ed (P-12) Double Major
- Elementary Education/Reading (K-12) Double Major
- Secondary Education/Reading (K-12) Double Major

Special Education and Reading majors are available to candidates completing an elementary broadfield major or a secondary teaching option.

Bachelor of Science or Bachelor of Arts Degree with Secondary or K-12 Teaching Licensure Option
MSU Billings no longer offers a Bachelor of Science in Education (BSED) degree. Students now receive either a Bachelor of Arts or Bachelor of Science in the content area with a secondary or K-12 Teaching Licensure Option. Students must earn a teaching major and teaching minor, a double major, or an extended major in order to complete degree and licensure requirements.

See Teacher Licensure Options for the following areas in the College of Arts & Sciences (see page 116)
- Art (K-12)
- Biology
- Broadfield Science
- Chemistry
- English
Teaching Minors
For students who are pursuing secondary or K-12 teacher licensure in a content major, the following minors lead to additional endorsement. A teaching minor, second major, or extended major is required for the teacher licensure.

- Art (K-12)
- Biology
- Chemistry
- Earth Science
- Economics
- English
- Geography
- Health and Physical Education (K-12)
- History
- Mathematics
- Physics
- Political Science
- Psychology
- Reading (K-12)
- Sociology
- Spanish (K-12)
- Speech Communication
- Theatre Arts

Minor (Area of Permissive Special Competency)
Early Childhood Studies

Associate of Arts Degree Program of Study in:
- Education

Graduate

Degrees/Endorsements
Information on Graduate Programs offered by Montana State University Billings may be obtained by writing:
Director, Graduate Studies
Montana State University Billings
1500 University Drive

Billings, Montana 59101-0298
(406) 657-2238
email: gradstudies@msubillings.edu

Master of Education (M.Ed.) with Options in:
- Curriculum and Instruction K-8
- Early Childhood
- Educational Technology
- Interdisciplinary Studies
- Reading
- School Counseling

The Interdisciplinary Studies Option permits students to have the flexibility to design a program in collaboration with faculty advisor.

Master of Science in Special Education with Options in:
- Advanced Studies in Special Education
- Special Education Generalist

Certificate of Teaching and Learning Online

Supervisory Endorsements
- Supervisor of Reading
- Supervisor of Special Education

The Department of Educational Theory and Practice is committed to preparing teachers who evidence the highest ideals of the teaching profession. Programs in the Department are based on the assumptions that: 1) effective teachers celebrate the uniqueness and dignity of all individuals and in all cultural groups; 2) a comprehensive understanding of subject matter is essential to teaching excellence; 3) an in depth knowledge of human intellectual, physical, social, emotional, and spiritual development through informed classroom practice is essential to teaching excellence; 4) human learning emerges contextually within individuals and is molded in part by familial and cultural institutions and values; and, 5) thoughtful, informed decisions about pedagogy enable teachers to guide students in constructing knowledge and becoming actively involved citizens in an increasingly global society.

These goals are accomplished by: schooling pre-service and in-service teachers in the dynamics of developing self-esteem and diverse family and cultural heritages; encouraging broad-based, in depth studies in a variety of disciplinary areas; focusing on developmentally appropriate instructional theory and practice; modeling attitudes, behaviors, and practices sensitive to individual, gender, and cultural differences; assisting students in developing instructional strategies.
emanating from several theoretical bases; and, limiting
the size of classes to promote maximum individual
attention for students.

Online Availability
A number of COE programs are available online with
limited on-campus residency requirements. These
include the following:
• AA Program of Study in Education
• Special Education Teaching Endorsement
• Graduate licensure programs in elementary and
  secondary education
• Graduate special education supervisory
  endorsement
• Master of Education in Educational Technology

In addition, some College of Education programs have
individual course availability online but not the entire
program of study. These include the following:
• Early Childhood undergraduate minor
• Reading courses
• School Counseling courses
Bachelor of Science in Education Degree
Broadfield Major in Elementary Education

Academic Foundations Requirements ................................................... 37

The Academic Foundations requirements for elementary education majors have been designed to prepare preservice educators in a liberal arts curriculum that: stimulates scholarship; promotes a critical understanding of human concepts; fosters individual fulfillment; nurtures the development of free, rational, and responsible professions; cultivates an appreciation for the values associated with life in a free, democratic society; develops intellectually competent, imaginative and vigorous educators; and encourages an analysis of values inherent in foreign cultures, the variety of American ethnic cultures with an aim toward developing a clearer understanding of other peoples. The Academic Foundations program for elementary majors is similar to the Academic Foundations program established for all students at Montana State University Billings. A complete description is on page 71. Students should select Academic Foundations courses in consultation with their academic advisors.

I. Global Academic Skills
   A. Mathematics
      *M 131 Mathematics for Elementary Teachers II ........................................ 3
      (M 130, a prerequisite to M 131, is required in the Content Cognate of the Elementary Education Major)
   
   B. English
      *WRIT 101 College Writing I .................................................................... 3
      *WRIT 201 College Writing II .................................................................... 3
   
   C. Information Literacy
      *COMT 130 Introduction to Public Speaking .............................................. 3

II. Natural Sciences
   A. Life Sciences
      *BIOL 101 Survey of Biology .................................................................... 3
      and/or
      *BIOL 115 Survey of Biology Lab ............................................................ 1
   B. Physical Sciences
      *PSSC 101 Physical World Around Us ....................................................... 3
      *PSSC 102 Physical World Around Us Lab ............................................... 1
   
III. Social Sciences
   *PSCI 210 Introduction to American Government ........................................ 3

IV. History and Cultural Diversity
   A. History
      *HSTA 101 American History I ................................................................. 3
      OR
      *HSTA 102 American History II ............................................................ 3

Continued…

SUGGESTED PLAN OF STUDY

Bachelor of Science in Elementary Education

Students should talk with their faculty advisors prior to registration for classes. It is a good practice to visit with the faculty advisor each semester. The following suggested schedule provides a general overview of courses and work that will enable the Elementary Education major to progress through the degree in an orderly and timely manner.

First Year F S
WRIT 101 3
EDF 120 3
EDF 225 3
COMT 130 3
M 130 3
M 131 3
MUSC 100 3
PSSC 101 3
PSSC 102 1
Ac Found-Humanities 3
Total 15 13

Second Year F S
ART 101 2
BIOL 101 3
EDF 250 3
WRIT 201 3
GPHY 121 or HSTR 102 3
HPH 201 3
HSTA 101 or 102 3
NAMS 181 or 211 3
SPED 260 3
Minor 4
PSCI 210 3
Total 16 17

Apply for Admission to Teacher Education Program Spring Semester.

Third Year F S
EDCI 300 3
EDCI 301 4
EDCI 302 3
EDCI 303 3
EDCI 304 3
EDCI 385 2
HPH 314 3
Minor 6 6
Total 16 17
PRAXIS II
B. Cultural Diversity
*NAMS 181 Introduction to Native American Studies ................................ 3
OR
*NAMS 211 Social Issues of the Native American ...................................... 3

V. Arts and Humanities
A. Fine Arts
*MUSC 100 Music Appreciation ................................................................ 3

B. Humanities .......................................................................................... 3
Select from list on page 71.

Additional Courses for Broadfield Elementary Education
ART 101 Fundamentals of Art for Elementary Teachers ............................. 2
*GPHY 121 Human Geography
OR HSTR 102 Western Civilization II ..................................................... 3
M 130 Mathematics for Elementary Teachers I ........................................... 3
Total.......................................................................................................... 8

Professional Core for Elementary Education ........................................ 35
EDCI 300 Curriculum Theory and Design .................................................. 3
EDCI 385 Junior Field Experience .............................................................. 2
EDCI 485 Student Teaching ..................................................................... 12
EDF 120 Society, Schools and Teachers ..................................................... 3
EDF 225 Human Development in Education .............................................. 3
EDF 250 Educational Psychology ............................................................. 3
EDF 450 Philosophical, Legal and Ethical Issues in Education .................... 3
HHP 201 Core Concepts in Health ............................................................ 3
SPED 260 Introduction to Teaching Exceptional Learners ......................... 3

Required Elementary Education Courses ......................................... 26
EDCI 301 Teaching Language Arts/Children’s Literature and Reading in the
Elementary School ................................................................................... 4
EDCI 302 Teaching Social Studies in the Elementary School ..................... 3
EDCI 303 Teaching Mathematics in the Elementary School ...................... 3
EDCI 304 Teaching Science in the Elementary School .............................. 3
EDCI 305 Teaching Art in the Elementary School .................................... 3
EDCI 306 Teaching Music in the Elementary School ................................ 3
HHP 314 Health Enhancement Strategies in the Elementary School K-8 ..... 3
RD 401 Reflective Practices in Teaching Exceptional Learners ................ 3

Total minimum credits required for major ........................................... 69

Teaching Minor or Areas of Concentration ........................................... 21
Students in Elementary Education must select, in consultation with their
education faculty advisor, a teaching minor as identified in this catalog, or
one of the areas of study listed below:
American Studies Native American Studies
Bilingual/Multicultural Philosophy
Broadfield Science Teaching Endorsement in Art (K-12)
Chemistry Teaching Endorsement in Health and Creative
and Performing Arts Physical Education (K-12)
Early Childhood Teaching Endorsement in Reading (K-12)
Global Studies Teaching Endorsement in Spanish (K-12)
Humanities Teaching Endorsement in Special
Mathematics/Science Education (P-12)

Total minimum credits required for degree ......................................... 127
Bachelor of Science in Education

Elementary Education/Special Education
(P–12) Double Major

This program leads to licensure in teaching at the elementary school level (K-8) and an endorsement to teach special education (P-12). This double major requires the completion of the basic courses required in regular Broadfield Major in Elementary Education and the additional courses required to qualify for a Special Education Major (P-12).

Academic Foundations Requirements ................................................... 37

Academic Foundations requirements are in place effective with this catalog. Appropriate general education programs as per catalogs predating Academic Foundations will be accepted.

See requirements for Broadfield Elementary Education major on page 260.

Additional Courses for Elementary Education/Special Education

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 101 Fundamentals of Art for Elementary Teachers</td>
<td>2</td>
</tr>
<tr>
<td>*GPHY 121 Human Geography OR *HSTR 102 Western Civilization II</td>
<td>3</td>
</tr>
<tr>
<td>M 130 Mathematics for Elementary Teachers I</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>8</strong></td>
</tr>
</tbody>
</table>

Professional Education Core - Elementary

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDCI 300 Curriculum Theory and Design</td>
<td>3</td>
</tr>
<tr>
<td>EDCI 385 Junior Field Experience</td>
<td>2</td>
</tr>
<tr>
<td>EDCI 485 Student Teaching (Elementary)</td>
<td>12</td>
</tr>
<tr>
<td>EDF 120 Society, Schools and Teachers</td>
<td>3</td>
</tr>
<tr>
<td>EDF 225 Human Development in Education</td>
<td>3</td>
</tr>
<tr>
<td>EDF 250 Educational Psychology</td>
<td>3</td>
</tr>
<tr>
<td>EDF 450 Philosophical, Legal &amp; Ethical Issues in Education</td>
<td>3</td>
</tr>
<tr>
<td>HHP 201 Core Concepts in Health</td>
<td>3</td>
</tr>
<tr>
<td>SPED 260 Introduction to Teaching Exceptional Learners</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Professional Education Core Credits</strong></td>
<td><strong>35</strong></td>
</tr>
</tbody>
</table>

Required Elementary Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDCI 301 Teaching Language Arts and Children’s Literature</td>
<td>4</td>
</tr>
<tr>
<td>EDCI 302 Teaching Social Studies in the Elementary School</td>
<td>3</td>
</tr>
<tr>
<td>EDCI 303 Teaching Mathematics in the Elementary School</td>
<td>3</td>
</tr>
<tr>
<td>EDCI 304 Teaching Science in the Elementary School</td>
<td>3</td>
</tr>
<tr>
<td>EDCI 305 Teaching Art in the Elementary School</td>
<td>3</td>
</tr>
<tr>
<td>EDCI 306 Teaching Music In the Elementary School</td>
<td>3</td>
</tr>
<tr>
<td>HHP 314 Health Enhancement Strategies in the Elementary School K-8</td>
<td>3</td>
</tr>
<tr>
<td>RD 401 Reflective Practices in Teaching Reading</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total Elementary Education Required credits</strong></td>
<td><strong>26</strong></td>
</tr>
</tbody>
</table>

Required Special Education Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>RD 417 Diagnostic Teaching of Reading</td>
<td>3</td>
</tr>
<tr>
<td>(Note: RD 401 is a prerequisite for RD 417)</td>
<td></td>
</tr>
<tr>
<td>SPED 310 Teaching Students with Learning Disabilities</td>
<td>3</td>
</tr>
<tr>
<td>SPED 311 Teaching Students with Emotional Disturbance</td>
<td>3</td>
</tr>
</tbody>
</table>

**Continued...**
SPED 312 Teaching Students with Developmental Disabilities .................. 3
SPED 375 Teaching, Learning and Behavior in the Schools ...................... 3
SPED 400 Legal and Current Issues in Special Education ....................... 3
SPED 405 Assessment of Students with Disabilities............................. 3
SPED 415 Individualizing Curriculum (Preschool-12th Grade) ............... 3
SPED 420 Teaching Special Populations ............................................. 3
SPED 484 Special Education Student Teaching ..................................... 9
Total Special Education Required credits........................................... 36

Total minimum credits required for double major ............................. 101

Total minimum credits required for degree with double major............. 138

*May satisfy Academic Foundations requirements.

Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.

<table>
<thead>
<tr>
<th>Third Year</th>
<th>F</th>
<th>S</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDCI 300</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>EDCI 301</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>EDCI 302</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>EDCI 303</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>EDCI 304</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>EDCI 385</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>HHP 314</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>RD 401</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>SPED 375</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>SPED 400</td>
<td>3</td>
<td></td>
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<tr>
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Apply to Student Teach Fall Semester.
Apply to Graduate Fall Semester.
Apply for licensure Spring Semester.
Bachelor of Science in Education  
Elementary Education/Reading Double Major  
K–8; K–12 Reading Endorsement

This program leads to initial licensure in teaching (K-8) and the K-12 Reading Endorsement. The double major requires completion of the basic courses required in regular Broadfield Major in Elementary Education along with additional courses in Reading indicated for completion of the double major. The Reading Major provides a route to Highly Qualified Teacher status.

Credits

Academic Foundations Requirements ................................................... 37  
Academic Foundations requirements are in place effective with this catalog.  
Appropriate general education programs as per catalogs predating Academic Foundations will be accepted.  
See requirements for Broadfield Elementary Education major on page 260.

Additional Courses for Elementary Education/Reading

ART 101 Fundamentals of Art for Elementary Teachers ............................. 2  
*GPHY 121  Human Geography  
  OR *HSTR 102  Western Civilization II ................................................... 3  
M 130  Mathematics for Elementary Teachers I ......................................... 3  
  Total .......................................................................................................... 8

Professional Education Core - Elementary

EDCI 300  Curriculum Theory and Design .................................................. 3  
EDCI 385  Junior Field Experience ............................................................. 2  
EDCI 485  Student Teaching (Elementary) .................................................... 9  
EDF 120  Society, Schools and Teachers ..................................................... 3  
EDF 225  Human Development in Education ............................................. 3  
EDF 250  Educational Psychology ............................................................. 3  
EDF 450  Philosophical, Legal and Ethical Issues in Education .................... 3  
HHP 201  Core Concepts in Health ............................................................ 3  
SPED 260  Introduction to Teaching Exceptional Learners ........................ 3  
  Total ........................................................................................................ 32

Elementary Education Requirements

EDCI 301  Teaching Language Arts and Children’s Literature ................. 4  
EDCI 302  Teaching Social Studies in the Elementary School ..................... 3  
EDCI 303  Teaching Mathematics in the Elementary School ....................... 3  
EDC 304  Teaching Science in the Elementary School ................................. 3  
EDC 305  Teaching Art in the Elementary School ........................................ 3  
EDC 306  Teaching Music in the Elementary School ................................... 3  
HHP 314  Health Enhancement Strategies in the Elementary School K-8 ... 3  
RD 401  Reflective Practices in Teaching Reading ..................................... 4  
  Total ........................................................................................................ 26

Reading Major Requirements

EC/RD 335 Cognitive and Language Development in Young Children ...... 3  
EC 437  Child in the Family System ........................................................... 3  
RD 310  Reading and Writing Across the Curriculum ............................... 3

Continued...
RD 412 Emergent Literacy ................................................................. 3  
RD 413 Developing Student Writing .............................................. 3  
RD 414 Teaching Reading K-3 ...................................................... 3  
RD 415 Theories in Reading ............................................................ 3  
RD 417/494 Diagnostic Teaching of Reading/Reading Clinic .......... 6  
RD 427 Literacy Development in Middle and Secondary Schools .... 3  
RD 490 Internship ......................................................................... 3  

Total ............................................................................................... 33  

Note: The clinical experience provided in the Reading Major, along with the internship, constitute the student teaching component of the major. 

**Restricted Electives**  
Select any two of the following courses in consultation with an advisor. 
EC 336 Social/Emotional Development in Young Children ............ 3  
LIT 381 Young Adult Literature ..................................................... 3  
RD 419 Reading Round Table ......................................................... 3  
RD 431 Storytelling ........................................................................ 3  
RD 491 Independent Study ............................................................ 3  
SPED 310 Teaching Students with Learning Disabilities ............... 3  

Total ............................................................................................... 6  

Total credits for Double Major ..................................................... 142  

*May satisfy Academic Foundations requirements.  

Certain courses in this program have prerequisites; students should check the course descriptions for prerequisites.
Teaching Licensure Option
Secondary Majors

Professional Core
NOTE: The Professional Core is listed in the sequential order in which students will take the courses.

Credits

Secondary and K-12
EDCI 310 Curriculum and Instruction for Middle School, High School, & K-12 Teachers ........... 3
EDCI 484 Student Teaching K-12
OR
EDCI 486 Student Teaching Secondary ................. 9
^EDF 100 Education and Democracy ....................... 3
EDF 225 Human Development in Education ............ 3
EDF 250 Educational Psychology ............................ 3
EDF 450 Philosophical, Legal & Ethical Issues in Education ......................................................... 3
HHP 201 Core Concepts in Health ........................... 3
RD 310 Reading and Writing Across the Curriculum ................................................................. 3
SPED 260 Introduction to Teaching Exceptional Learners ............................................................ 3
Content Area Methods Course ..............................3-4
Total Professional Core credits .................. 36-37

^Also satisfies Academic Foundations Requirements, EDF 120 may be substituted for EDF 100, but EDF 120 does not satisfy Academic Foundations Requirements.

Professional Core Requirements
The Professional Core at Montana State University Billings combines the intellectual foundations of education and the professional knowledge and skills required of all teachers into a coherent sequence of courses. The core provides the basis for understanding the philosophical, historical, cultural, and sociopolitical means by which society attempts cultural transmission and it provides the opportunity to acquire the knowledge and skills that are essential for effective instruction. It includes the range of human development and learning as they affect instructional planning, evaluation, curriculum design and implementation, performance skills, management of classrooms, direction of students, professional responsibilities, and ethical issues affecting teacher effectiveness.

At different points in its sequence of courses, the Professional Core engages students in supervised practice applying their developing knowledge and skills. By having faculty who hold diverse disciplinary perspectives teach throughout its sequence, the Professional Core encourages students to develop a professionally responsible understanding of the diversity that defines learners and teachers. The student teaching experience completes the sequence and includes both a final look at classroom skills and a capstone seminar.

The Professional Core presents a balanced approach to epistemology from philosophical, psychological, and sociological perspectives. The core is predicated on the evidential nature of knowledge required for the professional practice of education. While the professional practice of education is also informed by belief and intuition, it is ultimately defensible only to the extent that it has evidential support. The Professional Core engages students in both the processes and products of human knowing as such knowing is central to all aspects of education. The Professional Core involves the (a) creation, (b) facilitation of change, (c) transmission, and (d) application of human knowledge across the diversity of ways in which individuals understand human knowledge.
Bachelor of Science in Education
Secondary Education/Special Education (P–12) Double Major

Academic Foundations Requirements ..................................................... 37

Professional Core
EDCI 310 Curriculum and Instruction for Middle School, High School, & K-12 Teachers ................................................................. 3
EDCI 484 Student Teaching K-12
OR
EDCI 486 Student Teaching-Secondary .................................................... 9
^EDF 100 Education and Democracy .......................................................... 3
EDF 225 Human Development in Education ............................................... 3
EDF 250 Educational Psychology ............................................................... 3
EDF 450 Philosophical, Legal & Ethical Issues in Education ...................... 3
HHP 201 Core Concepts in Health .............................................................. 3
RD 310 Reading and Writing Across the Curriculum .............................. 3
SPED 260 Introduction to Teaching Exceptional Learners ...................... 3
Content Area Methods Course ................................................................. 3-4
Total Professional Core credits ......................................................... 36-37

^Also satisfies Academic Foundations Requirements, EDF 120 may be
substituted for EDF 100, but EDF 120 does not also satisfy Academic
Foundations Requirements.

Special Education Major

Required Courses
RD 417 Diagnostic Teaching of Reading ..................................................... 3
(Note: RD 401 is a prerequisite for RD 417)
SPED 310 Teaching Students with Learning Disabilities ...................... 3
SPED 311 Students with Emotional Disturbances .............................. 3
SPED 312 Teaching Students with Developmental Disabilities .......... 3
SPED 375 Teaching, Learning and Behavior in the Schools .................. 3
SPED 400 Legal and Current Issues in Special Education ..................... 3
SPED 405 Assessment of Students with Disabilities ......................... 3
SPED 415 Individualizing Curriculum (Pre-school-12th grade) .............. 3
SPED 420 Teaching Special Populations ............................................. 3
SPED 484 Special Education Student Teaching .................................. 9
Total Special Education Required credits ......................................... 36

Second Teaching Major ................................................................. V 33-38

Total minimum credits required for double major ...................... V 104-109

Total Credits .................................................................................. V 141-146

Certain courses in this program have prerequisites; students should check
the course descriptions for prerequisites.
Bachelor of Science in Education
Secondary Education/Reading Double Major
5–12 and K–12 Reading Endorsement
This program leads to initial licensure in teaching (5–12) per chosen content field and the K-12 Reading Endorsement. This double major requires completion of courses required the Content Subject Matter major, specified courses in Secondary Education along with courses in Reading indicated for completion of the double major. The Reading Major provides a route to Highly Qualified Teacher status.

### Credits

<table>
<thead>
<tr>
<th>Academic Foundations Requirements</th>
<th>37</th>
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<td>Academic Foundations requirements are in place effective with this catalog. Appropriate general education programs as per catalogs predating Academic Foundations will be accepted.</td>
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### Professional Education Core - Elementary

EDCI 310 Curriculum and Instruction for Middle School, High School, & K-12 Teachers .................................................... 3
EDCI 484 Student Teaching (K-12)
OR
EDCI 486 Student Teaching (Secondary) ........................................... 9
*EDF 100 Education and Democracy ....................................................... 3
EDF 225 Human Development in Education ........................................... 3
EDF 250 Educational Psychology ......................................................... 3
EDF 450 Philosophical, Legal and Ethical Issues in Education ................. 3
HHP 201 Core Concepts in Health ....................................................... 3
RD 310 Reading and Writing Across the Curriculum ............................... 3
SPED 260 Introduction to Teaching Exceptional Learners .......................... 3
Content Methods Course ................................................................... 3
Total ................................................................................................ 36-37

### Content Subject Matter Teaching Major ........................................ 8

<table>
<thead>
<tr>
<th>Reading Major Requirements</th>
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| EC/RD 335 Cognitive and Language Development in Young Children........ 3
| EC 437 Child in the Family System ................................................... 3
| RD 401 Reflective Practices in Teaching Reading ................................ 4
| RD 412 Emergent Literacy ................................................................. 3
| RD 413 Developing Student Writing .................................................... 3
| RD 414 Teaching Reading K-3 .............................................................. 3
| RD 415 Theories in Reading ............................................................... 3
| RD 417/494 Diagnostic Teaching of Reading/Reading Clinic .................. 6
| RD 427 Literacy Development in Middle and Secondary Schools ........... 3
| RD 490 Internship ........................................................................... 3
| Total ................................................................................................ 34

Note: The clinical experience provided in the Reading Major, along with the internship, constitute the student teaching component of the major.

Continued...
Restricted Electives
Select any two of the following courses in consultation with an advisor.
EC 336 Social/Emotional Development in Young Children .................. 3
LIT 381 Young Adult Literature ......................................................... 3
RD 419 Reading Round Table .......................................................... 3
RD 431 Storytelling .......................................................................... 3
RD 490 Internship ............................................................................ 3
RD 491 Independent Study ............................................................... 3
SPED 310 Teaching Students with Learning Disabilities .................... 3
Total .................................................................................................. 6

Total credits for Double Major ...................................................... 146-152

*May satisfy Academic Foundations requirements.

Certain courses in this program have prerequisites; students should check the course descriptions for prerequisites.

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<th>Course</th>
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**Fourth Year**

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<td>RD 415</td>
<td>3</td>
</tr>
<tr>
<td>RD 417/494</td>
<td>6</td>
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<td>RD 427</td>
<td>3</td>
</tr>
<tr>
<td>RD 490</td>
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<td>Reading Elective</td>
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<td>EDCI 486</td>
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<td><strong>F S</strong></td>
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</tbody>
</table>
Associate of Arts Degree
Program of Study in Education
Provides the student with the knowledge and skills to work in the capacity of a paraeducator and with a career ladder step leading to teacher licensure and other professional opportunities.

Credits
Academic Foundations Requirements ............. 37
Students should consult with their faculty advisors to determine if specific courses are necessary in order to satisfy the Academic Foundations requirements leading to a degree in Education.

Required Courses
EC/SPED 210 Adult/Child Interaction Skills ........ 3
EC/SPED 283 Curriculum and Adaptations .......... 3
EC/SPED 289 Professional Roles and
   Expectations ........................................... 3
*EC/SPED/RD/EDUC 290 Internship ............... 2
**EC/SPED/RD 292 Seminar ............................ 1
EDCI 210 Educational Technology Applications .... 2
EDF 225 Human Development in Education ........ 3
RD 288 Foundations of Reading ..................... 3
SPED 260 Introduction to Exceptional Learners ... 3
Total Required Credits .................................. 23

* Co-register with EC/SPED/RD 292 Seminar
** Co-register with EC/SPED/RD/EDUC 290 Internship

Total minimum credits required for degree....... 60

Advising Options for AA degree in Education
Early Childhood
Academic Foundations Requirements ............... 37
Students should consult with the Early Childhood faculty advisors to determine if specific courses are necessary in order to satisfy the Academic Foundations requirements leading to a degree in Education or to specific employment requirements in Head Start, Early Head Start, Even Start, and child care programs.

Required Courses
EC 210 Adult/Child Interaction Skills ............. 3
EC 283 Curriculum and Adaptations ................. 3
EC 289 Professional Roles and
   Expectations ........................................... 3
*EC 290 Internship ....................................... 2
**EC292 Seminar ......................................... 1
EDCI 210 Educational Technology Applications .... 2
EDF 225 Human Development in Education ........ 3
RD 288 Foundations of Reading ..................... 3
SPED 260 Introduction to Exceptional Learners ... 3
Total Required Credits .................................. 23

* Co-register with EC 292 Seminar
** Co-register with EC 290 Internship

Special Education
Academic Foundations Requirements ............... 37
Students should consult with the Special Education faculty advisors to determine if specific courses are necessary in order to satisfy the Academic Foundations requirements leading to a degree in Education or to specific employment requirements in special needs work settings.

Required Courses
EDCI 210 Educational Technology Applications .... 2
EDF 225 Human Development in Education ........ 3
RD 288 Foundations of Reading ..................... 3
SPED 210 Adult/Child Interaction Skills .......... 3
SPED 260 Introduction to Exceptional Learners ... 3
SPED 283 Curriculum and Adaptations ............. 3
SPED 289 Professional Roles and
   Expectations ........................................... 3
*SPED 290 Internship .................................... 2
**SPED 292 Seminar .................................... 1
Total Required Credits .................................. 23

* Co-register with SPED 292 Seminar
** Co-register with SPED 290 Internship
Minor in Early Childhood Studies
The minor is designed to expand the knowledge and skill level of students receiving degrees in elementary education, psychology, or sociology who are preparing to work with children (0-8) and their families. Transfer students interested in the Permissive Special Competence in early childhood education from the Montana Office of Public Instruction will need to add additional courses to complete the requirements of the competency.

Credits
Required Courses
EC/SPED 210 Adult/Child Interaction Skills............ 3
EC/SPED 283 Curriculum and Adaptations ............. 3
EC/RD 335 Cognitive & Language Development in Young Children............................................... 3
EC 336 Social/Emotional Development in Young Children .......................................................... 3
EC 437 Child in the Family System ......................... 3
Focus Electives ....................................................... 6
The focus electives must be chosen in consultation with the student’s faculty advisor.
Total Required Course credits ............................ 21

Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.

Teaching Minor in Reading
(K-12)
The minor in Reading leads to a Reading Endorsement on a Montana Teacher Licensure. The endorsement allows the licensed teacher to serve as reading specialist for kindergarten through grade 12.

Credits
Required Courses
EC 437 Child in the Family System ......................... 3
RD 412 Emergent Literacy ...................................... 3
RD 415 Theories in Reading .................................... 3
RD 417 Diagnostic Teaching of Reading ................. 3
RD 427 Literacy Development in Middle and Secondary Schools .................................................. 3
Total Required Courses credits............................ 15

Restricted Electives
Select two courses from the list below and/or a special workshop in consultation with your faculty advisor.
EC/RD 335 Cognitive and Language Development in Young Children............................................... 3
EDCI 429 Composition in the Elementary School....3
LIT 381 Young Adult Literature .............................. 3
RD 414 Teaching Reading K-3.............................. 3
RD 419 Reading Round Table ..............................1-3
RD 431 Storytelling................................................... 3
RD 490 Internship ................................................... 3
SPED 310 Teaching Students with Learning Disabilities .............................................................. 3
Total Restricted Electives ................................. 6
Total minimum credits for minor........................ 21

Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.

Teaching Endorsement in Special Education (P-12)
All students selecting a teaching endorsement in special education must have a written plan of study for the endorsement.

Credits
Required Courses
RD 417 Diagnostic Teaching of Reading ................ 3
(Note: RD 401 is a prerequisite for RD 417)
SPED 260 Introduction to Teaching Exceptional Learners ......................................................... 3
SPED 310 Teaching Students with Learning Disabilities ................................................................. 3
SPED 311 Teaching Students with Emotional Disturbances ......................................................... 3
SPED 312 Teaching Students with Developmental Disabilities ......................................................... 3
SPED 375 Teaching, Learning and Behavior in the Schools ........................................................... 3
SPED 400 Legal and Current Issues in Special Education .............................................................. 3
SPED 405 Assessment of Students with Disabilities ......................................................................... 3
SPED 415 Individualizing Curriculum (Preschool-12th grade) ......................................................... 3
SPED 420 Teaching Special Populations ................. 3
SPED 484 Special Education Student Teaching ....... 9
Total Credits for Teaching Endorsement ............... 39

Non-Endorsable Teaching Minor in Special Education (K-12)
Concentration
The special education requirements listed below will better prepare elementary or secondary education candidates to meet the educational needs of an increasingly diverse student population. To earn a license endorsement for teaching special education, the candidate must complete the special education teaching major listed on pages 262 and 267. This requires additional credits. Students interested in selecting an
elective course below which would later be considered in for an endorsement must discuss this with their faculty advisor.

**Credits**

SPED 310 Teaching Students with Learning Disabilities ...................................................... 3  
SPED 311 Teaching Students with Emotional Disabilities ...................................................... 3  
SPED 375 Teaching, Learning, and Behavior In Schools ........................................................... 3  
SPED 400 Legal and Current Issues in Special Education .......................................................... 3  
SPED 420 Teaching Special Populations ...................................................... 3  
**Total Required Course Credits** ................................................. **15**

**Electives (2 courses selected in consultation with the faculty advisor)**

EC/SPED 283 Curriculum and Adaptations ............. 3  
EC/RD 335 Cognitive & Language Development in Young Children .............................................. 3  
RD 412/512 Emergent Literacy ............................... 3  
RD 417 Diagnostic Teaching of Reading ................... 3  
(Note: RD 401 is a prerequisite for RD 417)  
SPED 312 Teaching Students with Developmental Disabilities ...................................................... 3  
**Total Elective Credits** ................................................. **6**

**Total Minimum Credits for the Minor** ................. **21**

*Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.*
The College of Professional Studies and Lifelong Learning

Dr. Karen L. Heikel, Dean
208 N. Broadway, Suite 414
Downtown Billings
(406) 896–5890
kheikel@msubillings.edu

Mission Statement
The mission of the College of Professional Studies and Lifelong Learning is to respond to the needs of changing expectations in higher education. Specifically, the College was developed to support interdisciplinary programs of study, new ventures, pursue innovative and entrepreneurial programs, promote lifelong learning opportunities, and provide a number of University-wide functions. The educational programs offered through the College are tailored to the economic, social and cultural needs of the University’s constituents. The educational activities may occur on-campus, throughout Montana, elsewhere in the United States, and worldwide.

The College is organized into several program areas. Based upon the context of your educational needs and objectives, one or all of these programs may be creatively employed to fulfill them.

Lifelong Learning
Our Lifelong Learning programs focus on the development and delivery of conferences, workshops, seminars, and other special educational programs. Offerings can include programs for degree credit, extension credit, or not-for-credit depending upon the needs of the recipients. Groups served include youth through our “Kids on Campus” programs, adults, and seniors as part of “Seniors on Campus” programs.

Training and Development
The MSU Billings Outreach Program specializes in the development & delivery of credit and non-credit courses, workshops, seminars, conferences, special events and other educational outreach services intended to serve your professional development & lifelong learning needs.

Event Planning Assistance
MSU Billings Downtown Conference Center Staff offer comprehensive educational facilities and resources for all of your event planning needs.

For more information on the above, contact: CPSInfo@msubillings.edu or (406) 896-5890.

Advising Information
All new, transfer, and readmitted students are encouraged to visit the Advising Center on McMullen Hall first floor west to meet with an academic advisor. New students will receive information regarding Academic Foundations requirements and Plan of Study worksheets related to their major and minor programs. Transfer and readmitted students will work with an advisor to complete a transcript evaluation and to develop a Plan of Study.
MSU Billings Online

We are pleased to be able to offer you an opportunity to take college courses via the Internet as a way of overcoming barriers of time and place. Our students have told us that they need the ability to fulfill their academic goals in an environment that affords them “freedom and flexibility, comfort and convenience and more time for work and family.” By combining our commitment to “Access and Excellence” with the technology that allows you to “Learn Online… Anywhere… Anytime,” this program ensures that you can achieve your personal, professional and academic goals while not having to sacrifice the other things that are important in your life.

Health Career Pathways
2+2 Online Degree Completion Program

Bachelor of Applied Science (with thematic concentration in Healthcare Administration or Radiology Technology Management)

This program provides individuals who have earned an associate’s degree or radiology technology certification an opportunity to complete an interdisciplinary bachelor’s degree. The program has been strategically designed to prepare graduates for success in leadership roles in Healthcare Administration or Radiology Technology.

Montana State University Billings will work with your college or institution, enabling you to seamlessly transfer credits you have earned in your completed associate’s degree program or radiology technology certification toward completion of an interdisciplinary bachelor’s degree in our 2+2 Online Degree Completion Program.

This unique program provides working adults with an opportunity to earn a bachelor’s degree while still enjoying freedom and flexibility, comfort and convenience, and more time for work and family. Students admitted to this program will complete the bachelor’s degree within two years, via fully online courses, with a part-time workload of six credits per term in consecutive eight-week terms.

Healthcare Administration Concentration (30 credits)

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<tr>
<td>COMT 310 Organizational Communication .......... 3</td>
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<tr>
<td>COMT 322 Principles of Public Relations .......... 3</td>
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<tr>
<td>HADM 307 Health Informatics ........................ 3</td>
</tr>
<tr>
<td>HADM 425 Financial Management and Budgeting in Healthcare ........................ 3</td>
</tr>
<tr>
<td>HADM 440 Managerial Epidemiology and the Public’s Health .......................... 3</td>
</tr>
<tr>
<td>HADM 450 Health Policy and Politics ............. 3</td>
</tr>
<tr>
<td>HADM 462 Supervision in Healthcare ............. 3</td>
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<tr>
<td>HADM 492 Seminar ..................................... 3</td>
</tr>
<tr>
<td>MGMT 321 Principles of Management Information Systems .................................. 3</td>
</tr>
</tbody>
</table>

Radiology Technology Management Concentration (33 credits)

This thematic concentration is intended for individuals who have earned an Associate of Applied Science (AAS) degree in Radiology Technology, Associate of Occupational Science degree in Radiography or a radiology technology certificate holder.

<table>
<thead>
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<th>Credits</th>
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<tr>
<td>COMT 310 Organizational Communication .......... 3</td>
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<tr>
<td>COMT 480 Health Communication ................... 3</td>
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<tr>
<td>HADM 307 Health Informatics ........................ 3</td>
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<tr>
<td>HADM 335 Health Law and Ethics ................. 3</td>
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<tr>
<td>HADM 422 Operations, Outcomes, and Quality .... 3</td>
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<tr>
<td>HADM 425 Financial Management and Budgeting in Healthcare ........................ 3</td>
</tr>
<tr>
<td>HADM 445 Managing Healthcare Organizations .... 3</td>
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<td>HADM 462 Supervision in Healthcare ............. 3</td>
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<td>MGMT 452 Human Resource Management ............ 3</td>
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<td>MKT 340 Principles of Marketing .................. 3</td>
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<td>REHA 201 Introduction to Diversity .............. 3</td>
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*May satisfy Academic Foundations requirements.

A final degree completion plan of study will be developed and approved for each student following an analysis of their associate degree transcripts. Some students may need to earn additional course credits beyond the thematic concentrations in order to satisfy missing general education requirements or other required elective credits. Any additional course credits...
required will be confirmed for the student before getting started in the program. Courses may be subject to change.

**Admission**

To apply for admission to the Health Career Pathways 2+2 Online Degree Completion Programs, please complete the following:

1. Complete and submit the application at www.msubillings.edu/healthpathways.
2. In addition to submitting the above online application form, please mail an official copy of your undergraduate transcript(s) indicating successful completion of an associate’s degree to:
   
   Online Student Recruitment, Support & Retention Coordinator
   
   Montana State University Billings
   
   1500 University Drive
   
   Billings, MT 59101

For more information:

Fax: (406)254-9787

Phone: (406)896-5998

Email: abruce@msubilling.edu

**Degree Planning & Course Selection Advising**

**Assistance**

Students are encouraged to work with an advisor to ensure that courses selected will successfully meet all degree requirements and also fulfill the student’s academic interests and goals. For academic advising and course selection assistance, please contact the MSU Billings Online University Advisor at advisor@msubonline.org.
The College of Technology

Mr. John Cech, Dean
jcech@msubillings.edu
COT A–009, (406) 247–3009

For the most up–to–date information about College of Technology programs please see the annual College of Technology Catalog.

Mission
The mission of the Montana State University Billings College of Technology is to be the College of first choice, dedicated to the development of workforce capacity by providing top quality learning opportunities and services to meet a variety of career choices and customer needs by being responsive, flexible, and market-driven.

History
In 1969, the Montana State Legislature created the Billings Vocational–Technical Education Center (BVTC) to serve the postsecondary technical training needs of adults. In 1987, by order of the Legislature, governance passed from the Billings School District to the Montana University System Board of Regents, making the BVTC one of five campuses of the Montana University System for postsecondary vocational–technical education. In 1994, the BVTC officially merged with Eastern Montana College to become the fifth College of Montana State University Billings. The merger and subsequent sharing of resources brought about new and improved student services, such as cooperative education, health services, career services, fee payment options, and credit transferability.

Areas of Emphasis
The College of Technology provides individuals with training (or re-training) to obtain excellent, “in demand” positions available at many area employers. Graduates of the College of Technology become licensed practical nurses, surgical technicians, paramedics, firefighters, automobile technicians, diesel technicians, process plant operators, computer system technicians, computer desktop support specialists and computer assisted drafting technicians working with architects. These examples are just a few of the career possibilities awaiting students earning a Certificate, Associate of Applied Science degree, Associate of Science degree or Associate of Art degree from the College of Technology. We will give you the tools to make your career dreams come true.

Partnerships and Collaborative Relationships
The College of Technology enjoys partnerships with key organizations in the greater Billings region including: Billings Clinic, St. Vincent Healthcare, Billings Fire Department, Bresnan Communications, Underriner Motors, One Eighty Communications, The Billings Gazette, and the Montana Contractor’s Association to name a few. In addition, the College offers occupationally specific and related instructional opportunities on campus as well as through distance learning to prepare or retrain individuals to meet the demands of present and future technology. The College continues to develop collaborative relationships and articulation agreements with other institutions of higher education where appropriate. Since fall 2003, the College Of Technology has been a training site for the University of Montana’s Surgical Technology Associate of Applied Science degree. Students in the Billings area are now able to complete all of the training locally instead of having to relocate to the Missoula area. This is our first attempt at collaboration with another College of Technology in offering their program through our campus and community. We anticipate expanding such collaborations in the near future.

Specialized Training
Through the College of Technology’s Outreach and Community Development Center of Excellence, a variety of special programs have been developed to meet specific training needs of business, industry, and other organizations through contract training, continuing education courses, workshops, and seminars. Specialized programs can be developed at the request of individuals and employers and are conducted on the job site or on campus.
Accreditation and Approval
The College of Technology is accredited by the Northwest Commission on Colleges and Universities. Individual programs are recognized and approved by the United States Office of Education; Bureau of Indian Affairs; Division of Vocational Rehabilitation; National Institute for Automotive Service Excellence (ASE); Inter-Industry Conference on Auto Collision Repair (I-CAR) and the Montana Board of Nursing. All programs are approved for veterans.

Location and Campus
The College of Technology, at 3803 Central Avenue, is located seven miles from the main MSU Billings campus in the fast-growing west-Billings “Shiloh Corridor Complex” near the intersection of Central Avenue and Shiloh Road. The campus is contained in a building situated on an attractive and spacious 18-acre site with a view of the 12,000 foot Beartooth Mountain Range. The building consists of more than 110,000 square feet of classroom, lab and shop area. The MSU Billings soccer field is located on the COT campus.

College of Technology
Degrees and Certificates
The College of Technology offers Associate of Arts, Associate of Science, Associate of Applied Science Degrees and Certificates in the following areas:

 Programs marked with a ∇ are also offered in an online format.

Associate of Science Degree (AS)
Programs of Study in:
Business Administration
Drafting & Design
Fire Science
General Studies (Self-designed) ∇
Human Resources - General Applied Emphasis ∇
Human Resources - College of Business Articulated Emphasis ∇
Networking Technology

Associate of Science in Nursing (ASN)

Associate of Applied Science (AAS)
Accounting Technology ∇
Administrative Assistant
Automobile Collision Repair and Refinishing
Automotive Technology
Computer Desktop/Network Support
Computer Programming & Application Development

Computer Systems Technology
Construction Technology-Carpentry
Diesel Technology
Drafting & Design Technology
Heating, Ventilation, Air Conditioning & Refrigeration
Medical Administrative Assistant
Paramedic
Power Plant Technology
Practical Nurse
Process Plant Technology
Radiologic Technology
Surgical Technology (from the University of Montana-Missoula College of Technology)
Welding and Metal Fabrication

Certificate of Applied Science Programs
Accounting Assistant ∇
Assistant Drafter
Automobile Collision Repair
Automobile Refinishing
Automotive Technology
Diesel Technology
Human Resource Management ∇
Medical Coding and Insurance Billing ∇
Networking Technology
Office Assistant ∇
Welding & Metal Fabrication Technology
Welding for Energy Technology
For the most up-to-date information about College of Technology programs, please see the annual College of Technology Catalog.

∇ Program available online

Accounting Assistant ∇

Certificate of Applied Science
For more information on this program, please see the College of Technology catalog.

Required Courses Credits
ACTG 101 Accounting Procedures I ..................... 3
ACTG 102 Accounting Procedures II ..................... 3
ACTG 125 QuickBooks ...................................... 3
ACTG 205 Computerized Accounting ..................... 3
CAPP 120 Introduction to Computers ..................... 3
CAPP 156 MS Excel ......................................... 3
COMT 109 Human Relations ................................ 3
COMT 130 Introduction to Public Speaking ............... 3
CTBU 115 Keyboarding Applications/Ten Key .......... 3
CTBU 171 Introduction to Business ....................... 3
M 108 Business Mathematics ............................... 3
WRIT 122 Introduction to Business Writing .......... 3
Subtotal ................................................................ 36

Total minimum credits required ........................ 36

Students should check course descriptions for required prerequisites. Math and communication requirements are usually determined by performance on placement tests or transfer credits.

Accounting Technology ∇

Associate of Applied Science Degree
For more information on this program, please see the College of Technology catalog.

Required Courses Credits
ACTG 101 Accounting Procedures I ..................... 3
ACTG 102 Accounting Procedures II ..................... 3
ACTG 103 Accounting Procedures III .................... 3
ACTG 125 QuickBooks ...................................... 3
ACTG 180 Payroll Accounting .............................. 3
ACTG 205 Computerized Accounting ..................... 3
CAPP 120 Introduction to Computers ..................... 3
CAPP 154 MS Word ......................................... 3
CAPP 156 MS Excel ......................................... 3
CAPP 158 MS Access ....................................... 3
COMT 109 Human Relations ................................ 3
COMT 130 Introduction to Public Speaking ............... 3
CTBU 115 Keyboarding Applications/Ten Key .......... 3
CTBU 165 Business Law ..................................... 3
CTBU 171 Introduction to Business ....................... 3
M 108 Business Mathematics ............................... 3
M 121 College Algebra ....................................... 3*
OR
M 143 Finite Mathematics .................................. 4*
OR
M 105 Contemporary Mathematics ....................... 3
WRIT 122 Introduction to Business Writing .......... 3
Subtotal ................................................................ 54

Restricted Electives chosen in consultation with academic advisor ............................................. 9

Total minimum credits required for degree .......... 63

* Students should check with their academic advisor to determine the specific math course that is appropriate for their plan of study.

Students should check course descriptions for required prerequisites. Math and communication requirements are usually determined by performance on placement tests or transfer credits.

Suggested Electives:
ACTG 201 Principles of Financial Accounting
CAPP 110 Short Courses: MS Outlook
CAPP 153 MS PowerPoint
CTBU 135 Introduction to Web Design
CTBU 131 Records and Information Management
CTBU 133 Office Applications
CTBU 296 Cooperative Education/Internship
DSGN 204 Advanced Software Applications
DSGN 208 Multimedia Technology
ECNS 201 Principles of Microeconomics
FIN 305 Financial Planning

Administrative Assistant ∇

Associate of Applied Science Degree
For more information on this program, please see the College of Technology catalog.

Required Courses Credits
ACTG 101 Accounting Procedures I ..................... 3
ACTG 102 Accounting Procedures II ..................... 3
ACTG 180 Payroll Accounting .............................. 3
ACTG 205 Computerized Accounting ..................... 3
CAPP 110 Short Courses: MS Outlook .................... 1
CAPP 120 Introduction to Computers .................... 3
CAPP 154 MS Word ......................................... 3
CAPP 156 MS Excel ......................................... 3
CAPP 158 MS Access ....................................... 3
CTBU 115 Introduction to Desktop Publishing .......... 3
COMT 109 Human Relations ................................ 3
M 108 Payroll Accounting ................................... 3
OR
ACTG 125 QuickBooks ...................................... 3
CAPP 110 Short Courses: MS Outlook .................... 1
CAPP 120 Introduction to Computers .................... 3
CAPP 154 MS Word ......................................... 3
CAPP 156 MS Excel ......................................... 3
CAPP 158 MS Access ....................................... 3
CMP 115 Introduction to Desktop Publishing .......... 3
COMT 109 Human Relations ................................ 3

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COMT 130 Introduction to Public Speaking ............ 3
CTBU 113 Transcription .................................. 3
CTBU 115 Keyboarding Applications/Ten Key ....... 3
CTBU 131 Records and Information Management .... 3
CTBU 133 Office Applications .................................. 3
CTBU 165 Business Law ...................................... 3
CTBU 171 Introduction to Business ......................... 3
DSGN 204 Advanced Software Applications ............ 3
M 108 Business Mathematics ................................ 3
M 121 College Algebra ...................................... 3*
OR
M 143 Finite Mathematics ................................ 4*
OR
M 105 Contemporary Mathematics ....................... 3*
WRIT 122 Introduction to Business Writing ........... 3
WRIT 180 Editing for Business Writing .................. 1
Subtotal ................................................................ 65
Restricted Electives chosen in consultation with
academic advisor ................................................. 3
Total minimum credits required for degree .......... 68

* Students should check with their academic advisor to
determine the specific math course that is appropriate
for their plan of study.

Students should check course descriptions for required
prerequisites. Math and communication requirements
are usually determined by performance on placement
tests or transfer credits.

Suggested Electives:
ACTG 103 Accounting Procedures III
ACTG 205 Computerized Accounting
OR ACTG 125 QuickBooks
CMP 135 Introduction to Web Design
CST 160 Installing, Configuring and Administering
Microsoft Windows Vista
CTBU 175 Current Issues in Business
CTBU 296 Cooperative Education/Internship
DSGN 208 Multimedia Technology

Assistant Drafter

Certificate of Applied Science
For more information on this program, please see the
College of Technology catalog.

Part One – Architectural
(Students start in the spring semester)
Required Courses Credits
CAPP 120 Introduction to Computers .................. 3
COMT 109 Human Relations .............................. 3
DRFT 102 Building Construction .......................... 2
DRFT 109 Introduction to Technical Drawing ........ 2
DRFT 110 Technical Drawing Lab .......................... 4
DRFT 128 3D Applications .................................. 3
DSGN 107 Quantity Estimating ............................ 2
DSGN 112 Architectural Lab ................................ 2
DSGN 204 Advanced Software Applications ...... 5
M 114 Extended Technical Mathematics ............... 3
WRIT 104 Workplace Communications
OR WRIT 122 Introduction to Business Writing
OR WRIT 121 Introduction to Technical Writing .... 3
Total minimum credits required ......................... 34

Part Two – Civil
(Students start in the fall semester)
Required Courses Credits
CAPP 120 Introduction to Computers .................. 3
COMT 109 Human Relations .............................. 3
DRFT 104 Civil Technology ............................... 2
DRFT 109 Introduction to Technical Drawing .......... 4
DRFT 110 Technical Drawing Lab .......................... 3
DRFT 128 3D Applications .................................. 3
DRFT 138 Structural Drafting .............................. 3
DSGN 114 Civil Lab ............................................. 5
DSGN 116 GIS for Civil Applications ................. 2
M 114 Extended Technical Mathematics ............... 3
WRIT 104 Workplace Communications
OR WRIT 122 Introduction to Business Writing
OR WRIT 121 Introduction to Technical Writing .... 3
Total minimum credits required ......................... 34

Students should check the course descriptions for
required prerequisites.

Automobile Collision Repair and
Refinishing Technology

Associate of Applied Science Degree
For more information on this program, please see the
College of Technology catalog.

Required Courses Credits
ABDY 111 Introduction to Auto Body Repair ........... 5
ABDY 112 Minor Collision Repair ........................ 6
ABDY 121 Automobile Body Structural Repair ....... 6
ABDY 122 Automobile Collision Mechanics .......... 5
ABDY 131 Introduction to Refinishing Principles ...... 6
ABDY 132 Introduction to Automotive Undercoats &
Plastics ......................................................... 6
ABDY 141 Advanced Automotive Refinishing ...... 6
ABDY 142 Introduction to Automotive Paint Blending
and Color Matching ....................................... 7
CAPP 120 Introduction to Computers .................. 3
COMT 109 Human Relations .............................. 3
M 114 Extended Technical Mathematics ............... 3
TRID 140 Automobile Sheet Metal and Structural MIG
Welding ...................................................... 2
TRID 150 Environmental and Shop Practices ....... 2

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TRID 152 Vehicle Heating, Ventilation & Air Conditioning ...................................................... 3
TRID 180 Electrical Systems ................................................................. 4
WRIT 122 Introduction to Business Writing .............................. 3

**Total minimum credits required for degree** ........ 70

Students should check the course descriptions for required prerequisites. Math and English requirements are usually determined by performance on placement tests or transfer credits.

### Automobile Collision Repair

#### Technology

**Certificate of Applied Science**

For more information on this program, please see the College of Technology catalog.

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABDY 111 Introduction to Auto Body Repair</td>
<td>5</td>
</tr>
<tr>
<td>ABDY 112 Minor Collision Repair</td>
<td>6</td>
</tr>
<tr>
<td>ABDY 121 Automobile Body Structural Repair</td>
<td>6</td>
</tr>
<tr>
<td>ABDY 122 Automobile Collision Mechanics</td>
<td>5</td>
</tr>
<tr>
<td>CAPP 120 Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>COMT 109 Human Relations</td>
<td>3</td>
</tr>
<tr>
<td>M 111 Technical Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>TRID 140 Automobile Sheet Metal and Structural MIG Welding</td>
<td>2</td>
</tr>
<tr>
<td>WRIT 104 Workplace Communications</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total minimum credits required</strong></td>
<td><strong>36</strong></td>
</tr>
</tbody>
</table>

Students should check the course descriptions for required prerequisites.

### Automobile Refinishing

#### Technology

**Certificate of Applied Science**

For more information on this program, please see the College of Technology catalog.

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABDY 131 Introduction to Refinishing Principles</td>
<td>6</td>
</tr>
<tr>
<td>ABDY 132 Introduction to Automotive Undercoats and Plastics</td>
<td>6</td>
</tr>
<tr>
<td>ABDY 141 Advanced Automotive Refinishing</td>
<td>6</td>
</tr>
<tr>
<td>ABDY 142 Introduction to Automotive Paint Blending and Color Matching</td>
<td>7</td>
</tr>
<tr>
<td>CAPP 120 Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>COMT 109 Human Relations</td>
<td>3</td>
</tr>
<tr>
<td>M 114 Extended Technical Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>TRID 150 Environmental and Shop Practices</td>
<td>2</td>
</tr>
<tr>
<td>TRID 151 Welding</td>
<td>2</td>
</tr>
<tr>
<td>TRID 152 Vehicle Heating, Ventilation, and Air Conditioning</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total minimum credits required for degree</strong></td>
<td><strong>71</strong></td>
</tr>
</tbody>
</table>

Students should check the course descriptions for required prerequisites. Math and English requirements are usually determined by performance on placement tests or transfer credits.

### Automotive Technology

#### Associate of Applied Science Degree

For more information on this program, please see the College of Technology catalog.

**Required Courses**

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 110 Manual Drive Train and Axles</td>
<td>2</td>
</tr>
<tr>
<td>AUTO 111 Manual Drive Train and Axles Lab</td>
<td>2</td>
</tr>
<tr>
<td>AUTO 160 Automotive Brake Systems</td>
<td>2</td>
</tr>
<tr>
<td>AUTO 161 Automotive Brake Systems Lab</td>
<td>2</td>
</tr>
<tr>
<td>AUTO 172 Engine Rebuild</td>
<td>5</td>
</tr>
<tr>
<td>AUTO 182 Diagnosis and Tune-Up</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 183 Automotive Diagnosis and Tune-Up Lab</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 202 ASE Exam Preparation</td>
<td>1</td>
</tr>
<tr>
<td>AUTO 210 Automotive Suspension and Steering Systems</td>
<td>2</td>
</tr>
<tr>
<td>AUTO 211 Automotive Suspension and Steering Systems Lab</td>
<td>2</td>
</tr>
<tr>
<td>AUTO 220 Automotive Electrical/Electronic Systems</td>
<td>2</td>
</tr>
<tr>
<td>AUTO 221 Automotive Electrical/Electronic Systems Lab</td>
<td>2</td>
</tr>
<tr>
<td>AUTO 222 Automotive Engine Performance</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 223 Automotive Engine Performance Lab</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 255 Applied Automotive Service Operations OR AUTO 296 Cooperative Education/Internship</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 256 Automatic Transmission/Transaxles</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 257 Automatic Transmission/Transaxles Lab</td>
<td>3</td>
</tr>
<tr>
<td>CAPP 120 Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>COMT 109 Human Relations</td>
<td>3</td>
</tr>
<tr>
<td>M 114 Extended Technical Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>TRID 150 Environmental and Shop Practices</td>
<td>2</td>
</tr>
<tr>
<td>TRID 151 Welding</td>
<td>2</td>
</tr>
<tr>
<td>TRID 152 Vehicle Heating, Ventilation, and Air Conditioning</td>
<td>3</td>
</tr>
<tr>
<td>TRID 170 Engine Theory</td>
<td>4</td>
</tr>
<tr>
<td>TRID 180 Electrical Systems</td>
<td>4</td>
</tr>
<tr>
<td>WRIT 122 Introduction to Business Writing OR WRIT 121 Introduction to Technical Writing</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total minimum credits required for degree** ........ 71

Students should check the course descriptions for required prerequisites. Math and English requirements are usually determined by performance on placement tests or transfer credits.
Automotive Technology

Certificate of Applied Science
For more information on this program, please see the College of Technology catalog.

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 110 Manual Drive Train and Axles</td>
<td>2</td>
</tr>
<tr>
<td>AUTO 111 Manual Drive Train and Axles Lab</td>
<td>2</td>
</tr>
<tr>
<td>AUTO 160 Automotive Brake Systems</td>
<td>2</td>
</tr>
<tr>
<td>AUTO 161 Automotive Brake Systems Lab</td>
<td>2</td>
</tr>
<tr>
<td>AUTO 172 Engine Rebuild</td>
<td>5</td>
</tr>
<tr>
<td>AUTO 182 Diagnosis and Tune-Up</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 183 Automotive Diagnosis and Tune-Up Lab</td>
<td>3</td>
</tr>
<tr>
<td>COMT 109 Human Relations</td>
<td>3</td>
</tr>
<tr>
<td>M 111 Technical Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>TRID 170 Engine Theory</td>
<td>4</td>
</tr>
<tr>
<td>TRID 180 Electrical Systems</td>
<td>4</td>
</tr>
<tr>
<td>WRIT 104 Workplace Communications</td>
<td>3</td>
</tr>
</tbody>
</table>

Total credits required: 36

Optional courses

CAPP 120 Introduction to Computers | 3
TRID 150 Environmental and Shop Practices | 2

Students should check the course descriptions for required prerequisites. Math and English requirements are usually determined by performance on placement tests or transfer credits.

Business Administration

Associate of Science Program of Study
For more information on this program, please see the College of Technology catalog.

Required Courses

Academic Foundations Requirements | 37

Students should consult with an academic advisor before registering for Academic Foundations courses.
The following Academic Foundations courses are required: M 143, WRIT 101, WRIT 220, COMT 103 or MIS 150, and ECNS 201.

Core Courses

^ACTG 201 Principles of Financial Accounting | 3
#BUS 205 Business Law I | 3
CAPP 120 Introduction to Computers

OR

^CAPP 131 Basic MS Office | 3
^CTBU 171 Introduction to Business | 3
^CTBU 270 Introduction to Sales & Marketing | 3
^CTBU 280 Principles of Applied Management | 3
^CTBU 293 Workshop | 2

#ECNS 202 Principles of Macroeconomics | 3
Total for core: 23

^Indicates courses that transfer to the College of Business core.
^Indicates courses that transfer to the College of Business as general electives.

Computer Desktop/Network Support

Associate of Applied Science Degree
For more information on this program, please see the College of Technology catalog.

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAPP 110 Short Courses: MS Outlook</td>
<td>1</td>
</tr>
<tr>
<td>CAPP 153 MS PowerPoint</td>
<td>2</td>
</tr>
<tr>
<td>CAPP 154 MS Word</td>
<td>3</td>
</tr>
<tr>
<td>CAPP 156 MS Excel</td>
<td>3</td>
</tr>
<tr>
<td>CAPP 158 MS Access</td>
<td>3</td>
</tr>
<tr>
<td>CMP 135 Introduction to Web Design</td>
<td>3</td>
</tr>
<tr>
<td>CMP 235 Advanced Web Design and Development</td>
<td>3</td>
</tr>
<tr>
<td>COMT 109 Human Relations</td>
<td>3</td>
</tr>
<tr>
<td>CST 160 Installing, Configuring and Administering Microsoft Windows Vista</td>
<td>3</td>
</tr>
<tr>
<td>CST 162 Installing, Configuring and Administering Microsoft Windows Server 2003</td>
<td>3</td>
</tr>
<tr>
<td>CST 170 Introduction to Internetworking and Cabling</td>
<td>4</td>
</tr>
<tr>
<td>CST 172 Introduction to IP Routing</td>
<td>4</td>
</tr>
<tr>
<td>CST 182 Help Desk Support</td>
<td>3</td>
</tr>
<tr>
<td>CST 250 Microcomputer Hardware Maintenance</td>
<td>3</td>
</tr>
<tr>
<td>CST 254 Advanced Hardware Technical Support</td>
<td>4</td>
</tr>
<tr>
<td>CST 282 Research and Advanced Software Technical Support</td>
<td>3</td>
</tr>
<tr>
<td>CST 285 Help Desk Infrastructure</td>
<td>3</td>
</tr>
<tr>
<td>CTBU 171 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>CTCM 130 Introduction to Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>DSGN 208 Multimedia Technology</td>
<td>3</td>
</tr>
<tr>
<td>M 114 Extended Technical Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>WRIT 121 Introduction to Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>Elective or CST 292 Technical Support Internship</td>
<td>3</td>
</tr>
</tbody>
</table>

Total minimum credits required for degree: 69

Students should check course descriptions for required prerequisites. Math and communication requirements are usually determined by performance on placement tests or transfer credits.
Computer Programming and Application Development

**Associate of Applied Science Degree**
For more information on this program, please see the College of Technology catalog.

**Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAPP 156</td>
<td>MS Excel</td>
<td>3</td>
</tr>
<tr>
<td>CAPP 158</td>
<td>MS Access</td>
<td>3</td>
</tr>
<tr>
<td>CMP 135</td>
<td>Introduction to Web Design</td>
<td>3</td>
</tr>
<tr>
<td>CMP 235</td>
<td>Advanced Web Design and Development</td>
<td>3</td>
</tr>
<tr>
<td>CMP 236</td>
<td>Advanced Web Programming</td>
<td>3</td>
</tr>
<tr>
<td>COMT 109</td>
<td>Human Relations</td>
<td>3</td>
</tr>
<tr>
<td>CST 110</td>
<td>Applied Basic Programming Concepts Using Visual</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Basic .NET</td>
<td></td>
</tr>
<tr>
<td>CST 130</td>
<td>Introduction to Scripting for the Windows</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Environment</td>
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<tr>
<td>CST 160</td>
<td>Installing, Configuring and Administering</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Microsoft Windows Vista</td>
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<td>CST 162</td>
<td>Installing, Configuring, and Administering</td>
<td>3</td>
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<td></td>
<td>Microsoft Windows Server 2003</td>
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<td>CST 168</td>
<td>Installing, Configuring, and Administering</td>
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<td></td>
<td>Linux</td>
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<tr>
<td>CST 211</td>
<td>Programming Capstone Project</td>
<td>3</td>
</tr>
<tr>
<td>CST 220</td>
<td>Applied Introduction to Java</td>
<td>4</td>
</tr>
<tr>
<td>CST 221</td>
<td>Applied Intermediate Java</td>
<td>4</td>
</tr>
<tr>
<td>CST 233</td>
<td>Deploying Databases with Microsoft SQL Server</td>
<td>3</td>
</tr>
<tr>
<td>CST 244</td>
<td>Introduction to Programming Lab Companion Course</td>
<td>2</td>
</tr>
<tr>
<td>CST 265</td>
<td>Applied Advanced Visual Basic .NET Programming</td>
<td>4</td>
</tr>
<tr>
<td>CTBU 171</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>M 143</td>
<td>Finite Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>MIS 210</td>
<td>Systems Analysis and Design</td>
<td>3</td>
</tr>
<tr>
<td>WRIT 121</td>
<td>Introduction to Technical Writing</td>
<td>3</td>
</tr>
</tbody>
</table>

**Restricted Elective**
Choose from:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAPP 110</td>
<td>Short Courses: MS Outlook</td>
<td>1</td>
</tr>
<tr>
<td>CAPP 154</td>
<td>MS Word</td>
<td>3</td>
</tr>
<tr>
<td>CST 169</td>
<td>Administering Web Servers</td>
<td>3</td>
</tr>
<tr>
<td>CST 182</td>
<td>Help Desk Support</td>
<td>3</td>
</tr>
<tr>
<td>CST 217</td>
<td>Microsoft Certified Applications Developer Exam</td>
<td>2</td>
</tr>
<tr>
<td>CST 227</td>
<td>Sun Certified Java Programmer Exam Preparation</td>
<td>1</td>
</tr>
<tr>
<td>DSGN 248</td>
<td>Computer Presentation and Animation</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total elective credits**

**Total minimum credits**

---

Computer Systems Technology

**Associate of Applied Science Degree**
For more information on this program, please see the College of Technology catalog.

**Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAPP 156</td>
<td>MS Excel</td>
<td>3</td>
</tr>
<tr>
<td>COMT 109</td>
<td>Human Relations</td>
<td>3</td>
</tr>
<tr>
<td>CST 160</td>
<td>Installing, Configuring and Administering</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Microsoft Windows Vista</td>
<td></td>
</tr>
<tr>
<td>CST 162</td>
<td>Installing, Configuring and Administering</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Microsoft Windows Server 2003</td>
<td></td>
</tr>
<tr>
<td>CST 168</td>
<td>Installing, Configuring and Administering</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Linux</td>
<td></td>
</tr>
<tr>
<td>CST 170</td>
<td>Introduction to Internetworking and Cabling</td>
<td>4</td>
</tr>
<tr>
<td>CST 172</td>
<td>Introduction to IP Routing</td>
<td>4</td>
</tr>
<tr>
<td>CST 174</td>
<td>Advanced Routing and Ethernet Switching</td>
<td>4</td>
</tr>
<tr>
<td>CST 176</td>
<td>Wide Area Networking</td>
<td>4</td>
</tr>
<tr>
<td>CST 182</td>
<td>Help Desk Support</td>
<td>3</td>
</tr>
<tr>
<td>CST 250</td>
<td>Microcomputer Hardware Maintenance</td>
<td>3</td>
</tr>
<tr>
<td>CST 260</td>
<td>Planning, Implementing, Managing, and Maintaining</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>a Microsoft Windows Server 2003 Network Infrastructure</td>
<td>3</td>
</tr>
<tr>
<td>CST 270</td>
<td>Advanced Routing Configuration</td>
<td>4</td>
</tr>
<tr>
<td>CST 272</td>
<td>Remote Access Networks</td>
<td>4</td>
</tr>
<tr>
<td>CST 274</td>
<td>Multi-Layer Switching</td>
<td>4</td>
</tr>
<tr>
<td>CST 276</td>
<td>Network Troubleshooting</td>
<td>4</td>
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<tr>
<td>CST 288</td>
<td>Network Security</td>
<td>3</td>
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<tr>
<td>M 114</td>
<td>Extended Technical Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>WRIT 121</td>
<td>Introduction to Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>Restricted Elective (choose from list below)</td>
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<td></td>
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</table>

**Total minimum credits required for degree**

**68**

**Restricted Electives**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CST 200</td>
<td>Cisco CCNA Exam Prep</td>
<td>1</td>
</tr>
<tr>
<td>CST 254</td>
<td>Advanced Hardware Technical Support</td>
<td>4</td>
</tr>
<tr>
<td>CST 263</td>
<td>Planning, Implementing, and Maintaining a</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Microsoft Windows Server 2003 Active Directory</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Infrastructure</td>
<td></td>
</tr>
<tr>
<td>CST 268</td>
<td>Designing a Microsoft Windows Server 2003</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Active Directory and Network Infrastructure</td>
<td></td>
</tr>
<tr>
<td>CST 277</td>
<td>Fundamentals of Wireless LANs</td>
<td>3</td>
</tr>
<tr>
<td>CST 296</td>
<td>Internship</td>
<td>3</td>
</tr>
</tbody>
</table>

**Construction Technology – Carpentry**

**Associate of Applied Science Degree**
For more information on this program, please see the College of Technology catalog.

**Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAPP 120</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>CARP 120</td>
<td>Carpentry Basics and Rough-in Framing</td>
<td>5</td>
</tr>
</tbody>
</table>
CARP 130 Exterior Finishing, Stair Construction, and Metal Stud Framing .................................................. 4
CARP 140 Introduction to Site Layout .................................. 3
CARP 150 Beginning Carpentry Practicum .................................. 3
CARP 152 Intermediate Carpentry Practicum .................................. 3
CARP 220 Interior Finishing .................................. 4
CARP 230 Advanced Roof, Floor, Wall, and Stair Systems ................................................. 4
CARP 250 Advanced Carpentry Practicum .................................. 4
CARP 252 Capstone Carpentry Practicum .................................. 4
COMT 109 Human Relations .................................. 3
CTBU 166 Principles of Applied Supervision .................................. 3
DIES 101 Powertrains .................................. 2
DIES 114 Introduction to Hydraulics .................................. 2
DIES 117 Introduction to Diesel Fuel Systems .................................. 4
DIES 132 Diesel Engine Overhaul .................................. 6
DIES 260 Diesel Engine Diagnosis and Troubleshooting .................................. 5
DIES 277 Advanced Fuel Systems and Diesel Engine Controls .................................. 6
M 114 Extended Technical Mathematics .................................. 3
M 111 Technical Mathematics .................................. 3
M 117 Technical Mathematics .................................. 3
M 117 Technical Mathematics .................................. 3
DIES 250 Heavy Duty Chassis .................................. 6
DIES 256 Diesel Service Operations I OR DIES 296 Cooperative Education/Internship ........... 2
DIES 257 Diesel Service Operations II OR DIES 296 Cooperative Education/Internship ........... 2
DIES 277 Advanced Fuel Systems and Diesel Engine Controls .................................. 6
DIES 256 Diesel Service Operations I OR DIES 296 Cooperative Education/Internship ........... 2
DIES 257 Diesel Service Operations II OR DIES 296 Cooperative Education/Internship ........... 2

Restricted Elective (see below) .................................. 3

Total minimum credits required for degree .................. 71

Restricted Electives
CTBU 171 Introduction to Business .................................. 3
HVAC 110 Introduction to HVAC .................................. 4
TRID 125 Introduction to Flooring Installation .................................. 4
TRID 190 Introduction to Residential Wiring .................................. 3

Diesel Technology

Certificate of Applied Science

For more information on this program, please see the College of Technology catalog.

Required Courses Credits
COMT 109 Human Relations .................................. 3
DIES 101 Powertrains .................................. 2
DIES 113 Introduction to Hydraulics .................................. 2
DIES 114 Introduction to Hydraulics Lab .................................. 2
DIES 117 Introduction to Diesel Fuel Systems .................................. 4
DIES 250 Heavy Duty Chassis .................................. 6
M 111 Technical Mathematics .................................. 3
TRID 150 Environmental and Shop Practices .................................. 2
TRID 170 Engine Theory .................................. 4
TRID 180 Electrical Systems .................................. 4
WRIT 104 Workplace Communications .................................. 3

Total minimum credits required .................................. 35

Students should check the course descriptions for required prerequisites. Math and English requirements are usually determined by performance on placement tests or transfer credits.

Drafting and Design Technology

Certificate of Applied Science

For more information on this program, please see the College of Technology catalog.

Required Courses Credits
CAPP 120 Introduction to Computers .................................. 3
COMT 109 Human Relations .................................. 3
DRFT 102 Building Construction .................................. 2
DRFT 104 Civil Technology .................................. 2
DRFT 109 Introduction to Technical Drawing .................................. 4
Drafting and Design

Associate of Science Program of Study
For more information on this program, please see the College of Technology catalog.

Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>DRFT 108</td>
<td>Introduction to CAD</td>
<td>3</td>
</tr>
<tr>
<td>DSGN 208</td>
<td>Multimedia Technology</td>
<td>3</td>
</tr>
</tbody>
</table>

Students should check the course descriptions for required prerequisites.

Fire Science

Associate of Science Program of Study
For more information on this program, please see the College of Technology catalog.

Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRE 101</td>
<td>Fire Service Orientation</td>
<td>1</td>
</tr>
<tr>
<td>FIRE 172</td>
<td>Wildlands Standards for Survival</td>
<td>3</td>
</tr>
</tbody>
</table>

It is highly recommended that all students take Emergency Medical Technician (EMT) training before graduation.

Heating, Ventilation, Air Conditioning and Refrigeration Technology

Associate of Applied Science Degree
*Program placed on moratorium*
For more information on this program, please see the College of Technology catalog.

Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HVAC 117</td>
<td>Air Conditioning</td>
<td>2</td>
</tr>
<tr>
<td>HVAC 180</td>
<td>HVACR Basic Electricity</td>
<td>4</td>
</tr>
<tr>
<td>HVAC 185</td>
<td>HVAC Controls</td>
<td>4</td>
</tr>
<tr>
<td>HVAC 186</td>
<td>Hydronics</td>
<td>2</td>
</tr>
</tbody>
</table>
HVAC 200 Refrigeration Technicians EPA Certification Review .......................................... 1
HVAC 201 Advanced Refrigeration .................................................. 3
HVAC 203 Advanced Air Conditioning........................................... 2
HVAC 210 Heat Pumps................................................................. 2
HVAC 212 Sheet Metal Technology and Blueprint Reading ................................................. 2
HVAC 231 Residential and Light Commercial Heating & Ventilation Systems............................. 3
HVAC 243 Steam Systems............................................................. 3
HVAC 255 Advanced Controls.......................................................... 3
HVAC 275 Capstone.................................................................... 1
M 114 Extended Technical Mathematics.................................................. 3
TRID 150 Environmental and Shop Practices.................................................. 2
TRID 151 Welding........................................................................ 2
TRID 152 Vehicle Heating, Ventilation and Air Conditioning..................................................... 3
WRIT 122 Introduction to Business Writing OR WRIT 121 Introduction to Technical Writing .... 3
One required restricted elective with advisor approval.................................................................. 3
Suggested courses: CTBU 171 Introduction to Business
HVAC 296 Cooperative Education/Internship

Total for Degree........................................................................ 69

Human Resources College of Business Articulated Emphasis
Associate of Science Program of Study
For more information on this program, please see the College of Technology catalog.

The AS programs of study are arranged to transfer credits to a Bachelor degree program. Those who choose the College of Business articulated emphasis will be able to transfer directly into the College of Business.

Required Courses Credits
Academic Foundations Requirements ........................................................................ 37
Students should consult with an academic advisor before registering for Academic Foundations courses.

Technical Courses
ACTG 201 Principles of Financial Accounting .................................................. 3
ACTG 180 Payroll Accounting............................................................................. 3
CAPP 120 Introduction to Computers OR
CAPP 131 Basic MS Office............................................................................. 3
ECNS 201 Principles of Microeconomics OR
ECNS 202 Principles of Macroeconomics......................................................... 3
HR 180 Employment Law and Practices............................................................. 3
HR 250 Employment and Compensation Strategies.............................................. 3
HR 281 Risk Management, Safety, and Security
OR
HR 282 Organizational Training and Development ........................................... 3
HR 296 Cooperative Education/Internship.......................................................... 3

Total Required Courses........................................................................ 23
Total Credits.................................................................................. 60

*Students are required to complete two credits, but may earn up to nine as electives.

Human Resources General Applied Emphasis
Associate of Science Program of Study
For more information on this program, please see the College of Technology catalog.

Required Courses Credits
Academic Foundations Requirements........................................................................ 37
Students should consult with an academic advisor before registering for Academic Foundations courses in order to maximize the number of elective credits allowed in the degree.

Required Technical Courses
ACTG 101 Accounting Procedures I......................................................... 3
ACTG 180 Payroll Accounting............................................................................. 3
CAPP 120 Introduction to Computers..................................................................... 3
HR 180 Employment Law and Practices......................................................... 3
HR 250 Employment and Compensation Strategies.............................................. 3
HR 281 Risk Management, Safety, and Security............................................. 3
HR 282 Organizational Training and Development ........................................... 3
HR 296 Cooperative Education/Internship.......................................................... 3

Total Required Courses........................................................................ 23
Total Credits.................................................................................. 60

*Students are required to complete two credits, but may earn up to nine as electives.

Human Resource Management
Certificate of Applied Science
For more information on this program, please see the College of Technology catalog.

Required Courses Credits
Academic Foundations
Writing Category......................................................................... 6
Human Relations Category................................................................. 3
Computation Category..................................................................... 3

Total.......................................................................................... 12
Students should consult with an academic advisor before registering for Academic Foundations courses in
order to maximize the number of elective credits allowed in the degree. A list of Academic Foundations courses is available in the General Bulletin and College of Technology catalog.

ACTG 101 Accounting Procedures I ....................... 3
ACTG 180 Payroll Accounting ................................ 3
CAPP 120 Introduction to Computers .................... 3
HR 180 Employment Law and Practices ................... 3
HR 250 Employment and Compensation Strategies .... 3
HR 281 Risk Management, Safety, and Security ..... 3
HR 282 Organizational Training and Development .. 3
HR 296 Cooperative Education/Internship .......... 2-9*

Total Required Courses ...................................... 23

Total minimum credits required .......................... 35

*Students are required to complete two credits, but may earn up to nine as electives (total credits for degree may be up to 42).

Medical Administrative Assistant

Associate of Applied Science Degree

For more information on this program, please see the College of Technology catalog.

Required Courses Credits
ACTG 101 Accounting Procedures I ....................... 3
CAPP 110 Short Courses: MS Outlook ...................... 1
CAPP 120 Introduction to Computers .................... 3
CAPP 154 MS Word .............................................. 3
CAPP 156 MS Excel ............................................. 3
CAPP 158 MS Access ........................................... 3
CODE 110 CPT-4 Procedure Coding ...................... 3
CODE 120 ICD-9 Diagnosis Coding ...................... 3
COMT 109 Human Relations .................................... 3
COMT 130 Introduction to Public Speaking ............ 3
CTBU 113 Transcription ...................................... 3
CTBU 115 Keyboarding Applications/Ten Key .......... 3
CTBU 131 Records and Information Management .. 3
CTBU 133 Office Applications .............................. 3
CTBU 153 Medical Transcription ......................... 3
HLTH 101 Essentials of Anatomy and Physiology .... 3
HLTH 150 Health Occupations Terminology I ........ 3
HLTH 251 Medical Office Procedures .................. 3
HLTH 255 Medical Law and Ethics ....................... 3
M 108 Business Mathematics .............................. 3
M 121 College Algebra ........................................ 3
OR
M 143 Finite Mathematics ................................. 4*

Total Credits...................................................... 64

Restricted Electives chosen in consultation with academic advisor............................................. 3

Total minimum credits required for degree .......... 67

* Students should check with their academic advisor to determine the specific math course that is appropriate for their plan of study.

Suggested Electives:
ACTG 102 Accounting Procedures II
ACTG 103 Accounting Procedures III
ACTG 125 QuickBooks
ACTG 180 Payroll Accounting
ACTG 205 Computerized Accounting
CMP 115 Introduction to Desktop Publishing
CMP 135 Introduction to Web Design
CTBU 165 Business Law
CTBU 171 Introduction to Business
CTBU 175 Current Issues in Business
CTBU 296 Cooperative Education/Internship
DSGN 204 Advanced Software Applications
DSGN 208 Multimedia Technology
WRIT 180 Editing for Business Writing

Students should check course descriptions for required prerequisites. Math and communication requirements are usually determined by performance on placement tests or transfer credits.

Medical Coding & Insurance Billing

Certificate of Applied Science

For more information on this program, please see the College of Technology catalog.

Required courses Credits
CAPP 120 Introduction to Computers .................... 3
CAPP 110 CPT-4 Procedure Coding ...................... 3
CODE 120 ICD-9 Diagnosis Coding ...................... 3
CODE 140 Computerized Medical Billing .............. 3
CODE 150 Advanced Coding and Auditing ............. 3
COMT 109 Human Relations ................................. 3
HLTH 101 Essentials of Anatomy and Physiology .... 3
HLTH 150 Health Occupations Terminology I ........ 3
HLTH 251 Medical Office Procedures .................. 3
HLTH 255 Medical Law and Ethics ....................... 3
M 108 Business Mathematics .............................. 3
WRIT 122 Introduction to Business Writing .......... 3

Total Credits...................................................... 33

Students should check the course descriptions for required prerequisites. Math and English requirements are usually determined by performance on placement tests or transfer credits.
Networking Technology

**Associate of Science Program of Study**

For more information on this program, please see the College of Technology catalog.

**Required Courses**

<table>
<thead>
<tr>
<th>Academic Foundations Requirements</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>37</td>
</tr>
</tbody>
</table>

Students should consult with an academic advisor before registering for Academic Foundations courses.

**Required Technical Courses**

- CAPP 156 MS Excel .................................................. 3
- CST 160 Installing, Configuring and Administrating Microsoft Windows Vista ........................................... 3
- CST 162 Installing, Configuring and Administrating Microsoft Windows Server 2003 ........................................... 3
- CST 170 Introduction to Internetworking and Cabling .............................................................. 4
- CST 172 Introduction to IP Routing........................................... 4
- CST 174 Advanced Routing and Ethernet Switching... 4
- CST 176 Wide Area Networking ........................................... 4

**Technical Courses**................................................... 25

Total minimum credits required for degree........... 62

NOTE: Students are encouraged to take the industry certifications tests for Cisco and MCSE. Please contact our testing center for more information on cost and scheduling.

Nursing

**Registered Nurse**

**Associate of Science**

For more information on this program, please see the College of Technology catalog.

**Required Courses**

| BIOL 104 Nutrition for Health Careers | 2 |
| BIOL 213 Human Anatomy and Physiology I | 3 |
| BIOL 214 Human Anatomy and Physiology I | 1 |
| BIOL 216 Human Anatomy and Physiology II | 3 |
| BIOL 217 Human Anatomy and Physiology II | 1 |
| BIOL 251 Microbiology for the Health Sciences | 3 |
| BIOL 261 Microbiology for the Health Sciences Lab | 1 |
| CHMY 121 Introduction to General Chemistry | 3 |
| CHMY 122 Introduction to General Chemistry | 1 |
| M 121 College Algebra | 3 |
| NURS 101 Introduction to Nursing | 1 |
| NURS 230 Fundamentals of Nursing | 7 |
| NURS 232 Pharmacology | 3 |
| NURS 234 Gerontology | 2 |
| NURS 240 Core Concepts of Adult Nursing | 7 |
| NURS 242 Core Concepts of Maternal/Child Nursing | 3 |
| NURS 244 Core Concepts of Mental Health Nursing | 2 |
| NURS 246 Leadership Issues | 2 |
| NURS 248 Transition to Registered Nursing | 3 |
| NURS 250 Pathophysiology | 3 |
| NURS 252 Complex Care Needs of the Maternal/Child Client | 3 |
| NURS 254 Complex Care Needs-Mental Health Client | 2 |
| NURS 260 Complex Care Needs of the Adult Client | 4 |
| NURS 262 Advanced Clinical Skills | 1 |
| NURS 264 Managing Client Care | 4 |
| PSYX 100 Introduction to Psychology | 3 |
| SOCI 101 Introduction to Sociology | 3 |
| WRIT 101 College Writing I | 3 |

**Total for Associate of Science in Nursing**........... 72

Office Assistant

**Certificate of Applied Science**

For more information on this program, please see the College of Technology catalog.

**Required Courses**

| ACTG 101 Accounting Procedures I | 3 |
| CAPP 120 Introduction to Computers | 3 |
| CAPP 154 MS Word | 3 |
| CAPP 158 MS Access | 3 |
| COMT 109 Human Relations | 3 |
Para 240 Cardiology ................................................ 4
Para 242 Medical .................................................... 2
Para 241 Cardiology Lab & (ACLS) ........................ 1
Para 135 Hospital Internship I ................................. 5
Para 134 Trauma/Pulmonary Lab & (PHTLS) ......... 1
Para 133 Pulmonary ................................................ 2
Para 131 Paramedic Fundamentals Skills Lab .......... 1
Para 130 Paramedic Fundamentals .......................... 3
Para 120 EMS Case Studies .................................... 4
Para 101 Transition to Paramedicine........................ 1
Para 109 Human Relations ..................................... 3
Para 108 Business Mathematics ............................. 3
Para 107 Human Relations ................................. 3
Para 106 Contemporary Mathematics ..................... 3
Para 101 Intro to Business Writing ......................... 3
Total minimum credits required ............................ 36

Students should check course descriptions for required prerequisites. Math and communication requirements are usually determined by performance on placement tests or transfer credits.

Para 245 OB/Neonate/Pediatrics ...................................... 2
Para 244 Special Considerations ................................. 1
Para 243 Medical ..................................................... 2
Para 242 Medical ..................................................... 2
Para 241 Cardiology Lab & (ACLS) ............................ 1
Para 240 Cardiology ............................................... 4
Para 134 Trauma/Pulmonary Lab & (PHTLS) ............ 1
Para 133 Pulmonary ................................................ 2
Para 132 Trauma ..................................................... 2
Para 131 Paramedic Fundamentals Skills Lab .......... 1
Para 130 Paramedic Fundamentals .................................. 3
Para 109 Human Relations ..................................... 3
Para 108 Business Mathematics ............................. 3
Para 107 Human Relations ................................. 3
Para 101 Intro to Business Writing ......................... 3
Total minimum credits required for degree ........... 70

Students should check course descriptions for required prerequisites.

Para 246 OB/Neonate/Pediatrics & (NRP) &...

Para 252 National Registry Exam Preparation........... 3
Para 253 National Registry Exam Preparation Lab .... 1
Para 254 Field Internship ........................................ 8
WRIT 122 Introduction to Business Writing
OR WRIT 121 Introduction to Business Writing .... 3
Restricted Elective .................................................. 3
Total ........................................................................ 70

Students should check course descriptions for required prerequisites.

Power Plant Technology
(Pre–Apprenticeship Program)

Associate of Applied Science Degree
For more information on this program, please see the College of Technology catalog.

Required Courses Credits
CAPP 120 Introduction to Computers ......................... 3
COMT 109 Human Relations ..................................... 3
COMT 130 Introduction to Public Speaking.................. 3
CTBU 171 Introduction to Business ......................... 3
M 114 Extended Technical Mathematics ..................... 3
PPT 101 Fundamentals of Processing Technology ....... 2
PPT 120 Environmental Awareness ........................... 2
PPT 130 Process Diagrams for Process Technology .... 2
PPT 135 Instrument and Control Systems .................. 5
PPT 151 Process Plant Safety I .................................. 2
PPT 161 Process Plant Safety II .................................. 2
PPT 175 Process Plant Sciences .................................. 5
PPT 207 Boilers, Accessories and Basic Operations .... 3
PWRP 201 Power Plant Equipment and Operations ...... 3
PWRP 203 Energy Sources and Conversion ............... 3
PWRP 210 Turbines, Accessories and Basic Operation ... 3
PWRP 214 Power Generation ................................... 4
PWRP 216 Electrical System Components and Protections ........................................... 3
PWRP 218 Advanced Plant Operations and Troubleshooting ........................................... 4
PWRP 296 Cooperative Education/Internship .......... 2
TRID 160 Hazardous Materials Technician General Training ........................................... 3
TRID 185 Introduction to Industrial Power Systems .... 3
WRIT 122 Introduction to Business Writing
OR WRIT 121 Introduction to Technical Writing .... 3
Total minimum credits required for degree ........... 72

Students should check the course descriptions for required prerequisites.

Practical Nursing

Associate of Applied Science
For more information on this program, please see the College of Technology catalog.

Required Courses Credits
BIOL 104 Nutrition for Health Careers .................... 2
BIOL 213 Human Anatomy and Physiology I ............ 3
BIOL 214 Human Anatomy and Physiology I Laboratory ........................................... 1
BIOL 216 Human Anatomy and Physiology II ........... 3
BIOL 217 Human Anatomy and Physiology II Laboratory ........................................... 1
CHMY 121 Introduction to General Chemistry ........... 3

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Process Plant Technology

Associate of Applied Science Degree

For more information on this program, please see the College of Technology catalog.

Required Courses Credits
CAPP 120 Introduction to Computers .................................................. 3
COMT 109 Human Relations ................................................................. 3
COMT 130 Introduction to Public Speaking ........................................... 3
CTBU 171 Introduction to Business ...................................................... 3
M 114 Extended Technical Mathematics ............................................ 3
PPT 101 Fundamentals of Processing Technology Lecture .................. 4
PPT 102 Fundamentals of Processing Technology Laboratory ............. 1
PPT 120 Environmental Awareness ..................................................... 2
PPT 130 Process Diagrams for Process Technology ......................... 2
PPT 135 Instrument and Control Systems Lecture ......................... 4
PPT 136 Instrument and Control Systems Laboratory ................ 1
PPT 151 Process Plant Safety I ............................................................ 2
PPT 161 Process Plant Safety II ............................................................ 2
PPT 175 Process Plant Sciences Lecture .............................................. 4
PPT 176 Process Plant Sciences Laboratory ........................................ 1
PPT 207 Boilers, Accessories and Basic Operations ......................... 3
PPT 208 Equipment and Operations Laboratory ................................ 2
PPT 210 Equipment and Operations Lecture .................................... 4
PPT 211 Advanced Operations Lecture ............................................. 2
PPT 212 Advanced Operations Laboratory ......................................... 1
PPT 220 Quality Control Practices ..................................................... 2
PPT 225 Plant Investigation and Troubleshooting ................................ 2
PPT 296 Cooperative Education/Internship ...................................... 3
TRID 160 Hazardous Materials Technician General Training............ 3
TRID 185 Introduction to Industrial Power Systems Lecture ............... 2
TRID 186 Introduction to Industrial Power Systems Laboratory ........ 1
WRIT 122 Introduction to Business Writing ..................................... 3

OR WRIT 121 Introduction to Technical Writing ............................. 3

Restricted Elective (to be selected in consultation with the advisor) ........... 3
Choose from the following:
BIOL 101 Survey of Biology ............................................................. 3
CAPP 110 Short Courses: MS Outlook .............................................. 1
CAPP 156 MS Excel ................................................................. 3
PWRP 210 Turbines, Accessories and Basic Operations .................. 3
SOCI 101 Introduction to Sociology .................................................. 3
TRID 151 Welding ............................................................................. 2

Total minimum credits required for degree .................. 69

Students should check the course descriptions for required prerequisites.

Radiologic Technology

Associate of Applied Science

For more information on this program, please see the College of Technology catalog.

Required Courses Credits
BIOL 213 Human Anatomy and Physiology I .................................. 3
BIOL 214 Human Anatomy and Physiology I Laboratory ..................... 1
CAPP 120 Introduction to Computers .............................................. 3
COMT 109 Human Relations ............................................................. 3
M 114 Extended Technical Mathematics (preferred)
OR M 105 Contemporary Mathematics
OR STAT 141 Introduction to Statistical Concepts ..................... 3
RAD 101 Radiological Technology I .................................................. 2
RAD 102 Clinical Radiology I .......................................................... 5
RAD 103 Radiology I Positioning Lab ............................................. 1
RAD 104 Introduction to Radiologic Physics .................................... 3
RAD 105 Patient Care in Radiology ................................................. 3
RAD 108 Clinical Radiology Intersession ..................................... 1
RAD 110 Radiation Physics and Biological Principles ....................... 3
RAD 151 Radiologic Technology II .................................................. 3
RAD 152 Clinical Radiology II ......................................................... 6
RAD 153 Radiology II Positioning Lab ............................................ 1
RAD 181 Radiologic Technology III .................................................. 2
RAD 182 Clinical Radiology III ......................................................... 8
RAD 183 Radiology III Positioning Lab ............................................ 1
RAD 201 Radiologic Technology IV .................................................. 3 (twice)
RAD 202 Clinical Radiology IV ....................................................... 8
RAD 252 Clinical Radiology V ........................................................... 8
RAD 271 Registry Review ................................................................. 3
WRIT 122 Introduction to Business Writing ..................................... 3
OR WRIT 121 Introduction to Technical Writing ......................... 3

Total................................................................................. 80

Students should check the course descriptions for required prerequisites.
Surgical Technology

Associate of Applied Science

For more information on this program, please see the College of Technology catalog.

Prospective students may contact UM COT Outreach Office at 406-243-7871 for more information regarding the Surgical Technology program or Program Director, Debbie Fillmore, at 406-243-7860 or debbie.fillmore@mso.umt.edu

General Education/Academic Foundations

Prerequisites

These courses are to be successfully completed, or in the process of completion, at the time of application to the program.

Pre-Surgical Technology

Course Credits
CAPP 120 Introduction to Computers ................................. 3
BIOL 213/214 Human Anatomy and Physiology I with Lab .................................................................... 4
^Grade of “B” required for BIOL 213/214
WRIT 101 College Writing I ...................................... 3
M 105 Contemporary Mathematics ............................. 3
HLTH 150 Health Occupations Terminology I .......................... 3

Surgical Technology Program Curriculum

Please note: Surgical Technology course titles, numbers and rubrics have changed from previous listings.

First Year – Spring

Course Credits
*BIOL 216/217 Human Anatomy & Physiology II & Lab ................................................................. 4
*PSYX 100 Introduction to Psychology ............................................ 3
ST101 Introduction to Surgical Technology ...................... 3
ST 115 Surgical Lab I .............................................. 2
ST 154 Surgical Pharmacology ........................................... 3
ST 164 Microbiology for the Surg Tech .............................. 3
Total............................................................................. 19

Second Year – Fall

Course Credits
ST 200 Operating Room Techniques .......................... 5
ST 201 Surgical Procedures I .................................. 4
ST 215 Surgical Lab II .................................................. 2
ST 250 Surgical Clinical I ........................................ 4
*MED 280E Ethics in Health Professions .................... 3
Total............................................................................. 18
*Can be taken earlier

Second Year – Spring

Course Credits
ST 202 Surgical Procedures II .................................. 5
ST 251 Surgical Clinical II ............................................ 5
ST 298 Surgical Internship ........................................... 5
Total............................................................................. 15

Welding and Metal Fabrication Technology

Associate of Applied Science

For more information on this program, please see the College of Technology catalog.

Required Courses

Credits
CAPP 120 Introduction to Computers ............................................................... 3
COMT 109 Human Relations ................................................................. 3
M 114 Extended Technical Mathematics ................................. 3
METL 111 Welding Technology, Theory and Safety .... 3
METL 112 Blueprint Reading and Welding Symbols .... 3
METL 113 Cutting and Shielded Metal Arc Welding Lab .................................................................... 5
METL 114 Shielded Metal Arc Welding Lab .......................... 4
METL 151 Layout and Pattern Making Fundamentals ............................... 3
METL 152 Metal Fabrication Basics ........................................... 2
METL 153 Metal Fabrication Lab ............................................. 3
METL 154 Semi-Automatic Welding .................... 2
METL 155 Semi-Automatic and SMAW Lab .................. 5
METL 211 Pipe Welding and Layout .................. 3
METL 212 Pipe Welding Lab I .......................................... 5
METL 213 Gas Tungsten Arc Welding .................... 5
METL 214 Advanced Weld Technology and Theory II ... 2
METL 251 Specialty Welding Processes .......................... 5
METL 252 CNC Processes for Metal Fabrication .... 5
METL 253 Weld Testing and Certification ....................... 2
METL 254 Weld Testing and Certification Lab .................. 3
WRIT 122 Introduction to Business Writing ............ 3
Total minimum credits required ........................................ 72

Suggested Elective

METL 296 Cooperative Education/Internship .......... 3-9

Students should check the course descriptions for required prerequisites.

Welding and Metal Fabrication Technology

Certificate of Applied Science

For more information on this program, please see the College of Technology catalog.

Required Courses

Credits
COMT 109 Human Relations ................................................................. 3
M 111 Technical Mathematics ..................................................... 3
METL 111 Welding Technology, Theory and Safety .... 3
METL 112 Blueprint Reading and Welding Symbols.. 3
METL 113 Cutting and Shielded Metal Arc Welding Lab ......................................................... 5
METL 114 Shielded Metal Arc Welding Lab .......... 4
METL 151 Layout and Pattern Making Fundamentals .......................................................... 3
METL 152 Metal Fabrication Basics................... 2
METL 153 Metal Fabrication Lab ......................... 3
METL 154 Semi-Automatic Welding.................... 2
METL 155 Semi-Automatic and SMAW Lab ....... 5
WRIT 104 Workplace Communications ................. 3
Total minimum credits required .............................. 39

Suggested Elective
CAPP 120 Introduction to Computers ................... 3

Students should check the course descriptions for required prerequisites.

Welding for Energy Technology
Certificate of Applied Science
For more information on this program, please see the College of Technology catalog.

Entrance Requirement
Entrance requirement for the Welding for Energy Technology Certificate of Applied Science is successful completion of the Welding and Metal Fabrication Certificate of Applied Science or equivalent professional industry certification, and/or evaluation by qualified College of Technology faculty of applicable work experience.

Required Courses Credits
COMT 109 Human Relations .................................. 3
M 111 Technical Mathematics ................................ 3
METL 211 Pipe Welding and Layout ..................... 3
METL 212 Pipe Welding Lab I .................................. 5
METL 213 Gas Tungsten Arc Welding ..................... 5
METL 214 Advanced Weld Technology and Theory II ......................................................... 2
METL 251 Specialty Welding Processes .................. 5
METL 252 CNC Processes for Metal Fabrication .... 5
METL 253 Weld Testing and Certification ............. 2
METL 254 Weld Testing and Certification Lab .......... 3-5
WRIT 104 Workplace Communications ................. 3
Total minimum credits required .............................. 39

Suggested Elective
CAPP 120 Introduction to Computers ................... 3

Students should check the course descriptions for required prerequisites.

AA/AS General Studies (Self-Designed)
For more information on this program, please see the College of Technology catalog.

Requirements Credits
Academic Foundations ........................................ 37
Electives .......................................................... 23
Total ........................................................................ 60

• Earn a minimum of 60 semester credits with a cumulative grade point average of 2.0 or better
• Satisfy the Academic Foundations requirements of MSU Billings
• Earn a C- or better in all Academic Foundations requirements
• A minimum of 20 semester credits with 40 grade points must be earned at MSU Billings
Outreach & Community

Team Leader:  Bruce Whittenberg, Team Leader for Outreach and Community Development  
(406) 896-5877; bwhittenberg@msubillings.edu

Lisa Skriner (406) 247-3055, lskriner@msubillings.edu

“Montana’s businesses and industries need institutions to begin focusing now on training students so they become the ‘talent’ that will sustain our existing industries and help us recruit new business and industries.”  
- John Cech, Dean, MSU Billings College of Technology

As the MSU Billings College of Technology evolves into a comprehensive community college, a critical part of its mission is to become a center for community learning. The College of Technology has partnered with the MSU Billings College of Professional Studies and Lifelong Learning to bring together the rich resources of the COT and the entire University to serve the workforce and lifelong learning needs of our community.

In relationships with a variety of businesses and organizations, the Colleges provide need-based consulting and customization of skill development programs to address many of the issues faced by today’s workforce. A powerful and world-recognized program and Fortune 500 company, Achieve Global, forms the foundation for customized training and personal development programs with MSU Billings. The Achieve Global programs, available to MSU Billings by exclusive license, have been utilized by a number of businesses and non-profit organizations in our community. Achieve Global training materials have been used in many of the Fortune 500 companies, and is developed over decades of research, testing and refinement. Achieve Global material truly reflects the excellence that is at the heart of the MSU Billings Mission.

“The customized programs and materials change lives--literally. I couldn’t begin to count the times one of our participants has come to me after training and commented that our training program has changed not only their work-life, but provided them with principles they could use in their personal lives,” said Russell Cherry, Achieve Global Master Trainer.

The relationship between the University and a client typically begins with thoughtful discussion of the client’s needs and desired outcomes. During this process, a variety of training options are discussed and reviewed. Of the dozens of Achieve Global training modules available, only those most appropriate to the needs of the client/partner would be incorporated into the program. The real power of the University’s program is the ability to develop these custom training packages specifically for each client/partner.

An exciting element of the community development initiative is the collaboration between Colleges of the University.

For additional information on the Achieve Global programs, or other University professional development programs, contact Sharon Weatherwax-Ripley at the College of Professional Studies and Lifelong Learning, (406) 896-5875, or Bruce Whittenberg at the College of Technology, (406) 896-5877.

ACT Center

The ACT Center is located next to the library at the College of Technology. Our fast internet connections will give you access to over 3000 titles from personal development to business development. You can access 95% of our titles from your home or office computer via the Web. You can access up-to-date training anytime, anywhere at a cost effective rate. Contact Frank Kuehn at (406) 247-3011.

Achieve Global

As a Fortune 500 company, and a Fortune 100 trainer, Achieve Global has worked with the largest international conglomerates. For example, Achieve Global trained the award-winning Salt Lake Olympic Organizing Committee staff and volunteers. Through a unique educational partnership with the MSU Billings, Achieve Global can offer industry-standard training at Montana prices. Our certified instructors deliver Achieve Global modules in three-hour blocks.

Customized Solutions

Why outsource your training issues when you can in-source a training director to be part of your executive
team? Through a multi-step, consultative process, we listen to your needs and design a customized organizational development solution that may include technical and “soft skills” training. The College of Technology can bring the resources of MSU Billings to your business and help you achieve the next level.

**Computer Training**

We offer training in Microsoft software applications, Web and desktop publishing, accounting and book keeping software, and troubleshooting pointers for your computer.

**Community Education**

The College of Technology Outreach and Community Center of Excellence frequently collaborates with other organizations in the region to offer conferences and workshops for the general public. Conference and workshop topics include agriculture, healthcare, computer network security, leadership and other areas of professional development. COT Conferences are regionally known for their quality and timeliness. Contact Frank Kuehn, (406) 247-3011.

**Summer Camps**

The College of the Technology will offer a wide array of summer camps for youth ranging from primary to secondary education each summer.

**Coordinated Evening/Online Studies**

The Coordinated Evening/Online Studies accommodates the needs of adults who lead busy lives but are seriously committed to continuing their education. Students can earn an Associate of Science during the evenings, weekends and online, allowing them to maintain a full-time job and family.

College of Technology Programs currently offered in Coordinated Evening/Online Studies mode:

**AS Degrees**

- Human Resources-General Applied Emphasis
- Human Resources—College of Business Articulated Emphasis
- Business Administration

**Certificate of Applied Science**

- Human Resource Management

**Specialized Training**

Through the College of Technology’s Outreach and Community Development Center of Excellence, a variety of special programs have been developed to meet specific training needs of business, industry, and other organizations through contract training, continuing education courses, workshops, and seminars. Specialized programs can be developed at the request of individuals and employers and are conducted on the job site or on campus.

**Certification Testing Center**

A variety of testing services are administered at the College of Technology. Sylvan Prometric tests are available for areas including Microsoft, A+, Novell, Cisco, IBM, Lotus, J.D. Edwards, Auto Glass Technician, etc. The Microsoft Office Specialist (MOS) testing program offers certification tests for Word, Excel, Outlook, PowerPoint, and Access. Additional ways to serve the community by expanding the certification test offerings in additional areas are always being sought. For more information please contact our Library/Testing Center at (406) 247-3025.

**MSU Billings Online University**

Coordinator: Dr. Karen Heikel, Dean, College of Professional Studies & Lifelong Learning

Online Advising: inquiry@msubonline.org or (406) 657-2240

Website: www.msubillings.edu/msubonline

∇ - This symbol denotes programs offered in an online format in addition to classroom training

We are pleased to be able to offer you an opportunity to take college courses via the internet as a way of overcoming barriers of time and place. Our students have told us they need the ability to reach their academic goals in an environment that affords them freedom and flexibility, comfort and convenience, and more time for work and family. By combining our commitment to Access and Excellence with the technology that allows you to “Learn Online… Anywhere…Anytime,” this program ensures that you can achieve your personal, professional, and academic goals without sacrificing the other things that are important in your life.
Through the MSU Billings Online University, you can complete Academic Foundations requirements as well as the following certificates and degrees listed below. We are continuously reviewing our programs to determine what we can offer in an online format. To get a current list of degrees and classes offered online, please check the online website www.msubillings.edu/msubonline.

**Online Programs currently offered at the MSU Billings College of Technology:**

**Associate Degree Programs**
- A.A.S. Accounting Technology
- A.A. General Studies (Self-Designed)
- A.S. General Studies (Self-Designed)
- A.S. Human Resources-Applied Emphasis
- A.S. Human Resources-College of Business Articulated Emphasis

**Certificates of Applied Science**
- Accounting Assistant
- Human Resources Management
- Medical Coding & Insurance Billing
- Office Assistant

You can also take individual online courses for professional development, to transfer to another institution, to apply toward another MSU Billings degree program, or to supplement your on-campus course schedule with an online learning experience.

Students are encouraged to work with an advisor when pursuing any of these degree programs to ensure that courses selected will successfully meet all degree requirements and also fulfill the student’s academic interests and goals. For academic advising and course selection assistance, please contact the MSU Billings Online University Advisor at inquiry@msubonline.org.
Special Programs and Pre–Professional Programs

Pre–Engineering and Pre–Engineering Technology

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

Students seeking an Engineering or Engineering Technology degree can pursue a basic program of study for one or two years at Montana State University Billings. Upon completion of this basic program, students may transfer to the engineering college of their choice to complete the requirements for a Bachelor’s degree. In addition to the technical program, these students will have to complete the Academic Foundations requirements of the school from which the degree will be given.

The core of basic courses is similar for the different fields of engineering but varies slightly among colleges of engineering. As a model for planning, the curricula at the College of Engineering at Montana State University-Bozeman are used in these pre-professional programs at Montana State University Billings. The College of Engineering at MSU is nationally accredited, which ensures that students using this model will follow a program similar to that of other accredited colleges. Nevertheless, students are urged to obtain a catalog from the engineering college of their choice to use as a guide in planning a specific study program.

In order to complete the requirements for an engineering degree in four years, it is generally necessary to carry 16 to 18 credit hours per semester.

Pre–Law Program

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

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

Law schools do not prescribe a specific undergraduate course of study. Students should seek out specific requirements of the law schools to which they are applying. Individuals with baccalaureate degrees in every subject area have been admitted to law schools and have become successful lawyers. The best background, however, is a program that provides a broad liberal arts education. Useful majors include English, Communication Arts, Foreign Languages, History, Psychology, and Sociology. As the practice of law becomes increasingly technical, a specialized background in business or science may prove valuable. A major should be chosen on the basis of the interest and challenge it offers, not because it might guarantee admission to a law school.

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

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

Law schools require applicants to take the LSAT, a half-day standardized test. It consists of three sections which evaluate a student’s reading comprehension, analytical reasoning, logical reasoning, and other skills. A 30- minute writing session is also included. The writing sample is not scored; rather, copies of the essay are sent to all schools to which candidates request their LSAT score sent. Most law schools also require candidates to register for the Law School Data Assembly Service (LSDAS), a biographical and academic information clearinghouse. The LSAT should be taken in June following the junior year or in October of the senior year. The LSAT/LSDAS
registration booklet, which includes a sample test, is available from the Advising Center (McMullen first floor west) or faculty pre-law advisor (LA 817).

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

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

This information is general and only serves as a beginning. More detailed information, including a suggested pre-law curriculum and particular law school admission standards, is available on request from the faculty pre-law advisor (LA 817, 406-657-2997).

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

Students interested in medicine, veterinary medicine, dentistry, or medical technology must obtain a Bachelor’s degree in preparation for these professional programs. No specific undergraduate major is required for these health professions, but a strong academic background in biology and chemistry is expected for admission to most medical-science professional programs. Programs that build a foundation in science and mathematics are adjusted to best fit the needs of particular professional or graduate schools and the student.

Medical schools look for students who are well-rounded. Individual programs can be designed to provide the student with the maximum opportunity for pursuing educational goals. Classes outside the sciences can be helpful to offer breadth to a student’s education. Education outside of the classroom is also important. Medical schools expect students to have a strong understanding of the world around them.

Volunteer work, internships, and involvement in clubs or activities that interest students are strongly encouraged.

Medical technology students graduating with a baccalaureate major in Biology or Chemistry need to apply to an approved school of medical technology to serve a 12-month internship. Students in the other areas should apply to an appropriate professional school before graduation from MSU Billings. Biology and Chemistry faculty will assist and advise the student in arranging these applications, but the initiative lies with the student.

Pre-medical students should regularly use the Medical School Admissions Requirement Handbook to find admissions standards of accredited medical schools and keep abreast of requirements in this field. A copy of this handbook is available for viewing in the Advising Center (McMullen first floor west).

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

The Pre-Nursing curriculum at MSU Billings is designed in conjunction with the College of Nursing at Montana State University-Bozeman. This two year pre-nursing program fulfills the basic undergraduate Academic Foundations requirements and the College of Nursing requirements WITH THE EXCEPTION OF FIVE (5) LOWER DIVISION NURSING COURSES. One of these five lower division courses is available online through MSU-Bozeman. The remaining four (4) lower division nursing courses are taught at the Bozeman Campus and are offered on a limited basis at the Billings campus.

Pre-Nursing students should apply for upper division (junior and senior years) placement during their second semester at MSU Billings. Upper Division placement is competitive and based strictly on a “selected” Grade Point Average (GPA) calculation. Due to occasional changes in the curriculum, it is essential to contact the pre-nursing advisor before course selection.

Students interested in details of the complete MSU-Bozeman program may write directly to MSU-Bozeman College of Nursing or contact the director at the Billings Extended Campus of the MSU-Bozeman College of Nursing located on the MSU Billings campus, Apsaruke Hall 212, 657-1775.
Students are reminded that a Practical Nursing Program is available at the MSU Billings College of Technology. The chairperson of the Health Occupations Department may be reached at (406) 247-3000.

**Pre-Pharmacy and Pre-Physical Therapy**

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

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

Listings in the Course Descriptions section are grouped alphabetically according to academic discipline. Then, under each academic discipline, the courses follow a numerical order. Each listing includes the description of the course content, the course credit, prerequisites (if any), and corequisites (if any). Course offerings are subject to the availability of staff and adequate enrollment. Students should consult the yearly time schedule of classes to determine the courses actually offered each semester.

Cross-Referenced Rubrics Some courses carry two rubrics (i.e. EC/RD 335). This means the same course is offered in the Early Childhood listing and in the Reading listing of courses.

Course Numbering The academic program at Montana State University Billings is organized in lower division, upper division and graduate courses. Lower division courses are numbered 100 to 299; upper division courses carry numbers from 300 to 499; graduate courses have numbers from 500 to 599. Ordinarily, freshmen take courses carrying numbers from 100 to 199; sophomores from 200 to 299; juniors from 300 to 399; and seniors from 400 to 499. However, provided that prerequisites are met, freshmen may take courses carrying numbers from 200 to 299, sophomores from 300 to 399, and juniors from 400 to 499. Courses numbered 500 to 599 are available to senior students who are within one semester of graduation, have a minimum grade point average of 3.00, and have received prior approval from the Director of Graduate Studies. If these conditions have been satisfied, students may enroll for up to eight semester graduate credits.

Courses numbered 600 and above are only available to graduate students.

Teacher Education Program Restricted Courses Certain upper division courses are restricted to students admitted to the Teacher Education Program at MSU Billings. (See page 255 for a listing of specified courses.) Only those students admitted to the Teacher Education Program may register for these restricted courses.

Symbols and Abbreviations

Credit Hour The number following the course title indicates the number of credits for which the course is offered. When the credit number is followed by “R,” the course may be repeated up to the total credit indicated. For example, 1 cr. R-6 means a course is offered for one credit but may be repeated up to a maximum of six credits. When the indicated credit is preceded by a “V,” the possible credit varies. For example, V 1-5 cr. means the credit varies from one up to a maximum of five. Normally, a credit represents 60 minutes of classroom instruction per week for one semester. The time required for each credit may be distributed in any combination among preparation, recitation, lecture or laboratory work.

Lecture and Laboratory 4 cr. (Lec. 3; Lab 1) Illustrates a class with three credits of lecture per week and one credit of laboratory.

Lecture and Studio 4 cr. (Lec. 2, Stu 2) Illustrates a class with two credits of lecture per week and two credits of studio work a week.

Recitation and Studio 4 cr. (Rct 2, Stu 2) Illustrates a class with two credits of recitation a week and two credits of studio work a week.

Cooperative Education V 1–8 cr. Each Cooperative Education course requires, as a minimum, 45 contact hours per semester credit hour.

Prerequisite Some courses require other courses which must be completed before another can be taken. For example, ACTG 202 Principles of Managerial Accounting Prerequisite: ACTG 201 means that ACTG 201 must be completed before a student enrolls in ACTG 202. In some cases, an equivalent course for stated prerequisites may be substituted by permission of the dean or chairperson of the area in which the course is given.

Corequisite Some courses require that another course(s) be taken simultaneously if the corequisite course has not been successfully completed prior to registration. Withdrawal from a corequisite course necessitates withdrawal from the other corequisite course(s).
**WR** designates a Writing Intensive course (See Academic Foundations page 71).

**TN** designates a Technology Intensive course (See Academic Foundations page 71).

* Designates a course that can be counted toward Academic Foundations Requirements (See Academic Foundations, page 71).

∇ Designates programs and degrees that are offered online as well as on campus (see the Online University, page 274).
Course Descriptions

ACTG (formerly ACCT), Accounting ................................. 310
ART, Art ................................................................ 311
A&SC, Arts & Sciences ............................................ 315
BIOL, Biology .................................................................. 316
BUS, Business .................................................................. 320
CAPP (formerly MIS), Computer Applications .................. 321
CHEM/BIOL, Biochemistry ........................................... 322
CHMY (formerly CHEM), Chemistry ................................ 322
COMP, Computer Sciences ........................................... 325
COMT, Communication and Theatre .................................. 326
CRIM, Criminal Justice .................................................. 331
EC, Early Childhood ....................................................... 332
ECNS (formerly ECON), Economics ................................ 333
EDCI, Curriculum and Instruction ................................... 334
EDF, Educational Foundations ........................................ 339
EDUC, Education .......................................................... 340
EE, Electrical Engineering ............................................. 341
ENGL, English .................................................................. 341
ERTH (formerly EASC), Earth Science ................................ 343
EVST, Environmental Studies ........................................ 344
FIN, Finance ................................................................... 345
FRCH (formerly FREN), French ...................................... 346
GEO (formerly EASC), Geology ...................................... 346
GRMN (formerly GERM), German ................................... 347
GPHY (formerly GEOG), Geography ................................ 348
HADM, Health Administration .......................................... 349
HHP, Health and Human Performance ........................... 351
HON, Honors .................................................................. 359
HS, Human Services ....................................................... 361
HSTA (formerly HIST), American History ......................... 362
HSTR (formerly HIST), History ...................................... 365
HUMN, Humanities ....................................................... 368
LANG, Languages ......................................................... 368
LIT (formerly ENGL), English Literature ......................... 369
LS, Library Science ......................................................... 371
M (formerly MATH), Mathematics ................................... 371
MGMT, Management ..................................................... 374
MIS, Information Systems .............................................. 375
MKT, Marketing ............................................................. 376
MUSC, Music .................................................................. 377
NAMS, Native American Studies ...................................... 382
PHIL, Philosophy and Religious Studies ........................... 383
PHYS, Physics .................................................................. 385
PSCI (formerly POLS), Political Science ........................... 387
PSLL, Professional Studies ............................................. 390
PSSC, Physical Science .................................................. 390
PSYX (formerly PSYC), Psychology ................................. 390
RD, Reading ..................................................................... 393
REHA, Rehabilitation and Related Services ....................... 395
SCIN, Sciences ................................................................ 397
SOCI (formerly SOCL), Sociology .................................... 398
SPED, Special Education ................................................. 402
SPNS (formerly SPAN), Spanish ..................................... 404
STAT, Statistics .............................................................. 406
WRIT (formerly ENGL), Writing ...................................... 407
## Common Course Numbering Changes

<table>
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<th>NEW</th>
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</thead>
<tbody>
<tr>
<td>ACCT 233</td>
<td>Principles of Accounting I</td>
</tr>
<tr>
<td>ACCT 234</td>
<td>Principles of Accounting II</td>
</tr>
<tr>
<td>ACCT 292</td>
<td>Seminar</td>
</tr>
<tr>
<td>ACCT 301</td>
<td>Intermediate Accounting I</td>
</tr>
<tr>
<td>ACCT 302</td>
<td>Intermediate Accounting II</td>
</tr>
<tr>
<td>ACCT 303</td>
<td>Intermediate Acct III &amp; Theory</td>
</tr>
<tr>
<td>ACCT 342</td>
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Accounting
McD 300, (406) 657–2295

ACTG 201 Principles of Financial Accounting
[formerly ACCT 233 Principles of Accounting I]
3 cr. Corequisite: M 095 or student has tested out of M 095. Introduces the concepts and terminology of accounting and financial reporting for modern business enterprises. The course will focus on analyzing and interpreting accounting information for use in making decisions about organizations. Problem solving, critical thinking, and communication skills that are necessary to use accounting information, to form conclusions about businesses and to communicate these conclusions to others will be emphasized.

ACTG 202 Principles of Managerial Accounting
[formerly ACCT 234 Principles of Accounting II]
3 cr. Prerequisite: ACTG 201. Introduces the concepts and terminology of accounting and managerial reporting for modern business enterprises. The course will focus on the selection and analysis of accounting information for internal use by management. Problem solving, critical thinking, and communication skills that are necessary to use accounting information, to form conclusions about businesses and to communicate these conclusions to others will be emphasized.

ACTG 294 Seminar
[formerly ACCT 292 Seminar]
V 1-3 cr. Provides students an opportunity to investigate topics pertinent to the field of Accounting.

ACTG 301 Intermediate Accounting I
[formerly ACCT 301 Intermediate Accounting I]
3 cr. Prerequisite: ACTG 201, ACTG 202. Admission to upper division standing not required. Covers the conceptual framework underlying financial accounting and the development of generally accepted accounting principles. Emphasizes proper income statement and balance sheet presentations in accordance with current professional pronouncements. Present value concepts and accounting for cash, receivables, inventory, and the related revenue and expense accounts are covered.

ACTG 302 Intermediate Accounting II
[formerly ACCT 302 Intermediate Accounting II]
3 cr. Prerequisite: ACTG 201, ACTG 202, ACTG 301. Admission to upper division standing not required. Considers the proper accounting for plant assets, intangible assets, current liabilities and long-term liabilities. Covers accounting for investments, derivative securities and earnings per share. Various aspects of stockholders’ equity are also covered.

ACTG 303 Intermediate Accounting III and Theory
[formerly ACCT 303 Intermediate Accounting III and Theory]
3 cr. Prerequisites: ACTG 201, ACTG 202, ACTG 301, ACTG 302. Admission to upper division standing is not required. Covers accounting for pensions and leases, accounting changes, analysis of financial statements, the statement of cash flows, revenue recognition, income taxes, contemporary issues in accounting theory, as well as accounting research techniques.

ACTG 415 Governmental and Not-For-Profit Accounting
[formerly ACCT 342 Governmental and Not-For-Profit Accounting]
3 cr. Prerequisites: ACTG 201, ACTG 202, ACTG 301 (Admission to upper division standing is not required). Includes accounting principles, budgeting and cost determination as they apply to governmental units and nonprofit organizations.

ACTG 410 Cost/Management Accounting I
[formerly ACCT 343 Cost Accounting]
3 cr. Prerequisite: ACTG 202. Admission to upper division standing is not required. Considers the fundamental principles of cost accounting as applied to job order, process, and standard cost systems, and introduces the use of cost information by management in the decision-making process.

ACTG 321 Accounting Information Systems I
[formerly ACCT 421 Accounting Systems and Controls]
3 cr. Prerequisites: Admission to upper division standing and ACTG 302. Reviews the components of automated accounting systems and emphasizes control considerations in these systems.

ACTG 411 Auditing I
[formerly ACCT 428 Auditing and Assurance Services]
3 cr. Prerequisites: Admission to upper division standing and ACTG 302. Presents a theory of auditing by considering the auditing environment, auditing standards, professional ethics, techniques of internal control, audit evidence, audit approaches and the auditor’s report.
ACTG 412 Auditing II  
[formerly ACCT 429 Advanced Auditing Assurance Services]  
(WR) 3 cr. Prerequisites: Admission to upper division standing and ACTG 411. Strengthens the student’s understanding of the auditing process by building on the material presented in ACTG 411. Students perform audit case studies, are introduced to current auditing trends and techniques, and study various audit approaches.

ACTG 401 Principles of Federal Taxation—Individuals  
[formerly ACCT 433 Income Tax]  
3 cr. Prerequisites: Admission to upper division standing and ACTG 301. Covers the federal income tax code and regulations as applied to individual taxpayers. Emphasizes understanding tax law with less attention given to preparing tax returns.

ACTG 402 Advanced Income Tax  
[formerly ACCT 434 Advanced Income Tax]  
3 cr. Prerequisites: Admission to upper division standing and ACTG 401. Covers advanced topics in federal tax law as applied to corporations, S corporations, partnerships, and other selected topics. Emphasizes understanding tax law with less attention given to preparing tax returns.

ACTG 435 Volunteer Income Tax Assistance (VITA)  
[formerly ACCT 435 Volunteer Income Tax Assistance (VITA)]  
3 cr. Prerequisites: Admission to upper division standing and ACTG 401 or consent of department. Provides practical experience preparing federal and state income tax returns for low-income taxpayers.

ACTG 436 Advanced Accounting  
[formerly ACCT 438 Advanced Accounting]  
3 cr. Prerequisites: Admission to upper division standing, ACTG 302 and ACTG 303 or concurrent enrollment in ACTG 303. Introduces the theory and practice relative to business combinations and foreign currency transactions and translations.

ACTG 492 Independent Study  
[formerly ACCT 491 Independent Study]  
V 1-3 cr. Prerequisites: Admission to upper division standing, consent of department, and approval of the College of Business Academic Programs Committee (CBAPC). Provides outstanding junior and senior students an opportunity to explore material not covered by regular Accounting courses. Students must complete a Request for Independent Study form and have it approved by the instructor and the Department Chair.

ACTG 491 Special Topics  
[formerly ACCT 492 Seminar]  
V 1-3 cr. Prerequisite: Admission to upper division standing. Provides advanced students an opportunity to intensively investigate topics pertinent to the field of Accounting.

ACTG 494 Seminar/Workshop

ACTG 498 Internship

Art

LA 116, (406) 657–2324

ART 101 Fundamentals of Art for Elementary Teachers (Stu) 2 cr. Prerequisite: Restricted to majors in Elementary Education and Special Education. Provides experiences with two- and three-dimensional materials and techniques appropriate for elementary teachers. Includes selected components of art history, art criticism and aesthetics (modern paradigm) and the post-modern paradigm. (Lab fee)

* ART 110 Introduction to Studio Art for Non-Art Majors 3 cr. (Stu) Encourages enhancement of two- and three-dimensional artistic skills for the general student. Traditional and experimental materials, techniques, and concepts are emphasized. Expect improvement of individual art abilities and understandings. (Lab fee)

* ART 131 Global Visual Culture 3 cr. (Lec) Examines visual culture, which includes painting, sculpture, photography, the Internet, performance, cinema, advertising, and television, as our primary means of communication and of understanding our postmodern world. Explores the effects of global visual culture on specific cultures and societies. Special emphasis on the importance of race, ethnicity, gender, sexuality, and the body in visual culture.

* ART 132 Art History Survey 3 cr. (Lec) Examines world art from prehistory through the present day with the objective of developing a critical understanding of art forms in their historical and cultural context.

* ART 142 Introduction to Pottery 3 cr. (Stu) Develops the ability to design three-dimensional clay forms using manual dexterity. Provides the individual
with opportunities for creative experiences and an understanding of basic artistic developments in design, process and content of the ceramic object. (Lab fee)

**ART 151 Two-Dimensional Design 3 cr. (Stu)**
Provides the student with the basic fundamentals to plan and organize two-dimensional expression through painting, graphic design, color theory and composition. Student will be exposed to both content (what artists want to say) and form (how an artist says it). An emphasis will be placed on creativity and critical thinking skills. Lab fee.

**ART 152 Three-Dimensional Design 3 cr. (Stu)**
Introduces the basic principles of designing in three dimensions with an emphasis on form, structure, and terminology in media such as wood, paper fibers, metal, plaster, clay, etc. Assignments focus on aesthetic concepts and technical skills and involve broad-based themes of art, the role of the artist, and creative and critical thinking skills. Lab fee.

* **ART 161 Introduction to Drawing 3 cr. (Stu)**
Introduces the beginning student to the basic fundamentals of drawing including line, form, value, composition, and linear perspective. Instruction will include drawing of various subjects and many include the nude figure. Lab fee.

**ART 211 Introduction to Photography 4 cr. (Rct 2, Stu 2) Preferred background: ART 151.**
Provides instruction in film and/or digital photography while investigating problems of design, content, criticism and expression in the photographic medium. (Lab fee)

**ART 215 Introduction to Printmaking 4 cr. (Rct 2, Stu 2) Preferred background: ART 151 and ART 161 or permission of the instructor.**
Provides basic concepts in areas of serigraphy, intaglio, and relief as means of contemporary expression. (Lab fee)

**ART 217 Introduction to Lithography 4 cr. (Rct 2, Stu 2) Preferred background: ART 151 and ART 161 or permission of instructor.**
Provides concepts and techniques of printmaking through the technical means of lithography. (Lab fee)

**ART 242 Introduction to Ceramics 4 cr. (Rct 2, Stu 2) Preferred background: ART 152.**
Introduces basic forming skills, glaze techniques and firing processes with emphasis on craftsmanship and aesthetic judgment. (Lab fee)

**ART 255 Introduction to Photoshop (TN) 4 cr. (Stu) Prerequisites: Basic computer literacy and Preferred Background: ART 151.**
Provides a fundamental practical knowledge of Adobe Photoshop to create original graphics with an emphasis on fine arts applications. Opportunities to creatively solve visual problems are emphasized.

**ART 256 Introduction to Illustrator (TN) 4 cr. (Stu) Prerequisites: Basic computer literacy and Preferred Background: ART 151.**
Provides a basic practical knowledge of Adobe Illustrator toward the creation of original graphics with an emphasis on fine art applications. (Lab fee)

**ART 257 Introduction to Desktop Publishing (TN) 4 cr. (Stu) Prerequisites: Basic computer literacy.**
Provides practical knowledge of software used for desktop publishing to create layouts and documents. Emphasis is on professional design using flexible and original templates with stock illustrations, digital photos, and student-created images toward effective visual communication. (Lab fee)

**ART 261 Figure Drawing 4 cr. (Rct 2, Stu 2) Prerequisite: ART 161.**
Continues and expands on the understanding of the fundamentals, the theories and the content of drawing with an emphasis on the human figure. Lab fee.

**ART 271 Introduction to Watercolor 4 cr. (Rct 2, Stu 2) Prerequisites: ART 151 and ART 161 or permission of instructor.**
Introduces the principles and techniques of painting with transparent watercolor media.

**ART 272 Introduction to Painting 4 cr. (Rct 2, Stu 2) Prerequisites: ART 151 and ART 161 or permission of instructor.**
Introduces the principles of painting through the use of various painting media. (Lab fee)

**ART 281 Introduction to Sculpture 4 cr. (Rct 2, Stu 2) Prerequisite: ART 152 or permission of instructor.**
Introduces the basic concepts of space and volume as they relate to sculpture as well as the basic methods of forming various materials into sculpture. Lab fee.

**ART 292 Seminar V 1-3 cr.**
Provides students an opportunity to investigate topics pertinent to the field of Art.

**ART 293 Workshop V 1-4 cr.**
Provides an opportunity for study in an area of Art.
ART 296 Cooperative Education/Internship V 1-9 cr. Provides university credit for a sophomore work experience in the area of Art supervised by faculty. Learning agreement must be completed prior to registration (restricted).

ART 311 Intermediate Photography 4 cr. (Rct 2, Stu 2) Prerequisite: ART 211. Provides experience in variety of advanced photographic techniques involving the camera and darkroom while exploring experimental and aesthetic possibilities of the medium in the context of the history of photography. (Lab fee)

ART 315 Intermediate Printmaking 4 cr. (Rct 2, Stu 2) Prerequisite: ART 215. Continues the study of printmaking with extensive exploration in artistic expression and printing techniques. (Lab fee)

ART 317 Intermediate Lithography 4 cr. (Rct 2, Stu 2) Prerequisite: ART 217. Continues the study of printmaking in the area of lithography as a means of contemporary artistic expression. (Lab fee)

ART 331 Renaissance and Baroque Art 3 cr. (Lec) Prerequisite: ART 132 or permission of instructor. Surveys the major artistic developments in Europe from the fifteenth through the seventeenth centuries. In addition to examining the stylistic evolution of Renaissance and Baroque art, this course also addresses the relationship of cultural production to social customs, intellectual trends, political systems, and religious beliefs. Emphasis on the works of Jan Van Eyck, Donatello, Botticelli, Leonardo da Vinci, Michelangelo, Albrecht Durer, Titian, Caravaggio, Artemisia Gentileschi, Bernini, Rubens, Velazquez, and Rembrandt.

ART 332 Modern Art 3 cr. (Lec) Prerequisite: ART 132 or permission of instructor. Surveys major developments in European and American art from the late eighteenth century to the present. Focuses on the aesthetics and philosophies of modernism and postmodernism and their cultural and political contexts.

ART 342 Intermediate Ceramics 4 cr. (Rct 2, Stu 2) Prerequisite: ART 242. Develops technical skills in the forming of clay design concepts and glaze technology. Emphasis is placed on the growth of personal development. (Lab fee)

ART 352 Visual Theory and Criticism (WR) 3 cr. (Lec) Prerequisite: ART 132, WRIT 101. Covers reading, research and discussion of the thought of historic and contemporary art critics and theoreticians, relating them to the practice of creating art.

ART 358 Intermediate Computer Graphics (TN) 4 cr. (Stu 6 hrs/wk) Prerequisite: ART 255 or ART 256 or consent of instructor. Stresses intermediate exploration, application, and integration of different software into electronic media production. Emphasis is on fine art applications. (Lab fee)

ART 361 Intermediate Drawing 4 cr. (Rct 2, Stu 2) Prerequisite: ART 261. Stresses further exploration and application of drawing from the human figure. Students are exposed to various approaches and disciplines both as to medium and concept. (Lab fee)

ART 371 Intermediate Watercolor 4 cr. (Rct 2, Stu 2) Prerequisite: ART 271. Provides individual experimentation and exploration in the medium of transparent watercolor.

ART 372 Intermediate Painting 4 cr. (Rct 2, Stu 2) Prerequisite: ART 272. Provides experimentation in various directions to develop personal style and techniques in painting with the use of various painting media. (Lab fee)

ART 381 Intermediate Sculpture 4 cr. (Rct 2, Stu 2) Prerequisite: ART 281. Provides exploration and laboratory experience in a variety of materials in the production of three-dimensional art forms. (Lab fee)

ART 399 Careers in Art 1 cr. (Lec) Prerequisites: For Art majors and minors, sophomore level and above or by instructor approval. Provides an overview of information from a variety of sources on professional art careers. A discussion format will accompany presentations by invited speakers, readings, research and written assignments. Offered spring only.

ART 411 Advanced Photography 4 cr. (Rct 2, Stu 2) R-24. Prerequisite: ART 311. Involves advanced level photographic exploration and production emphasizing photography as a fine art medium and a means to personal expression. (Lab fee)

ART 415 Advanced Printmaking 4 cr. (Rct 2, Stu 2) R-24. Prerequisite: ART 315. Extends the study of serigraphy, intaglio, or relief printmaking with extensive exploration in artistic expression and printing techniques. (Lab fee)

ART 417 Advanced Lithography 4 cr. (Rct 2, Stu 2) R-24. Prerequisite: ART 317. Extends the study of lithography with extensive exploration in artistic expression and printing techniques. (Lab fee)
ART 431 Advanced Global Visual Culture (WR) 3 cr. (Lec) Prerequisite: WRIT 101. Examines visual culture, which includes painting, sculpture, photography, the Internet, performance, cinema, advertising, and television, as the primary means of communicating with each other and of understanding our postmodern world. Explores the effects of global visual culture on specific cultures and societies. Special emphasis on the importance of race, ethnicity, gender, sexuality, and the body in visual culture.

ART 434 Art and the Environment (WR) 3 cr. (Lec) Prerequisites: WRIT 101; Preferred background: ART 132. Explores the relationship between artistic expression and the natural environment from a cross-cultural and historical perspective. Emphasis on landscape painting, architectural site planning, earthworks, land art and the impact of environmentalism, eco-feminism and holistic worldviews on contemporary art production.

ART 435 Art of the United States (WR) 3 cr. (Lec) Prerequisite: WRIT 101; Preferred background ART 132. Reviews the art and architecture of the United States from colonial times to the present.

ART/A&SC 436 History of Women in Art (WR) 3 cr. (Lec) Prerequisite: WRIT 101; Preferred background ART 132. Provides a thematic and chronological survey of women as creators, collectors, and the subject of art, beginning with the medieval period and finishing in the present day. Emphasizes the institutional and ideological factors that have made it difficult for women to achieve equal status in the arts, the Women’s Art Movement of the 1970’s, and contemporary feminist art.

ART 437 Contemporary Art (WR) 3 cr. (Lec) Prerequisite: WRIT 101; Preferred background ART 132. Surveys developments in the world of art since 1970.

ART/NAMS 439 Survey of American Indian Art (WR) 3 cr. (Lec) Presents an overview and analysis of Native American art forms, techniques, and traditions. Background and interpretation of traditional and contemporary styles and symbols important to both tribal and individual expression. Includes discussion of tribal arts and crafts associations, markets and exhibitions, and federal laws.

ART 442 Advanced Ceramics 4 cr. (Rct 2, Stu 2) R-24. Prerequisite: ART 342. Employs advanced technical problems and emphasizes personal expression in the medium. (Lab fee)

ART 458 Advanced Computer Graphics (TN) 4 cr. (Stu 6 hrs/wk) Prerequisite: ART 358 or Consent of Instructor. Provides experimentation and exploration toward the development of the student’s personal expression and style through integration of current software. Emphasis is on fine art applications. (Lab fee)

ART 461 Advanced Drawing 4 cr. (Rct 2, Stu 2) R-24. Prerequisite: ART 361. Development of the student’s personal expression and style. Includes the principles of drawing exemplified in works of historic and contemporary masters. Emphasis will be placed on the use of drawing as a finished art product. Lab fee.

ART 471 Advanced Watercolor 4 cr. (Rct 2, Stu 2) R-24. Prerequisite: ART 371. Emphasizes advanced exploration techniques in the medium of transparent watercolor.

ART 472 Advanced Painting 4 cr. (Rct 2, Stu 2) R-24. Prerequisite: ART 372. Emphasizes advanced exploration in various painting media. (Lab fee)

ART 481 Advanced Sculpture 4 cr. (Rct 2, Stu 2) R-24. Prerequisite: ART 381. Involves advanced level sculptural exploration emphasizing personal expression and style. (Lab fee)

ART 490 Practicum in Art V 1-5 cr. Prerequisites: Senior level standing in Art and consent of department chairperson. Provides experience in a responsible appointment as an assistant in some specialized area of the Art Program.

ART 491 Independent Study V 1-5 cr. Prerequisites: consent of instructor and department chairperson. Provides outstanding students an opportunity to explore material not covered by regular Art courses.

ART 492 Seminar V 1-3 cr. Provides advanced students an opportunity to intensively investigate topics pertinent to the field of Art.

ART 493 Workshop V 1-5 cr. Provides an opportunity for study in an area of Art.

ART 496 Cooperative Education/Internship V 1-9 cr. Provides university credit for a work experience in the area of Art supervised by faculty. Learning agreement must be completed prior to registration (restricted).

ART 498 Resume and Artist Statement 1 cr. (Lee) Prerequisites: Junior or senior level standing; Art majors and minors only. Covers the initial
development of visual portfolio, the writing of a resume and artist statement and other preparation for the senior show. Other topics include art venue possibilities, financial aspects, graduate programs, and securing an art teaching position. Students will work with their advisor and other art faculty. Class may be taken concurrently with ART 499 Senior Show if the show is scheduled during Fall Semester. Offered fall only.

ART 499 Senior Show, Portfolio and Review (WR) 1 cr. (Lec) Prerequisite: Junior or senior level standing in Art. Art majors or minors only. Involves arranging for all details necessary to present a show of work done during the two years prior to graduation in conjunction with a formal review. The art history student will prepare for the formal review through written documents and recitation. The student will work with his/her advisor.

Graduate Level Courses
The following are graduate level courses. Please refer to the Graduate Catalog for the course descriptions.
ART 591 Independent Study V 1-5 cr.
ART 596 Cooperative Education/Internship V 1-9 cr.

Arts & Sciences
Advising Center, McMullen First Floor West
(406) 657–2240

A&SC 101 College Success Strategies 1 cr. Orients students to the expectations of college-level study and introduces basic strategies for success (such as time management, goal setting, choosing a major, study skills, and test taking).

A&SC 103 College Survival Skills 3 cr. Prepares entry-level students to succeed in college by providing study skills strategies and practice to increase reading and math proficiency.

A&SC 105 Campus Explorations 1 cr. (P/NP). Provides students with the opportunity to explore campus resources by sampling a menu which includes wellness activities, community service, campus resources, academic support, and campus involvement.

A&SC 107 Cultural Explorations 1 cr. (P/NP). Awards one credit to students who experience and reflect upon specified musical, dramatic, artistic, and cultural presentations on campus and in the community.

A&SC 192 Billings: A Case Study 3 cr. Studies how the community of Billings works, through discussion with community leaders, visits to City Council and other key events or sites, and individual research projects.

* A&SC 250/SOCI 275 Women, Culture and Society [formerly A&SC/SOCL 250 Women, Culture and Society] 3 cr. Examines the diversity of women’s experience in society as citizens, creators, and thinkers. The course includes cross-cultural and historical study, but concentrates on the status and roles of women (and men) in contemporary American society.

A&SC 291 Independent Study V 1-3 cr. Provides an opportunity to receive credit for individualized or special experiential learning opportunities.

A&SC 292 Interdisciplinary Seminar V 1-3 cr. An opportunity to explore basic themes and concepts common to the broad areas of the Humanities, the sciences, and the social sciences and to focus on contemporary Human problems. Course content will vary, and the course may be repeated for credit.

A&SC 295 Campus Involvement 1 cr. (P/NP). Offers credit for student participation in a time-consuming committee and/or student organization at MSU Billings. Requires student reflection upon challenges faced and skills learning in campus involvement experiences. No student officer or participant in student organization need take this course as a condition for his or her participation.

A&SC 297 Service Learning 1 cr. (P/NP). Introduces students to basic skills as a volunteer; offers credit for a variety of service activities including volunteer work with the needy, tutoring, and helping service organizations; and helps students assess their experience.

A&SC 298 Student Leadership Development 1 cr. (P/NP). Provides a leadership training component to supplement student involvement in a student leadership position. No student officer or participant in student organization need take this course as a condition for his or her participation.

A&SC 309/PSYX 335 Psychology of Gender [formerly A&SC/PSYC 309 Psychology of Gender Differences] 3 cr. Prerequisite: PSYX 100. Explores the factors that influence the development of differences in
cognitive and social/emotional functioning between males and females and the effects of those differences on psychological functioning.

A&SC 350 Perspectives on Women 3 cr. Considers various perspectives of and about women and major issues relevant to women today, with an accent on women’s scholarship. Course content will vary, and the course may be repeated for credit.

A&SC 365/LIT 335 Images of Women in Literature and the Arts 3 cr. Studies examples of the written, oral and visual arts depicting women as “voices” of the periods which produced them, and examines how those voices influenced and continue to color women’s perceptions of their roles in society. Pays special attention to the literature written by such authors as Doris Lessing, Alice Adams, Anne Sexton, Alice Munro, Megan Terry and Alice Walker.

A&SC/ART 436 History of Women in Art (WR) 3 cr. (Lec) prerequisite: WRIT 101; Preferred background ART 132. Reviews the works of women artists from the medieval period to the present.

A&SC 492 Interdisciplinary Seminar V 1-3 cr. An opportunity to explore in-depth certain concepts, problems, and issues from a combination of arts and sciences disciplines. Course content will vary, and the course may be repeated for credit.

Biology

SCI 110, (406) 657–2341

* BIOL 101 Survey of Biology 3 cr. Includes discussion of the most important concepts in biology. Lectures cover cells (structure and physiology), genetics (cellular reproduction, genes, the nature of heredity and evolution), and the diversity of life (plants, animals, microorganisms and their ecological relationships). Academic Foundations course for non-science majors.

BIOL 104 Nutrition for Health Careers 2 cr. Introduces the importance of a nutritious diet in the maintenance and promotion of health. Emphasizes clinical aspects of human nutrition and appropriate uses of diet therapy in the clinical setting. Designed for students in health care pathways. Restricted to ASN/PN majors at MSUB COT.

* BIOL 115 Survey of Biology Lab (TN) 1 cr. Corequisite: BIOL 101. Includes laboratory exercises from different areas of Biology. Introduces students to experiments designed to examine major conceptual ideas in Biology such as cells, cell reproduction, metabolism, molecular genetics, evolution and diversity.

* BIOL 178 Principles of Biology 3 cr. Prerequisite: Current high school biology background or BIOL 101. Corequisite: BIOL 188. Emphasizes principles of biology related to the unity of life. Covers cell structure and function, cellular metabolism and mechanisms of energy trapping, cellular reproduction, genetics, evolution, and a brief introduction to ecology, classification and biological diversity.


* BIOL 188 Principles of Biology Lab (TN) 1 cr. Corequisite: BIOL 178. Includes laboratory exercises related to topics discussed in BIOL 178.

BIOL 189 Biodiversity Lab 1 cr. Corequisite: BIOL 179. Includes laboratory exercises related to topics discussed in BIOL 179.

BIOL 202 Introduction to Environmental Ecology 3 cr. Prerequisites: BIOL 101 or BIOL 178. Introduces interactions of organisms with each other and with their physical surroundings in the context of populations, communities, ecosystems, and landscapes. Emphasizes major global problems, energy resources, pollution, and sustaining biodiversity and ecological integrity.

BIOL 221 Human Nutrition 3 cr. Prerequisite: BIOL 101 or BIOL 341, and CHMY 121. Recommended: CHMY 123. Includes the principles of adequate diet in all facets of the life cycle. Involves the basic concepts of human nutrition, which include carbohydrates, lipids, proteins, vitamins, minerals, absorption, digestion, metabolism, and energy utilization as they relate to health and food consumption at different stages of the life cycle. This is primarily a course for health science majors.

BIOL 251 Microbiology for the Health Sciences 3 cr. Prerequisites: BIOL 101 or BIOL 341, or BIOL 213 & 216. Surveys the fundamental principles of microbiology, while emphasizing the relationship of microorganisms to infectious disease. Designed as an introductory course in microbiology for nurses and health-related majors. Lab optional.
BIOL 253 Human Genetics 3 cr. Prerequisites: BIOL 101, BIOL 178, or SCIN 101 & 103. Introduces fundamental concepts and technological advances in human genetics. The course will provide students with an understanding of the genetic basis for human disease and the rational basis for the clinical management of these disorders by addressing what genes are and how they function and interact with each other and the environment.

BIOL 261 Microbiology for the Health Sciences Lab 1 cr. Corequisite: BIOL 251. The laboratory emphasizes techniques for the isolation, identification and control of microorganisms. The lab is intended for allied health science students requiring an introductory microbiology laboratory.

BIOL 263 Introduction to Cell Biology 3 cr. Prerequisites: BIOL 178, BIOL 188. Corequisite: BIOL 273. Covers the molecular basis of eukaryotic cell structure and function. Topics include nuclear structure and function, intracellular compartmentalization and protein storing, membrane structure and function, signal transduction pathways, mechanisms and regulation of the mitotic and meiotic cell cycles, and tissue formation and maintenance.

BIOL 273 Introduction to Cell Biology Lab 1 cr. Prerequisites: BIOL 178, BIOL 188. Corequisite: BIOL 263. Complements the lecture material presented in the corequisite.

BIOL 292 Sophomore Seminar V 1-6 cr. Provides students with specific deficiencies the opportunity to take selected portions of the required Biology sequence. Lectures and laboratories to be attended, and credits to be earned are determined by biology faculty.

BIOL 296 Cooperative Education/Internship V 1-9 cr. Provides university credit for a sophomore work experience in the area of Biology, supervised by faculty. Learning agreement must be completed prior to registration (restricted).

BIOL 315 Plant Systematics 2 cr. Prerequisites: BIOL 179 and BIOL 189. Corequisite: BIOL 325. Includes systems and methods of plant classifications as well as collection, identification and preservation of the local flora.

BIOL 320 Animal Development 3 cr. Prerequisite: BIOL 263. Introduces the reproductive and developmental patterns in animals. Covers the embryonic and postembryonic developmental processes emphasizing cellular differentiation, the generation of form and shape, growth regulation, and developmental control mechanisms. The second half of the course emphasizes the genetic and molecular control of development, organized around our current understanding of commonly studied model organisms.

BIOL 325 Plant Systematics Lab 2 cr. Corequisite: BIOL 315. This laboratory complements the lecture material presented in the corequisite.

BIOL 330 Plant Development 3 cr. Prerequisite: BIOL 263. Provides an in-depth exploration of reproductive and developmental patterns in plants. Covers embryonic and postembryonic developmental processes, emphasizing cellular differentiation, generation of form and shape, growth regulation, developmental control mechanisms, genetic and molecular control of development.

BIOL 331 Plant Development Lab 1 cr. Prerequisite: BIOL 263. Corequisite: BIOL 330. Complements the lecture material presented in the corequisite with laboratory exercises emphasizing angiosperm development. Includes exercises on gametophyte development, embryology, and development of roots, leaves and stems.

BIOL 340 General Microbiology 3 cr. Prerequisites: BIOL 263, BIOL 273, two years of Chemistry. Corequisite: BIOL 350. Introduces the anatomy, physiology, metabolism and genetics of bacteria and viruses. Surveys the roles of microorganisms in industrial and environmental microbiology as well as infectious disease.

BIOL 341 Human Anatomy and Physiology I 3 cr. Prerequisite: BIOL 101 and CHMY 121 or equivalent; CHMY 123 strongly recommended. Introduces basic physiological chemistry, followed by detailed study of the physiology of cells, tissues, bone, muscle, and the nervous system. This is primarily a course for health science majors.

BIOL 343 Human Anatomy and Physiology I Lab 1 cr. Prerequisite: A major in the health sciences (such as nursing) or consent of the instructor. Includes detailed study of the anatomy of skeletal, integumentary, muscle, and nervous systems. Involves examination of body parts at both the gross and microscopic levels.

BIOL 345 Human Anatomy and Physiology II 3 cr. Prerequisite: A grade of “C-” or better in BIOL 341, or consent of instructor. Corequisite: BIOL 346. Includes detailed study of sensory physiology,
cardiovascular system, respiratory physiology, gastrointestinal system, renal physiology, endocrinology, and reproduction. Lab required.

**BIOL 346 Human Anatomy and Physiology II Lab 1 cr.** Corequisite: BIOL 345. Includes a study of physiology of the nervous, cardiovascular, endocrine, respiratory, renal, gastrointestinal, and reproductive systems using the laboratory approach.

**BIOL 350 General Microbiology Lab 1 cr.** Corequisite: BIOL 340. Emphasizes fundamental techniques for the isolation, manipulation and identification of bacteria. An experimental approach is used to solving problems in microbiology.

**BIOL 353 Genetics 3 cr. Prerequisites: BIOL 263, BIOL 273. Corequisite: BIOL 354.** Covers the basic principles of genetics from both the classical and molecular point of view. Topics include Mendelian and non-Mendelian concepts, chromosome theory of inheritance, linkage and gene mapping, structure and function of DNA, regulation of gene expression, mutations and fundamentals of population genetics.

**BIOL 354 Genetics Lab 1 cr. Corequisite: BIOL 353.** Includes laboratory exercises related to topics in BIOL 353.

**BIOL 355 Ecology and Evolution 3 cr. Prerequisites: BIOL 179, BIOL 189. Corequisite: BIOL 356.** Covers the concepts of evolution and ecology. Includes speciation, physiological, behavioral, population and community ecology as well as energetics and nutrient cycling.

**BIOL 356 Ecology and Evolution Lab (WR) 1 cr. Corequisite: BIOL 355.** Includes laboratory exercises related to topics in BIOL 355.

**BIOL/CHEM 361 Biochemistry 3 cr. Corequisite: BIOL/CHEM 361.** This laboratory complements the lecture material presented in the corequisite.

**BIOL 373 Molecular Biology Lab 1 cr. Corequisite: BIOL 363.** This laboratory complements the lecture material presented in the corequisite.

**BIOL 420 Morphology and Anatomy of Vascular Plants 3 cr. Prerequisite: BIOL 273. Corequisite: BIOL 421.** Covers the external and internal structure of vascular plants. Includes major concepts in plant anatomy and morphology, and relates structural characteristics of plants to their associated functions in the natural environment. Lab required.

**BIOL 421 Morphology and Anatomy of Vascular Plants Lab 1 cr. Prerequisite: BIOL 273. Corequisite: BIOL 420.** Complements lecture material presented in the corequisite through investigations of the external and internal structure of vascular plants while also introducing techniques used for such investigations.

**BIOL 424 Animal Physiology 3 cr. Prerequisite: BIOL 263.** Includes a description of physiological processes in the major animal phyla. This course considers nervous and endocrine integration, electrolyte and fluid balance, gas exchange, movement, and energetics.

**BIOL 425 Hematology 3 cr. Prerequisites: BIOL 341/343; BIOL 345/346. Corequisite: BIOL 426.** Studies the function, biochemistry, cell biology, and pathology of blood and its constituents.

**BIOL 426 Hematology Laboratory 1 cr. Prerequisites: BIOL 341/343; BIOL 345/346. Corequisite: BIOL 425.** Covers methods for examining white blood cells, red blood cells, and platelets. Includes the examination of abnormal blood cells, hemostasis, and fluorescent antibody cell sorting analysis.

**BIOL 427 Parasitology 2 cr. Prerequisite: BIOL 263, BIOL 353.** Studies the life cycles, biochemistry, molecular parasitology, pathogenesis, identification and treatment of the major parasitic groups, including parasitic protozoa, monogeneans, digeneans, cestodes, nematodes, acanthocephalans, and parasitic arthropods.

**BIOL 435 Summer Clinical Laboratory V 12-15 cr. Prerequisite: Consent of instructor.** Studies clinical immunohematology, clinical chemistry theory, theory
and practice of phlebotomy, clinical hemostasis, clinical microscopy and urinalysis, clinical body fluids, theory of modern transfusion techniques, and theory of clinical microbiology. This is the first part of the year-long professional training core. Clinical lab science fee applies.

BIOL 436 Professional Training I V 12-15 cr. 
Prerequisite: Consent of Instructor. Provides training at a clinical laboratory affiliate. Reviews clinical immunohematology, clinical chemistry theory, theory and practice of phlebotomy, clinical hemostasis, clinical microscopy and urinalysis, clinical body fluids, theory of modern transfusion techniques, and theory of clinical microbiology. Performs actual patient laboratory testing under the guidance of trained professionals. This is the second part of the year-long professional training core. Clinical lab science fee applies.

BIOL 437 Professional Training II V 12-15 cr. 
Prerequisite: Consent of Instructor. Provides training at a clinical laboratory affiliate. Covers financial and quality management information for the clinical laboratory, advanced immunohematology, clinical chemistry, clinical microbiology, and clinical hematology. This is the third part of the year-long professional training core. Clinical lab science fee applies.

BIOL 443 Immunology 3 cr. Prerequisites: BIOL 263, BIOL 353, BIOL 363 is recommended. Includes fundamentals of immuno-chemistry, cellular immunology, immunogenetics and clinical immunology. Lab required.

BIOL 452 Medical Microbiology 3 cr. Prerequisite: BIOL 251 or BIOL 340. Includes a study of pathogenic microorganisms and the diseases they cause. Pathogenic mechanisms, host resistance, control and epidemiology of the major bacterial, viral, fungal and protozoan diseases are discussed. Lab optional.

BIOL 456 Advanced Evolution and Ecology 3 cr. Prerequisites: BIOL 355 and BIOL 356. Corequisite: BIOL 457. Examines advanced topics in evolutionary biology and ecology, focusing on critical discussion of theory and the literature. Content varies but topics may include mechanisms of evolutionary change, evolutionary genetics, sexual selection, evolutionary biogeography, coevolution, and evolutionary developmental biology among others.

BIOL 457 Advanced Evolution and Ecology Lab 1 cr. Corequisite: BIOL 456. Includes discussion of primary literature and computer simulations related to topics in BIOL 456.

BIOL 458 Vertebrate Zoology 3 cr. Prerequisites: BIOL 354, BIOL 355. Surveys the vertebrate classes, focusing on classification, morphology, physiology, ecology, behavior, and evolutionary history of each group.

BIOL 460 Vertebrate Zoology Lab 1 cr. Corequisite: BIOL 458. Complements the lecture material presented in the corequisite, with an emphasis on identification of Montana vertebrates.

BIOL 462 Medical Microbiology Lab 1 cr. Corequisite: BIOL 452. The laboratory emphasizes diagnostic methods and culturing techniques.

BIOL/CHEM 463 Advanced Biochemistry 3 cr. Prerequisite: BIOL/CHEM 361. Corequisite: BIOL/CHEM 473. Provides students with an opportunity to study advanced topics in biochemistry. Serves as an extension of BIOL/CHEM 361 exposing students to advanced aspects of biomolecular structure and function as well as metabolism and its regulation.

BIOL 465 Plant Physiology 3 cr. Prerequisites: BIOL 354, BIOL 355. Examines the physiological basis of plant survival, including water movement, mineral nutrition, gas exchange, solute transport, photosynthesis and environmental plant physiology. Includes physiological aspects of plant growth and development, including hormones, morphogenesis, biological clocks and plant responses to temperature. Integrates plant physiology from biochemical and physiological perspectives.

BIOL/CHEM 473 Advanced Biochemistry Lab 1 cr. Prerequisite: BIOL/CHEM 361. Corequisite: BIOL/CHEM 463. Exposes students to advanced research methodologies in biochemistry. Utilizes project-based labs to complement the lecture material in the corequisite.

BIOL 475 Plant Physiology Lab 1 cr. Corequisite: BIOL 465. Includes exercises related to lecture topics in BIOL 465, with emphasis on the physiology of selected plants in Montana. Examines physiological aspects of plant growth, development and survival by acquainting students with a variety of methods used to investigate physiological processes in plants.
BIOL 480 Topics in Human Biology V 1-2 cr. R-3
Prerequisite: Upper division status and consent of instructor. Provides advanced study of selected topics in human biology. Course content will vary and may include explorations of human reproductive biology, neurobiology, or microscopic anatomy.

BIOL 485 Bioinformatics 3 cr. Prerequisite: BIOL 353. Corequisite: BIOL/CHEM 361. Introduces the field of bioinformatics through a combined lecture-computer laboratory format. Provides students with an overall view of genomics and proteomics through hands-on experience with biologically relevant databases, DNA sequence comparisons, structure analysis of macromolecules, phylogenetics, microarrays and proteomics.

BIOL 490 Biology Internship V 1-3 cr.
Prerequisites: A grade of “A” or “B” in the course in which the internship will be done. Allows the student to earn credit for assisting in teaching biology laboratory classes.

BIOL 491 Independent Study V 1-3 cr.
Prerequisites: Junior standing in Biology or consent of instructor. Provides advanced students an opportunity to explore material not covered by regular Biology courses. A contract describing the study must be completed at the time of enrollment.

BIOL 492 Seminar V 1-3 cr. Prerequisites: Junior standing in Biology or consent of instructor. Provides advanced students an opportunity to investigate intensively topics pertinent to the field of Biology.

BIOL 493 Workshop V 1-3 cr. Prerequisites: Junior standing in Biology or consent of instructor. Provides an opportunity for experimental study in an area of Biology.

BIOL 495 Biological Research V 1-6 cr.
Prerequisites: Junior standing in Biology or consent of advisor. Involves intensive study of a specific problem related to biology. A contract describing the study must be completed at the time of enrollment.

BIOL 496 Cooperative Education/Internship V 1-9 cr. Provides university credit for a work experience in the area of Biology, supervised by faculty. Learning agreement must be completed prior to registration (restricted).

BIOL 497 Field Study V 1-3 cr. Prerequisites: BIOL 179 and BIOL 189 or consent of instructor. Provides an opportunity through summer field experience at the MSU Billings Biological Field Station or tour courses to study quantitatively and/or qualitatively the fauna and flora of ecosystems.

BIOL 498 Capstone Seminar (WR) 1 cr.
Prerequisite: Senior standing in Biology Exit course that integrates and synthesizes knowledge and experience developed through the various courses in the biology program. Provides students opportunities to learn about current research in various scientific fields by attendance at seminars presented by science faculty and other guest speakers. Also provides a forum for students to present results of independent research projects and topics as assigned.

BIOL 499 Honors Thesis 1cr. Prerequisite: Junior or Senior standing in Biology and/or concurrent enrollment in BIOL 495. Involves intensive study of a specific problem related to biology requiring the writing and submission of a thesis to graduate with departmental honors. To graduate with honors, it is also necessary to have an overall GPA of 3.25 or better and a GPA of 3.5 or better in the major. A thesis proposal describing the study and a thesis review committee must be completed at the time of enrollment.

Graduate Level Courses
The following are graduate level courses. Please refer to the Graduate Catalog for the course descriptions.
BIOL 591 Independent Study V 1-5 cr.
BIOL 596 Cooperative Education/Internship V 1-9 cr.

Business
McD 300, (406) 657-2295

* BUS 101 Introduction to Business 3 cr. Surveys several aspects of business including the U.S. economic environment, social responsibility of business, small business and alternative forms of ownership. Presents concepts of general management, human resource management, marketing, finance, accounting and management information systems for decision making.

BUS 205 Business Law I 3 cr. Covers the nature, origin and philosophy of law and civil procedure. Provides a comprehensive treatment of contracts and also emphasizes the advantages and disadvantages of different organizational forms.

BUS 285 Experiential Learning V 1-9. Provides university credit for work experience in the business
area, supervised by faculty. Learning agreement must be completed prior to registration (restricted). One hour of seminar per week.

**BUS 292 Seminar V 1-3 cr.** Provides students an opportunity to investigate topics pertinent to the field of Business.

**BUS 315 Applied Business Decisions 3 cr.**
Prerequisite: Admission to upper division standing. Provides opportunity to reinforce and integrate fundamental business knowledge including accounting, economics, quantitative and technology in applied decision making. Focuses on commonly used, business decision-making practices including financial statement analysis, market analysis using descriptive statistics, and risk analysis. Students will participate in an integrated business simulation using business knowledge and technology.

**BUS 347 Integrated Business Cases and Simulation 3 cr.** Prerequisites: ACTG 202, CAPP 131, and admission to upper division standing. Offered ONLY Online. Uses business cases to develop skill in integrating and applying basic knowledge acquired in lower division business courses. The focus is on financial statement analysis combined with market analysis and planning for managerial decision making. A competitive business simulation advances the application of fundamental business concepts.

**BUS 405 Business Law II 3 cr.** Prerequisites: Admission to upper division standing and BUS 205. Covers legal topics, such as a professional's legal liability and ethical issues, secured transactions, debtor-creditor relationships, agency, bankruptcy, and negotiable instruments. Coverage also includes additional topics such as administrative law, consumer, labor, and includes employment, antitrust, landlord tenant, real and personal property and insurance law.

**BUS 440 Business and the Environment 3 cr.**
Prerequisite: MGMT 321. Investigates the interaction between business and its physical environment. Material comes from a variety of sources and perspectives, including ecology, economics and public policy. Emphasis is on the evolving concept of sustainability, and emerging best practices in areas of eco-efficiency, product/service design, and closed loop manufacturing.

**BUS 450 Business and Society 3 cr.** Prerequisite: MGMT 321 or consent of department chair. Analyzes changing expectations and relationships between business and society as well as the responsibilities of business to society and its impact on decision making. Topics include the role of business organizations in society, business and government in a global society, impacts of technological and social changes, building relationships with stakeholders, and business and ethical considerations.

**BUS 485 Capstone 3 cr.** Prerequisite: All 200 and 300 level courses in the online Business degree. Offered ONLY Online. Covers strategic analysis and planning for managerial decision making through integration of the functional areas of business. Theoretical class work is applied through multiple pedagogical methods. The course is the capstone business course in the online Bachelor of Science in Business Administration major with an option in General Business.

**BUS 486 Advanced Business Geographics 3 cr.**
Prerequisites: MIS 352 or MIS 372. Emphasizes application of business geographics techniques to client projects. More advanced applications will be covered. Capstone course for students completing the minor in Business Geographics.

**BUS 490 Internship V 1-9 cr.** Prerequisite: Admission to upper division standing. Provides student managerial level work experience integrating theoretical and applied learning in a business setting. Requires written assignments and classroom participation supervised by faculty. Position and student must be approved through the Guidelines outlined by the College of Business. (Guidelines available in the COB Student Service Center or the Career Services.)

**BUS 492 Seminar V 1-3 cr.** Prerequisite: Admission to Upper Division Standing. Provides advanced students an opportunity to intensively investigate topics pertinent to the field of Business.

**Computer Applications**

**McD 300, (406) 657-2295**

**CAPP 131 Basic MS Office**
[formerly MIS 225 Introduction to Productivity Application Software]

3 cr. Provides introductory concepts of computers, Windows operating system, Internet, spreadsheets, and word processing.
Biochemistry

SCI 110, (406) 657–2812

CHEM/BIOI 361 Biochemistry 3 cr. Prerequisites: BIOL 178, CHMY 211 or CHMY 323. Corequisite: CHEM/BIOI 371. Covers structure and function of biomolecules, biocatalysis, bioenergetics, as well as metabolism and its control.

CHEM/BIOI 371 Biochemistry Lab 1 cr. Corequisite: CHEM/BIOI 361. Complements the lecture material presented in the corequisite.

CHEM/BIOI 463 Advanced Biochemistry 3 cr. Prerequisite: CHEM/BIOI 361. Corequisite: CHEM/BIOI 473. Provides students with an opportunity to study advanced topics in biochemistry. Serves as an extension of BIOL/CHEM 361 exposing students to advanced aspects of biomolecular structure and function as well as metabolism and its regulation.

CHEM/BIOI 473 Advanced Biochemistry Lab 1 cr. Prerequisite: CHEM/BIOI 361. Corequisite: BIOI 363. Exposes students to advanced research methodologies in biochemistry. Utilizes project-based labs to complement the lecture material in the corequisite.

Chemistry

SCI 110, (406) 657–2812

* CHMY 121 Introduction to General Chemistry [formerly CHEM 104 Fundamentals of General Chemistry] 3 cr. Prerequisite: M 095 or equivalent. Covers the fundamental definitions of chemistry, structure, chemical equations, solutions, equilibrium, oxidation-reduction, and acid/base chemistry. This is primarily a course for pre-nursing and allied health students.

* CHMY 122 Introduction to General Chemistry Laboratory [formerly CHEM 105 Fundamentals of General Chemistry Lab] (TN) 1 cr. Corequisite: CHMY 121. Provides laboratory experiences that complement and extend the lecture materials.

CHMY 123 Introduction to Organic and Biochemistry [formerly CHEM 106 Fundamentals of Organic and Biochemistry] 3 cr. Prerequisites: CHMY 121 and CHMY 122. Covers the basic functional groups, nomenclature and reactions of organic chemistry and provides an overview of biomolecules, biocatalysis and metabolism with clinically relevant correlations.

* CHMY 141 College Chemistry I [formerly CHEM 115 General Chemistry I] 3 cr. Prerequisite: M 095 or satisfactory math placement score. Corequisite: CHMY 142. First course of the two semester sequence in general chemistry. Introduces the student to the fundamental concepts of chemistry. Includes atomic and molecular structure, stoichiometry, chemical bonding and the laws governing relationships of elements and compounds. Primarily for science majors/minors, pre-engineering and allied health students.

* CHMY 142 College Chemistry Laboratory I [formerly CHEM 118 General Chemistry I Lab] (TN) 1 cr. Corequisite: CHMY 141. Lab to accompany CHMY 141. Introduces the tools and techniques of experimental chemistry such as weighing, solution preparation, titration and standardization.

CHMY 143 College Chemistry II [formerly CHEM 116 General Chemistry II] 3 cr. Prerequisites: CHMY 141 and CHMY 142. Corequisite: CHMY 144. Continues those functions introduced in CHMY 141. Introduces kinetics and equilibria, electrochemistry, and the chemistry of inorganic and organic compounds. Lab required.

CHMY 144 College Chemistry Laboratory II [formerly CHEM 119 General Chemistry II Lab] 1 cr. Corequisite: CHMY 143. Lab to accompany CHMY 143. Introduces quantitative analysis, inorganic qualitative analysis and other topics to complement the lecture material.

CHMY 211 Elements of Organic Chemistry [formerly CHEM 220 Principles of Organic Chemistry] 3 cr. Prerequisites: CHMY 143, CHMY 144. Covers the unique characteristics of carbon, bonding, structure, reactions, nomenclature, and a look into the major organic functional groups. This is a one-semester introduction to organic chemistry.

CHMY 212 Elements of Organic Chemistry Laboratory [formerly CHEM 221 Principles of Organic Chemistry Lab] 1 cr. Prerequisites: CHMY 143, CHMY 144. Introduces the basic techniques used in an organic lab to include crystallization, extraction, distillation, chromatography, and synthesis.
CHMY 292 Independent Study  
[formerly CHEM 291 Independent Study]  
V 1-4 cr. Prerequisite: Consent of instructor and department chairperson. Provides an opportunity for freshman and sophomore students to explore material not covered by regular Chemistry courses. A contract describing this study must be completed at the time of enrollment.

CHMY 298 Internship/Cooperative Education  
[formerly CHEM 296 Cooperative Education/Internship]  
V 1-9 cr. Provides university credit for a sophomore work experience in the area of Chemistry, supervised by faculty. Learning agreement must be completed prior to registration (restricted).

CHMY 301 Scientific Literature  
[formerly CHEM 310 Scientific Literature]  
1 cr. Prerequisite: Sophomore standing in a science major. Provides an overview of science information sources from primary to tertiary. Use of print and computer access systems is emphasized. Students will research a selected topic and present a short seminar.

CHMY 311 Analytical Chemistry-Quantitative Analysis  
[formerly CHEM 320 Quantitative Chemical Analysis]  
3 cr. Prerequisite: CHMY 143 and CHMY 144. Corequisite: CHMY 312. Covers the theoretical foundations of quantitative chemical analysis, common wet chemical and simple instrumental analysis techniques. Lab required.

CHMY 312 Analytical Chemistry Laboratory-Quantitative Analysis  
[formerly CHEM 325 Quantitative Chemical Analysis Lab]  
1 cr. Prerequisite: CHMY 144. Corequisite: CHMY 311. Lab to accompany CHMY 311 covering gravimetric, titrimetric, electrochemical and spectrometric analysis techniques.

CHMY 321 Organic Chemistry I  
[formerly CHEM 330 Organic Chemistry I]  
3 cr. Prerequisites: CHMY 143 and CHMY 144. Corequisite: CHMY 322. Covers the nomenclature, structure, reactions and reaction mechanisms of organic functional groups - alkanes through simple aromatics. Lab required.

CHMY 322 Organic Chemistry Laboratory I  
[formerly CHEM 331 Organic Chemistry I Lab]  
1 cr. Corequisite: CHMY 321. Develops laboratory skills and techniques and provides experiences that complement and extend the lecture materials.

CHMY 323 Organic Chemistry II  
[formerly CHEM 334 Organic Chemistry II]  
3 cr. Prerequisites: CHMY 321 and CHMY 322. Corequisite: CHMY 324. Continuation of CHMY 321. Covers the remaining functional groups: aldehydes and ketones to amines, organic spectroscopy, and organic chemistry of biologically important compound classes. Lab required.

CHMY 324 Organic Chemistry Laboratory II  
[formerly CHEM 335 Organic Chemistry II Lab]  
1 cr. Corequisite: CHMY 323. Continuation of CHMY 322. Provides additional techniques and skills, complement to lecture, and experience in qualitative organic analysis.

CHMY 371 Physical Chemistry-Quantum Chemistry and Spectroscopy  
[formerly CHEM 340 Physical Chemistry I]  
(WR) 3 cr. Prerequisites: CHMY 323, M 171, M 172 and PHYS 220. Corequisite: CHMY 372. Introduces the fundamental concepts of equilibrium thermodynamics, equilibria and phenomenological kinetics. Lab required.

CHMY 372 Physical Chemistry Laboratory I  
[formerly CHEM 341 Physical Chemistry I Lab]  

CHMY 373 Physical Chemistry-Kinetics and Thermodynamics  
[formerly CHEM 344 Physical Chemistry II]  
(WR) 3 cr. Prerequisite: M 171, M 172, PHYS 220. Corequisite: CHMY 374. Introduces the fundamental concepts of quantum mechanics, atomic and molecular structure, and chemical bonding. Lab required.

CHMY 374 Physical Chemistry Laboratory II  
[formerly CHEM 345 Physical Chemistry II Lab]  
(WR) 1 cr. Corequisite: CHMY 373. Reinforces concepts of quantum mechanics as well as atomic and molecular spectroscopy.

CHMY 401 Advanced Inorganic Chemistry  
[formerly CHEM 355 Advanced Inorganic Chemistry]  
3 cr. Prerequisites: CHMY 143 and CHMY 144. Corequisite: CHMY 402. Covers the chemistry of the main group and transition elements. Includes bonding
theory, descriptive chemistry, symmetry and periodic properties, reaction mechanisms, organometallic chemistry. Lab required.

CHMY 402 Advanced Inorganic Chemistry Laboratory
[formerly CHEM 356 Advanced Inorganic Chemistry Lab]
1 cr. Corequisite: CHMY 401. Lab to accompany CHMY 401. Includes advanced techniques used in organic syntheses.

CHMY 411 Advanced Organic Chemistry
[formerly CHEM 430 Advanced Organic Chemistry]
3 cr. Prerequisites: CHMY 323 and CHMY 324. Corequisite: CHMY 412. Covers additional topics in organic synthesis, organic reaction mechanisms, and organic spectroscopy. Lab required.

CHMY 412 Advanced Organic Chemistry Laboratory
[formerly CHEM 431 Advanced Organic Chemistry Lab]
1 cr. Corequisite: CHMY 411. Provides advanced techniques, skills, reactions not covered in CHMY 322 and CHMY 324.

CHMY 421 Advanced Instrument Analysis
[formerly CHEM 420 Instrumental Analysis]
3 cr. Prerequisites: CHMY 311 and CHMY 371. Corequisite: CHMY 422. Covers the foundations of modern instrumental analysis theory and techniques. Techniques studied include instrumental design, atomic and molecular spectroscopy, electrochemistry and chromatography. Lab required.

CHMY 422 Advanced Instrument Analysis Laboratory
[formerly CHEM 421 Instrumental Analysis Lab]
1 cr. Prerequisite: CHMY 312. Corequisite: CHMY 421. Lab to accompany and demonstrate the techniques covered in CHMY 421.

CHMY 490 Undergraduate Research
[formerly CHEM 499 Chemical Research]
V 1-3 cr. Prerequisite: consent of instructor. Students will carry out a contained research project under the supervision of a faculty member, including library and experimental research as appropriate, analysis of the results and the submission of a formal research report upon completion of the project.

CHMY 492 Independent Study
[formerly CHEM 491 Independent Study]
V 1-3 cr. Prerequisites: Consent of instructor and department chairperson. Provides outstanding students an opportunity for research in chemistry. A contract describing the study must be completed at the time of enrollment.

CHMY 493 Seminar/Workshop
[formerly CHEM 492 Seminar]
V 1-4 cr. Prerequisite: consent of instructor. Provides an opportunity for experimental study in an area of Chemistry.

CHMY 494 Seminar/Workshop
[formerly CHEM 493 Workshop]
V 1-9 cr. Prerequisite: consent of instructor. Provides university credit for a work experience in the area of Chemistry, supervised by faculty. Learning agreement must be completed prior to registration (restricted).

CHMY 498 Internship/Cooperative Education
[formerly CHEM 490 Internship]
1 cr. Prerequisite: Consent of department chairperson and an “A” or “B” grade in the course in which the internship is to be done. Provides experience in a position of responsibility in some aspect of the chemistry program with an opportunity for early exploration of teaching interests.

CHMY 499 Senior Thesis/Capstone
[formerly CHEM 498 Honors Thesis]
1 cr. Prerequisites: Junior or Senior standing in Chemistry and/or concurrent enrollment in CHMY 490. Involves an intensive study of a specific problem related to chemistry requiring the writing and submission of a thesis to graduate with departmental honors. To graduate with honors, it is also necessary to have an overall GPA of 3.25 or better and a GPA of 3.5 or better in the major. A thesis proposal describing the study and a thesis review committee must be completed at the time of enrollment.
Graduate Level Course
The following is a graduate level course. Please refer to the Graduate Catalog for the course description.
CHEM 596 Cooperative Education/Internship V 1-9 cr.

Computer Sciences
LA 848, (406) 657–2228

COMP 100 Topics in Computer Programming (TN) 3 cr. R-9. Prerequisite: M 095 or equivalent.
Introduces the logic and techniques of computer programming. Computer languages will vary; may be repeated for credit when different languages are offered. Possible topics include BASIC, LOGO or Introductory Pascal.

COMP 101 Fundamentals of Computer Science (TN) 4 cr. Prerequisite: M 095. Introduces programming in Java. Presents algorithms and problem solving, data structures in Java, searching and sorting, procedures and functions, and elements of program life cycle.

COMP 102 Data Structures (TN) 4 cr. Prerequisite: COMP 101. Investigates the essential properties of data structures and algorithms for operating on them. Covers the use of data structures as tools in algorithms design. Provides exposure to searching, sorting, and hashing techniques using the Java language.

COMP 200 Advanced Topics in Computer Programming (TN) 4 cr. Prerequisite: COMP 100 or COMP 101. M 172 is prerequisite when Fortran is taught. Computer language Java and software development will be used as the vehicles to introduce applet and its application to computer representations of various important concepts and their applications.

COMP 292 Seminar V 1-3 cr. Provides students an opportunity to investigate topics pertinent to the field of Computer Science.

COMP 293 Workshop V 1-8 cr. Provides an opportunity for experimental study in an area of Computer Science.

COMP/M 305 Discrete Structures I
[formerly COMP/MATH 305 Discrete Structures I] 4 cr. Prerequisite: M 172 and COMP 101. Covers logic, recursion, induction and basic data models. Surveys combinatorics and the theory of algorithms with attention to design analysis and verification techniques.

COMP/M 306 Discrete Structures II
[formerly COMP/MATH 306 Discrete Structures II] 4 cr. Prerequisites: COMP/M 305. Discusses algorithm design in the context of graph theory. Introduces automata and formal languages. Covers logic, computability, artificial intelligence and robotics.

COMP 311 Digital Logic Design 3 cr. Prerequisite: COMP 102. Corequisite: COMP 312. Covers number representation, fundamental codes, concepts of Boolean algebra, basic logic algorithms, arithmetic, logic units, and computer architecture.

COMP 312 Logic Design Lab 2 cr. Prerequisite: PHYS 110. Corequisite: COMP 311. Covers digital logic circuit design with software assistance. Hands-on experience in the design and construction of digital logic circuits. (Lab fee required.)

COMP/M 371 Numerical Computing

COMP/M 372 Scientific Computing
[formerly COMP/MATH 372 Scientific Computing] 3 cr. Prerequisites: COMP/M 371. Introduces computer modeling of both deterministic and random phenomena, including dynamical systems. Topic emphasis may vary from year to year.

COMP 390 Practicum 1 cr. Prerequisite: COMP 305. Provides practical experience in the administration of a desktop laboratory. Includes both hardware and software troubleshooting.

COMP 402 Artificial Intelligence (TN) 3 cr. Prerequisites: COMP/M 305 and some programming experience. Covers data representation, production systems, search strategies, expert systems. Leads to competence with an AI language such as LISP.

COMP 491 Independent Study (TN) V 1-3 cr. Prerequisites: consent of instructor and department chairperson. Provides outstanding students an individual opportunity to explore material not covered by regular Computer Science courses.
COMP 492 Seminar V 1-3 cr. Prerequisite: Mathematics major or minor, or consent of instructor. Investigates intensively topics pertinent to the area of Computer Science.

COMP 493 Workshop V 1-3 cr. Provides an opportunity for experimental study in an area of Computer Science.

Communication and Theatre
LA 600, (406) 657-2178

COMT 101 Fundamentals of Communication 3 cr. Provides instruction in oral competencies expected of university students. Major topics presented include interaction skills, public speaking and mass media awareness.

* COMT 110 Interpersonal Communication 3 cr. Offers a theoretical and practical understanding of interpersonal communication processes. The course aims to develop the student’s perception and expression skills to communicate successfully in a variety of contexts.

* COMT 130 Introduction to Public Speaking 3 cr. Develops the student’s speaking abilities. Students acquire an understanding of basic rhetorical theory and its application in a variety of speech situations. Listening, speaking and critiquing abilities are emphasized. This course addresses the following topics: speech preparation and delivery, forming and fielding questions, audience analysis, listening skills, critiquing and speaker anxiety.

* COMT 150 Introduction to Theatre and Performance 3 cr. Introduces the student to various aspects of theatre and performance with the goal of enhancing the student’s enjoyment of drama and performance art. Provides the student with an understanding and an appreciation of the art of theatre.

* COMT 155 Global Cinema 3 cr. Offers students an artistic appreciation of the diversity of cinema around the world. Develops a broadened multicultural perspective through surveying films from Asia, Europe, North and South America. Encourages students to view cinema as a means of interpreting culture. (Special fee).

* COMT 160 Introduction to Intercultural Communication 3 cr. Examines communicative encounters among people of different cultural, ethnic, and minority groups. Local, national, and global in scope, the course also analyzes identity, verbal and nonverbal communication, popular culture, intercultural relationships, and multicultural communication in applied settings. Practical guidelines for enhancing intercultural interactions will be offered while noting the layers of complexity in communicating across cultural boundaries.

COMT 200 Exploring Communication Studies 3 cr. Explores the major strands of study in the discipline of communication while exposing students to the various contexts, methods, and expectations for the academic study of communication. The course is a prerequisite for all upper-level communication courses.

COMT 201 Technology for Communication (TN) 3 cr. Offered ONLY Online. Provides instruction in computer-mediated communication competencies expected of Communication and Theatre Majors. Topics presented include advanced word processing, multimedia presentations, desktop publishing, Internet, spreadsheet, database, etc.

COMT 210 Group Dynamics 3 cr. Increases the student’s awareness of communication processes in small group discussions. The course should help the student to become more comfortable in group situations, to learn to observe discussions more capably, to listen carefully to the ideas of others, to develop techniques to facilitate group decision-making, and to become aware of the function of roles in communication situations.

COMT 222 Media Writing 3 cr. Introduces students to fundamentals of newsgathering in print and broadcast journalism. The course covers basic skills necessary for newsgathering such as reporting techniques, story composition, and interviewing methods.

COMT 230 Advanced Public Speaking 3 cr. Prerequisite: COMT 130 or Consent of Instructor. Enhances the public skills of students who have already mastered the basic principles of oral communication. Emphasizes audience analysis and adaptive speech behaviors with the goal of developing speakers with polished skills for a variety of real world situations.

* COMT 250 Introduction to Acting 3 cr. Uses theatre games and scripted material to introduce the student to basic concepts of the art of acting. Helps the student to develop an appreciation for the art of acting both from the point of view of the audience and the performer.
COMT 256 Visual Elements of Performance Studies (TN) 3 cr. Focuses on analysis, design, and construction of the visual/physical aspects of performance. This class explores creating a physical environment for performance. Based on traditional theatrical tools (set/lighting design and construction, costumes, makeup), students will also be encouraged to work with video production techniques leading to documentary design options. Non-traditional tools such as found objects, expanded definitions of performance space, and experimental design processes will also be explored.

COMT 290 Internship: Media V 1-3 cr. Prerequisites: COMT 222 and/or consent of instructor. Provides on-site observational opportunities with related forms of mass media.

COMT 292 Seminar V 1-3 cr. Prerequisite: consent of instructor. Provides students an opportunity to investigate intensively topics pertinent to the field of Communication and Theatre.

COMT 293 Workshop V 1-5 cr. Prerequisite: consent of instructor. Provides an opportunity for experimental study in an area of Communication and Theatre.

COMT 296 Cooperative Education/Internship V 1-9 cr. Provides university credit for a sophomore work experience in the area of Communication and Theatre supervised by faculty. Learning agreement must be completed prior to registration (restricted).

COMT 310 Organizational Communication 3 cr. Prerequisite: COMT 200 or consent of department chair. Introduces material related to organizational socialization, structure, climate, leadership, power, and conflict management.

COMT 320 Introduction to Mass Communication 3 cr. Prerequisite: COMT 200 or consent of department chair. Introduces students to each of the major media of mass communication, focusing on historical development, commercial functions, societal impact, cultural contributions, and contemporary controversies surrounding each. Media forms explored include television, radio, the Internet, magazines, newspapers, film, and recorded music. Media support industries (advertising, public relations), media regulation, and media ethics are also surveyed. For COMT majors concentrating in Mass Communication, this class serves as the introduction to the “inner core” sequence of media study courses.

COMT 321 Theories of Media and Society 3 cr. Prerequisite: COMT 200, COMT 320 or consent of department chair. Examines the role of mass media in modern societies and the effects and influences of media institutions and mediated messages on individuals, communities, societies, and culture. Presents and critically examines a range of theories, scholarly opinions, and research approaches regarding media-society interrelationships.

COMT 322 Principles of Public Relations 3 cr. Prerequisite: COMT 200, COMT 222 or consent of department chair. Explores the fundamentals of the public relations field and develops the skills necessary for the public relations practitioner. The course provides the student with practical experience in the development of public relations materials, such as brochures and press releases, as well as the skill for the implementation of communication programs within the organization.

COMT 325 Introduction to Visual Communication 3 cr. Prerequisite: COMT 200 or consent of department chair. Surveys the entire spectrum of visual media, and introduces students to the fundamentals of communication (theoretical models, the role of codes and conventions, etc.). Addresses formal developments in visual communication. Serves as a springboard to several of the more specialized offerings in the Mass Communication program.

COMT 326 New Technology and Communication 3 cr. Prerequisite: COMT 200 or consent of department chair. Offered ONLY Online. Provides an understanding of new techniques as communication channels and the social, legal, and practical implications of the use of these channels in organizational and personal contexts. Topics reviewed include telecommunication policies, law and applications, the development of hypermedias such as interface of computers and cable television delivery systems, and the growth of virtual reality as an organizational training and entertainment medium.

COMT 328 Essentials of Video Production (TN) 3 cr. Prerequisite: COMT 200, COMT 222 or consent of department chair. Provides an introduction to video production through a focus on script writing, camera operation, and editing. Students will have the opportunity to learn to produce their own videotapes.

COMT 330 Persuasion 3 cr. Prerequisite: COMT 200 or consent of department chair. Explores the history, literature, and theory of persuasive
communication affording students the opportunity to examine the dynamics of change in a variety of contexts.

**COMT 340 Performance for the Camera 3 cr.**
*Prerequisite: COMT 200 or consent of department chair.* Provides training in on-camera performance techniques including delivery style, voice preparation, use of teleprompter and/or cue cards, and interacting with the camera. Contexts of performance to be explored include broadcast news, interviewing, press conferences, acting in commercials, and visual storytelling.

**COMT 350 Performance Theory and Criticism 3 cr.**
*Prerequisite: COMT 200 or consent of department chair.* Provides the student with a theoretical/conceptual framework for performance analysis. The course deconstructs notions of performance as product as well as process. Topics include the review of critical writings, contemporary theatre theory, philosophies of directing, dialogical definitions of audiences and genres, and ethnographic application.

**COMT 356 Theatre Design and Technology 3 cr.**
*Prerequisite: COMT 256.* Refines communication through the media of lighting, sound, and scenic design. This course allows the student to learn the steps through which to execute a stage design. Students will explore different design strategies and apply theoretical models to theatrical and/or media productions.

**COMT 358 Directing 3 cr.**
*Prerequisite: COMT 200, COMT 250 or consent of department chair.* Provides a guided study in interpreting and directing the play with work in developing a written concept and staging a portion of material based on that concept. It is also intended to help each student with individual rehearsal problems.

**COMT 410 Advanced Interpersonal Communication 3 cr.**
*Prerequisite: COMT 200 or consent of department chair.* Presents theoretical materials and case studies related to the communicational foundation of human relationships. Issues considered include: perceptual variances in cross-cultural and familial interactions, gender differences, elements of verbal/nonverbal communication, listening, developing/sustaining/struggling/ending relationships, conversing with friends, and interpersonal communication in the workplace.

**COMT 414 Issues in Organizational Communication 3 cr.**
*Prerequisite: COMT 200, COMT 310 or consent of department chair.* Presents material related to the relationship between corporations and public decision-making, the nature of democracy in the workplace, a multiple stakeholder model of communication, diversity, negotiation, organizational politics, and dialogic communication.

**COMT 416 Leadership and Communication 3 cr.**
*Prerequisite: COMT 200 or consent of department chair.* Offers Only Online. Presents material related to leadership theories, leader-participant relations, vision/mission/goals, structure and design, culture, capacity building, and social responsibility.

**COMT 420 Media Advertising (TN) 3 cr.**
*Prerequisite: COMT 200 or consent of department chair.* Provides a critical look at the role(s) of advertising in a market economy, its contributions to and influences upon the mass media, and its powers as a mirror and a shaper of society and culture. Students will acquire insights into the methods, policies, problems, opportunities, and ethical issues of advertising as a business, as a cornerstone of Western-world media systems, and as a socio-cultural force. Assignments will include the development of original creative work as well as critical assessments of current advertising.

**COMT 421 Communicating Through the Internet 3 cr.**
*Prerequisite: COMT 200 or consent of department chair.* Offered Only Online. Examines the major principles influencing the construction and dissemination of online communication. May address topics such as the conventions of web page design, effective utilization of the internet as a communication channel, differentiating useful messages from spam, and identifying the strengths and limitations of online communication.

**COMT 422 Issues in Public Relations 3 cr.**
*Prerequisite: COMT 200, COMT 322 or consent of department chair.* Explores advanced public relations strategies and the role of public relations in society. Topics may include (but are not limited to) Corporations and their publics, Not-for-profit public relations, Socially responsible marketing, Public relations theory, Crisis communication, and Public Relations for Multicultural Audiences.

**COMT 425 Media Criticism 3 cr.**
*Prerequisites: COMT 200, COMT 320 or consent of department chair.* Engages students in the in-depth exploration, analysis, and criticism of the media as...
foundational components of democracies, as economic institutions, as producers of text (rhetoric), and as meaning-making systems. Students will learn a variety of critical methods and apply them to the analysis of pressing contemporary issues of media and society.

COMT 426/526 Case Studies in Public Relations 3 cr. Prerequisite: COMT 200 or consent of department chair. Uses actual cases to assess strategic decisions concerning internal and external publics and appreciate the accompanying ethical, legal, economic, psychological, organizational, political, and media impact of such decisions.

COMT 427/527 Public Relations Ethics 3 cr. Prerequisite: COMT 200 or consent of department chair. Explores ethical issues in public relations from a case study approach. Students will critically examine the structures, work, and business of the public relations industry and discuss the implications of ethical standards applied to the field.

COMT 428/528 Advanced Video Production (TN) 3 cr. Prerequisite: COMT 328. Provides instruction in advanced video production techniques including camera operation, sound design, lighting, and scriptwriting. Examines studio production systems and equipment. Activities include the production of video projects including news packages and other short video programs designed by the instructor. Graduate students will be required to present an extensive research paper/project.

COMT 429/529 The Law of Public Communication 3 cr. Prerequisite: COMT 200 or consent of department chair. Examines major principles in communication law that influence media and public relations professionals. Students will become familiar with landmark court decisions and contemporary issues in first amendment jurisprudence.

COMT 431/531 Political Communication 3 cr. Prerequisite: COMT 200 or consent of department chair. Explores communication methods and strategies employed by political campaigns to influence voters. Students will analyze political discourse produced by national, state, and local campaigns in order to understand the communication patterns and interactions that occur.

COMT 440/540 Popular Culture and Cultural Studies 3 cr. Prerequisites: COMT 200, COMT 320, COMT 321 or consent of department chair. Provides an introduction to the history, theory, and practice of studying popular culture. Explores a variety of theoretical approaches to pop culture, including classical Marxism, the Frankfurt School, structuralism, feminism, and postmodernism. Throughout the course, theoretical methodologies will be illustrated through their ability to interpret and/or decode cultural objects ranging from HBO television to science fiction to hip hop. Students will be encouraged to take these applications as models for their own work in choosing, reading, and analyzing specific instances of pop culture.

COMT 450 Performance Skills for Professionals 3 cr. Prerequisites: COMT 200, COMT 250 or consent of department chair. Trains students in the master application of performance studies techniques and the reification of theoretical principles. Students incorporate voice, movement, kinesthetics, text analysis, oral interpretation, storytelling, and visual design techniques in performances designed to encourage audience awareness and interaction. Course will focus on a dynamic interaction between performer and audience across a broad genre/discipline range, including education, performing arts, business, and communication.

COMT 461/561 Multicultural Mass Communication 3 cr. Prerequisites: COMT 200, COMT 320, COMT 321 or consent of department chair. Explores and critically analyzes mass mediated communication in a multicultural world and the U.S. as a multicultural nation. Provides an understanding of the roles of media corporations and media texts in the construction of cultural, subcultural, and individual identities. Considers media as transnational businesses, as expressive forms, and as mirrors and shapers of culture. Investigates theories, practices, and outcomes of mediated cultural imperialism and the unique role played by U.S. media organizations and U.S.-produced texts.

COMT 465 Communication Theory (WR) 3 cr. Prerequisite: COMT 200, consent of department chair or junior standing. Provides the student with a theoretical/conceptual framework for understanding human communication.

COMT 470/570 Capstone Project 3 cr. Prerequisite: COMT 200 and consent of department chair. Explores how people apply their knowledge of communication in practical contexts. Addresses applied topics such as dealing with conflict, conducting meetings, leading effectively, managing rumors, advocacy, and political communication. Graduate students will be required to present an extensive research paper/project.
COMT 480/580 Health Communication 3 cr.  
Prerequisite: COMT 200 or consent of department chair.  
Explores key findings in health communication research and practice, focusing on a wide range of media (e.g., brochures, posters, radio, television, telephone hotlines, Internet) and a wide range of health objectives (e.g., STD/HIV prevention, smoking cessation, cardiovascular disease prevention).  We will examine the literature and key health communication campaigns to determine what are the key ingredients of successful or effective approaches in each medium, for different types of messages and target audiences.

COMT 481/581 Media for Social Change 3 cr.  
Prerequisite: COMT 200 or consent of department chair.  
Examines the application of commercial campaign technologies to the analysis, planning, execution, and evaluation of programs designed to influence the voluntary behavior of target audiences in order to improve their personal welfare and that of their society.

COMT 488 Topics in Communication 3 cr.  
Prerequisite: Senior class standing or consent of instructor.  
Provides Senior students with the opportunity to research, prepare, and present before the faculty a final project that exemplifies the culmination of their course of study as Communication and Theatre majors.

COMT 490 Internship V 1-3 cr. Prerequisite: consent of instructor.  
Provides on-site observational opportunities.

COMT 490 Media Internship: Senior Project V 1-3 cr. Prerequisite: consent of instructor.  
Provides onsite observational opportunities with selected forms of mass media.

COMT 491 Independent Study V 1-3 cr.  
Prerequisites: consent of instructor and chairperson of department.  
Provides an opportunity for students of outstanding ability to explore material not covered by regular Communication and Theatre courses.  

COMT 492 Seminar V 1-3 cr. Prerequisite: consent of instructor.  
Provides students an opportunity to investigate intensively topics pertinent to the field of Communication and Theatre.  This course may be offered ONLY Online.

COMT 493 Workshop V 1-5 cr. Prerequisite: consent of instructor.  
Provides an opportunity for experimental study in areas Communication and Theatre.

COMT 496 Cooperative Education/Internship V 1-9 cr.  
Provides university credit for a work experience in the area of Communication and Theatre, supervised by faculty.  Learning agreement must be completed prior to registration (restricted).

Graduate Level Courses
The following are graduate level courses. Please refer to the Graduate Catalog for the course descriptions.

COMT 502 Research Methods 3 cr.
COMT 510 Advanced Interpersonal Communication 3 cr.
COMT 514 Issues in Organizational Communication 3 cr.
COMT 416/516 Leadership and Communication 3 cr.
COMT 420/520 Media Advertising (TN) 3 cr.
COMT 421/521 Communicating Through the Internet 3 cr.
COMT 422/522 Issues in Public Relations 3 cr.
COMT 425/525 Media Criticism 3 cr.
COMT 427/527 Public Relations Ethics 3 cr.
COMT 428/528 Advanced Video Production 3 cr.
COMT 429/529 The Law of Public Communication 3 cr.
COMT 530 Public Influence 3 cr.
COMT 431/531 Political Communication 3 cr.
COMT 440/540 Popular Culture and Cultural Studies 3 cr.
COMT 461/561 Multicultural Mass Communication 3 cr.
COMT 565 Communication Theory 3 cr.
COMT 470/570 Capstone Project 3 cr.
COMT 480/580 Health Communication 3 cr.
COMT 481/581 Media for Social Change 3 cr.
COMT/HHP/HADM 482/582 Women, Media and Health 3 cr.
COMT 488 Colloquium in Communication 3 cr.
COMT 590 Internship 3 cr.
COMT 591 Independent Study 3 cr.
COMT 592 Seminar 3 cr.
COMT 593 Workshop 3 cr.
COMT 596 Cooperative Education/Internship V 1-9 cr.
COMT 598 Research Project Seminar 3 cr.
COMT 599 Thesis 6 cr.

Criminal Justice

LA 802, (406) 657-2119

CRIM 225/SOCI 221 Introduction to Crime and Justice
[formerly CRIM/SOCL 225 Introduction to Crime and Justice]
(TN) 3 cr. Familiarizes students with the phenomena of crime and the formal mechanisms of crime control. Uniform Crime Report and National Crime Survey will be used as the primary crime database for examination. Special attention will be paid to study police, their organization and function, as the first-line agent of crime control.

CRIM/SOCL 226 Introduction to Probation 3 cr.
Prerequisites: SOCI 101, CRIM 225/SOCI 221.
Provides an in-depth examination of the role of probation in the criminal justice system. Topics include caseloads, pre-sentence investigations, practices and procedures, and issues associated with supervising offenders in the community.

CRIM/SOCL 227 Introduction to Policing 3 cr.
Prerequisites: SOCI 101, CRIM 225/SOCI 221.
Examines the police as a component of the criminal justice system. Provides an overview of law enforcement agencies at the local, state, and federal levels. Issues and trends in law enforcement will be examined.

CRIM/SOCL 228 Race, Class, Gender and Crime 3 cr.
Prerequisite: SOCI 101. Explores the effects of social stratification on crime. Examines the relationship between social class, race/ethnicity, and gender and the criminal justice system. Includes analysis of populations as both offenders and victims.

CRIM 292 Seminar 3 cr. Provides freshman and sophomores an opportunity to investigate intensively topics pertinent to the field of Criminal Justice.

CRIM 324/SOCI 311 Criminology
[formerly CRIM/SOCL 324 Criminology]
3 cr. Prerequisite: CRIM 225/SOCI 221. Explores the legal aspects of crime by examining the sociological aspects of making of law. Major contemporary theories in crime as well as criminal behavior systems will be discussed.

CRIM 325/SOCI 327 Sociology of Deviance
[formerly CRIM/SOCL 325 Sociology of Deviance]
3 cr. Prerequisite: SOCI 101. Examines deviant behavior in contemporary society. Explores why certain people and types of behaviors come to be defined as deviant. Introduces students to theoretical explanations of deviance.

CRIM/SOCL 413 Administration of Law Enforcement 3 cr. Prerequisite: SOCI 101.
Examines the structure and organization of law enforcement agencies. Students will learn how to manage police departments and sheriff’s departments. Topics include law enforcement organizational patterns, goal identification, planning, personnel management, and budgeting.

CRIM/SOCL 421 Criminal Justice Ethics 3 cr.
Prerequisites: SOCI 101, CRIM 225/SOCI 221.
Examines ethical issues in law enforcement, courts, and corrections. Students will learn moral and ethical standards that can be used to resolve dilemmas they encounter in the criminal justice system.

CRIM/SOCL 423 Introduction to Corrections 4 cr.
Prerequisite: SOCI 101.
Examines philosophies of punishment and provides an introduction to institutional and community corrections. Topics include prisons, jails, and probation. Field work is a required feature of this course and will consist of field trips to local correctional facilities.

CRIM/SOCL 425 Crime Prevention and Victimization
[formerly CRIM/SOCL 425 Crime Prevention and Victimization]
3 cr. Prerequisite: SOCI 311/CRIM 324 or SOCI 330. Applies theoretical understandings gained in Criminology and Juvenile Delinquency to construct and evaluate programs in crime prevention. The primary objective is to familiarize students with major prevention strategies, both criminalization (becoming a criminal) and victimization (becoming a victim), as well as certain operational mechanisms.

CRIM/SOCL 450 Computer Crime 3 cr. Examines the theoretical definition and applied context of crime committed either through or with “information age technology.” Topics to be defined and discussed include privacy and information, wire tapping and encryption, internet security, communication in cyberspace, and censorship. Special consideration will be given to such topics as the multinational criminal definitions of software piracy, hacking, information theft, digital forgery, and other internet crimes.
CRIM 492 Seminar 3 cr. Provides advanced students an opportunity to investigate intensively topics pertinent to the field of Criminal Justice.

Early Childhood

COE 261, (406) 657–2315
The College of Education has designed its professional preparation programs to include a series of sequentially arranged field-based experiences. Depending on the degree option, these field-based experiences may be referred to as internships, practica, clinics, or supervised field experiences. Each field-based course requires, as a minimum, 45 contact hours per semester credit hour. Some programs, due to national or state accreditation requirements or Departmental policy, may require additional contact hours beyond the minimum requirement. Students should clarify requirements with their faculty advisor prior to registration.

EC/SPED 210 Adult/Child Interaction Skills 3 cr. Provides the student with basic knowledge of adult-child interaction, support strategies, literacy development, and observation techniques. A field experience is integrated into the course and assignments.

EC/SPED 283 Curriculum and Adaptations 3 cr. Provides the student with an understanding of developmentally appropriate curriculum. Curricular adaptations for individual learners including appropriate technology and equipment will be addressed. A field experience is integrated into the course and assignments.

EC/SPED 289 Professional Roles and Expectations 3 cr. Provides the student with an understanding of roles and responsibilities of professional staff and paraprofessionals when working with families. Emphasis on professional standards of conduct including the requirements of confidentiality. A field experience is integrated into the course and assignments.

EC 290 Internship V 1-6 cr. Provides freshmen and sophomores with a supervised experience in a licensed setting providing services to young children and/or families. The internship setting and requirements are arranged with the student’s advisor in conjunction with the Office of Licensure, Standards and Clinical Practice. The student will spend 45 contact hours during the academic semester for each semester hour of credit.

EC 291 Independent Study V 1-6 cr. Prerequisites: Consent of instructor and Department Chairperson. Provides an opportunity for freshman and sophomore students to explore material not covered by the regular college courses.

EC 292 Seminar 3 cr. Investigates topics pertinent to the area of Early Childhood Education.

EC 293 Workshop V 1-6 cr. Provides an opportunity for study in an area of Early Childhood Education.

EC 294 Clinic V 1-7 cr. Prerequisite: consent of instructor. Provides freshmen and sophomores with an opportunity to explore and develop applications of study in a particular area. Uses selected pupils for demonstration purposes. In-field contact time is 45 hours per semester credit. Field placements are arranged through the Office of Licensure, Standards and Clinical Practice.

EC/RD 335 Cognitive and Language Development In Young Children 3 cr. (Lec. 2; Clinic 1 cr.) Prerequisite: EC 210. Focuses on current theory and practice related to understanding and enhancing the young child’s cognitive and language development. Provides the student with opportunities to apply child development and learning theory to assessment, curriculum, and interaction patterns with young children. A field experience is integrated into the course experience and assignments.

EC 336 Social/Emotional Development In Young Children 3 cr. Prerequisite: EC 210. Provides the student with a knowledge and experiential base related to the social and emotional development of young children, to include guidance techniques. An emphasis will be placed on issues of the developing self while emphasizing the critical role of supportive and engaged adults. Classroom observation and interaction with children required.

EC 437 Child In The Family System 3 cr. Focuses on the reciprocal relationship between the child, family and environment. This course includes knowledge and experience necessary to assist and support the parents (of both typically developing and children with special
needs) in their role as primary caregivers and informal teachers of young children. A field experience is integrated into the course experience.

**EC 490 Internship V 1-6 cr. Prerequisites: Consent of advisor.** Allows the student to assume the full range of teaching duties in an exemplary early childhood setting. Field placements are arranged through the Office of Licensure, Standards and Clinical Practice and require 45 hours of contact time for each semester hour of credit.

**EC 491 Independent Study V 1-6 cr.** Provides an opportunity for students of superior academic standing to explore material not covered by the regular college courses.

**EC 492 Seminar V 1-8 cr.** Investigates topics pertinent to the area of Early Childhood Education.

**EC 493 Workshop V 1-8 cr.** Provides an opportunity for study in an area of Early Childhood Education.

**EC 494 Clinic V 1-6 cr.** Provides an opportunity through use of selected pupils for demonstration purposes for students to explore and develop applications of theoretical study in a particular area. Infield contact time is 45 hours per semester credit. Field placements are arranged through the Office of Licensure, Standards and Clinical Practice.

**Graduate Level Courses**

*The following are graduate level courses. Please refer to the Graduate Catalog for the course descriptions.*

**EC/RD/SPED 502 Research in Special Programs 3 cr.**

**EC/SPED 521 Models of Early Intervention Services 3 cr.**

**EC/SPED 526 Special Education Interventions and Adaptations for Children (0-6) 3 cr.**

**EC 532 Advanced Physical/Cognitive Development 3 cr.**

**EC 533 Advanced Social/Emotional Development 3 cr.**

**EC 534 The Role of Play in Development 3 cr.**

**EC 535 Discipline Theory and Strategies 3 cr.**

**EC 536 Parent/Child/Professional Relationships 3 cr.**

**EC 537 Curriculum Development in Early Childhood Studies 3 cr.**

**EC 590 Internship V 1-6 cr.**

**EC 591 Independent Study V 1-6 cr.**

**EC 592 Seminar V 1-6 cr.**

**EC 593 Workshop V 1-6 cr.**

**EC 594 Clinic V 1-6 cr.**

**EC 597 Action Research Project and Seminar 3 cr.**

**EC 599 Thesis 6 cr.**

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**Economics**

**McD 300, (406) 657-2295**

* ECNS 201 Principles of Microeconomics
  [formerly ECON 200 Principles of Microeconomics] 3 cr. Introduces the analytical tools of economists as they pertain to microeconomic theory and applications. This course emphasizes price theory, production theory, theory of economic organizations, and factor markets.

* ECNS 202 Principles of Macroeconomics
  [formerly ECON 201 Principles of Macroeconomics] 3 cr. Introduces the analytical tools of economists as they pertain to macroeconomic theory and applications. This course emphasizes the behavior of markets in the context of a national economy. Introduces theories of national income and employment, economic growth and stabilization theory, money and banking, and international economics.

**ECNS 300 Intermediate Microeconomics
  [formerly ECON 324 Intermediate Microeconomic Theory] 3 cr. Prerequisite: Admission to upper division standing or consent of department. Covers price determination and resource allocation under competitive and noncompetitive market structures. Includes theories of demand, production, and income distribution.**

**ECNS 302 Intermediate Macroeconomics
  [formerly ECON 325 Intermediate Macroeconomic Theory] 3 cr. Prerequisite: Admission to upper division standing or consent of department. Considers the determinants of aggregate levels of employment, output, and income of an economy.**

**ECNS 313 Money and Banking
  [formerly ECON/FIN 352 Money, Capital Markets and Institutions] 3 cr. Prerequisites: Admission to upper division standing and FIN 351, or consent of department. Covers the mechanics of financial markets, the impact of fiscal and monetary policies, banking and financial institutions and instruments used by business and government, the relationships between interest rates, security prices, risk, exchange rates and world financial markets.**
ECNS 314 International Economics  
[formerly ECON 331 International Economics]  
3 cr. Prerequisite: Admission to upper division standing or consent of department. Considers classical and modern theories of international trade with applications to selected international economic problems.

ECNS 403 Introduction to Econometrics  
[formerly ECON 443 Business and Economic Forecasting]  
(TN) 3 cr. Prerequisite: Admission to upper division standing or consent of department. Covers forecasting techniques used in business; assembly, interpretation and use of economic data; analysis of business conditions; construction of firm and industry sales forecasts.

ECNS 406 Industrial Organization  
[formerly ECON 446 Industrial Organization]  
3 cr. Prerequisite: Admission to upper division standing or consent of department. Covers the organization and structure of production in the U.S. economy; determinants of market structures, business behavior, and economic performance; implications for antitrust policy.

ECNS 435 Energy and Natural Resource Economics  
[formerly ECON 442 Energy and Natural Resource Economics]  
3 cr. Prerequisite: Admission to upper division standing or consent of department. Introduces principles useful in analyzing problems and policies of energy and natural resource use, development, and conservation.

ECNS 457 Economics of Organizations  
[formerly ECON 457 Economics of Organizations]  
3 cr. Prerequisite: ECNS 300 or department. Applies microeconomic, contract and agency theories to understanding the structure and scope of organizations. Examines incentive structures, issues in accountability, responsibility and productivity measurements, and ownership structures of business.

ECNS 490 Undergraduate Research  
[formerly ECON/FIN 480 Research in Finance and Economics]  
3 cr. Prerequisite: ECNS 300, ECNS 302, ECNS 403 or consent of department. Combines statistical and econometric techniques with economic and financial theories to conduct rigorous research projects in the areas of economics and finance. The project is similar to a thesis and is the sole factor used to determine the course grade.

ECNS 492 Independent Study  
[formerly ECON 491 Independent Study]  
V 1-3 cr. Prerequisites: Admission to upper division standing, consent of department, and approval of the College of Business Academic Policy Committee (CBAPC). Provides outstanding junior and senior students an opportunity to explore material not covered by regular Economics courses. Students must complete a Request for Independent Study form and have it approved by CBAPC.

ECON 494 Seminar  
[formerly ECON 492 Seminar]  
V 1-3 cr. Prerequisites: Admission to upper division standing and consent of department. Provides advanced students an opportunity to intensively investigate topics pertinent to the field of Economics.

Graduate Level Courses  
The following are graduate level courses. Please refer to the Graduate Catalog for the course descriptions.

ECON 516 Managerial Economics for the Health Industry 3 cr.
ECON 592 Seminar V 1-3 cr.

Curriculum and Instruction

COE 261, (406) 657–2315  
The College of Education has designed its professional preparation programs to include a series of sequentially arranged field-based experiences. Depending on the degree option, these field-based experiences may be referred to as internships, practica, clinics, or supervised field experiences. Each field-based course requires, as a minimum, 45 contact hours per semester credit hour. Some programs, due to national or state accreditation requirements or Departmental policy, may require additional contact hours beyond the minimum requirement. Students should clarify requirements with the faculty advisor prior to registration.

Students are encouraged to make application 12 weeks prior to the semester in which the clinical or field-based experience is to be completed. Applications are available in the Department of Educational Theory and Practice, second floor Room 261, COE.

EDCI 210 Educational Technology Applications  
(TN) 2 cr. Prepares students to use computer applications in the classroom, including adaptive technology, databases, multimedia, telecommunications, and word processing.
EDCI 290 Internship V 1-5 cr. Prerequisites: consent of department chairperson. Provides freshman and sophomores with a supervised experience in an area of the school program. In-field contact time is 45 hours per semester credit. Field placements are arranged through the Office of Licensure, Standards and Clinical Practice. This course is offered as a Pass/No Pass course only.

EDCI 291 Independent Study V 1-3 cr. Prerequisites: consent of the faculty supervisor and advisor. Provides an opportunity for freshman and sophomore students of superior academic standing to explore material not covered by the regular college courses.

EDCI 292 Seminar V 1-3 cr. Investigates intensively topics pertinent to the area of Education.

EDCI 293 Workshop V 1-5 cr. Provides an opportunity for experimental study in an area of Education.

EDCI 294 Clinic V 1-5 cr. Prerequisite: consent of instructor. Provides freshman and sophomores with an opportunity to explore and develop applications of study in a particular area. Uses selected students for demonstration purposes. In-field contact time is 45 hours per semester credit. Field placements are arranged through the Office of Licensure, Standards and Clinical Practice.

EDCI 300 Curriculum Theory and Design (TN) (WR) 3 cr. Prerequisite: Admission to Teacher Education program. Introduces pre-service elementary and middle school teachers to the various historical, philosophical, psychological, sociological and developmental concerns in designing school curricula. Philosophies of and practical strategies for integration of computer technologies and multicultural perspectives in to curricula are explored.

EDCI 301 Teaching Language Arts and Children’s Literature (WR) 4 cr. Prerequisites: EDCI 300, admission to Teacher Education Program, and Academic Foundations categories Writing Skills and Oral Skills completed. Provides strategies for integration of reading, writing, listening, and speaking across the curriculum. Examines children’s tradebooks: selection and application, genre, structures, themes, developmental appropriateness, authors and illustrators and author intent. Provides hands-on experiences with literature study, thematic unit development, reader response and development of reader experience with text, writing process and forms of writing, evaluation of student writing, grammar teaching and intervention for development of expressive effectiveness.

EDCI 302 Teaching Social Studies in the Elementary School (TN) 3 cr. Prerequisites: Admission to Teacher Education Program, EDCI 300 and completion of History, Social Science and Global Studies categories of Academic Foundations or equivalencies. Includes theories and practices for teaching social studies in the elementary and middle school. Students plan for teaching social science concepts and skills using developmentally and culturally appropriate instructional practices, involvement learning strategies, and a variety of evaluation procedures. Techniques for collaborating with professional colleagues and integrating multimedia computer technologies into social studies instruction are included in the course.

EDCI 303 Teaching Mathematics in the Elementary School (TN) 3 cr. Prerequisites: Admission to Teacher Education. Provides preservice elementary teachers with theories and practical strategies for planning, facilitating, and assessing student learning. Also, the course deals with incorporation of technology into the elementary mathematics classroom and the appropriate use of manipulatives and other instructional materials. Curriculum adaptation to meet the needs of all students is addressed.

EDCI 304 Teaching Science in the Elementary School (TN) 3 cr. Prerequisites: Admission to Teacher Education and EDCI 300. Focuses upon methods of teaching science inquiry skills, content and attitudes in the elementary classroom. Provides experiences which enhance student understanding of how children learn science and construct knowledge regarding K-6 science curricula. Addresses curriculum adaptation to meet the needs of all students.

EDCI 305 Teaching Art in the Elementary School (TN) 3 cr. Prerequisites: ART 101, EDCI 300. Examines the purposes, media, and teaching strategies of art at elementary and middle school levels. Studio, aesthetics, criticism and history topics (modern paradigm) addressed as separate topics and linked to other disciplines. Includes technology, individualization/collaboration, developmentally appropriate practice, planning, assessment, and post-modern components directed at art instruction. (Lab fee).
EDCI 306 Teaching Music in the Elementary School 3 cr. Prerequisites: Admission to Teacher Education, MUSC 100, and EDCI 300. (TN) Examines the purposes, materials, and teaching methodologies of music as a separate discipline and as a program within the 3 curriculum models (technical, practical and critical). Links with other elementary school disciplines provided. Performance, aesthetic, and historical topics are also included.

EDCI 310 Curriculum and Instruction for Middle School, High School, & K-12 Teachers (TN) (WR) 3 cr. Prerequisites: Admission to Teacher Education, Technology Competence. Introduces middle school, high school, and K-12 pre-service teachers to several major curriculum models and a variety of instructional practices appropriate for use with preadolescent and adolescent students in contemporary school settings. Teaches students to integrate technology and multicultural issues into the curriculum. (Lab fee).

EDCI 312 Teaching Social Studies in the Middle and Secondary School (TN) 3 cr. Prerequisite: Admission to Teacher Education. Corequisite: EDCI 310. Prepares pre-service teachers to teach middle and high school students the fields of history and the social sciences. Students explore major models used in teaching social studies and current curriculum trends and instructional strategies in the field. Students learn how to plan, organize, teach, and assess lessons and units which integrate contemporary practices such as computer technology and cooperative learning. All students complete 45 hours of social studies secondary junior field experience in an instructional setting.

EDCI 313 Teaching Mathematics in the Middle and Secondary School (TN) 3 cr. Prerequisite: Admission to Teacher Education. Corequisite: EDCI 310. Prepares pre-service teachers to teach mathematics to middle and secondary school students. Classroom laboratory work is an integral component of the course. All students complete 45 hours of mathematics secondary junior field experience in an instructional setting.

EDCI 314 Teaching Science in the Middle and Secondary School (TN) 3 cr. Prerequisite: Admission to Teacher Education. Corequisite: EDCI 310. Emphasizes teaching strategies, learning enhancements, school problems, safety procedures, and curriculum materials regarding the teaching of science in the middle and secondary schools. All students complete 45 hours of science secondary junior field experience in an instructional setting.

EDCI 315 Teaching Art K-12 (TN) 4 cr. Prerequisite: Admission to Teacher Education. Corequisite: EDCI 310. Provides pre-service K-12 art teachers with modern and post-modern theories and practical strategies for planning, facilitating, and assessing student learning. Art production, history/heritage, criticism, and aesthetics are addressed from age-appropriate perspectives and as related to the disciplines. Field experience is a focus. Presents an overview of technology, inclusion of special populations, health/safety aspects, and art-related career opportunities. All students complete 45 hours of art secondary junior field experience in an instructional setting. (Lab fee)

EDCI 316 Teaching Music K-12 3 cr. Prerequisite: Admission to Teacher Education. Corequisite: EDCI 310. Prepares pre-service teachers to teach middle and secondary school instrumental and choral music. All students complete 45 hours of music secondary junior field experience in an instructional setting.

EDCI 317 Teaching Speech and Drama in the Middle and Secondary School 3 cr. Prerequisite: Admission to Teacher Education. Corequisite: EDCI 310. Prepares pre-service teachers to teach middle and secondary speech and drama pre-service teachers to major curriculum models, instructional strategies and contemporary practices. Teaches students to plan, organize, teach and assess speech and drama lessons. All students complete 45 hours of speech and drama secondary junior field experience in an instructional setting.

EDCI 319 Teaching Foreign Languages K-12 3 cr. Prerequisite: Admission to Teacher Education program and junior standing in major/minor. Corequisite: EDCI 310. Examines the unique set of concerns and challenges facing the K-12 teachers of foreign languages. Instruction is offered in: language acquisition practice, classroom teaching techniques, curricular design, testing and evaluation, media-based instruction and technology, instructional materials development, and classroom behavioral management. All students complete 45 hours of Language secondary junior field experience in an instructional setting.

EDCI 385 Junior Field Experience 2 cr. Prerequisite: Admission to Teacher Education program AND consent of instructor. Corequisite: coregistration with at least two of EDCI 301, EDCI 302, EDCI 303, EDCI 304 or EDCI 305. Students will engage in 90 hours of supervised practical
experience in an elementary classroom. This experience includes: structured observation focusing on cultural and developmental characteristics of children; working with teachers on individual diagnosis of student needs and prescription of student activities; and assisting small groups of students in accomplishing learning tasks.

EDCI 403 Using Technology in School Mathematics 3 cr. Perquisites: Admission to Teacher Education Program; completion of EDCI 210 or equivalent; M 131, EDCI 300. Deals with different technologies relevant to elementary school mathematics: the Math Explorer calculator, the graphing calculator, and computer applications such as logo, Geometer’s Sketchpad, spreadsheets, and graphing software. The appropriate integration of technology in mathematics instruction will be dealt with.

EDCI 407 Integrating Technology in the Curriculum (TN) 2 cr. Prerequisites: EDCI 210 and admission to Teacher Education program. Focuses on advanced topics in educational computing, including the selection, evaluation, and integration of classroom and administrative software; integration of educational telecommunications; and the development of a plan for integrating technology at the building and district level.

EDCI 424 Teaching English 3 cr. Prerequisites: Admission to Teacher Education program. Corequisite: EDCI 310. Prepares pre-service middle and secondary language arts teachers to implement instruction and facilitate and assess student learning. Provides practice in using a variety of methods and approaches for teaching students to develop functional reading, writing, speaking, listening, viewing, and critical thinking skills. All students complete 45 hours of English secondary junior field experience in an instructional setting.

EDCI 429 Composition in the Elementary School 3 cr. Traces the development of writing from scribbling through full narrative. Students participate in the examination of children’s writing. Current research on writing in the elementary school is discussed.

EDCI 430 Environmental Education for Teachers 3 cr. Explores the philosophy and rationale for environmental education. Considers the ecological foundations required of environmental studies programs and deals with issues in multidisciplinary curriculum design and instructional procedures.

EDCI 441 Multicultural Education 3 cr. Acquaints students with the history, philosophy, goals, teaching strategies, curricula, and practices of multicultural education in order to prepare teachers for dealing with and affirming the diversity of America’s increasingly pluralistic classrooms. Deals with racial, cultural, and other forms of diversity in the United States and Montana.

EDCI 443 Teaching the Bilingual/Multicultural Student 3 cr. Prerequisites: EDCI 300 and completion of NAMS 181. Provides a basic background for multicultural and bilingual teaching. Includes foundations and emphasis on the development of bilingual education, the development of minority group children, sociolinguistic and psycholinguistic issues, and the variety of program responses to addressing the needs of minority group children. Also includes a theory-into-practice component which explores curricular approaches to the specific subject areas.

EDCI 445 Learning Mathematics and Science in Cross-Cultural Settings 3 cr. Surveys the history of mathematical and scientific ideas from ancient times to the present day; explores the development of mathematical and scientific concepts in various cross-cultural settings; applies relevant research to the study of mathematical and scientific ideas among American Indians.

EDCI 448 Student Teaching (K-12) 9 cr. (8 credits student teaching, 1 credit seminar). Prerequisites: Approved application to student teach and co-register in EDF 450 if not completed. Places the student in a supervised field experience in a K-12 setting that allows the student to demonstrate teaching skills in the classroom with a variety of learners. Students, in collaboration with the mentor teacher, engage students in learning and participate in related experiences associated with the teaching profession. On-site mentoring and university supervision are integral to this experience. Students participate in the Capstone Seminar scheduled throughout the professional semester. Lab fee required.

EDCI 485 Student Teaching (Elementary) 9 or 12 cr. (8/11 credits student teaching, 1 credit seminar). Prerequisites: Approved application to student teach and co-registration in EDF 450 if not completed. Places the student in a supervised field experience in an elementary setting that allows the student to demonstrate teaching skills in the classroom with a variety of learners. Students, in collaboration with the mentor teacher, engage students in learning and participate in related experiences associated with the teaching profession. On-site mentoring and
university supervision are integral to this experience. Students participate in the Capstone Seminar scheduled throughout the professional semester. Lab fee required.

EDCI 486 Student Teaching (Secondary) 9 cr. (8 credits student teaching, 1 credit seminar).
Prerequisites: Approved application to student teach and co-registration in EDF 450 if not completed. Places the student in a supervised field experience in a secondary setting that allows the student to demonstrate teaching skills in the classroom with a variety of learners. Students, in collaboration with the mentor teacher, engage students in learning and participate in related experiences associated with the teaching profession. On-site mentoring and university supervision are integral to this experience. Students participate in the Capstone Seminar scheduled throughout the professional semester. Lab fee required.

EDCI 490 Internship V 1-5 cr. Prerequisite: Consent of department chairperson. Provides experience in a responsible appointment as an assistant in some specialized area of the college program. In-field contact time is 45 hours per semester credit. Field placements are arranged through the Office of Licensure, Standards and Clinical Practice.

EDCI 491 Independent Study V 1-3 cr. Prerequisite: Admission to Teacher Education program, and consent of faculty supervisor and advisor. Provides an opportunity for students of superior academic standing to explore material not covered by the regular college courses.

EDCI 492 Seminar V 1-3 cr. Investigates intensively topics pertaining to an area of Education.

EDCI 493 Workshop V 1-5 cr. Prerequisite: Admission to Teacher Education program. Provides an opportunity for experimental study in an area of Education.

EDCI 494 Clinic V 1-5 cr. Prerequisites: Admission to Teacher Education program or Consent of department chairperson, and consent of faculty supervisor. Provides an opportunity through use of selected pupils to explore and develop applications of theoretical study in particular area. In-field contact time is 45 hours per semester credit. Field placements are arranged through the Office of Licensure, Standards and Clinical Practice, Room 114, COE.

Graduate Level Courses
The following are graduate level courses. Please refer to the Graduate Catalog for the course descriptions.

EDCI 500 Curriculum Development 4 cr.
EDCI 520 Integrating Curriculum 3 cr.
EDCI 521 Teaching and Learning I: Thinking Strategies 3 cr.
EDCI 522 Teaching and Learning II: Discussion Techniques and Questioning Strategies 3 cr.
EDCI 528 Supervision Practices for Student Teachers 3 cr.
EDCI 531 Advanced Study in Language Arts Instruction 3 cr.
EDCI 532 Advanced Study in Social Science Instruction 3 cr.
EDCI 533 Advanced Study in Mathematics Instruction 3 cr.
EDCI 534 Advanced Study in Science Instruction 3 cr.
EDCI 535 Advanced Study in Art Instruction 3 cr.
EDCI 536 Advanced Study in Music Instruction 3 cr.
EDCI 540 Teaching and Learning in Middle School 3 cr.
EDCI 545 Integrating Mathematics and Science Curricula 3 cr.
EDCI 551 Instructional Strategies in Language Arts and Social Studies 4 cr.
EDCI 552 Instructional Strategies in Mathematics and Science 4 cr.
EDCI 553 Instructional Strategies in Movement, the Performing and Visual Arts 4 cr.
EDCI 560 Instructional Model and Strategies for Teaching Students Who Are Gifted and Talented 3 cr.
EDCI 570 Computers in Education 2 cr.
EDCI 571 Integrating Technology into School Curriculum 3 cr.
EDCI 572 Introduction to Educational Technology 3 cr.
EDCI 573 Pedagogical Instructional Design 3 cr.
EDCI 574 Adaptations and Accommodations for Diverse Learners 3 cr.
EDCI 575 Assessment of Learning Outcomes Part I 3 cr.
EDCI 576 Instructional Materials Design 3 cr.
EDCI 577 Assessment of Learning Outcomes Part II 3 cr.
EDCI 584 Student Teaching (K-12) 6 cr.
EDCI 585 Student Teaching (Elementary) 6 cr.
EDCI 586 Student Teaching (Secondary) 6 cr.
EDCI 590 Internship V 1-6 cr.
EDCI 592 Seminar V 1-6 cr.
EDCI 593 Workshop V 1-6 cr.
EDCI 594 Clinic V 1-6 cr.
EDCI 597 Contemporary Issues in Teacher Education 3 cr.
EDCI 610 Curriculum Theory: Analysis and Practice 3 cr.
EDCI 648 Teaching Mathematics to Learners with Special Needs 3 cr.
EDCI 673 Distance Education and Web Based Learning 3 cr.
EDCI 674 Design and Use of Multimedia 3 cr.
EDCI 675 Computer Programming for Education 3 cr.
EDCI 676 Internship V 1-6 cr.
EDCI 691 Independent Study V 1-6 cr.
EDCI 697 Critical Issues in Education 3 cr.
EDCI/EDF 698 Directed Research Project 3 cr.
EDCI 699 Thesis 6 cr.

Educational Foundations

COE 261, (406) 657-2315
The College of Education has designed its professional preparation programs to include a series of sequentially arranged field-based experiences. Depending on the degree option, these field-based experiences may be referred to as internships, practica, clinics, or supervised field experiences. Each field-based course requires, as a minimum, 45 contact hours per semester credit hour. Some programs, due to national or state accreditation requirements or Departmental policy, may require additional contact hours beyond the minimum requirement. Students should clarify requirements with their faculty advisor prior to registration.

* EDF 100 Education and Democracy 3 cr. Explores what it means to be an educated person in a democratic society. Although schooling is generally the primary formal means whereby societies educate citizens, this course focuses on education broadly to examine a) the ways people create and share knowledge, b) society’s responsibilities to provide the rich and varied opportunities needed by all citizens who would be educated, c) the consequences of disenfranchising anyone from those opportunities, and d) the critical link between democratic society and education.

EDF 120 Society, Schools and Teachers (WR) 3 cr. Provides prospective educators with a historical and social overview of education to inform the student’s decision about undertaking serious study in the profession. Also examines education within its contemporary and comparative context, focusing on breadth of social diversity as it affects education. Addresses continuing professional topics and issues.

EDF 225 Human Development in Education 3 cr. Presents a comprehensive introduction to the study of Human development including the developmental capabilities and needs of Humans at different ages with respect to the physical, psychomotor, cognitive, social, emotional, and psychological domains that affect all education. The course includes a practicum with community-based services for children and youths so students need to plan accordingly.

EDF 250 Educational Psychology 3 cr. Focuses on Human learning as it provides the basis for instruction and classroom management. Provides comprehensive coverage of the principles, concepts, and implications of Human learning from classical, operant, social learning, and cognitive paradigms. Covers measurement, similarities and differences in learners, management and discipline strategies, and related corollaries of human learning applied to instruction.

EDF 290 Internship V 1-3 cr. Avails freshmen and sophomores of opportunities for experiences in various non-classroom settings under faculty and on-site supervision. In-field contact time is 45 hours per semester credit. Field placements are arranged through the Office of Licensure, Standards and Clinical Practice.

EDF 291 Independent Study V 1-3 cr. Provides opportunities for freshmen and sophomores to explore material not offered through regular courses.

EDF 292 Seminar V 1-3 cr. Provides the opportunity for the department to offer lower division courses of particular topical interest which are not offered as a part of the regular offering of courses.

EDF 293 Workshop V 1-3 cr. Provides an opportunity for the department to offer lower division, non-course exploration into topics not covered in regular course offerings.

EDF 450 Philosophical, Legal and Ethical Issues in Education (WR) 3 cr. Prerequisite: Admission to Teacher Education program and taken concurrently with the professional semester. Focuses on analysis of the philosophical, legal and ethical issues in the context of education in a pluralistic society. Provides
the student with a background in the philosophies of education and allows the student to study legal and ethical issues relevant to modern education in America.

EDF 490 Internship V 1-6 cr. Avails juniors and seniors of opportunities for experience in various Non-classroom settings under faculty and on-site supervision. In-field contact time is 45 hours per semester credit. Field placements are arranged through the Office of Licensure, Standards and Clinical Practice.

EDF 491 Independent Study V 1-3 cr. Provides opportunities for juniors and seniors to explore material not offered through regular courses.

EDF 492 Seminar V 1-3 cr. Provides the opportunity for the department to offer upper division courses of particular topical interest which are not offered as a part of the regular offering of courses.

EDF 493 Workshop V 1-3 cr. Provides an opportunity for the department to offer upper division, non-course exploration into topics not covered in regular course offerings.

Education

COE 116, (406) 657-2393

The College of Education has designed its professional preparation programs to include a series of sequentially arranged field-based experiences. Depending on the degree option, these field-based experiences may be referred to as internships, practica, clinics, or supervised field experiences. Each field-based course requires, as a minimum, 45 contact hours per semester credit hour. Some programs, due to national or state accreditation requirements or Departmental policy, may require additional contact hours beyond the minimum requirement. Students should clarify requirements with their faculty advisor prior to registration.

Students are encouraged to make application 12 weeks prior to the semester in which the clinical or field-based experience is to be completed. Applications are available in the Office of Licensure, Standards and Clinical Practice, Room 114, first floor COE.

EDUC 290 Internship V 2-5 cr. Provides freshmen and sophomores with an experience in selected areas of the school programs under supervision. In-field contact time is 45 hours per semester credit. Field placements are arranged through the Office of Licensure, Standards and Clinical Practice.

EDUC 291 Independent Study V 1-3 cr. Prerequisites: Consent of instructor and Office of Licensure, Standards and Clinical Practice.

Provides an opportunity for freshman and sophomore students to explore material not covered by the regular college courses under supervision by a faculty member and approved by the Office of Licensure, Standards and Clinical Practice.

EDUC 292 Seminar V 1-3 cr. Provides students an opportunity to intensively investigate topics pertinent to the field of Education.

EDUC 293 Workshop V 1-5 cr. Provides an opportunity for experimental study in an area of education.

EDUC 294 Clinic V 1-4 cr. Prerequisite: consent of the Office of Licensure, Standards and Clinical Practice.

Provides freshman and sophomores with an opportunity to explore and develop applications of study in a particular area. Uses selected pupils for demonstration purposes. In-field contact time is 45
hours per semester credit. Field placements are arranged through the Office of Licensure, Standards and Clinical Practice.

EDUC 296 Cooperative Education/Internship V 1-9 cr. Provides university credit for a sophomore work experience in the area of Education and Human Services supervised by faculty. Learning agreements must be completed prior to registration (restricted).

EDUC 490 Internship V 2-5 cr. Prerequisites: consent of Office of Licensure, Standards and Clinical Practice and completion of student teaching or approved equivalent experience. Provides experience in a responsible appointment as an assistant in some specialized area of the college program. Infield contact time is 45 hours per semester credit. Field placements are arranged through the Office of Licensure, Standards and Clinical Practice.

EDUC 491 Independent Study V 1-3 cr. Provides an opportunity for students of superior academic standing to explore material not covered by the regular college courses.

EDUC 492 Seminar V 1-3 cr. Investigates topics pertinent to the area of Education.

EDUC 493 Workshop V 1-5 cr. Prerequisite: Admission to Teacher Education program or consent of department chairperson. Provides an opportunity for experimental study in an area of Education.

EDUC 494 Clinic V 1-5 cr. Provides an opportunity through use of selected pupils for demonstration purposes for students to explore and develop applications of theoretical study in a particular area. Infield contact time is 45 hours per semester credit. Field placements are arranged through the Office of Licensure, Standards and Clinical Practice.

EDUC 496 Cooperative Education/Internship V 1-9 cr. Provides university credit for a work experience in the area of Education and Human Services, supervised by faculty. Learning agreement must be completed prior to registration (restricted).

**Graduate Level Courses**

The following are graduate level courses. Please refer to the Graduate Catalog for the course descriptions.

EDUC 596 Cooperative Education/Internship V 1-9 cr.

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**Electrical Engineering**

EE/PHYS 206 Circuits I 4 cr. (Lec. 3/Lab 1 – Lab required) Prerequisite: M 172. Corequisites: PHYS 220 & 221. Introduces students to circuit analysis including Ohm’s and Kirchhoff’s Laws; nodal and mesh methods; network theorems; resistors, capacitors, inductors, independent and dependent sources, and diodes; ideal OP-AMP and transistor circuits; R-L, R-C, and R-L-C responses; complex frequency and phasors; and steady-state AC circuits. This course is offered online with only the lab portion at MSU Billings.

**English**

LA 437/400, (406) 657–2348

* ENGL 204 Fundamentals of Creative Writing 3 cr. Prerequisite: WRIT 101. Introduces the principles and techniques of various kinds of creative writing, ranging from personal expression in simple narrative and description to basic elements of fiction and poetry.

ENGL 213 Introduction to Language 3 cr. Surveys introductory linguistic topics and methods of analysis as applied to the structure of English and as preparation for the scientific analysis of other language phenomena.

ENGL 292 Seminar V 1-3 cr. Provides freshmen and sophomores an opportunity to investigate intensively topics pertinent to the fields of composition, literature and language.

ENGL 293 Workshop V 1-3 cr. Provides freshmen and sophomores an opportunity for experimental study in an area of English or the teaching of English.

ENGL 296 Cooperative Education/Internship V 1-9 cr. Provides university credit for a sophomore work experience in the area of English supervised by faculty. Learning agreement must be completed prior to registration (restricted).

ENGL 312 English Grammar 3 cr. Prerequisite: ENGL 213. Provides a thorough review of traditional grammatical terms and principles, as well as an overview of modern theories of syntactic analysis, including structural and transformational-generative grammars, for the prospective teacher of English. (Course must be completed prior to student teaching.)

ENGL 314 History of the English Language 3 cr. Prerequisite: ENGL 213. Presents a linguistic analysis of the history of the English language,
including Old English, Middle English, and Modern English dialects and recent semantic and vocabulary changes as illustrated by writings from various historical periods. Considers applications of such information in the classroom.

ENGL 315 Sociolinguistics 3 cr. Prerequisite: ENGL 213. Surveys a variety of topics of interest to teachers and language arts students, including language variation, conversational interaction, the relationship between language and society, and language and power.

ENGL 318/PSYX 482 Psycholinguistics [formerly ENGL/PSYC 318 Psycholinguistics] 3 cr. Prerequisite: ENGL 213. Explores the relationship between the human brain and language, including brain anatomy, first and second language acquisition, abnormal language acquisition and functions, and mental language processes.

ENGL 321 Writing Fiction 3 cr. Prerequisite: ENGL 204 or consent of instructor. Provides extensive practice in the writing of the short story. Considers various narrative and stylistic techniques through discussion of selected professional and class-produced work and through exercises. Promotes versatility in writing style. Affords individual conferences.

ENGL 322 Writing Poetry 3 cr. Prerequisite: ENGL 204 or consent of instructor. Promotes the writing of fresh, imaginative, distinctive poetry. Covers many elements of the writing process, including the use of imagery, figurative language, metrical techniques, and specific poetic forms. Enables students, through the production of numerous poems, to sharpen their sensitivity to the precise employment of their own language.

ENGL 323 Magazine Article Writing V 1-3 cr. Prerequisite: WRIT 101 or consent of instructor. Provides guidance and practice in all stages of the magazine article writing process from idea through publication. Completed articles will be the primary basis for student evaluation and the objectives of the course will be met through submission/publishing of at least one article.

ENGL 324 Writing for Stage and Screen 3 cr. Prerequisite: ENGL 204. Provides extensive practice in the writing of scenes, plays, and screenplays. Develops various writing skills such as convincing dialogue, believable and interesting characterization, correct pacing of plot and action, appropriate use of setting, and screenwriting techniques. Develops analytical skill through discussion of selected professional and student work. ($10 photocopying fee).

ENGL 326 Creative Nonfiction 3 cr. Prerequisite: ENGL 204. Provides extensive practice in the writing of creative nonfiction. Considers various stylistic and technical approaches through discussion of selected professional and student-produced work and through exercises. Promotes versatility. Includes individual conferences. ($10 photocopying fee).

ENGL 390 Peer Tutoring 1 cr. R-6. Prerequisites: English major or minor and approval of the instructor. Provides practical experience imparting basic language skills to fellow students in the Writing Lab.

ENGL 394 Internship 1 cr. R-6. Prerequisites: English major, Upper-division status and approval of department chair. Places the upper-division English student in a section of WRIT 101 College Writing I, as a teaching assistant with a faculty member as mentor. The student will assist the faculty member in teaching the class and have primary responsibility for designing, implementing, and evaluating at least one writing assignment. The class provides direct teaching experience for students pursuing teacher licensure in English.

ENGL 421 Advanced Fiction Writing 3 cr. Prerequisite: ENGL 321 and consent of instructor. Provides advanced practice in the writing of the short story. Considers various narrative and stylistic techniques through discussion of selected professional and class-produced work. Promotes versatility in writing style. Affords individual conferences.

ENGL 422 Advanced Poetry Writing 3 cr. Prerequisites: ENGL 322 and consent of instructor. Provides advanced practice in writing fresh, imaginative, distinctive poetry. Offers continued discussion of the use of imagery, figurative language, metrical techniques, and specific poetic forms through discussion of professional and class-produced work. Enables students to sharpen their sensitivity to the precise employment of their own language.

ENGL 424 Advanced Writing for Stage & Screen 3 cr. Prerequisite: ENGL 324. Provides advanced practice in writing scenes, plays, and screenplays. Advances various writing skills such as convincing dialogue, believable and interesting characterization, correct pacing of plot and action, appropriate use of setting, and screenwriting techniques. Provides further development of analytical skill through discussion of selected professional and student work.
ENGL 426 Advanced Creative Nonfiction 3 cr.  
Prerequisites: ENGL 326 and consent of instructor.  
Provides advanced practice in the writing of the  
creative nonfiction. Considers various stylistic and  
technical approaches through discussion of selected  
professional and student-produced work. Promotes  
versatility. Includes individual conferences.

ENGL 466 Studies in Language and Linguistics V 1-3 cr. R-6. Prerequisite: Upper division status.  
Provides advanced study in selected  
language/linguistics topics. Course content will vary, and the course may be repeated for credit.

ENGL 467 Topics in Creative Writing V 1-3 cr. R-6. Prerequisite: upper division status. Provides  
advanced study and practice in creative writing for  
experienced writers serious about their craft. Course  
content will vary, and the course may be repeated for credit.

ENGL 490 Internship V 1-3 cr. Prerequisites: upper division status and approval of department  
chairperson. Provides an opportunity for students to  
acquire field experience and material not covered by  
regular English courses.

ENGL 491 Independent Study V 1-3 cr. Prerequisites: consent of instructor and chairperson  
of the department. Provides outstanding students with  
an opportunity for individually guided research and  
study in English. A contract describing the study must  
be completed at the time of enrollment and filed in the  
English Department office. (Note: Not more than 6  
credits of ENGL 491 may be allowed toward any  
program in English.)

ENGL 492 Seminar V 1-3 cr. Provides advanced  
students an opportunity to investigate intensively topics  
pertinent to the field of English.

ENGL 493 Workshop V 1-3 cr. Provides an  
opportunity for experimental study in an area of English  
and the teaching of English.

ENGL 496 Cooperative Education/Internship V 1-9  
cr. Provides university credit for a work experience in  
the area of English, supervised by faculty. Learning  
agreement must be completed prior to registration  
(restricted).

Graduate Level Course  
The following is a graduate level course. Please refer  
to the Graduate Catalog for the course description.  
ENGL 591 Independent Study V 1-5 cr.

Earth Science  
SCI 110, (406) 657–2341  

ERTH 202 Montana’s Geological Environment  
[formerly EASC 201 Montana: Its Geological Environment]  
3 cr. Examines the geological evolution of Montana  
utilizing a regional approach. Considers Montana’s  
resources and the roles that they have played in the  
historical development of the state’s past, present and  
future. Field trips required.

ERTH 303 Weather and Climate  
[formerly EASC 220 Meteorology]  
4 cr. (Lec. 3; Lab 1). Presents a semi-technical  
approach to the elements and controls of weather. Lab  
required.

ERTH 400 Geomorphology and Quaternary Geology  
[formerly EASC 400 Geomorphology and Quaternary Geology]  
3 cr. Prerequisite: GEO 315. Investigates the origin  
and evolution of landforms, through quantitative  
techniques, aerial photos and topographic maps.  
Considers the origin, structure, chronology and  
movement of glaciers and associated periglacial  
environments of the Quaternary. Extensive field work  
required.

ERTH 401 Geologic Field Methods  
[formerly EASC 440 Geologic Field Methods]  
4 cr. Prerequisite: GEO 315. Presents the techniques  
used by the geologist to conduct field surveys.  
Standard geologic surveying equipment will be utilized  
by the student to conduct an investigation and prepare a  
geological map of an area of moderately complex  
structure. Extensive field work required.

ERTH 460 Problem Solving Issues in Science Education  
[formerly EASC 460 Science and Society: Problem Solving Issues in Science Education]  
3 cr. Prerequisites: PSSC 101, BIOL 105. Investigates and analyzes the scientific concepts that  
are the basis of selected societal issues that are  
applicable to Montana and global environments. The  
problems selected for study vary with course offerings.  
This course is intended primarily for Elementary  
Education majors and graduate students in Elementary  
Education; others admitted by permission of instructor.
ERTH 494 Seminar/Workshop  
[formerly EASC 492 Seminar/EASC 493 Workshop]  
V 1-3 cr. Prerequisite: consent of instructor.  
Provides advanced students an opportunity to intensively investigate topics pertinent to the field of Earth Sciences.

ERTH 495 Field Studies  
[formerly EASC 497 Field Studies]  
V 1-4 cr. Prerequisite: Undergraduate - 10 semester hours of Earth Science or consent of instructor; Graduate - 20 hours of natural sciences or consent of instructor. Provides an opportunity through field experience for students to study quantitatively and/or qualitatively exemplary geological sites.

ERTH 498 Internship/Cooperative Education  
[formerly EASC 490 Internship/EASC 496 Cooperative Education]  
1 cr. Prerequisite: Consent of instructor. Provides instructional experience in the Earth Sciences program with an opportunity for early exploration of teaching interests.

Environmental Studies  
LA 8th floor, (406) 657–2311

EVST 230 Introduction to Environmental Studies 3 cr. Prerequisite: WRIT 201 or consent of instructor.  
Provides an orientation to the field of environmental studies as an academic discipline and as public service. Provides students with experiential opportunities with local agencies and organizations designed to facilitate individual interests and educational goals relative to the study and practice of environmental problem solving. Students will acquire information literacy skills through the process of identifying, accessing, analyzing, and evaluating secondary source material, audiovisual media, and computer-based information. Course requires students to complete a community-based environmental project.

EVST 293 Workshop V 1-6 cr. Provides freshmen and sophomore an opportunity for experimental study in an area of environmental studies.

EVST 296 Cooperative Education/Internship V 1-9 cr. Provides university credit for a sophomore work experience in the area of Environmental Studies supervised by faculty. Learning agreement must be completed prior to registration (restricted).

EVST/HON 351 Law and Society 3 cr. Studies the role of the American legal system in society; course emphasis varies from year to year, depending on which topics have current, wide-ranging social and philosophical implications; typical topics include environmental and toxic torts, intellectual property, death penalty issues, and invasion of privacy in cyberspace.

EVST/HON 352 Environmental Law (WR) 3 cr. Prerequisites: 6 credits of WRIT 101, WRIT 201, WRIT 220, or WRIT 221. Provides a broad overview of the major federal and Montana environmental statutes, including attention to how the statutes attempt to balance long-view goals (i.e., needs of future generations) and broad-view goals (i.e., needs of ecological systems). Course content also examines how the statutes are administratively and judicially enforced, as well as the social benefits and burdens associated with criminal punishments and civil litigations. Course content will address the complexities inherent to a regulatory system that is generated within federal, state, and local jurisdictions. Course assignments will include at least one important writing assignment (i.e., term paper assignment).

EVST 360 Environmental Impact and Policy Analysis 3 cr. Prerequisite: Junior standing or permission of instructor. Explores human environmental impact, impact assessment, and environmental policy. Topics include pollution impact and mitigation, energy policy, natural resources management, environmental impact assessment and impact statement methods.

EVST 490 Environmental Studies Internship V 1-3 cr. Allows the student to earn credit for assisting in teaching Environmental Studies courses and/or for assisting in courses requiring fieldtrip activities.

EVST 491 Independent Study V 1-6 cr. Provides an opportunity for students of superior academic standing to explore material not covered by the regular college courses.

EVST 492 Seminar (WR) V 1-6 cr. Prerequisites: 6 credits of WRIT 101, WRIT 201, WRIT 220, or WRIT 221. Provides advanced students an opportunity to investigate topics pertinent to the field of Environmental Studies. Each seminar must include at least one important writing assignment (i.e. term paper assignment). [Can repeat course number as different seminar topic.]
EVST 493 Workshop V 1-6 cr. Provides an opportunity for experimental study in an area of environmental studies.

EVST 495 Environmental Studies Research V 1-4 cr. Prerequisites: junior or senior in the EVST program, 3.0 or better GPA in major, 3.0 or better GPA overall, BIOL 202, PHIL 311. Involves intensive study of a specific problem related to environmental studies. A contract describing the study must be completed at the time of enrollment.

EVST 496 Cooperative Education/Internship V 3-6 cr. Provides university credit for a work experience in the area of Environmental Studies, supervised by faculty. Learning agreement must be completed prior to registration (restricted).

EVST 498 Capstone Seminar 3 cr. Prerequisite: EVST 360, PHIL 311, BIOL 202, senior standing. Provides an opportunity for students in the environmental studies program to demonstrate proficiency in the skills presented in the environmental studies curriculum.

Finance

McD 300, (406) 657-2295

FIN 276 Real Estate 3 cr. Prerequisite: ECNS 201 or consent of department. Real estate principles as they apply to appraisal of residential, commercial, and industrial property; to sales of real estate; to leasing and management of property; and to subdividing, developing, and zoning of land.

FIN 305 Financial Planning 3 cr. Prerequisite: Junior standing. Offered ONLY Online Organizing and Managing Your Financial Resources, Protecting Your Financial Resources, and Investing and Long-Term Planning. Provides students of all disciplines with an understanding of the strategies and techniques necessary for analyzing financial situations and investment opportunities from an individual’s perspective.

FIN 316 Quantitative Methods in Business and Economics 3 cr. Prerequisite: Admission to upper division standing or consent of department chair. Focuses on basic quantitative techniques and models used by business, finance, and economic decision makers to make optimum decisions in real world situations.

FIN 351 Principles of Financial Management 3 cr. Prerequisite: Admission to upper division standing or consent of department. Treats all forms of business organizations. Emphasizes control, corporate securities, capital and income management, valuation and capitalization, security markets, and other selected topics.

FIN 352 Money and Banking 3 cr. Prerequisites: Admission to upper division standing and FIN 351, or consent of department. Covers the mechanics of financial markets, the impact of fiscal and monetary policies, banking and financial institutions and instruments used by business and government, the relationships between interest rates, security prices, risk, exchange rates and world financial markets.

FIN 451 Investments 3 cr. Prerequisites: Admission to upper division standing and FIN 351 or consent of department. Acquaints students with the characteristics of various types of investment securities, the evaluation of certain risks and rewards associated with investment securities, and an understanding of the principles underlying the selection of a portfolio of investment securities.

FIN 452 Futures and Options 3 cr. Prerequisites: FIN 351, 352, 451 or consent of department. Provides an introduction to derivative securities, their markets and the relation to the markets for real and financial assets. Focuses on the trading and valuation of futures, options and swaps; their uses and misuses; and their role in financial risk management.

FIN 453 Intermediate Financial Management 3 cr. Prerequisites: Admission to upper division standing and FIN 351 or consent of department. Gives students who are especially interested in finance an opportunity to learn in greater detail subjects covered in FIN 351 and to study advanced concepts and techniques useful in the financial world by use of real world case analyses.

FIN 480/ECNS 490 Research in Finance and Economics [formerly FIN/ECON 480 Research in Finance and Economics] 3 cr. Prerequisites: ECNS 300, ECNS 302, ECNS 403 or consent of department. Combines statistical and econometric techniques with economic and financial theories to conduct rigorous research projects in the areas of economics and finance. The project is similar to a thesis and is the sole factor used to determine the course grade.
FIN 491 Independent Study V 1-3 cr. Prerequisites: Admission to upper division standing, consent of department, and approval of the College of Business Academic Policy Committee (CBAPC). Provides outstanding junior and senior students an opportunity to explore material not covered by regular Finance courses. Students must complete a Request for Independent Study form and have it approved by CBAPC.

FIN 492 Seminar V 1-3 cr. Prerequisites: Admission to upper division standing and consent of department. Provides advanced students an opportunity to intensively investigate topics pertinent to the field of Finance.

Graduate Level Courses
The following graduate level courses are described in the Graduate Catalog.
FIN 592 Seminar V 1-3 cr.

French
LA 722, (406) 657–2232
FRCH 101, 102 Elementary French I, II
[formerly FREN 101, 102 Elementary French I, II]
4, 4 cr. A sequence course; student must pass FRCH 101 before enrolling in FRCH 102. Offers oral-aural methods and objectives; inductive approach to grammar necessary for simple spoken and written French; reading texts of appropriate level.

FRCH 201, 202 Intermediate French I, II
[formerly FREN 201, 202 Intermediate French I, II]
(WR) 3, 3 cr. Prerequisite: FRCH 102 or equivalent. A sequence course; student must pass FRCH 201 before enrolling in FRCH 202. Presents a systematic review of French grammar, intensive oral drills, reading and discussion of one literary work per semester, compositions beginning with 202.

FRCH 292 Independent Study
FRCH 492 Independent Study
[formerly FREN 491 Independent Study]
V 1-5 cr. Prerequisites: consent of instructor and chairperson of the department. Offers an opportunity for students of outstanding ability to explore material not covered by regular courses in Languages.

FRCH 494 Seminar/Workshop
[formerly FREN 492 Seminar]
V 1-3 cr. Prerequisites: Senior status and consent of instructor and chairperson of department. Offers an opportunity to investigate intensively topics pertinent to the field of French Language and Literature.

FRCH 498 Internship/Cooperative Education
[formerly FREN 490 Internship]
V 1-3 cr. Prerequisites: Completion of 60 credit hours or upper division standing in French, 3.0 overall GPA, consent of advisor, and approval of the Department Chair. Provides an opportunity for students to acquire field experience and material not covered by regular classes in French; can only be taken on a Pass/No Pass basis.

FRCH 498 Internship/Cooperative Education
[formerly FREN 496 Cooperative Education]
V 1-8 cr. Provides university credit for a paid work experience in the area of French supervised by faculty and requiring written assignments.

Geology
SCI 110, (406) 657–2341
* GEO 101 Introduction to Physical Geology
[formerly EASC 100 Lithosphere and Hydrosphere]
(TN) 3 cr. Corequisite: GEO 102. Presents an introduction to the study of the earth through a study of its materials and composition, structure, geologic processes, surface and ground waters, physical, chemical and biological oceanography.
* GEO 102 Introduction to Physical Geology
[formerly EASC 101 Lithosphere and Hydrosphere Lab]
(TN) 1 cr. Corequisite: GEO 101. Enhances the lecture material of GEO 101 through the usage of experiential activities.

GEO 105 Oceanography
[formerly EASC 105 Oceanography]
3 cr. Introduces students to the basic workings of the ocean. The course covers the origin of the ocean’s basin; the evolution of its coastlines; the motion of currents, waves, and tides and their destructive power; the source and composition of seawater; the biology of the ocean; and the role of the ocean in local and global climate, both present and past.

GEO 205 Mineralogy
[formerly EASC 200 Earth Materials]
4 cr. Prerequisite: GEO 101. Surveys crystallography, chemistry and physics of minerals, and mineral field occurrences and associations. Studies will also include identification, classification, and interpretation of origin, chemistry, and mineralogical compositions of igneous, sedimentary, and metamorphic rocks. Lab included. Field trips required.

GEO 211 Earth History and Evolution
[formerly EASC 120 Historical Geology and Paleontology]
(TN) 3 cr. Corequisite: GEO 212. Presents a systematic study of the earth through geologic time by analysis of the geological evolution of earth and its sequence of life forms reconstructed from the paleontological record. Lab required.

GEO 212 Earth History and Evolution Laboratory
[formerly EASC 121 Historical Geology and Paleontology Lab]
(TN) 1 cr. Corequisite: GEO 211. Enhances the lecture material of GEO 211 through the usage of experiential activities.

GEO 309 Sedimentation and Stratigraphy
[formerly EASC 320 Sedimentation and Stratigraphy]
3 cr. Prerequisites: GEO 315. Introduces and studies the processes of sedimentation, mechanical analysis sediments, environments of deposition, origin and classification of sedimentary rocks, principles and techniques utilized in measuring sedimentary rock strata, facies changes, tectonic framework, biostratigraphic units and paleo-environments. Extensive field and lab work required.

GEO 315 Structural Geology
[formerly EASC 300 Structures and Tectonics]
3 cr. Prerequisite: GEO 205. Presents a study of classical geological structures and their mechanical processes, traces the development of plate tectonic theory and deformation, explores the graphic methods and the preparation of geologic maps and structure sections. Extensive field work required.

GEO 492 Independent Study
[formerly EASC 491 Independent Study]
V 1-3 cr. Prerequisite: consent of instructor. Provides advanced students an opportunity to explore material not covered by regular Earth Science courses. A contract describing the study must be completed at the time of enrollment.

German

LA 722, (406) 657–2232

GRMN 101, 102 Elementary German I, II
[formerly GERM 101, 102 Elementary German I, II]
4, 4 cr. A sequence course; student must pass GRMN 101 before enrolling in GRMN 102. Introduces modern German. Presents the vocabulary and grammar necessary for simple spoken and written German.

GRMN 201, 202 Intermediate German I, II
[formerly GERM 201, 202 Intermediate German III]
3, 3 cr. Prerequisite: GRMN 102 or equivalent. A sequence course; a student must pass GERM 201 before enrolling in GERM 202. Provides a systematic review and expanded study of German grammar and increased development of oral, reading and writing skills.

GRMN 292 Independent Study V 1-5 cr.

GRMN 492 Independent Study
[formerly GERM 491 Independent Study]
V 1-5 cr. Prerequisites: consent of instructor and chairperson of department. Offers an opportunity for students of outstanding ability to explore material not covered by regular courses in Languages.

GRMN 494 Seminar/Workshop
[formerly GERM 492 Seminar]
(WR) V 1-3 cr. Prerequisites: Consent of instructor and chairperson of department. Offers an opportunity to investigate intensively topics pertinent to the field of German Language and Literatures.

GRMN 494 Seminar/Workshop
[formerly GERM 493 Workshop]
3 cr. Prerequisite: consent of instructor. Provides an opportunity for experimental study in an area of German Language and Literatures.

GRMN 498 Internship/Cooperative Education
[formerly GERM 490 Internship]
V 1-3 cr. Prerequisites: Completion of 60 credit hours or upper division standing in German, 3.0 overall GPA, consent of advisor, and approval by the Department Chair. Provides an opportunity for students to acquire field experience and material not covered by regular classes in German. Can only be taken on a Pass/No Pass basis.

GRMN 498 Internship/Cooperative Education
[formerly GERM 496 Cooperative Education]
V 1-8 cr. Provides university credit for a paid work experience in the area of German supervised by faculty and requiring written assignments.

GRMN 499 Senior Thesis/Capstone
[formerly GERM 499 Senior Paper]
1 cr. Prerequisite: Senior standing in German. Major research paper to be defended in German.

GERM 301, 302 German Conversation and Composition I, II (WR) 3, 3 cr. Prerequisite: GERM 202 or equivalent. Consists of class discussion on previously assigned materials, and the practice of various reading strategies designed to rapidly enlarge students’ passive and active vocabulary. Composition writing provides strategic self-improvement component promoting research and review of spelling, grammar, and sentence structures.

GERM 423 German for International Trade 3 cr. Prerequisite: GERM 202 or equivalent. Introduces students to the specialized German terminology of business and economics. Includes recent and current economic and political changes in Europe and offers cultural insights into customs and practices in the world of German and European business, as well as into the economic interdependence of Europe with the United States. Serves as preparation for the “Prüfung Wirtschaftsdeutsch International” (International Business German exam).

Graduate Level Course
The following is a graduate level course. Please refer to the Graduate Catalog for the course description.
GERM 591 Independent Study V 1-5 cr.

**Geography**

SCI 110, (406) 657–2341
AP 123, (406) 657–2310

* GPHY 111 Introduction to Physical Geography
[formerly GEOG 101 Physical Geography]
(TN) 3 cr. Stresses the understanding of the broad concepts of physical geography. Includes topography, climate and other geographic aspects of the earth’s environment. Laboratory required.

* GPHY 112 Introduction to Physical Geography Laboratory
[formerly GEOG 100 Physical Geography Lab]

* GPHY 121 Human Geography
[formerly GEOG 120 Environment and Culture]
3 cr. Analyzes the interrelationships between man and his environment, including such topics as race, origin and dispersal of technology, livelihood patterns and settlement.

* GPHY 141 Geography of World Regions
[formerly GEOG 102 World Geography]
3 cr. Covers the regions of the world as the home of mankind, showing people’s adaptation to their physical environment.

GPHY 222 Introduction to Economic Geography
[formerly GEOG 202 Economic Geography]
3 cr. Prerequisite: a geography or economics course, or consent of instructor. Examines the spatial aspects of geography as they relate to people’s economic adjustment to the physical environment.

GPHY 240 Landscape and People of North America
[formerly GEOG 220 Landscape and People of North America]
3 cr. Prerequisite: a geography course or consent of instructor. Analyzes the natural environment, historical spread and impact of settlement and land use, and present demographic, agricultural, industrial and urban situations of the United States and Canada.

GPHY 282 Mapping Techniques
[formerly GEOG 201/EVST 201 Mapping Techniques]
3 cr. Introduces map interpretation, computer cartography, spatial data and Geographic Information Systems.

GPHY 341 Geography of Latin America
[formerly GEOG 320 Geography of Latin America]
3 cr. Prerequisite: GPHY 222 or consent of instructor. Considers the physical geography of Latin America with emphasis on the factors arising from the strategic location of its nation’s natural resources.

GPHY 345 Geography of Russia
[formerly GEOG 321 Geography of Russia]
3 cr. Explores the human and environmental geography of Russia and the territories of the former USSR.

GPHY 346 Geography of Europe
[formerly GEOG 322 Geography of Europe]
3 cr. Prerequisite: GPHY 121 or GPHY 222, or
consent of instructor. Explores the physical geography of Europe. Emphasis is on the physical environment as it relates to each country’s economic position within the continent and with the rest of the world.

GPHY 347 Regional Geography (Multiple Regions)  
[formerly GEOG 350 Regional Geography]  
3 cr. Prerequisite: One of the following: GPHY 141, GPHY 121, or GPHY 222. Focuses on the human and environmental geography of one region, such as Africa, Asia, or the Great Plains of the U.S. and Canada.

GPHY 380 Principles of GIS  
[formerly GEOG/EVST 301 Principles of Geographic Information Systems]  
3 cr. Prerequisite: GPHY 282. Introduces GIS, spatial analysis, map production, and spatial data handling.

GPHY 440 Geography of Montana  
[formerly GEOG 410 Geography of Montana]  
3 cr. Prerequisite: GPHY 240 or consent of instructor. Considers the physical geography and resources of Montana with emphasis on its location in the nation with respect to transportation, economy and future development.

GPHY 492 Independent Study  
[formerly GEOG 491 Independent Study]  
V 1-3 cr. Prerequisites: Consent of instructor and department chairperson. Provides advanced students an opportunity to explore material not covered in regular geography courses. A contract describing the study must be completed at the time of enrollment.

GPHY 494 Seminar/Workshop  
[formerly GEOG 492 Seminar]  
V 1-3 cr. Prerequisite: Consent of instructor. Provides advanced students an opportunity to investigate intensively topics pertinent to the area of Geography.

GPHY 494 Seminar/Workshop  
[formerly GEOG 493 Workshop]  
V 1-3 cr. Prerequisite: Consent of instructor. Provides an opportunity for advanced study in an area of Geography.

Health Administration

AP 119, (406) 657-2115

HADM 210 Healthcare Mega Trends 3 cr. Provides the student with a challenging new perspective—viewing health as a social science—and places all the components of health and the U.S. system in context. The course will dissect the interplay between issue and circumstance, underscore the fact that the health system is profoundly political, and consider opportunities for constructive changes in the system. The course will also consider the current rise in consumer activism as it relates to the healthcare system.

HADM 307 Health Informatics 3 cr. Prerequisite: HADM 210 or consent of instructor. Offered ONLY Online. Explores the resources, devices, and methods required to optimize the acquisition, storage, retrieval, and use of health information to strengthen the organization’s operational performance and market position. The course will explore how information technology can be used to restructure work processes and systems, as well as facilitate change within the healthcare organization.

HADM 310 Healthcare Economics 3 cr. Prerequisites: HADM 210, ECNS 201, ECNS 202 or consent of instructor. Examines the health care industry from an economic perspective. To better understand the factors and influences on the decision-making process within the health care industry. To apply economic concepts to the unique characteristics of the health care industry in business and consumer decision making.

HADM 335 Health Law and Ethics 3 cr. Prerequisites: HADM 210. Offered ONLY Online. Provides students with information regarding the central legal issues in U.S. healthcare delivery and how these relate to the operational practices of healthcare administrators including labor relations, malpractice, patient rights, information management and confidentiality of patient records, patient safety, contracts, legal reporting requirements, and risk management practices. The course will also allow students an opportunity to understand the key components of legal issues relevant to medical and business ethics and the link between the law and health policy development.

HADM 355 Rural/Frontier Health Care Delivery 3 cr. Prerequisites: HADM 210 or consent of instructor. Offered ONLY Online. Familiarizes students with issues facing health care providers and
administrators in rural/frontier settings. Topics to be discussed include governance, financing, management, quality of health care services, and the recruitment and retention of health care professionals to the rural community.

HADM 360 Long-Term Care Management 3 cr. Prerequisites: HADM 210 or consent of instructor. Offered ONLY Online. Provides the student with information regarding the fundamental management principles and special concerns and problems of long-term care management including the aging of America, the financing of long-term care services, and the public policies impacting on long-term care delivery systems.

HADM 405 Evidence in Research and Evaluation 3 cr. Prerequisites: HADM 210, STAT 216, and upper division standing or consent of instructor. Offered ONLY Online. Provides an overview of evaluation research methods in health organizations, including a conceptual framework for organizational evaluation, basic evaluation research methods, and use of evidence to assess and improve health organization performance.

HADM 409 Aging in America and Long-Term Care 3 cr. Explores changes in life expectancy, health status, the pace of growth of the over 65 year old population in America, and the overall graying of America, in order to gain a comprehensive understanding of how long-term care systems and policies can be managed to meet these new “aging” needs.

HADM 422 Operations, Outcomes, and Quality 3 cr. Prerequisites: HADM 210, STAT 216, and upper division standing or consent of instructor. Offered ONLY Online. Provides an overview of concepts and techniques for designing, planning, and improving the quality of health operations, including operations analysis, coordinating and planning health operations, and quality improvement methods to improve work processes.

HADM 425 Financial Management and Budgeting in Healthcare 3 cr. Prerequisites: HADM 210, FIN 351, and upper division standing or consent of instructor. Offered ONLY Online. Creates an understanding of the use of financial management concepts and techniques in health management decision-making.

HADM 440 Managerial Epidemiology and the Public’s Health 3 cr. Prerequisites: HADM 210, STAT 216, and upper division standing or consent of instructor. Offered ONLY Online. Provides a systematic approach to the evidence-based practice of epidemiological preventive care to promote population health. Students will learn about the traditional epidemiologic model of disease as well as various conceptual models and frameworks that are used to expand the traditional model to include community-based networks, health care systems, and collaborative partnerships. The application of these models to health services management represents the evolution of epidemiology for use in health services management.

HADM 445 Managing Healthcare Organizations 3 cr. Prerequisites: HADM 210, MGMT 321, and upper division standing or consent of instructor. Offered ONLY Online. Examines the daily operations of health care organizations. The course addresses management, staff support, and the implementation of business strategies. The course focuses on the effective management of health care professionals and identifies unique human resource elements in health care organizations. The course will provide students with strategies for becoming effective leaders in health care.

HADM 450 Health Policy and Politics 3 cr. Prerequisites: HADM 210 or consent of instructor. Provides students with an overview of the political context of healthcare organization and delivery. Specific attention will focus on health care regulations, payment sources, and policy formulation and implementation.

HADM 452 Case Management 3 cr. HADM 210 or consent of instructor. Offered ONLY Online. Explains how to use case management to coordinate care in order to improve care delivery and patient outcomes while managing costs. Topics include the role of the case manager; assessment, planning, implementation, and evaluation techniques; and negotiating reimbursement and service delivery across care settings.

HADM 462 Supervision in Healthcare 3 cr. HADM 210, MGMT 321 or consent of instructor. Offered ONLY Online. Provides an integrated overview of management and organization principles and practices for supervisors. Introduces students to a general management framework and fundamental tools from management and organization science that supervisors use to meet strategic and technical organization goals. Course topics focus on the supervisor’s job, managing individuals and groups in organizations, managing operations, and managing the environment.

HADM/COMT/HHP 482/582 Women, Media and Health 3 cr. Corequisites: COMT 480/580, COMT 481/581. Analyzes gaps in basic health care needs for women, both domestically and abroad, emphasizing the role of mass media both in promoting and hindering
basic reproductive health. A special emphasis will be placed on women’s reproductive rights and the ways in which political movements have limited and advanced needs in this area.

HADM 490 Internship V 1-6 cr. Prerequisite: Consent of instructor. Provides students with a supervised experience in a responsible appointment as an assistant health administrator. In-field contact time is 45 hours per semester credit. Field placements are arranged through the Health Administration office.

HADM 491 Independent Study V 1-3 cr. Prerequisite: Consent of instructor. Provides opportunities for juniors and seniors to explore material not offered through regular courses.

HADM 492 Seminar V 1-3 cr. Prerequisite: Consent of instructor. Provides students an opportunity to intensively investigate topics in Health Administration.

HADM 496 Cooperative Education/Internship 3 cr. Repeatable once. Prerequisites: HADM 210, 307, 335, and consent of department chair. Integration of didactic coursework, knowledge and skills acquired enable the student to demonstrate a broad mastery of learning throughout the curriculum. This is accomplished through an in-depth analysis of a specific problem/issue or an in-depth audit of management practices in a specific functional area (in consultation with the cooperative education preceptor). Learning agreement must be completed prior to registration (restricted).

HADM 497 Capstone 3 cr. Prerequisites: HADM 307, 335, 422, 445, MKT 340, and consent of instructor. Corequisite: HADM 425. Offered ONLY Online. Integrates didactic coursework, knowledge and skills acquired, and the cooperative education (internship) experience to enable the student to demonstrate a broad mastery of learning throughout the curriculum. This is accomplished through an in-depth analysis of a specific problem/issue (in consultation with the cooperative education preceptor) or an in-depth audit of management practices in a specific functional area. (This course may be waived if the student has previous or current employment in a health profession.)

Health and Human Performance

PE 116, (406) 657–2370

The College of Allied Health Professions has designed its professional preparation programs to include a series of sequentially arranged field-based experiences. Depending on the degree option, these field-based experiences may be referred to as internships, practica, clinics, or student teaching. Each field-based course requires, as a minimum, 45 contact hours per semester credit hour. Some programs, due to national or state accreditation requirements or Departmental policy, may require additional contact hours beyond the minimum requirement. Students should clarify expectations with the faculty advisor prior to registration.

All clinical and field-based experiences are arranged through the Office of Licensure, Standards and Clinical Practice. Students must make application 12 weeks prior to the semester in which the clinical or field-based experience is to be completed. Field placements are arranged through the Office of Licensure, Standards and Clinical Practice, Room 114, COE

HHP 100 Foundations of Exercise Science 4 cr.
Extends and applies understanding to the use of life science in promoting healthy lifestyles to students’ lives. The exercise sciences of physiology, kinesiology,
biomechanics, and motor learning are integrated through didactic and laboratory instruction that focuses students on the fundamental importance of exercise science in healthy living. As a lab science in which students serve as their own subjects, the course connects cognitive, emotional, and behavioral learning in uniquely meaningful ways.

* HHP 101 Health Sciences 3 cr. Covers contemporary health issues and explores individual and community based solutions. Content areas to include: medical self-care, culture and health behavior, alcohol, tobacco and other drugs, mental and emotional health, consumer health, nutrition, physical fitness, environmental health, human sexuality, chronic degenerative and communicable diseases, aging, violence and personal safety, health care, and death and dying.

HHP 103 Archery, Beginning, Intermediate 1 cr.

HHP 105 Basketball, Beginning 1 cr.

HHP 108 Badminton, Beginning 1 cr. Covers fundamental skills, equipment, strategy, rules and etiquette of badminton.

HHP 111 Bowling 1 cr. Bowling is a lifetime sport. Students participate in bowling instruction, bowl and record assigned minimum number of games, and demonstrate understanding of rules, etiquette and scoring procedures. (Special fee required.)

HHP 114 Racquetball 1 cr.

HHP 123 Dance, Folk 1 cr. Learn fundamental dances which represent many nations.

HHP 124 Dance, Square 1 cr. Develop the basic movement skills in square dance and appreciate it as a lifetime activity and community involvement.

HHP 125 Golf 1 cr. Covers the mechanics, skills and strategies of playing golf. (Special fee required.)

HHP 126 Apparatus 1 cr.

HHP 131 Cross Country Skiing 1 cr. Presents skills needed in cross country skiing including equipment, base preparation, waxing, and classical and skating techniques. Depending on time constraints and student interest, basic winter risk management will also be included. (Due to course content and physical requirements, the class may not be held on MSU Billings main campus.)

HHP 132 Skiing, Beginning Downhill 1 cr. Covers the basics of downhill skiing for students without prior experience. (Special fee required.)

HHP 133 Skiing, Intermediate Downhill 1 cr. Goes beyond HHP 132 to cover additional techniques and skills of downhill skiing for students with successful prior instruction and experience. (Special fee required.)

HHP 134 Beginning Snowboarding 1 cr. Covers the basics of snowboarding equipment, safety, mechanics and techniques. (Due to course content and physical requirements, the class may not be held on MSU Billings main campus.)

HHP 135 Dance, Ballroom 1 cr.

HHP 140 Beginning Swimming/Aquatics I 1 cr. Course includes learning to swim front crawl, backstroke, elementary backstroke, breaststroke, treading water and survival float. Additionally an introduction to aquatic exercise is included.

HHP 141 Intermediate Swimming/Aquatics II 1 cr. Prerequisite: HHP 140 or consent of instructor. Course seeks to improve skills taught in HHP 140. Additionally, the side stroke, single trudgen and single trudgen crawl strokes are taught, as are skills such as open turns, simple rescue and aquatic safety.

HHP 142 Lifeguard Training: Basic 2 cr. The student who successfully completes this course receives certificates in the following American Red Cross courses: CPR for the Professional Rescuer and Lifeguarding.

HHP 143 Water Safety Instructor 3 cr. Prerequisite: Consent of instructor. This course is designed to train instructor candidates to teach a wide variety of swimming and water safety courses.

HHP 144 Lifeguarding Instructor/Head Lifeguard/Waterfront Modules 2 cr. Prerequisite: Consent of instructor. After successfully completing this course the student is qualified to teach several courses within the American Red Cross Lifeguard Training program. Additionally, the successful student is qualified for Head Lifeguarding and may qualify for other modules or courses with additional work within the course.

HHP 145 Swim for Fitness/Aquatic Exercise 2 cr. Prerequisite: Consent of instructor. Seeks to develop awareness and foster application of fitness principles through reading, lab activities, and development of
personal fitness program to meet personal goals through swimming, kicking, pulling, and participation in swimming and aquatic exercise routines.

**HHP 146 Tennis, Beginning 1 cr.** Practice basic tennis fundamentals: forehand, backhand, and serve. Covers equipment, strategy, rules and etiquette.

**HHP 147 Tennis, Intermediate 1 cr.** Provides further development of groundstrokes, serve, volley and lob. Advanced singles and doubles strategies.

**HHP 153 Tumbling 1 cr.**

**HHP 154 Volleyball 1 cr.**

**HHP 157 Personal Fitness 1 cr.** Offers an individualized approach to fitness at any level. It is designed to teach principles of cardiovascular fitness, endurance, strength and flexibility, and back strengthening exercises through participation with a basic weight training program, use of stretch bands, handweights, and a run walk program.

**HHP 185 Winter Survival Skills 2 cr.** Presents skills and application of necessary techniques needed for safe winter travel as well as involving winter risk management, nutrition, survival skills, ice rescues, snow shelters, avalanche awareness, and protection methods. (Due to course content and physical requirements, the class may not be held on MSU Billings main campus.)

**HHP 186 Strength Training 2 cr.** Teaches students how to develop fitness programs and tailor them to meet individual needs in helping promote lifelong health skills. Various components of fitness (cardiorespiratory fitness, muscular strength, muscular endurance, flexibility, and body composition) are explored. Students will develop an understanding of aerobic and anaerobic energy production systems, overload principles, and specificity of training while learning to utilize systems of isometric, isokinetic, and progressive exercises. This course is a hands-on activity course, but also includes an academic component where students investigate the above principles.

**HHP 188 Yoga 2 cr.** Promotes lifelong health skills through presenting history and philosophy of yoga while providing opportunities for students to learn a variety of yoga poses designed to increase flexibility, strength, and endurance. This class provides an opportunity to learn stress management skills, improve balance and body control, incorporate breathing techniques that foster development in yoga, and enhance well-being.

**HHP 200 Foundations of Outdoor Adventure Leadership 3 cr.** Introduces foundational information of Outdoor and Adventure Leadership/Education. Included are history and background of outdoor and adventure education and relationship to a variety of career areas such as educational teachers, outdoor recreational instructors, challenge course coordinators, corporate teambuilding managers, community activity centers, and the like. Fundamental competencies for effective outdoor adventure leadership are presented, discussed, and practiced.

**HHP 201 Core Concepts in Health 3 cr.** Provides pre-service educators with an introduction to contemporary health issues and the importance of individual responsibility for personal health care. Reviews the health and safety issues of children and adolescents and provides an introduction to the role of the teacher as it applies to the eight component model of the comprehensive school health program.
HHP 210 First Aid and CPR 2 cr. Considers the emergency care to be given victims of accident or sudden illness. Develops safety consciousness and prevention as well as stresses individual responsibility, rights and wrongs in times of disaster. Standard First Aid and CPR certification awarded upon successful completion of the course.

HHP 211 Community Health 3 cr. Promotes an understanding of the spread and control of communicable diseases. Explores the epidemiology and prevention of chronic degenerative diseases. Provides practical experience in planning and carrying out a selected community health program.

HHP 212 First Responder Emergency Care 3 cr. Prerequisite: Basic First Aid preferred. Covers first responder techniques, equipment, and prevention content areas are covered. Development of first responder skills, including assessment, surveys, treatment, and prevention techniques. Specialized areas of pre-professional CPR, oxygen therapy, resuscitation mask, and spinal back boarding are included. Awards certification for First Responder and CPR upon successful completion of requirements.

HHP 214 Outdoor Recreations in the United States 3 cr. Provides an introduction to the history, purpose, scope, and depth of outdoor recreation in the United States. Topics include Wilderness, Public and Private Recreation, Adventure Leadership and Education, National and Regional Recreation Issues, Recreation History, Professional Organizations and Services, Current and Future Recreation Trends, and the Role of Recreation in Society. Student presentations, field trips, and guest speakers are part of this course. Students can expect to participate and be engaged in group projects, lecture, and activities while taking this class.

HHP 230 Wilderness First Responder 3 cr. Covers First Responder applications in wilderness settings. Addressed are issues of short- and long-term patient care, backcountry rescue techniques, and survival skills. Training will include emergency care for environmental illnesses and injuries, using special equipment and techniques particular to non-urban rescuers, and managing transport as well as other high-level emergency care skills. Participants who successfully complete the course and exam will receive Wilderness First Responder certification. (Due to course content and instructor and physical requirements, the class may not be held on MSU Billings main campus.)

HHP 240 Coaching Volleyball 3 cr. Acquaints the student with those skills necessary to teach volleyball on the secondary level. The course will cover such areas as volleyball rules, teaching individual skills, team strategies, offensive patterns, defensive patterns, organizing practices, and scouting. Course includes a 1 credit practicum.

HHP 241 Coaching Football 3 cr. Acquaints the student with those skills necessary to coach football in high school. Course includes a 1 credit practicum.

HHP 242 Coaching Basketball 3 cr. Acquaints the student with those skills necessary to coach basketball in high school. Course includes a 1 credit practicum.

HHP 244 Coaching Track/Field 3 cr. Acquaints the student with those skills necessary to coach track and field in high school. Course includes a 1 credit practicum.

HHP 245 Coaching Soccer 3 cr. Prepares students to coach competitive/recreational soccer with a focus on teaching skills, techniques, and tactics. A one credit hour (minimum 45 contact hours) coaching practicum is included as a required element of this course.

HHP 246 Coaching Gymnastics 3 cr. Acquaints the student with skills necessary to coach beginning gymnastics. Course includes a 1 credit practicum.

HHP 247 Coaching Softball/Baseball 3 cr. Acquaints the student with a variety of methods for teaching basic softball/baseball skills, with particular emphasis on fastpitch softball. Emphasis is placed on teaching progression, practice drills and common error coaching hints. Current rules and regulations as well as strategies are also covered for all phases of the game. Course includes a 1 credit practicum.

HHP 248 Coaching (Current Sport) 3 cr. Designed to present skills and strategies related to coaching a given sport. Course includes a 1 credit practicum.

HHP 249 Foundations of Coaching 3 cr. Covers introductory principles needed in becoming an effective coach. Topics include development of a coaching philosophy, basic sport psychology, sport safety, basic legal aspects, and program and athlete management principles.

HHP 260 Foundations and Scientific Fundamentals in Health and Human Performance 3 cr. Introduces fundamentals of scientific basics in human movement. Included areas of study are basic human bone and muscle anatomy, principles of biomechanical
movement, and basic principles of exercise physiology. The relationship between Health/Physical Education and Education is introduced as well as historical background facts, discipline interrelationships, career opportunities, elementary principles of fitness and nutrition, and professional challenges.

**HHP 265 Foundations of Health Promotion 3 cr.**
Explores the historical, philosophical, theoretical, and ethical foundations of the health education and health promotion profession. Students will learn about the process of health promotion through the examination of school, community, worksite, and hospital health education settings.

* HHP 270 Global Health Issues 3 cr.* Explores the relationships between human behavior, economics, history, culture, politics, policy formation, and the environment, while investigating the impact of these elements on the quality of health within our global community. Class sessions will focus on the interdisciplinary nature of health issues that impact on daily human existence. The objective of seminar based class meetings will be to study these issues, contrasting their origins, manifestations, and possible resolutions in developed and less developed nations.

**HHP 280 Challenge Course Fundamentals 3 cr.**
Introduces history and current practices in American challenge courses. Current practices in design, facilitation, and evaluation of curricula in Outdoor Adventure Leadership settings, including low and high ropes and challenge course programs, are presented. Students will also be introduced to current offerings in challenge course technology and the opportunity to practice basic challenge course facilitation methods.

**HHP 290 Internship/Practicum V 1-3 cr.** Provides physical education majors with practical selected experiences in areas of the school program under supervision and by prior approval of the Department chairperson. In-field contact time is 45 hours per semester credit. Field placements are arranged through the Office of Licensure, Standards and Clinical Practice.

**HHP 292 Seminar V 1-3 cr.** Provides students an opportunity to investigate intensively topics pertinent to the field of Physical Education.

**HHP 293 Workshop V 1-3 cr.** Provides experience in popular activities suitable for satisfying the physical education activity requirement, but which presently is offered only on a temporary experimental basis. Examples: Intermediate Golf, Jog for Fitness, Scuba Diving, Ice Skating, Cheerleading, Individual Exercise, and Handball.

**HHP 300 Motor Learning and Control 3 cr.**
Prerequisite: HHP 100. Corequisite: HHP 301. Focuses on the basic principles of motor control and learning, examining the mechanisms by which the nervous system plans, initiates, and executes movements (both involuntary and voluntary) as well as accomplished sensory-motor integration and the means for maximizing the learning and performance of movement skills including how to design practice conditions and how to optimize arousal, attention, motivation, feedback, and transfer so to optimize skilled motor performance.

**HHP 301 Motor Learning and Control Lab 1 cr.**
Corequisite: HHP 300. Includes laboratory exercises in motor control fundamentals of nervous system functions, sensory-motor integration, and methods for maximizing the learning and performance of movement skills.

**HHP 310 Adventure Leadership 3 cr.** Acquaint students with the history, philosophy, depth, and scope of Adventure Leadership. Methods discussed will be applied to group development, minimizing risk in the field, teambuilding, decision making, problem solving, and teaching. Students will explore and enhance their own leadership, philosophy and style through participation in group projects, lecture, and activities while taking this class.

**HHP 314 Health Enhancement Strategies in the Elementary School K-8 3 cr.** Prerequisite: Admission to Teacher Education program. Covers methods of Health Enhancement education for the elementary education major and minor K-8. Students write lesson plans, participate in teaching activities and evaluate the activities. Methods discussed are applied to the following health content areas: mental and emotional health, family living, growth and development, nutrition, personal health, substance use and abuse, communicable and chronic diseases, injury prevention and safety including pedestrian and bicycle safety, and consumer and environmental community health. Additionally, methods of teaching basic movement education, such as dance and rhythmic movement, physical fitness, gymnastics and related skills, and cooperative games, are presented.
HHP 320 Current Issues in Health 3 cr. An investigation of issues facing the health educator in today’s schools. Special focus will be given to the topics of nutrition education, physical fitness, and human sexuality. Students will develop lesson plans in these topical areas as they pertain to either elementary or secondary education levels.

HHP 330 Health Behavior Theories 3 cr. Prerequisite: Junior level status. Provides an overview of the various behavior change theories with specific attention given to individual health behavior, interpersonal health behavior, and group intervention models of health behavior change. Behavior change theories are discussed in terms of their application to curriculum development and program planning models.

HHP 335 Methods of Health Promotion 3 cr. Focuses on the planning and implementation of health promotion programs by health promotion specialists in a variety of settings. Students explore the “What,” “When,” “Where,” and “Why” of health promotion.

HHP 340 Health Education Strategies 3 cr. Prerequisite: Admission to Teacher Education Program. Develops the ability of students to plan and implement health instruction programs in school, workplace, and community settings. Students will explore the “WHAT,” “WHEN,” “WHERE,” and “HOW” of health education. The course will focus on: Planning for health instruction (curriculum and content), Writing effective behavioral objectives, Learner-centered instructional strategies, Teaching sensitive health-related content, The relationship of instructional strategies to behavioral outcomes, and Evaluating student learning. Students will also investigate cultural and global perspectives as well as the integration of health issues with other academic disciplines.

HHP 344 Physical Education Techniques I 3 cr. Identifies developmentally appropriate techniques, skills, strategies, and progressions for teaching competitive and lifelong leisure team and individual activities.

HHP 346 Physical Education Techniques II 3 cr. Identifies developmentally appropriate techniques, skills, strategies, and teaching progressions for teaching fundamental elementary health enhancement activities, rhythms, dance, gymnastics, and Native American/low organized games activities.

HHP 348 Physical Education Techniques III 3 cr. Identifies developmentally appropriate techniques, skills, strategies, and teaching progressions for teaching fitness, wellness activities, and basic strength and conditioning fundamentals.

HHP 362 Basic Athletic Training 3 cr. Provides knowledge and practical experience in the care and prevention of common sports injuries.

HHP 364 Research Methods in Health and Human Performance 3 cr. Provides students with experience and knowledge which will allow them to critically analyze and evaluate completed research in health and human performance. Examines methods of assessment, prescription, and evaluation in health and human performance activities.

HHP 365 Special Populations in Health and Physical Education 2 cr. Prerequisite: HHP 260 or Consent of instructor. Focuses on understanding and developing the skills needed to appropriately adapt health and physical education for students who cannot participate safely or successfully in health and physical education classes without modifications. Since students receiving adapted physical education may receive instruction in a variety of settings (i.e. educational environments), adapted physical education practices vary widely and this course surveys the range of modifications that are needed to provide appropriate participation for all students. Hands-on activities are an essential component of the course and participation is expected of all students.

HHP 370 Methods of Physical Education K-12 3 cr. Prerequisite: Admission to Teacher Education program. Provides the Health and Human Performance teacher education major or minor with opportunities to investigate appropriate strategies for teaching Health Enhancement in the K-12 school. The student will gain experience writing developmentally and culturally appropriate lesson plans for teaching the following activities: fundamental movements including locomotor, non-locomotor, and manipulative skills; body management skills; rhythmic skills and gymnastics; game skills, relays, and personal challenges; and sport-specific skills. In addition, students will gain experience planning for physical fitness and wellness activities. Legal considerations associated activities with activity-based education will also be discussed. Students will briefly discuss evaluation, classroom management and discipline, and rainy day activities in and out of the gym setting. The integration of physical activities with health education and other disciplines is also discussed.
HHP 380 Coaching Practicum 1 cr. Provides supervised practical experiences for students who wish to enter the coaching profession. Students work as a head or assistant coach for an athletic team for a minimum of 45 contact hours.

HHP 381 Adventure Counseling and Leadership 3 cr. Explores the theory and practice of adventure counseling and leadership principles applied to outdoor adventure settings. Topic areas include the counselor in a guidance role, the planning and selection of adventure activities, along with the development of decision-making communication, motivational, organizational, and evaluation skills.

HHP 390 Junior Field Experience 1 cr. Provides the student the opportunity to engage in 45 hours of supervised practical experience in the health enhancement classroom. This experience is to include: structured observation focusing on cultural and developmental characteristics of children; working with teachers in individual diagnosis of student needs and prescription of student activities; assisting with small groups or in one-on-one settings to accomplish learning tasks. Where appropriate, the student will also gain practical experience with school athletic programs. This course is offered as a Pass/No Pass course only. The student must receive a passing grade to complete graduation requirements. Field placements are arranged through the Office of Licensure, Standards and Clinical Practice.

HHP 405 Outdoor and Camping Education 3 cr. Introduces the policies and principles of modern recreation and camping. Wilderness camping skills/equipment, navigational skills and basics of rope care are covered as well as opportunities to apply the skills learned in an outdoor setting.

HHP 410 Psychology of Coaching 3 cr. Prerequisite: Junior Standing. Covers the psychological aspects of coaching that are essential in all coaching, not specific to one sport. Examines both the intra- and interpersonal aspects of sport achievement from an applied perspective, emphasizing effective leadership of athletics. Connects study of the topical areas of sport psychology to coaching.

HHP 411 Alcohol, Tobacco and Other Drug Prevention 3 cr. Prerequisite: Junior standing. Provides information about: alcohol, tobacco, and other drugs; the potential for abuse and addiction; and factors associated with use. The primary focus is on the preventive aspects of drug abuse across the lifespan, and it centers on the approaches that are most effective. (Meets State Teacher Licensure requirement for a Drug and Alcohol Abuse Class).

HHP 425 Health and Sexuality 3 cr. Explores contemporary issues in human sexuality and the preparation of professionals who conduct sexuality education with diverse populations in a variety of settings. The course examines current knowledge of and attitudes toward human sexual behavior with emphasis on topics such as healthy sexuality throughout the lifecycle, sexual anatomy and physiology, gender roles, body image, interpersonal relationships, sexual orientations, birth control, sexual response, sexual dysfunction, sexual abuse, sexually transmitted infections, abortion, and pregnancy.

HHP 430 Exercise Physiology 3 cr. Prerequisite: HHP 100. Corequisite: HHP 431. Provides students the opportunity to study the physiological fundamentals needed to understand skilled movement. The course focuses on the responses of the human body to exercise with emphasis on professional interventions in various education, health promotion, and human performance settings. Various body systems (i.e. respiratory, circulatory, musculo-skeletal, endocrine) are studied to understand the adaptations associated with involvement in physical fitness, sport, and healthy lifestyle activities. Labs and related activities are essential components of the course and participation is expected of all students.

HHP 431 Exercise Physiology Lab 1 cr. Corequisite: HHP 430.

HHP 432 Nutrition in Health and Human Performance 3 cr. Explores the relationships among nutrition, human behavior, epidemiology, and human performance. Course topics will include nutrition for disease prevention and treatment, obesity and weight control, eating for endurance and non-endurance sport performance, nutritional ergogenic aids, digestion, absorption and metabolism related to energy production, eating disorders, dietary analysis and prescription.

HHP 433 High Level Wellness Through Decision Making 3 cr. Introduces the concept of wellness and presents strategies for adoption of a wellness lifestyle.

HHP 435 Health Aspects of Aging 3 cr. Addresses the rapidly increasing need for specialized knowledge of health promotion for an aging society (in 2020, 20% of the US population will be 65 or older). Introduces the epidemiology of aging and age-related disorders, including overviews of the public health impact of an aging society and the demographics and biology of aging.
aging. Covers the strategies for prevention of age-related disorders and options to improve the quality of life through health enhancement.

**HHP 436 Stress Management and Emotional Health**


**HHP 445/545 Exercise Testing and Prescription**

3 cr. **Prerequisite:** HHP 430. Explores basic techniques in the assessment of physical fitness, prescription of exercise for healthy and unhealthy adults, and promotion of physical activity within communities.

**HHP 450 Worksite Health Promotion**

3 cr. Provides students with an overview of the theory and practice of occupational health promotion. It is assumed that the students have some background in health promotion and may be interested in pursuing a career as a health promotion specialist.

**HHP 455 Technological Applications in the Health Sciences (TN)**

3 cr. Explores current and future uses of technology in health promotion fields. Examples of application include: health promotion and the Internet, computer-assisted learning, computer health assessments, common applications in health promotion (i.e., spreadsheet, database, presentation, and desktop publishing software).

**HHP 461 Organization and Administration in Health Enhancement**

3 cr. **Prerequisite:** Admission to Teacher Education program. Examines important principles related to planning, organizing, leading, and administering health enhancement programs.

**HHP 462 Advanced Athletic Training**

3 cr. **Prerequisites:** BIOL 141, BIOL 143, HHP 362. Examines the rationale and use of therapeutic modalities and rehabilitative exercises with emphasis on developing practical injury assessment and injury management skills/techniques. Organizational/administrative concerns in athletic training are also addressed.

**HHP 463 Kinesiology and Biomechanics**

3 cr. **Prerequisite:** HHP 100. **Corequisite:** HHP 464. Examines the anatomy and mechanics of human motion with the goal of improving efficiency in sport, dance, and exercise.

**HHP 464 Kinesiology and Biomechanics Lab**

1 cr. **Corequisite:** HHP 463.

**HHP 465 Legal Aspects of Sport**

3 cr. **Prerequisite:** HHP 410 or permission of instructor. Analysis of the legal aspects of sport, athletics, and other physical activity in contemporary society. Includes use of the case study method. Particular emphasis is given to tort liability and risk management in coaching.

**HHP 466 Ethical/Legal Aspects in Outdoor Adventure Leadership**

3 cr. Presents the ethical and legal principles and practices recommended and required in outdoor adventure leadership careers. Particular emphasis is on the ethical and legal guidelines that follow national program accreditation standards.

**HHP 480 Advanced Challenge Skills and Facilitation**

3 cr. Presents understanding and proficiency in applying current and advanced outdoor adventure leadership facilitation and debriefing skills. Course coverage will include designing challenge course elements, developing various risk management plans, review and awareness of new safety policies and recommendations, understanding program construction basics, and applying evaluation methods in all levels of adventure challenge settings. Included will be planning and development of leadership and facilitation objectives and methods for diverse populations.

**HHP/COMT/HADM 482/582 Women, Media and Health**

3 cr. **Corequisites:** COMT 480/580, COMT 481/581. Analyzes gaps in basic health care needs for women, both domestically and abroad, emphasizing the role of mass media both in promoting and hindering basic reproductive health. A special emphasis will be placed on women’s reproductive rights and the ways in which political movements have limited and advanced needs in this area.

**HHP 490 Internship/Practicum**

1-3 cr. Provides experience in a responsible appointment as an assistant in some specialized areas of the HPE program. In-field contact time is 45 hours per semester credit. Field placements are arranged through the Office of Licensure, Standards and Clinical Practice.

**HHP 491 Independent Study**

1-3 cr. Provides an opportunity for students of superior academic standing to explore material not covered by the regular college courses.

**HHP 492 Seminar**

1-3 cr. Provides students of superior academic standing to explore material not covered by the regular college courses.
HHP 494 Clinic V 1-3 cr. Provides an opportunity through use of selected pupils for demonstration purposes for students to explore and develop applications of theoretical study in a particular area. Infield contact time is 45 hours per semester credit. Field placements are arranged through the Office of Licensure, Standards and Clinical Practice.

HHP 499 Senior Thesis V 3-6 cr. Provides students the opportunity to conduct a research project under faculty supervision. Students engage in the scholarly activities needed to conceptualize and design a relevant research topic; conduct the research including data collection, analysis, and interpretation; and present the research as a written thesis that is orally defended in a meeting open to faculty and students outside of the committee.

Graduate Level Courses
The following are graduate level courses. Please refer to the Graduate Catalog for the course descriptions.
HHP 518 Health Enhancement Methods and Materials K-8 4 cr.
HHP 540 Foundations of Sport Leadership 3 cr.
HHP 445/545 Exercise Testing and Prescription 3 cr.
HHP 550 Psychological Principles 3 cr.
HHP 559 Clinical Education I 1 cr.
HHP 560 Sport Marketing 3 cr.
HHP 561 General Medical Assessment 3 cr.
HHP 562 Graduate Athletic Training I 3cr.
HHP 563 Graduate Athletic Training II 3 cr.
HHP 564 Clinical Education II 1 cr.
HHP 565 Lower Extremity Evaluation 3 cr.
HHP 566 Upper Extremity Evaluation 3 cr.
HHP 567 Clinical Education III 1 cr.
HHP 570 Sport Organizations and Governance 3 cr.
HHP 575 Therapeutic Modalities 3 cr.
HHP 576 Rehabilitation Techniques 3 cr.
HHP 577 Clinical Education IV 1 cr.
HHP 579 Clinical Education V 1 cr.
HHP/COMT/HADM 482/582 Women, Media and Health 3 cr.
HHP 590 Internship V 1-9 cr.
HHP 591 Independent Study V 1-6 cr.
HHP 592 Seminar V 1-6 cr.
HHP 593 Workshop V 1-6 cr.
HHP 594 Clinic V 1-6 cr.
HHP 597 Athletic Training Practicum/Capstone 3 cr.
HHP 598 Research Project V 3-6 cr.
HHP 599 Thesis 6 cr.

Honors
LA 437/400, (406) 657–2201
In addition to these courses, there will be Honors sections in integrated science, education, law and society, social science, communications, economics, and other topics. For actual courses being offered at any specific time consult the University Honors Program’s web site at www.msubillings.edu/honors, or contact the Director, Tami Haaland, at (406) 657-2948 or thaaland@msubillings.edu.

^ HON 181 The Ancient and Medieval Worlds 3 cr. Examines in conjunction with HSTR 103 the political, economic, social, philosophical, literary, and artistic history of the ancient Near East, classical Greece, the Roman Empire, and medieval Europe. Focuses on biblical material, Greek drama, and such authors as Homer, Sappho, Thucydides, Plato, Virgil, Augustine, Dante, and Chaucer.

^The course must be taken in conjunction with HSTR 103. HSTR 103 and HON 181 satisfy the Academic Foundations requirements in the History and Humanities subcategories, respectively.

^ HON 182 The Renaissance and Modern Worlds 3 cr. Examines in conjunction with HSTR 104 the political, economic, social, philosophical, literary, and artistic history of the European Renaissance and the Modern World (through the 20th Century). Focuses on such authors as Machiavelli, Luther, Shakespeare, Descartes, Locke, Voltaire, Goethe, Marx, Nietzsche, Ibsen, Sartre, Wellstone, and Woolf.

^The course must be taken in conjunction with HSTR 104. HSTR 104 and HON 182 satisfy the Academic Foundations requirements in the History and Humanities subcategories, respectively.

^ HON 281 The American Intellectual Heritage (1620-1877) 3 cr. Corequisite: HSTA 101. Explores in conjunction with HSTA 101 the evolution of U.S. cultural, philosophical, and artistic history through the study of its humanistic achievements from the first colonial writings through the Reconstruction era.

^The course must be taken in conjunction with HSTA 101. HSTA 101 and HON 281 satisfy the Academic Foundations requirements in the History and Humanities subcategories, respectively.
HON 282 The American Intellectual Heritage (1877-present) 3 cr. Corequisite: HSTA 102.
Explores in conjunction with HSTA 102 the evolution of U.S. cultural, philosophical, and artistic history through the study of its humanistic achievements from the Reconstruction era to the present.

The course must be taken in conjunction with HSTA 102. HSTA 102 and HON 282 satisfy the Academic Foundations requirements in the History and Humanities subcategories, respectively.

HON 290 Internship V 1-3 cr. Prerequisite: Approval of Honors Director and instructor.
Provides an opportunity for students to engage in field experience not offered in other courses. Contains a research component to be developed in conjunction with supervising faculty member.

HON 291 Independent Study V 1-3 cr. Prerequisite: Consent of Director or Associate Director of Honors Program.
Provides an opportunity to receive credit for individualized or special experimental learning opportunities and to count up to 3 credits towards the University Honors Program’s 21-credit requirement for Honors Scholar designation.

HON 292 Seminar 3 cr. Prerequisite: Consent of instructor or the University Honors Program.
Provides an opportunity to investigate and explore, at a lower-division level, basic themes and concepts—especially in a multidisciplinary manner—in the humanities, natural sciences, and/or social sciences.

HON/EVST 351 Law and Society 3 cr. Studies the role of the American legal system in society; course emphasis varies from year to year, depending on which topics have current, wide-ranging social and philosophical implications; typical topics include environmental and toxic torts, intellectual property, death penalty issues, and invasion of privacy in cyberspace.

HON/EVST 352 Environmental Law (WR) 3 cr. Prerequisites: 6 credits of WRIT 101, WRIT 201, WRIT 220, or WRIT 221.
Provides a broad overview of the major federal and Montana environmental statutes, including attention to how the statutes attempt to balance long-view goals (i.e., needs of future generations) and broad-view goals (i.e., needs of ecological systems). Course content also examines how the statutes are administratively and judicially enforced, as well as the social benefits and burdens associated with criminal punishments and civil litigations. Course content will address the complexities inherent to a regulatory system that is generated within federal, state, and local jurisdictions. Course assignments will include at least one important writing assignment (i.e., term paper assignment).

HON/HSTR 420 Historical Archaeology of the Classical World 3 cr.
Examines the material culture (i.e., art, architecture, and artifacts) of Greece and Rome beginning with the Minoans and Mycenaeans (c. 2000 B.C.E.) and ending with Constantine in the early fourth century C.E. The course explores the following: defining classical archaeology, dating systems, archaeological methods, the material culture of the Mediterranean basin, the formation and perpetuation of the “classical tradition” in art and architecture, understanding of chronology and dating, urban planning and construction techniques, architectural orders, artistic styles, and the process of archaeological reconstruction.

HON 460/HSTA 421 The 1960s [formerly HON/HIST 460 The 1960s] 3 cr. Prerequisite: HSTA 102 or HSTA 325 recommended. Immerses students intensively into the most tumultuous decade of the 20th century through analysis of the social, political, and cultural upheavals that shaped the period and continue to shape post-modern America.

HON 490 Internship V 1-3 cr. Prerequisite: Approval of Honors Director and instructor. Provides an opportunity for students to engage in field experience not offered in other courses. Contains a research component to be developed in conjunction with supervising faculty member. Publication strongly encouraged.

HON 491 Independent Study V 1-3 cr. Prerequisite: Consent of Director or Associate Director of Honors Program. Provides an opportunity to receive credit for individualized or special experimental learning opportunities (including a senior thesis) at an upper-division level and to count up to 3 credits towards the University Honors Program’s 21-credit requirement for Honors Scholar designation.

HON 492 Seminar 3 cr. Prerequisite: Consent of instructor or the University Honors Program. Provides an opportunity to investigate and explore, at an upper-division level, basic themes and concepts—especially in a multidisciplinary manner—in the humanities, natural sciences, and/or social sciences.
Human Services

APS 107, (406) 896–5830

The College of Allied Health Professions has designed its professional preparation programs to include a series of sequentially arranged field-experiences. These field experiences may be referred to as internships, practica, or supervised field experiences. Each field-based course requires, as a minimum, 45 contact hours per semester credit hour. Some programs, due to national or state accreditation requirements or Departmental policy, may require additional contact hours beyond the minimum. Students should clarify requirements with the faculty advisor prior to registration. Students are required to pay an insurance fee when registering for field experiences.

Students are encouraged to make application 12 weeks prior to the semester in which the field experience is to be completed. Applications are available in the Career Services & Cooperative Education Office, Library 100.

HS 201 Survey of the Human Services 3 cr. Presents an orientation to the general field of Human Services as a helping profession, academic discipline, and public social service. Includes fundamental information regarding the historical and contemporary development of the field.

HS 291 Independent Study V 1-3 cr. Provides an experience for students of superior academic standing to explore material not covered by regular college courses.

HS 296 Cooperative Education/Internship 3 cr. Prerequisite: Permission of Instructor. Provides university credit for a freshman level field experience in the area of Human Services supervised by faculty. Learning agreement must be completed prior to registration.

HS 335 Introduction to Counseling 3 cr. Prerequisites: Admission to Human Services Program, HS 201, HS 386 and HS 387. Designed to provide an overview of counseling theories and the fundamental skills of counseling.

HS/REHA 345 Legal, Ethical and Professional Issues in the Human Services 3 cr. Prerequisites: HS 201 or REHA 201. Presents a review of the current and historical legal decisions which effect client rights and service provisions. Legal and ethical issues of due process and appropriate treatment in the least restrictive settings, the right to treatment and other significant legal ramifications relative to client advocacy and professional responsibility are discussed. Students are exposed to various professional standards in Human Services. Similarly, legal and professional issues such as confidentiality and privileged communication are discussed.

HS 385 Behavioral Pharmacology and Human Services 3 cr. Prerequisites: HS 201 and CHS 335, or consent of instructor. Provides an introduction to the conceptual issues and methods of behavioral analysis of drug action and effect upon personality and behavior. Examines issues of psychopharmacology and the diagnostic, behavioral and social rationale for the application of chemical therapy. Examines the complexity of drug analysis, and explains the multifaceted analytical procedure that has been developed in response to the prescription of behavior changing medicine.

HS 386 Supervised Field Experience I in the Human Services 3 cr. Prerequisites: HS 201, SOCI 101, and PSYX 100. Corequisite: HS 387. Provides an initial supervised agency field experience in the human services designed to facilitate the information necessary to explore and formulate individual interests, abilities and educational goals relative to the field and practice of human services.

HS 387 Professional Seminar I in the Human Services 1 cr. Prerequisite: HS 201, SOCI 101, and PSYX 100. Corequisite: HS 386. Provides an academic and supportive environment to freshman and sophomore students to discuss and share their field experiences and intensively investigate topics pertinent to the field of human services and an agency setting.

HS 452 Human Services Management 3 cr. Prerequisite: Admission to Human Services Program. Discusses concepts applied in providing the organization with the people needed to perform its functions. Covers critical areas such as recruiting, selection, training and performance appraisal. Also covers relevant laws which guide the organization in selecting and promoting its workers.

HS 481 Abuse, Neglect in the Family and the Helping Process in Human Services 3 cr. Prerequisite: HS 335, or consent of instructor. Explores the various theories of family dysfunction and relative social problems surrounding marital and family disruption. Discusses the various types of family abuse and neglect and the impact on child development and psychological status on family members. Effects of dysfunctional communication and its etiology are
discussed. Community reaction and support systems are presented in the context of human services practice and delivery systems.

**HS 483 Treatment Perspectives of Chemical Dependency and Addictive Behaviors 3 cr.**
Prerequisite: HS 335, or consent of instructor. Presents various perspectives of causation relative to abusive and harmful use of drugs and alcohol, including eating disorders and other forms of behavioral and social addictions such as gambling and excessive-compulsive sexual problems. A variety of case studies are presented and indicated treatment methodologies are explained. Students will participate in a field experience at an AA group meeting or another similar support group.

**HS 485 Suicidal Ideation and Behaviors 3 cr.**
Prerequisite: consent of instructor. Presents clinical aspects of suicide and discusses various perspectives of suicidal behaviors within the context of social conditions in human life. Presents an introduction to the study of Thanatology and issues surrounding self-destructive behavior with emphasis on mental health and human service interventions.

**HS 486 Supervised Field Experience II in Human Services 3 cr.**
Prerequisites: Admission to the Human Services Program, HS 386, HS 387, and HS 335. Corequisites: HS 487. Provides students with progressive learning situations in which they have the opportunity to assume responsibility for productive tasks in a practical setting in a Human services agency or organization in which they are placed. A series of opportunities to integrate theory, methodology, and practice are available. Each section (486 and 488) constitutes a separate internship, providing a block learning experience.

**HS 487 Professional Seminar II in Human Services 1 cr.**
Prerequisites: Admission to the Human Services Program, HS 386, HS 387, and HS 335. Provides students who are currently enrolled in HS 486, Supervised Field Experience II in Human Services, with a forum for discussing their internship experiences in a supportive, confidential, and academic setting. Another important purpose of the Pro-seminar is to facilitate the active integration of a theoretical knowledge base to practical field experiences and applications. Students engage in the HS 486/487 and 488/489 sequence consecutively during their senior year after completion of a significant portion of academic coursework in the Human Service discipline.

**HS 488 Supervised Field Experience III in the Human Services 3 cr.**
Prerequisite: Admission to the Human Services Program, HS 386, HS 387, HS 335, and HS 486/487. Corequisite: HS 489. Provides students with progressive learning situations in which they have the opportunity to assume responsibility for productive tasks in a practical setting in a human services agency or organization in which they are placed. A series of opportunities to integrate theory, methodology, and practice are available. Each section (486 and 488) constitutes a separate internship, providing a block learning experience.

**HS 489 Professional Seminar III in the Human Services 1 cr.**
Prerequisites: Admission to the Human Services Program, HS 386, HS 387, HS 335, and HS 486/487. Corequisite: HS 488. Provides students who are currently enrolled in HS 488, Supervised Field Experience II in Human Services, with a forum for discussing their internship experiences in a supportive, confidential, and academic setting. Another important purpose of the Pro-seminar is to facilitate the active integration of a theoretical knowledge base to practical field experiences and applications. Students engage in the HS 486/487 and 488/489 sequence consecutively during their senior year after completion of a significant portion of academic coursework in the Human Service discipline.

**HS 491 Independent Study V 1-3 cr.** Provides an experience for students of superior academic standing to explore material not covered by regular college courses.

**HS 493 Workshop V 1-3 cr.** Provides an opportunity for experimental study in an area of human services.

**HS 496 Cooperative Education/Internship 3 cr.**
Prerequisite: Permission of Instructor. Provides university credit for a junior or senior level field experience in the area of Human Services supervised by faculty. Learning agreement must be completed prior to registration.

**American History**

**LA 836, (406) 657-2119**

*HSTA 101 American History I*  
[formerly HIST 204 United States History to 1877] 3 cr. Surveys American history from the establishment of the colonies to the end of the Reconstruction period after the Civil War. Includes such topics as the English political and cultural heritage, independence, creation
of the Constitution, early national period, increasing democracy, economic problems, manifest destiny, slavery, sectionalism, disunion, war, and reunion.

* HSTA 102 American History II
[formerly HIST 205 United States History Since 1877]
3 cr. Surveys the political, economic, and social development of the U.S. since Reconstruction. Deals with industrialization and the agrarian reaction, Progressive Era, U.S. reaction to World War I, 1920s, Depression and New Deal, background to involvement in World War II, Cold War leadership (inc. Korea and Vietnam), and domestic changes since WWII.

HSTA 298 Internship
[formerly HIST 296 Cooperative Education/Internship]
V 1-9 cr. Provides university credit for a sophomore work experience in the area of History supervised by faculty. Learning agreement must be completed prior to registration (restricted).

HSTA 309 The Atlantic World 1492-1763
[formerly HIST 309 Creating Empire and Identity in the Atlantic World 1492-1763]
3 cr. Prerequisite: HSTA 101 or HSTR 102. Explores the nature of the encounters between people and cultures from the Americas, Europe, and Africa from Columbus to the end of the French and Indian War. Emphasis will be on how global trade patterns and technological developments gave rise to different kinds of relationships; the formation of new economic, demographic, political, and cultural configurations; and how the identities of people fundamentally changed during the time period, particularly in a colonial context. The class will study the Atlantic world’s various geographic segments (i.e. Europe, Africa, North America, Latin America) in a comparative and/or integrated way.

HSTA 313 American Colonial and Revolutionary History to 1789
[formerly HIST 312 The American Colonial and Revolutionary Era to 1787]
3 cr. Prerequisite: HSTA 101 suggested or permission of instructor. Examines the origins and evolution of colonial America, the development of a distinct American identity, the birth of the United States, the struggle for independence from Great Britain, and the problems and challenges of a new nation.

HSTA 315 Early American Republic 1787-1848
[formerly HIST 314 The New and Expanding Nation, 1789-1846]
3 cr. Examines the early Constitutional era, the political, social, and diplomatic issues of Jeffersonian and Jacksonian America, the emergence of the two party political system, the evolution of social reform movements, and the growing complexities of territorial conquest and expansion.

HSTA 316 American Civil War Era
[formerly HIST 316 The American Civil War Era, 1846-1877]
3 cr. Considers the social, political, and economic background of events culminating in the sectional and constitutional crises of the 1850s, the American Civil War of the 1860s, and the subsequent reconstruction of the United States in the 1870s.

HSTA 320 Birth of Modern United States
[formerly HIST 317 The Birth of Modern United States, 1877-1929]
3 cr. Covers the period 1877-1929 with special emphasis on those events which were crucial to America’s emergence as a great power. Particular attention will be given to the rise of industrialism and the city, the decline of American agriculture, the rise of the United States’ worldwide empire, the Progressive Era, United States involvement in the First World War, and the 1920’s.

HSTA 321 America in Crisis
[formerly HIST 318 The United States from Depression to Prosperity, 1929-1960]
3 cr. Covers the period 1929-1960 in an effort to focus on America’s response to world turmoil characteristic of that era. The Depression of the 1930’s, the Second World War, the beginning of the Cold War, and increasing economic disparity represent the principle upheavals in which the United States found itself involved.

HSTA 325 United States since 1960
[formerly HIST 319 The United States since the New Frontier, 1960-Present]
3 cr. Considers the problems of the United States since the beginning of the Kennedy administration including such topics as the Cold War, Vietnam, domestic politics, the radical left and the radical right, and the end of the Cold War. The social, cultural, and economic problems created by such forces in American life as Far- and Middle Eastern affairs, presidential politics, and the global electronic economy will be examined in detail.

HSTA 421/HON 460 The 1960s
[formerly HIST/HON 460 The 1960s]
3 cr. Prerequisite: HSTA 102 or HSTA 325 recommended. Immerses students intensively into the
most tumultuous decade of the 20th century through analysis of the social, political, and cultural upheavals that shaped the period and continue to shape post-modern America.

HSTA 460 Montana and the West
[formerly HIST 424 Montana History]
3 cr. Traces the political, social, economic, and cultural development of Montana from pre-contact period through the present. Special emphasis on Montanan’s changing historical relationship with natural environment, the contest of cultures, and twentieth century issues. Course includes occasional field trips to historic sites.

HSTA 464 Trans-Mississippi West
[formerly HIST 421 The American West]
3 cr. Examines various cultures that have historically resided in and interacted with the unique western natural environment. Special emphasis on the West’s role in the larger history of the United States, the 20th Century West, “the new western history,” Hollywood’s image of the West, and the region’s ongoing relationship with the federal government.

HSTA 470 American Environmental History
[formerly HIST 470 American Environmental History]
3 cr. Focuses on human interaction with and within the variety of North American environments. Compares Native American, European, and American philosophies and mythologies surrounding nature. Special emphasis on technology and nature, the American West, and the historical roots of recent ecological movements and controversies in Montana, the region, and the nation.

HSTA 480/PSCI 472 Constitutional Law: Civil Liberties
[formerly HIST/POLS 423 Constitutional Law: Civil Liberties]
3 cr. Prerequisite: HSTA 101 or PSCI 210. Examines major Supreme Court decisions in the field of individual rights. Provides an overview of civil liberties decisions with emphasis on the recent past, or may consider specific constitutional issues (i.e., church and state, freedom of speech and press, the death penalty) over the course of American history.

HSTA 481/PSCI 473 Constitutional Law: Powers and Structures
[formerly HIST/POLS 427 Constitutional Law: Powers and Structures]
3 cr. Prerequisite: HSTA 101 or PSCI 210. Introduces the evolution and structure of the United States constitutional system, focusing on the federal relationship, the separation of powers, and the judicial review, relying primarily upon the case method of analysis.

HSTA 492 Independent Study
[formerly HIST 491 Independent Study]
V 1-5 cr. Prerequisites: consent of instructor and chairperson of the department. Provides outstanding students an individual opportunity to explore material not covered by regular History courses. The student’s proposal for independent study must be approved before registering and the student’s GPA in previous History courses must be at least 3.00.

HSTA 494 Seminar/Workshop
[formerly HIST 492 Seminar]
3 cr. Provides advanced students an opportunity to investigate intensively topics pertinent to the field of History.

HSTA 494 Seminar/Workshop
[formerly HIST 493 Workshop]
1-8 cr. Provides an opportunity for experimental study in an area of History.

HSTA 498 Cooperative Education/Internship I, II, III
[formerly HIST 490 Internship: Public History]
V 1-6 cr. Provides public history opportunities for students in local organizations which utilize public historians.

HSTA 498 Cooperative Education/Internship I, II, III
[formerly HIST 496 Cooperative Education/Internship]
V 1-9 cr. Provides university credit for a work experience in the area of History supervised by faculty. Learning agreement must be completed prior to registration (restricted).

HSTA 499 Senior Capstone: Historical Methodology
[formerly HIST 499 Historical Methodology]
(WR) 3 cr. Prerequisite: 12 semester hours of history or consent of instructor. Analyzes how historians ask methodological and interpretive questions and how they answer those questioned intellectually and technically. Aids the student in developing an understanding of the historical profession and the tasks of the historian through research and writing exercises, the investigation and evaluation of primary and secondary materials, and study of various methodologies employed by historians.
History

LA 836, (406) 657-2119

* HSTR 101 Western Civilization I
[formerly HIST 104 The West and the World to 1648]
3 cr. Examines the development of western civilization from its origins through the Middle Ages, and the mutual influence western civilization and world civilizations had on each other. Particular attention is paid to the social, economic, political, religious, and cultural issues which shape the world today.

* HSTR 102 Western Civilization II
[formerly HIST 105 The West and the World since 1648]
3 cr. Examines the development of western civilization since the early modern era, and the mutual influence western civilization and world civilizations had on each other. Particular attention is paid to the social, economic, political, religious, and cultural issues which shape the world today.

* HSTR 103 Honors Western Civilization I
[formerly HIST 106 Honors: History of Western Civilization to 1500]
3 cr. Prerequisite: Consent of instructor. Covers the development of Western Civilization from its origins through the Middle Ages. Particular attention is paid to the social, economic, political, and cultural issues which shape the western world today.

* HSTR 104 Honors Western Civilization II
[formerly HIST 107 Honors: History of Western Civilization Since 1500]
3 cr. Prerequisite: Consent of instructor. Covers the development of Western Civilization from the Italian Renaissance to the present. Particular attention is paid to the social, economic, political, and cultural issues which shape the western world today.

HSTR 298 Internship
[formerly HIST 296 Cooperative Education/Internship]
V 1-9 cr. Provides university credit for a sophomore work experience in the area of History supervised by faculty. Learning agreement must be completed prior to registration (restricted).

HSTR 302 Ancient Greece
[formerly HIST 332 Ancient Greece]
3 cr. Examines the civilization of Ancient Greece from the Minoan Crete period (c. 2600-1400 B.C.) to the fall of the Corinth in 146 B.C. with emphasis on the contributions of politics, art, literature, and philosophy to the western tradition.

HSTR 304 Ancient Rome
[formerly HIST 333 Ancient Rome]
3 cr. Covers the history of ancient Rome from its earliest point through the years of the Republic and Empire.

HSTR 305 Middle Ages
[formerly HIST 335 Middle Ages: Creation and Climax of Medieval Europe]
3 cr. Considers the collapse of ancient civilization and the emergence of a new distinctive European civilization in the millennium between 300 and 1300 A.D. Emphasis is placed on the decline and fall of Rome; the integration of Greco-Roman, Christian, and German elements in a new culture; and the creation of European political, economic, social, and intellectual institutions.

HSTR 317 Renaissance & Reformation
[formerly HIST 336 Renaissance and Reformation Europe]
3 cr. Prerequisite: HSTR 101 or equivalent. Explores the events and ideas from the waning of the Middle Ages through conclusion of the Thirty Years War. Examines the impact of the Hundred Years War, the bubonic plague, the roots of the modern nation state, civic and northern humanism as well as the social, political, cultural, and religious issues from the beginning of Luther’s protest to the end of the religious wars in Europe.

HSTR 318 Enlightenment & Revolution 1648-1815
[formerly HIST 338 Enlightenment and Revolution, 1648-1815]
3 cr. Explores social, political, cultural, and intellectual issues in Europe from the end of the religious wars to Napoleon’s downfall. Central themes are the nature of baroque culture and its use by absolute monarchies in continental Europe and the character of the Enlightenment and its role as a precursor to the French Revolution. The French Revolution and the rule of Napoleon will be examined in detail. Moreover, this course examines many diverse aspects of seventeenth- and eighteenth-century European history.

HSTR 322 19th Century Europe
[formerly HIST 340 19th Century Europe: 1815-1918]
3 cr. Explores social, political, cultural, and intellectual developments from Napoleon’s downfall to the end of the Great War. Central themes are the phenomenon of the industrial revolution and the frustration and
fulfillment of modern nationalistic and liberal agendas in Europe, all culminating in World War I. Moreover, this course examines many diverse aspects of the history of the "long nineteenth century."

HSTR 324 20th Century Europe
[formerly HIST 342 Twentieth-Century Europe, 1918-2001]
3 cr. Explores social, political, cultural, and intellectual developments since World War I. Central themes are the Great Depression and the rise of totalitarian regimes in Europe, World War II, the postwar recovery of Europe, the Cold War, and European unification. Moreover, this course examines many diverse aspects of the history of the "short twentieth century."

HSTR 330 History of Mexico
[formerly HIST 459 History of Mexico]
3 cr. Surveys the Mexican colonial background, War for Independence, and political, social, and economic development to the present. Emphasis on Santa Anna, Juarez, the Diaz dictatorship, the Revolution of 1910, and recent political and economic developments.

HSTR 332 Pre-Columbian & Colonial Latin America
[formerly HIST 357 Pre-Columbian and Colonial Latin America]
3 cr. Covers the history of Latin America before the arrival of the Europeans, conquest and colonialism, paying particular attention to the interchange between native and European cultures, the place of the Church in the colonial period, and pre-independence political and economic development.

HSTR 336 Modern Latin America
[formerly HIST 358 Modern Latin America]
3 cr. Deals with selective topics such as the independence movement, the social/cultural/political/economic development of Latin American countries, with special emphasis on U.S.-Latin American relations in the nineteenth and twentieth centuries.

HSTR 365 History of Ancient Near East
[formerly HIST 331 The Ancient Near East]
3 cr. Examines the course of human development in the fertile crescent and Egypt from the furthest horizon of history to the Hellenistic period of the fourth century BCE. Analyzes the political, military, economic, social, and artistic evolution of Mesopotamia, Ancient Israel, and Egypt in the intercultural milieu that compromised the "trade basin" of the ancient Near East. Considerable attention will be given to primary sources and archaeological contributions.

HSTR 366 Middle East in the 20th Century
[formerly HIST 453 The Middle East in the Twentieth Century]
3 cr. Considers the Arab Awakening and examines the Middle East in its contemporary setting with emphasis on the Arab-Israel conflict and the rise of nationalism in Turkey, Iran, Israel, and the Arab states. It explores the recent revolutionary changes in the Arab World and Iran as well as the impact of Islamic fundamentalism on contemporary Middle East.

HSTR/HON 420 Historical Archaeology of the Classical World
[formerly HIST/HON 420 Archaeology of the Classical World]
3 cr. Examines the material culture (i.e. art, architecture, and artifacts) of Greece and Rome beginning with the Minoans and Mycenaeans (c. 2000 B.C.E.) and ending with Constantine in the early fourth century C.E. The course explores the following: defining classical archaeology, dating systems, archaeological methods, the material culture of the Mediterranean basin, the formation and perpetuation of the "classical tradition" in art and architecture, understanding of chronology and dating, urban planning and construction techniques, architectural orders, artistic styles, and the process of archaeological reconstruction.

HSTR 423 European Intellectual History
[formerly HIST 430 History of European Thought and Culture: From the Enlightenment to the Present]
3 cr. Explores the history of thought and culture from the age of Enlightenment to the present day through an examination of the importance of ideas, as well as their authors, to social change in the modern world. Special emphasis will be placed on the age of reason and reaction against its conclusions as well as on the public debate and sociability that sustained intellectual inquiry. Special topics may include: the Enlightenment, salon culture, the importance of printing to revolutions, the exchange of ideas across national borders, and the role of ideas in creating social change.

HSTR 428 Historical Archeology in the Americas
[formerly HIST 425 Historical Archeology in the Americas]
3 cr. Explores how archaeological research contributes to the understanding of American history. The class examines the development of historical cultures and sub-cultures in the New World from 1500 to the recent past. Focus will be on the importance of material culture; the intimate relationship between archaeology and primary documents; and a review of current
models, theories, and paradigms used in archaeological interpretation. A secondary focus will be the use of technology in the process of archaeological analysis.

HSTR 439 Colonial and Independent Africa since 1884
[formerly HIST 471 Colonial and Independent Africa, 1884-present]
3 cr. Examines the political, economic, social, and cultural development of Africa from the Congress of Vienna to the present, emphasizing the results of European conquest and the legacy of colonialism in independent Africa.

HSTR 440 Topics in Southern Asia since 1750
[formerly HIST 463 History of Southern Asia Since 1750]
3 cr. Surveys the political, economic, social, and cultural development of southern Asia, from the decline of the Mughal Empire to the rise of post-colonial nations, with particular emphasis placed on religious and philosophical development of the Asian subcontinent.

HSTR 447 Modern Asia
[formerly HIST 465 Topics in Modern Asian History]
3 cr. Explores the development of modern Asia. Topics, which will vary by semester, include Japan, Korea, and China. Students will study these states from their early foundations to their emergence as modern states. Special emphasis is placed on cultural development, particularly religion, literature, and music. The course focuses on turning points in a given country’s (or region’s) history as well as various issues related to identity, social life, and government. This course shall be repeatable for up to 6 credits with instructor approval.

HSTR 462 Holocaust in Nazi Occupied Europe
[formerly HIST 447 The Holocaust in Nazi Occupied Europe]
3 cr. Prerequisite: HSTR 102 or consent of instructor. Examines the Holocaust in Nazi occupied Europe from 1933 to 1945. Covers the origins, causes, motivations, and effects of the discrimination, internment, and genocidal actions of the Nazi regime. The Holocaust is put into its larger historical perspective prior to and after the actual event.

HSTR 466 Islamic Civilization
[formerly HIST 451 History of Islamic Civilization]
3 cr. Develops the social, political, cultural, and economic history of the Middle East from the rise of Muhammed and the Caliphate to the Umayyad and Abbasid Empires and the establishment of the Ottoman Empire. Emphasizes Islamic religious thought and philosophy and the flowering of Medieval Islam.

HSTR 473 War and Diplomacy in Europe 1648-1945
[formerly HIST 448 War and Diplomacy in Europe, 1648-1945]
3 cr. Traces the changing patterns of warfare and the shifting relations of power among the major European states from the aftermath of the religious wars, through the upheavals of the French Revolution and the Napoleonic Wars, to the First and Second World Wars.

HSTR 491 Special Topics: Modern European History
[formerly HIST 462 Topics in Modern European History]
3 cr. Explores the political, social, cultural, and intellectual history of a particular European country or region in the modern era. The course focuses on turning points in a given country’s (or region’s) history as well as various issues related to identity, social life, and government. The course seeks to provide a specialized knowledge of an individual European country’s (or region’s) history in more depth than the general European survey. Topics under this title may include France since 1789, Germany since 1517, England since 1688, or Eastern Europe since 1918. This course shall be repeatable for up to 6 credits with instructor approval.

HSTR 492 Independent Study
[formerly HIST 491 Independent Study]
V 1-5 cr. Prerequisites: consent of instructor and chairperson of the department. Provides outstanding students an individual opportunity to explore material not covered by regular History courses. The student’s proposal for independent study must be approved before registering and the student’s GPA in previous History courses must be at least 3.00.

HSTR 494 Seminar/Workshop
[formerly HIST 492 Seminar]
3 cr. Provides advanced students an opportunity to investigate intensively topics pertinent to the field of History.

HSTR 494 Seminar/Workshop
[formerly HIST 493 Workshop]
1-8 cr. Provides an opportunity for experimental study in an area of History.
HSTR 498 Cooperative Education/Internship I, II, III
[formerly HIST 490 Internship: Public History]
V 1-6 cr. Provides public history opportunities for students in local organizations which utilize public historians.

HSTR 498 Cooperative Education/Internship I, II, III
[formerly HIST 496 Cooperative Education/Internship]
V 1-9 cr. Provides university credit for a work experience in the area of History supervised by faculty. Learning agreement must be completed prior to registration (restricted).

HSTR 499 Senior Capstone: Historical Methodology
[formerly HIST 499 Historical Methodology]
(WR) 3 cr. Prerequisite: 12 semester hours of history or consent of instructor. Analyzes how historians ask methodological and interpretive questions and how they answer those questioned intellectually and technically. Aids the student in developing an understanding of the historical profession and the tasks of the historian through research and writing exercises, the investigation and evaluation of primary and secondary materials, and study of various methodologies employed by historians.

HIST 109 Current World Problems 3 cr. Stresses the historical origins, backgrounds, and significance of current world problems, movements, and trends. Special emphasis is placed on the inter-relation between the diverse cultures of the world as they join the world community in the twentieth century.

Languages
LA 400, (406) 657–2348

LANG 101, 102 Elementary Foreign Language I, II 4, 4 cr. The courses provide credit for students who wish to satisfy one year of the foreign language requirement in a language other than French, German or Spanish.

LANG 201, 202 Intermediate Foreign Language I, II 3, 3 cr. The courses provide credit for students who wish to satisfy a second year of the foreign language requirement in a language other than French, German or Spanish.

LANG 292 Seminar V 1-3 cr. Provides freshmen and sophomores an opportunity to investigate intensively topics pertinent to the field of Languages and Literatures.

LANG 293 Workshop V 1-8 cr. Provides an opportunity for experimental study in Languages and Literatures.

LANG 295 Study Abroad 3 cr. Prerequisites: Successful completion of LANG 102 or FRCH 102 or GERM 102 or SPNS 102 with a grade of “C” or better, or consent of department chair. Provides students with faculty-led, “real life” opportunities to practice second language skills within an authentic cultural and linguistic framework. Combines on-site university classroom activities, native-guided excursions, and residence with a native family to assure maximum immersion in the target language and culture. Students are responsible for air travel, housing, on-site tuition, and entrance fees associated with the course.

LANG 296 Cooperative Education/Internship V 1-9 cr. Provides university credit for a sophomore work experience in the area of Language supervised by faculty. Learning agreement must be completed prior to registration (restricted).

LANG 490 Internship V 1-3 cr. Prerequisites: Completion of 60 credit hours or upper division standing in the Language, 3.0 overall GPA, consent of advisor and approval by the Department Chair. Provides an opportunity for students to acquire field experience and material not covered by regular Foreign Language classes in French, German or Spanish; can only be taken on a Pass/No Pass basis.

Humanities
LA 437, (406) 657–2348

HUMN 292 Seminar 3 cr. Provides students an opportunity to study subjects in the Humanities which are not explored in regular courses.

HUMN 492 Seminar 3 cr. Provides advanced students an opportunity to study subjects in the Humanities which are not explored in regular courses.
LANG 491 Independent Study V 1-5 cr.
Prerequisites: consent of instructor and Foreign Languages and Literatures chairperson. Provides an opportunity for students of superior academic standing to explore material not covered by regular college courses.

LANG 492 Seminar V 1-8 cr. Provides an opportunity for study in an area of Languages and Literatures.

LANG 493 Workshop V 1-8 cr. Provides an opportunity for experimental study in an area of Languages and Literatures.

LANG 495 Study Abroad 3 cr. Prerequisites: Successful completion of LANG 202 or FRCH 202 or GERM 202 or SPNS 202 with a grade of “C” or better or consent of department chair. Provides students with faculty-led, “real life” opportunities to practice second language skills within an authentic cultural and linguistic framework. Combines on-site university classroom activities, native-guided excursions, and residence with a native family to assure maximum immersion in the target language and culture. Students are responsible for air travel, housing, on-site tuition, and entrance fees associated with the course.

LANG 496 Cooperative Education/Internship V 1-9 cr. Provides university credit for a work experience in the area of Language, supervised by faculty. Learning agreement must be completed prior to registration (restricted).

LANG 499 International Studies Capstone Course 1 cr. Prerequisite: Completion of International Studies Minor. Demonstrates the student’s synthesis of knowledge through the creation and implementation of a project(s) which focuses on international studies and which will be disseminated to the larger campus, and the writing of a reflective paper.

English Literature
LA 437/400, (406) 657–2348

* LIT 110 Introduction to Literature
[formerly ENGL 160 Reading and Responding to Literature]
3 cr. Presents students with the opportunity to experience and analyze short and long fiction; narrative, dramatic and lyric poetry; stage and cinematic drama, and selected audio/visual materials. Students will develop skills and attitudes enabling them to experience the written word and selected audio/visual media for insight and entertainment (Course not applicable to English major).

* LIT 230 World Literature Survey
[formerly ENGL 260 World Foundations of Literature]
3 cr. Surveys in translation representative works of world literature (e.g., Chinese, Indian, Russian, Latin American, European) in poetry, prose, and drama which provides a comparative basis for understanding different cultures.

* LIT/PHIL 240 The Bible As Literature
[formerly ENGL/PHIL 240 The Bible As Literature]
3 cr. Examines the Bible as a work of literary art. Considers such topics as literary genre, plots, character development, thematic concerns, historical and cultural contexts, and style of writings that make up the Old Testament/Hebrew Bible and the New Testament.

* LIT 270 Film & Literature
[formerly ENGL 280 Fiction into Film]
3 cr. Focuses on modern and contemporary novels, plays or short stories which have been adapted to film. Emphasizes written and visual literacy.

LIT 300 Literary Criticism
[formerly ENGL 325 Survey of Literary Criticism]
3 cr. Prerequisite: LIT 230. Surveys the leading literary critics and theorists from Plato and Aristotle to the Formalists of the mid-twentieth century.

LIT 305/NAMS 303 Literature by & about Native Americans
[formerly ENGL/NAMS 303 Literature of the American Indian]
3 cr. Prerequisite: at least one lower division course in English or Native American Studies, or permission of the instructor. Includes fictional and non-fictional oral, written, and visual literature pertaining to Native Americans and created by Indians and non-Indians including traditional literature such as legends, myths, teaching stories, humor, songs, orations, dramas, captivity accounts, sign language, winter counts, and hide paintings; contemporary literature such as poetry, songs, short stories, novels, humor, newspapers, theatricals, movies, television, and picture books; and translation, interpretation, and criticism, with insight drawn from Indian cultural traditions, the humanities, and the social sciences.

LIT 307/SPNS 314 Latino Literature
[formerly ENGL/SPAN 309 Latino Literature]
3 cr. Introduces Latino/a literature with focus on
classic and contemporary writers of Hispanic origin living and writing in the U.S. Analyzes their historical, political, cultural, and literary discourses through fictional and some non-fictional works focusing on Latino/a society as a marginalized minority.

LIT 312 Advanced American Literature I
[formerly ENGL 355 American Literature I]
3 cr. Prerequisite: LIT 230. Provides intensive study and discussion of selections from major American writers from the colonial period through the end of the Civil War.

LIT 313 Advanced American Literature II
[formerly ENGL 356 American Literature II]
3 cr. Prerequisite: LIT 230. Provides intensive study and discussion of selections by major American writers from the post-Civil War period through the present.

LIT 320 Advanced British Literature I
[formerly ENGL 361 British Literature I]
3 cr. Prerequisite: LIT 230. Provides intensive study and discussion of selections by major British writers from the Anglo Saxon period to 1660. Pays special attention to Old and Middle English poetry and the lyric and dramatic verse of the sixteenth and seventeenth centuries.

LIT 321 Advanced British Literature II
[formerly ENGL 362 British Literature II]
3 cr. Prerequisite: LIT 230. Provides intensive study and discussion of selections from major British writers from the Restoration through the Romantic period.

LIT 322 Advanced British Literature III
[formerly ENGL 363 British Literature III]
3 cr. Prerequisite: LIT 230. Provides intensive study and discussion of selections from major British writers from the Victorian period to 1965.

LIT 327 Shakespeare
[formerly ENGL 444 Shakespeare]
3 cr. Prerequisite: LIT 320 or instructor’s permission. Examines the major dramatic genres of Shakespeare: history/tragedy, and comedy/romance. Studies Shakespeare’s biography, historical context and knowledge of psychology, ethics, and philosophy as reflected in plays.

LIT 335/A&SC 365 Women & Literature
[formerly ENGL/A&SC 365 Images of Women in Literature and the Arts]
3 cr. Studies examples of the written, oral, and visual arts depicting women as “voices” of the periods which produced them, and examines how those voices influenced, and continue to color, women’s perceptions of their roles in society. Pays special attention to the literature written by such authors as Doris Lessing, Alice Adams, Anne Sexton, Alice Munro, Megan Terry, and Alice Walker.

LIT 342 Montana Writers
[formerly ENGL 331 Montana Writers]
3 cr. Examines literature produced by authors, including Dorothy Johnson, A.B. Guthrie, James Welch, and Ivan Doig, who were born in or live in Montana and set their literary productions in the state.

LIT 370 Science Fiction
[formerly ENGL 270 Science Fiction]
3 cr. Examines the major Humanistic, biological, environmental, psychosocial, and technological themes of science fiction as a significant genre of modern speculative fiction and traces the historical development of science fiction from the 19th century to the present.

LIT 381 Young Adult Literature
[formerly ENGL 381 Adolescent Literature]
3 cr. Provides students with knowledge of books written specifically for young adults and with a background in the various kinds of material available for both in-class and out-of-class reading experiences for preteens and teenagers. Issues involved in assigning and recommending reading materials for Middle School, Junior and Senior High School students are covered, including units on censorship and methods of promoting books through classroom activities.

LIT 432 Major Writers
[formerly ENGL 471 Major Writers]
3 cr. Provides advanced study of the work of a selected author or authors.

LIT 460 Studies in British Literature
[formerly ENGL 460 Studies in British Literature]
V 1-3 cr. R-6. Prerequisite: upper division status. Provides advanced study of major developments, periods, genres, or themes in British Literature. Course content will vary, and the course may be repeated for credit.

LIT 461 Studies in American Literature
[formerly ENGL 461 Studies in American Literature]
V 1-3 cr. R-6. Prerequisite: upper division status. Provides advanced study of major developments, periods, genres, or themes in American literature. Course content will vary, and the course may be repeated for credit.
LIT 462 Studies in Literature and the Environment  
[formerly ENGL 462 Studies in Literature and the Environment]  
3 cr. Prerequisite: upper division status or permission of the instructor. Provides intensive study and discussion of literary text concerning nature and the environment and of environmental content of texts.

LIT 463 Studies in Contemporary Literature  
[formerly ENGL 463 Studies in Contemporary Literature]  
V 1-3 cr. R-6. Prerequisite: upper division status. Provides advanced study of major developments, genres, or themes in American, British, and/or Western-European fiction, poetry, and drama (and film where relevant) since 1965. Appropriate connections among national literatures will be explored. Course content will vary, and the course may be repeated for credit.

LIT 464 Studies in Medieval Literature  
[formerly ENGL 464 Studies in Medieval Literature]  
V 1-3 cr. R-6. Prerequisite: LIT 230 or instructor’s permission. Provides advanced study of British and/or Western European medieval literature, with special emphasis on an influential major author, or authors, and on the major genres and themes of western medieval literature.

LIT 499 Thesis/Capstone: Portfolio  
[formerly ENGL 425 Senior Portfolio]  
(WR) 3 cr. Prerequisites: WRIT 201 and senior status. Requires students to produce a substantial quantity and variety of nonfiction prose. Each student makes an oral presentation of his or her best chosen work with the advice of instructor. Course affords opportunity for conferences with instructor as well as discussions of related readings. Designed especially for senior English majors. Work produced for Senior Portfolio constitutes an outcomes assessment of the quality of the student’s training in English.

Library Science  
Library, (406) 657–2262
* LS 125 Research in the Information Age (TN) 3 cr. Introduces students to the organization, retrieval, and evaluation of both electronic and print sources. Covers concepts of the research process, methods and ethics of information research, the evolving nature of information sources, and appropriate information citation.

Mathematics  
LA 848, (406) 657–2228

M 061 Basic Mathematics  
[formerly MATH 085 Math Fundamentals]  
3 cr. Covers pre-algebra concepts involving terminology, fractions, decimals, percent, ratio and proportion, measurement, geometry, and statistics. Credits do not apply toward graduation requirements nor fulfill Academic Foundations requirements. However, the credits do count towards enrollment status for financial aid.

M 090 Introductory Algebra  
[formerly MATH 101 Introductory Algebra]  
3 cr. Prerequisite: Proficiency in basic mathematics. Covers introductory algebra concepts involving terminology, exponents, operations on rational numbers, multiplication of polynomials, and basic factoring. Credits do not apply toward graduation requirements and do not fulfill Academic Foundations requirements. However, the credits do count towards enrollment status for financial aid.

M 095 Intermediate Algebra  
[formerly MATH 105 Algebra for College Students]  
4 cr. Prerequisite: M 090 or equivalent. Reviews elementary algebraic concepts and covers more advanced factoring, operations on rational expressions and radical expressions, quadratic equations, the rectangular coordinate system, and exponential and logarithmic functions. Credits do not apply toward graduation requirements and do not fulfill Academic Foundations requirements. However, the credits do count towards enrollment status for financial aid.

* M 105 Contemporary Mathematics  
[formerly MATH 141 Contemporary Mathematics]  
3 cr. Prerequisite: M 095 or three years of high school mathematics. Introduces the student to areas of interest in applied and pure mathematics. Content may vary.

M 110 Mathematical Computing  
[formerly MATH 110 Mathematical Computing]  
1 cr. Corequisite: M 171. Introduces the use of computer algebra systems to solve mathematical problems.

* M 121 College Algebra  
[formerly MATH 106 College Algebra]  
3 cr. Prerequisite: M 095. Covers polynomial, rational, exponential, and logarithmic functions.
M 130 Mathematics for Elementary Teachers I
[formerly MATH 201 Fundamentals of Mathematics I]
3 cr. Prerequisite: M 095 or equivalent. Restricted to majors in elementary education and special education. Stresses problem solving techniques, sets, properties of number systems, algorithms for operations, number theory, and probability.

* M 131 Mathematics for Elementary Teachers II
[formerly MATH 202 Fundamentals of Mathematics II]
3 cr. Prerequisite: M 130 or consent of instructor. Focuses on geometry, measurement, computer programming for elementary mathematics, and utilization of computer software for geometry.

* M 143 Finite Mathematics
[formerly MATH 121 Finite Mathematics]
4 cr. Prerequisite: M 095 or equivalent. Studies applications of systems of linear equations to problems of optimization, elementary functions, logic, and mathematics of finance. Introduces differentiation.

* M 151 Precalculus
[formerly MATH 107 Precalculus]
5 cr. Prerequisite: M 095. Includes polynomial, rational, exponential, logarithmic, and trigonometric functions. Includes modeling with functions and analytic trigonometry.

* M 171 Calculus I
[formerly MATH 112 Calculus I]
4 cr. Prerequisite: M 151. Corequisite: M 110. Covers differentiation and some applications to the computation and approximation of functions, geometry and extremum problems. Introduces integration.

M 172 Calculus II
[formerly MATH 113 Calculus II]
4 cr. Prerequisite: M 171. Includes techniques and applications of integration, analytic geometry and the theory of sequences and series. This course is a continuation of M 171.

M 273 Multivariable Calculus
[formerly MATH 312 Multivariable Calculus]
4 cr. Prerequisite: M 333. Covers vector-valued functions, functions of two and three variables, partial differentiation, as well as multiple, line, and surface integrals; includes a variety of applications.

M 274 Introduction to Differential Equations
[formerly MATH 302 Intermediate Differential Equations]
3 cr. Prerequisite: M 273. Presents advanced solution techniques for ordinary differential equations including the method of Frobenius, the transform, phase plane analysis, and eigenfunction expansions. Also examines partial differential equations in the context of boundary-value problems for the heat, wave, and potential equations.

M 294 Seminar/Workshop
[formerly MATH 292 Seminar]
V 1-3 cr. Provides students an opportunity to investigate intensively topics pertinent to the field of Mathematics.

M 294 Seminar/Workshop
[formerly MATH 293 Workshop]
V 1-8 cr. Provides an opportunity for experimental study in an area of Mathematics.

M 298 Cooperative Education/Internship
[formerly MATH 296 Cooperative Education/Internship]
V 1-9 cr. Provides university credit for a sophomore work experience in the area of Mathematics supervised by faculty. Learning agreement must be completed prior to registration (restricted).

M 302 Trends in Elementary Mathematics
[formerly MATH 320 Trends in Elementary Mathematics]
3 cr. Prerequisites: M 131 or consent of instructor. Focuses on a consideration of applications of mathematics that are within the scope of the elementary (K-8) mathematics curriculum. Examples will be drawn from existing elementary mathematics curriculum projects and be adapted from projects at higher levels. The use of this content will serve to reflect the curriculum changes that have been called for by the Curriculum and Evaluation Standards (NCTM, 1989) and will show how math is responding to the expectation that the curriculum demonstrate greater relevance. Topics to be covered include geometry and technology, measurement, social science applications, business applications, and science applications (especially using probability). Technology will be incorporated as appropriate in all activities.

M/COMP 305 Discrete Structures I
[formerly MATH/COMP 305 Discrete Structures I]
4 cr. Prerequisite: M 172 and COMP 101. Covers logic, recursion, induction and basic data models. Surveys combinatorics and the theory of algorithms with attention to design analysis and verification techniques.
M/COMP 306 Discrete Structures II
[formerly MATH/COMP 306 Discrete Structures II]
4 cr. Prerequisites: M/COMP 305. Discusses algorithm design in the context of graph theory. Introduces automata and formal languages. Covers logic, computability, artificial intelligence and robotics.

M 329 Modern Geometry
[formerly MATH 311 Geometry]
(WR) 3 cr. Prerequisite: M 333 or consent of instructor. Deals with the fundamentals of synthetic and modern geometry. Covers topics in non-Euclidean geometry as well as topics in Euclidean geometry, such as finite geometry, space geometry, constructions, and solid geometry.

M 330 History of Mathematics
[formerly MATH 331 History of Mathematics]
(WR) 3 cr. Prerequisite: junior standing or consent of instructor. Emphasizes the historical development of mathematics during 5,000 years, from primitive counting through set theory. Particularly useful for those teaching mathematics

M 333 Linear Algebra
[formerly MATH 301 Applied Linear Algebra]
4 cr. Prerequisite: M 172. Covers linear systems and matrices, determinants, vector spaces, linear transformations, eigenvalues and eigenvectors, and orthogonality—all with an applied emphasis. Topic emphasis may vary from year to year.

MATH 341 Probability – See STAT 341

MATH 342 Stochastic Processes – See STAT 433

M/COMP 371 Numerical Computing
[formerly MATH/COMP 371 Numerical Computing]
(TN) 3 cr. Prerequisites: COMP 101 and M 172. Presents machine arithmetic, approximate solution of equations and systems of equations, interpolation, numerical integration, and methods for the approximate solution of differential equations.

M/COMP 372 Scientific Computing
[formerly MATH/COMP 372 Scientific Computing]
3 cr. Prerequisites: M/COMP 371. Introduces computer modeling of both deterministic and random phenomena, including dynamical systems. Topic emphasis may vary from year to year.

M 397 Education Methods: Peer Tutoring
[formerly MATH 390 Peer Tutoring]
1 cr. R-3 Prerequisites: mathematics major or minor and approval of the director of the Math Lab. Provides practical experience imparting basic mathematical skills to the students in the Math Lab.

M 431 Abstract Algebra I
[formerly MATH 421 Algebraic Structures]
3 cr. Prerequisite: M 333. Covers groups, rings, fields and vector spaces. Exact topics may vary from year to year.

M 471 Mathematical Analysis
[formerly MATH 412 Mathematical Analysis I]
3 cr. Prerequisite: M 273. Presents the basic theorems of one and multivariable analysis as a basis for higher analysis and its applications.

M 472 Introduction to Complex Analysis
[formerly MATH 413 Mathematical Analysis II]
3 cr. Prerequisite: M 471. Covers topics in multivariable calculus and/or complex variables.

M 492 Independent Study
[formerly MATH 491 Independent Study]
V 1-3 cr. Prerequisites: consent of instructor and department chairperson. Provides outstanding students an individual opportunity to explore material not covered by regular mathematics courses.

M 494 Seminar/Workshop
[formerly MATH 492 Seminar]
V 1-3 cr. Prerequisite: mathematics major or minor, or consent of instructor. Investigates intensively topics pertinent to the area of Mathematics.

M 498 Cooperative Education/Internship
[formerly MATH 496 Cooperative Education/Internship]
V 1-9 cr. Provides university credit for a work experience in the area of Mathematics, supervised by faculty. Learning agreement must be completed prior to registration (restricted).

M 499 Capstone
[formerly MATH 498 Capstone Seminar]
V 1-3 cr. Prerequisite: Senior Standing in Math. Studies a single area of mathematics in depth, drawing on ideas and techniques from previous courses. Requires students to analyze and create mathematical arguments that lead to written or oral reports.
MATH 161 Math for Health Sciences 4 cr.  
Prerequisite: M 095 or equivalent. Covers systems of measurements and their relations. Treats thoroughly the mathematics of pharmacology. Introduces elementary functions as models of biological behavior.

MATH 420 Implementing the NCTM Standards 3 cr. Prerequisites: M 131 or consent of instructor. Discusses the National Council of Teachers of Mathematics Curriculum and Evaluation Standards and illustrates how these standards can be implemented in the elementary mathematics classroom.

Management  
McD 300, (406) 657-2295

MGMT 321 Principles of Management 3 cr.  
Prerequisite: Junior standing or consent of department. Introduces the principles of managing organizations (both public and private). The course familiarizes the student with the skills needed by managers and the best practices used by organizations in a changing global environment. Topics include diversity, globalization, motivation, social responsibility, leadership, strategic planning, group dynamics, and organizational change.

MGMT 322 Operations Management 3 cr.  
Prerequisites: Admission to upper division standing or consent of department. Surveys the tasks which must be accomplished in that part of the organization which produces its service or products. Presents selected critical quantitative models from a managerial perspective. Introduces students to the design of services and products, planning and control, inventory systems and the management of quality.

MGMT 353 Organizational Behavior 3 cr.  
Prerequisites: Admission to upper division standing and MGMT 321 or consent of department. Studies individual and group behavior in organizations. The course examines how issues such as personality, attitudes, motivation, group dynamics, power, leadership, and conflict management affect individual and organizational performance. The course focuses on how these issues can be managed and utilized to improve employee performance in the workplace.

MGMT 422 Project Management 3 cr.  
Prerequisites: MGMT 321 and MGMT 322, or consent of department. Covers all aspects of project management including project definition, methods and strategy, resource scheduling and allocation, leadership, managing teams, partnering, minimizing risks, benchmarking project progress and performance and project termination and review. Students utilize Microsoft Project to implement and manage a project.

MGMT 438 Small Business Management and Entrepreneurship (WR) 3 cr. Prerequisites: BUS 315, MGMT 321, MKT 340 FIN 351, or consent of department. Addresses issues typically faced by managers of smaller businesses. Accounting and inventory systems, financial analysis, means of raising capital, management and marketing techniques, and guidelines for writing a business plan are presented, emphasizing the needs of smaller businesses. Students will write a business plan.

MGMT 439 Entrepreneurship 3 cr. Prerequisites: BUS 347, MGMT 321, MKT 340, FIN 351. Offered ONLY Online. Addresses issues typically faced by managers of businesses. Accounting and inventory systems, financial analysis, means of raising capital, management and marketing techniques, and guidelines for writing a business plan are presented. Students will write a business plan.

MGMT 452 Human Resource Management 3 cr.  
Prerequisites: MGMT 321 and Admission to upper division standing, or consent of department. Presents an overview of the laws and practices involved in providing an organization with the needed skilled workforce. Topics include best practices for handling recruiting and selecting employees, evaluating employee performance, making promotion and discipline decisions, creating fair compensation systems, dealing with sexual harassment and various discrimination issues, and handling union-management relations.

MGMT 456 International Business (WR) 3 cr.  
Prerequisites: Admission to upper division standing and MGMT 321 or consent of department. Engages students with the complexities and challenges of doing business in a global economy. Emphasis is on learning about cultural diversity and different approaches to management and negotiation, theories of international trade, exchange rates, and an introduction to elements of importing and exporting. Country analyses and a cross national negotiation simulation are required.

MGMT 488 Business Strategy (WR) 3 cr.  
Prerequisites: COB Required Core courses and senior standing or consent of department. Covers strategic analysis and planning for managerial decision making. Use of comprehensive cases from small to moderate sized businesses is the focus of study.
MGMT 491 Independent Study V 1-3 cr.
Prerequisites: Admission to upper division standing, consent of department, and approval of the College of Business Academic Policy Committee (CBAPC). Provides outstanding junior and senior students an opportunity to explore material not covered by regular Management courses. Students must complete a Request for Independent Study form and have it approved by CBAPC.

MGMT 492 Seminar V 1-3 cr. Prerequisite: Admission to upper division standing or consent of department. Provides senior students an opportunity to intensively investigate topics pertinent to the field of Management.

**Graduate Level Courses**
The following graduate level courses are described in the Graduate Catalog.

MGMT 592 Seminar V 1-3 cr.

**Information Systems**

McD 300, (406) 657–2295

*MIS 150 Information Access and Organization 3 cr.* Explores access to information, organization of information, retrieval, and decision-making models for analysis and presentation of information in a wide variety of environments and formats.

*MIS 210/410 Systems Analysis and Design (TN) 3 cr.* Prerequisite: MIS 352 or CMP 112. Corequisite: MIS 365. Introduces the theory, principles and methodologies of systems analysis and design. Seniors will complete a major project assignment. (cross-listed with COT)

*MIS 244 Operating Systems, Algorithms, Data Structures and Hardware 3 cr.* Prerequisites: MIS, 103, 104 or successfully pass competency exams. Introduces the main concepts from both traditional and distributed operating systems. Topics covered include: goals, structural concepts, process management, memory management, storage management, and security issues. Examples are drawn from a variety of operating systems. Also includes data structures and algorithms.

*MIS 245 Introduction to Programming (TN) 3 cr.* Prerequisite: M 143. Covers structured concepts for problem solving, programming and data representation. Includes structured charts and diagrams. Students gain hands-on experience on an object oriented programming language such as Visual Basic or C++.

*MIS 255/355 Object Oriented Programming 3 cr.* Prerequisite: CAPP 131. Familiarizes students with principles of Object-Oriented Programming. Includes Object-Oriented features in selected software packages; creating classes; object hierarchies and collections; Active X components; ADO objects. Juniors will complete a major programming project (Cross-listed with College of Technology).

*MIS 292 Seminar (TN) V 1-3 cr.* Provides an opportunity for students to investigate areas of Information Systems.

*MIS 310 Web Design, Development and Implementation 3 cr.* Provides students with basic concepts, theories, and tools to design, develop and implement Web pages. Includes advanced Internet researching techniques and skills.

*MIS 330 Principles of Management Information Systems 3 cr.* Prerequisite: junior standing. Introduces the fundamental concepts of management information systems in business organizations.

*MIS 352 Microcomputer Database Design and Implementation (TN) 3 cr.* Covers the concepts and design of microcomputer database management systems. Extensive hands-on with data base programs. Students complete a large database management system for a small business.

*MIS 355/255 Object Oriented Programming 3 cr.* Prerequisite: CAPP 131. Familiarizes students with principles of Object-Oriented Programming. Includes Object-Oriented features in selected software packages; creating classes; object hierarchies and collections; Active X components; ADO objects. Juniors will complete a major programming project (Cross-listed with College of Technology).

*MIS 365 Database Management (TN) 3 cr.* Prerequisites: Admission to upper division standing, MIS 245 or consent of department. Introduces the theory and principles of modern database management systems, including the ideas of data and program independence, schemas, hierarchical and network structures, relational systems and data description and query languages. The student uses several data base systems available on mainframe and microcomputers on campus. Includes a major project assignment.

*MIS 372 Advanced Database Programming (TN) 3 cr.* Prerequisites: Admission to upper division standing, MIS 245 and MIS 365. Introduces fourth generation languages using database programming techniques. The application of SQL programming
language on micro-computers will be included. 4GL programming will include RISC environment applications.

MIS 410/210 Systems Analysis and Design (TN) 3 cr. 
Prerequisites: MIS 352 or CMP 112. Corequisite: MIS 365. Introduces the theory, principles and methodologies of systems analysis and design. Seniors will complete a major project assignment. (cross-listed with COT)

MIS 424 Information Resource Management (TN) (WR) 3 cr. Prerequisites: Admission to upper division standing and MIS 410. Covers the importance of managing information as a business resource. Includes an emphasis on the administration of MIS and the role of MIS in business entity and end user services. Includes several user-oriented assignments.

MIS 461 Interactive Web Development 3 cr. 
Prerequisite: MIS 310. Provides students with skills needed to create animation and interactive elements for website creation. Covers advanced theory and application of web design.

MIS 462 Advanced Web Development 3 cr. 
Prerequisite: MIS 310. Provides students with advanced web programming and design skills needed to create sophisticated website creation. Covers advanced theory and application of web design.

MIS 463 Server Side Scripting 3 cr. Prerequisite: MIS 310, MIS 365. Provides students with advanced web programming skills needed to create websites with database interaction.

MIS 491 Independent Study V 1-3 cr. Prerequisites: Admission to upper division standing, consent of department, and approval of the College of Business Academic Policy Committee (CBAPC). Provides outstanding junior and senior students an opportunity to explore material not covered by regular Information System courses. Students must complete a Request for Independent Study form and have it approved by CBAPC.

MIS 492 Seminar (TN) V 1-3 cr. Prerequisite: Admission to upper division standing. Provides students an opportunity to extensively investigate topics pertinent to Information Systems.

Graduate Level Course
The following graduate level course is described in the Graduate Catalog.
MIS 592 Seminar V 1-3 cr.

Marketing
McD 300, (406) 657-2295

MKT 340 Principles of Marketing (TN) 3 cr. 
Prerequisite: Junior standing or consent of department. Presents behavioral patterns and legal and economic constraints affecting marketing decisions. Introduces analytic and control techniques for effective product planning, promotion, pricing and physical distribution.

MKT 341 Consumer Behavior 3 cr. Prerequisites: Upper division standing, MKT 340 or consent of department. Covers the consumer-firm relationship using concepts from contemporary behavioral sciences. Emphasizes the many problems encountered in marketing to various groups of consumers and the role theory plays in problem solving.

MKT 343 Integrated Marketing Communications 3 cr. Prerequisites: Admission to upper division standing and MKT 340 or consent of department. Emphasizes theories and practices of advertising, sales promotion and public relations in the marketing program. Includes promotional planning and strategy, program integration and effectiveness and relevant communications concepts.

MKT 344 Professional Selling 3 cr. Prerequisites: Admission to upper division standing. Corequisite: MKT 340 or consent of department. Includes the principles of professional selling through strategically planning, making the sales call, strengthening communications, and building partnerships.

MKT 365 e-Commerce 3 cr. Prerequisite: MKT 340. Provides a seminar course examining the rapid and profound changes occurring within business due to e-Commerce. Issues covered include: internet marketing, e-business in the supply chain, electronic shopping, and internet marketing strategies. The pros and cons of e-Commerce are examined, as well as, characteristics of good marketing on the web.

MKT 443 Applied Marketing Communications 3 cr. 
Prerequisites: MKT 340, MKT 343, or consent of department. Develops marketing communications involving business and community clients. Project management and budget analysis is essential to the
quality and accuracy of communication plans. The end goal of the course is the development of communication deliverables using interdisciplinary skills from across the campus and community.

MKT 448 Market Research (TN) 3 cr. Prerequisites: Admission to upper division standing, MKT 340, or consent of department. Surveys the influence of market research on the decision-making process. Includes problem formulation, research design, observational and sampling requirements, data analysis, interpretation and reporting.

MKT 449 Strategic Marketing Management 3 cr. Prerequisites: Admission to upper division standing, MKT 340, MKT 341 and MKT 448 or consent of department. Covers the methods and techniques employed in marketing management, including study of consumers, retailers, product, and controlling the total marketing program.

MKT 460 International Marketing 3 cr. Prerequisite: MKT 340. Explores the unique aspects of international marketing for both small entrepreneurial firms and for large multinational corporations. Operating in an international context provides unique challenges for small businesses. In order to be successful, firms must adapt to the social, technological, economic, and political environment (STEP) in which they operate. The first part of the course examines how the STEP environment alters international marketing practice. The second part of the course is designed to help students manage the marketing mix (product, promotion, pricing, distribution) in international markets.

MKT 470 Supply Chain Management 3 cr. Prerequisites: Upper division standing and MKT 340. Provides the fundamentals of supply chain management through class lecture, cases, and discussions. Topics include internal and external environments, customer service, logistics, strategy, global dimensions, distribution, planning and forecasting.

MKT 475 Services Marketing/Management 3 cr. Prerequisites: Upper division standing, MKT 340 and MGMT 321. Provides practical techniques for defining and meeting the needs of each set of an organization’s external and internal customers. Emphasizes the key drivers of service, e.g., creating a culture of service, customer focused information systems, incentives for customer service, empowered employees, customer satisfaction, and market orientation. Additionally, the leadership role of senior, middle, and lower levels of management will be examined.

MKT 480 National Advertising Campaign 3 cr. Prerequisites: Admission to upper division standing, MKT 340 and consent of department. Provides senior level students with an opportunity to research, develop, and present a professional quality advertising campaign to a nationally recognized panel of professionals and clients. Relies on a team approach and group projects.

MKT 491 Independent Study V 1-3 cr. Prerequisites: Admission to upper division standing, consent of department, and approval of the College of Business Academic Policy Committee (CBAPC). Provides outstanding junior and senior students an opportunity to explore material not covered by regular Marketing courses. Students must complete a Request for Independent Study form and have it approved by CBAPC.

MKT 492 Seminar V 1-3 cr. Prerequisite: Admission to upper division standing or consent of department. Provides senior students an opportunity to intensively investigate topics pertinent to the field of Marketing.

Graduate Level Courses
The following graduate level courses are described in the Graduate Catalog.
MKT 515 Health Care Marketing 1 cr.
MKT 592 Seminar V 1-3 cr.

Music
CI 119, (406) 657–2350

* MUSC 100 Music Appreciation 3 cr. Introduces methods of music understanding and perceptive listening. Examines the language and forms of music, plus the styles and genres of the Baroque, Classical, Romantic and Contemporary periods.

MUSC 101 Fundamentals of Music for Elementary Teachers 2 cr. Prerequisite: Restricted to majors in Elementary Education and Special Education. Introduces basic concepts, skills and vocabularies in music appropriate for elementary teachers.

MUSC 104 Applied Guitar 1 cr. R-4. Prerequisite: audition and/or permission of instructor. Provides the student with private instruction on guitar.
MUSC 105 Applied Voice 1 cr. R-4. Prerequisite: audition and/or permission of instructor. Provides the student with private instruction in voice.

MUSC 106 Applied Piano 1 cr. R-4. Prerequisite: audition and/or permission of instructor. Provides the student with private instruction on piano.

MUSC 107 Applied Flute 1 cr. R-4. Prerequisite: audition and/or permission of instructor. Provides the student with private instruction on flute.

MUSC 108 Applied Oboe 1 cr. R-4. Prerequisite: audition and/or permission of instructor. Provides the student with private instruction on oboe.

MUSC 109 Applied Clarinet 1 cr. R-4. Prerequisite: audition and/or permission of instructor. Provides the student with private instruction on clarinet.

MUSC 110 Applied Saxophone 1 cr. R-4. Prerequisite: audition and/or permission of instructor. Provides the student with private instruction on saxophone.

MUSC 111 Applied Bassoon 1 cr. R-4. Prerequisite: audition and/or permission of instructor. Provides the student with private instruction on bassoon.

MUSC 112 Applied Horn 1 cr. R-4. Prerequisite: audition and/or permission of instructor. Provides the student with private instruction on horn.

MUSC 113 Applied Trumpet 1 cr. R-4. Prerequisite: audition and/or permission of instructor. Provides the student with private instruction on trumpet.

MUSC 114 Applied Trombone 1 cr. R-4. Prerequisite: audition and/or permission of instructor. Provides the student with private instruction on trombone.

MUSC 115 Applied Euphonium 1 cr. R-4. Prerequisite: audition and/or permission of instructor. Provides the student with private instruction on euphonium.

MUSC 116 Applied Tuba 1 cr. R-4. Prerequisite: audition and/or permission of instructor. Provides the student with private instruction on tuba.

MUSC 117 Applied Violin or Viola 1 cr. R-4. Prerequisite: audition and/or permission of instructor. Provides the student with private instruction on violin or viola.

MUSC 118 Applied Cello or Bass 1 cr. R-4. Prerequisite: audition and/or permission of instructor. Provides the student with private instruction on cello or bass.

MUSC 119 Applied Percussion 1 cr. R-4. Prerequisite: audition and/or permission of instructor. Provides the student with private instruction on percussion.

MUSC 125, 126 Keyboard Harmony I, II 1, 1 cr. Corequisites: MUSC 130 and MUSC 132. An intensive course in keyboard harmony designed to develop keyboard skills essential to teaching music in the public schools. Includes harmonization of melodies, transposition, and improvisation.

MUSC 130 Music Theory I 3 cr. Corequisites: MUSC 125 and MUSC 131. The study and application of written harmony, keyboard harmony and analysis.

MUSC 131 Aural Skills I 1 cr. Beginning ear training and sight singing.

MUSC 132 Music Theory II 3 cr. Prerequisite: MUSC 130. Corequisites: MUSC 126 and MUSC 133. Continues the study and application of written harmony, keyboard harmony and analysis.

MUSC 133 Aural Skills II 1 cr. Prerequisite: MUSC 131. Continues the development of ear training and sight singing.

* MUSC 150 Musics of the World 3 cr. Introduces students to the uses and functions of music in various cultures. The style of music used and performance of music in selected cultures of Africa, Latin America, North America, Asia, the Middle East, as well as folk music of Europe will be explored.

MUSC 160 Symphonic Band 1 cr. R-4. Provides members an opportunity to perform wind band literature from all periods and styles. Registration by audition only.

MUSC 161 Symphony Orchestra 1 cr. R-4. Provides an opportunity for capable students to participate in the Billings Symphony. Registration by audition only.

MUSC 162 Concert Choir 1 cr. R-4. (formerly A Capella Choir) Provides an opportunity for members to explore and express, through performance, choral music of all periods and styles of composition. Annual spring tour. Registration by audition only.
MUSC 163 Town and Gown Chorus 1 cr. R. (formerly Oratorio Chorus) Provides an opportunity for all members to participate in the preparation and presentation of major choral works. Open registration, no audition required.

MUSC 165 Chamber Singers 1 cr. R. Corequisite: MUSC 162. Members are selected through audition to study and present vocal chamber music selected from medieval to contemporary compositions.

MUSC 166 Small Ensemble-Instrumental 1 cr. R. Brass, Woodwind, String, Percussion, New Music. Offers experience in chamber music for various wind, string and percussion instrument combinations. Designed to improve individual performance skills as well as familiarizing students with outstanding music.

MUSC 167 Jazz Combo 1 cr. Provides students the opportunity to rehearse and perform jazz music in a small group setting. Registration by audition only.

MUSC 168 Jazz Ensemble 1 cr. R. Corequisite: MUSC 160. Provides members the opportunity to perform big band jazz literature from all periods and styles. Registration by audition only.

MUSC 169 Wind Ensemble 1 cr. R. Corequisite: MUSC 160. Provides members the opportunity to perform wind ensemble literature requiring from eight to fifteen players. Registration by audition only. Instrumentation will vary.

MUSC 228 Jazz Improvisation I 1 cr. Prerequisites: MUSC 132 and MUSC 133. Covers basic skills needed to create and perform improvisations involving the simpler harmonic structures, chord progressions and rhythmic frameworks found in jazz.

MUSC 229 Jazz Improvisation II 1 cr. Prerequisite: MUSC 228. Continues the study of improvisational skills begun in MUSC 228, adding more complex harmonic/melodic material.

MUSC 230 Music Theory III 3 cr. Prerequisite: MUSC 132. Corequisite: MUSC 231. Continues the study and application of written harmony, keyboard harmony and analysis.

MUSC 231 Aural Skills III 1 cr. Prerequisite: MUSC 133 or permission of instructor. Continues the development of ear training and sight singing.

MUSC 232 Music Theory IV 3 cr. Prerequisite: MUSC 230. Corequisite: MUSC 233. Continues the study and application of written harmony, keyboard harmony and analysis.

MUSC 233 Aural Skills IV 1 cr. Prerequisite: MUSC 231. Continues the development of ear training and sight singing.

MUSC 250 Flute and Single Reed Pedagogy 1 cr. R-2. Prepares the prospective teacher with the knowledge of methods of instruction and problems of public school music in woodwind instruments; develops fundamental technical skills on flute, clarinet and saxophone. Includes laboratory experience for the student.

MUSC 251 Double Reed Pedagogy 1/2 cr. Prepares the prospective teacher with the knowledge of methods of instruction and problems of public school music in double reed instruments; develops fundamental technical skills on oboe and bassoon. Includes laboratory experience for the student.

MUSC 252 High Brass Pedagogy 1 cr. Prepares the prospective teacher with the knowledge of methods of instruction and problems of public school music in high brass instruments; develops fundamental technical skills on trumpet and French horn. Includes laboratory experience for the student.

MUSC 253 Low Brass Pedagogy 1 cr. Prepares the prospective teacher with the knowledge of methods of instruction and problems of public school music in low brass instruments; develops fundamental technical skills on trombone, bass trombone, euphonium, baritone and tuba. Includes laboratory experience for the student.

MUSC 254 Percussion Pedagogy 1 cr. R-2. Prepares the prospective teacher with the knowledge of methods of instruction and problems of public school music in the percussion area; develops fundamental technical skills in percussion instruments. Includes laboratory experience for the student.

MUSC 255 String Instrument Pedagogy 1/2 cr. R-2. Prepares the prospective teacher with the knowledge of instruction and problems of public school music in the teaching of string instruments. Develops fundamental technical skills on string instruments. Includes laboratory experience for the student.
MUSC 256 Vocal Pedagogy 1 cr. R-2. Prepares the prospective teacher with the knowledge of instruction and problems of public school music in the vocal area. Develops fundamental technical skills in this area. Includes laboratory experience for the student.

MUSC 274 Keyboard Skills 1 cr. Prerequisite: consent of instructor. Includes techniques of harmonization, transposition, sight reading, modulation, improvisation, ensemble playing and accompanying.

MUSC 292 Seminar V 1-3 cr. Provides students an opportunity to investigate intensively topics pertinent to the field of music.

MUSC 293 Workshop V 1-8 cr. Provides an opportunity for experimental study in an area of music.

MUSC 296 Cooperative Education/Internship V 1-9 cr. Provides university credit for a sophomore work experience in the area of Music supervised by faculty. Learning agreement must be completed prior to registration (restricted).

MUSC 304 Applied Guitar 1 cr. R-4. Prerequisite: audition and/or permission of instructor and upper division status. Provides the student with private instruction on guitar.

MUSC 305 Applied Voice 1 cr. R-4. Prerequisite: audition and/or permission of instructor and upper division status. Provides the student with private instruction in voice.

MUSC 306 Applied Piano 1 cr. R-4. Prerequisite: audition and/or permission of instructor and upper division status. Provides the student with private instruction on piano.

MUSC 307 Applied Flute 1 cr. R-4. Prerequisite: audition and/or permission of instructor and upper division status. Provides the student with private instruction on flute.

MUSC 308 Applied Oboe 1 cr. R-4. Prerequisite: audition and/or permission of instructor and upper division status. Provides the student with private instruction on oboe.

MUSC 309 Applied Clarinet 1 cr. R-4. Prerequisite: audition and/or permission of instructor and upper division status. Provides the student with private instruction on clarinet.

MUSC 310 Applied Saxophone 1 cr. R-4. Prerequisite: audition and/or permission of instructor and upper division status. Provides the student with private instruction on saxophone.

MUSC 311 Applied Bassoon 1 cr. R-4. Prerequisite: audition and/or permission of instructor and upper division status. Provides the student with private instruction on bassoon.

MUSC 312 Applied Horn 1 cr. R-4. Prerequisite: audition and/or permission of instructor and upper division status. Provides the student with private instruction on horn.

MUSC 313 Applied Trumpet 1 cr. R-4. Prerequisite: audition and/or permission of instructor and upper division status. Provides the student with private instruction on trumpet.

MUSC 314 Applied Trombone 1 cr. R-4. Prerequisite: audition and/or permission of instructor and upper division status. Provides the student with private instruction on trombone.

MUSC 315 Applied Euphonium 1 cr. R-4. Prerequisite: audition and/or permission of instructor and upper division status. Provides the student with private instruction on euphonium.

MUSC 316 Applied Tuba 1 cr. R-4. Prerequisite: audition and/or permission of instructor and upper division status. Provides the student with private instruction on tuba.

MUSC 317 Applied Violin or Viola 1 cr. R-4. Prerequisite: audition and/or permission of instructor and upper division status. Provides the student with private instruction on violin or viola.

MUSC 318 Applied Cello or Bass 1 cr. R-4. Prerequisite: audition and/or permission of instructor and upper division status. Provides the student with private instruction on cello or bass.

MUSC 319 Applied Percussion 1 cr. R-4. Prerequisite: audition and/or permission of instructor and upper division status. Provides the student with private instruction on percussion.

MUSC 340 Music History: A Survey of Music and Its Development in Western Civilization to 1750 (WR) 3 cr. Emphasis is given to an acquaintance with representative musical works and style, and to the understanding of musical concepts in the light of their historical background.
MUSC 341 Music History: A Survey of Music and Its Development in Western Civilization from 1750 to the Present (WR) 3 cr. Emphasis is given to an acquaintance with representative works and an understanding of specific musical concepts in the light of their historical and general cultural content since 1750.

MUSC 343 History of Jazz 3 cr. Traces the history of America’s only internationally recognized indigenous art form, jazz, from its roots in Africa to New Orleans and on to the contemporary sounds of today.

MUSC 350 Choral Conducting 3 cr. Prerequisites: MUSC 232 and MUSC 233. Introduces the basic techniques of choral conducting. Initial emphasis will be placed on the physical components of conducting (such as posture, beat patterns, preparations, cues, releases and expressive gestures) both with and without baton, as they relate directly to the musical score. Subsequent emphasis will be given to methodology, including rehearsal techniques, ensemble organization, tone/seating arrangements, score study, choral literature, and repertoire selection.

MUSC 351 Instrumental Conducting 3 cr. Prerequisite: MUSC 350. Introduces the basic techniques of instrumental conducting. Continues emphasis placed on techniques previously covered in MUSC 350, including beat patterns, cues, releases, etc. Emphasis will also be on methodology including rehearsal techniques, ensemble organization, seating arrangements, score reading and band literature.

MUSC 360 Symphonic Band 1 cr. R-4. Prerequisite: 4 credits of MUSC 160. Provides members an opportunity to perform wind band literature for all periods and styles. Registration by audition only.

MUSC 361 Symphony Orchestra 1 cr. R-4. Prerequisite: 4 credits of MUSC 161. Provides an opportunity for capable students to participate in the Billings Symphony. Registration by audition only.

MUSC 362 Concert Choir 1 cr. R-4. Prerequisite: 4 credits of MUSC 162. Provides an opportunity for capable students to experience great music written for mixed voices and to develop their potential as members of choral groups. Registration by audition only.

MUSC 363 Town and Gown Chorus 1 cr. R. Prerequisite: 4 credits of MUSC 163. Provides an opportunity for all students to sing in a chorus which performs music chosen from classical and popular repertoire. Open registration, no audition required.

MUSC 365 Chamber Singers 1 cr. R. Prerequisite: 4 credits of MUSC 165. Corequisite: MUSC 362. A select group of singers chosen mainly for reading and singing ability through private audition, performing all styles of music from early Renaissance madrigals and motets to the Twentieth Century. Registration by audition only.

MUSC 366 Small Ensemble-Instrumental 1 cr. R. Prerequisite: 4 credits of MUSC 166. Brass, Woodwind, String, Percussion, New Music, Jazz. Offers experience in chamber music for various wind, string and percussion instrument combinations. Designed to improve individual performance skills as well as familiarizing students with outstanding music. Registration by audition only.

MUSC 367 Jazz Combo 1 cr. Provides students the opportunity to rehearse and perform jazz music in a small group setting, Registration by audition only.

MUSC 368 Jazz Ensemble 1 cr. R. Prerequisite: 4 credits of MUSC 168. Corequisite: MUSC 360. Provides members the opportunity to rehearse and perform jazz ensemble literature of standard and experimental types. Registration by audition only.

MUSC 369 Wind Ensemble 1 cr. R. Prerequisites: 4 credits of MUSC 169. Corequisite: MUSC 360. Provides members the opportunity to perform wind ensemble literature requiring from eight to 15 players. Registration by audition only. Instrumentation may vary.

MUSC 374 Piano Pedagogy I 1 cr. Prerequisite: junior standing or consent of instructor. Preparation of advanced piano students for teaching of beginning pupils, privately and in groups. Includes a survey of materials and teaching methods appropriate for this level.

MUSC 399 Junior Recital 1 cr. Prerequisites: Permission of instructor and successful admission to upper division status. A pre-recital jury is required at least one month prior to the junior recital. Requires students to perform a full recital.

MUSC 440 Music Form and Style (WR) 3 cr. Prerequisite: MUSC 232. Involves the study of form with particular attention to tonal structure and musical design in music of the common-practice era.
MUSC 460 Instrumentation and Arranging 3 cr.
**Prerequisite:** MUSC 232. Discussion of individual wind, string, percussion and keyboard instruments. Techniques of scoring for winds and voices. Analysis of orchestra.

MUSC 470 Piano Pedagogy II 1 cr. **Prerequisite:** MUSC 374. Provides piano students with actual teaching situations for the practical application of principles studied in piano pedagogy. Includes supervised planning, presentation and evaluation of lessons.

MUSC 471 Piano Pedagogy III 1 cr. **Prerequisite:** MUSC 470. Continues actual teaching situations for the practical application of principles studied in piano pedagogy. Includes supervised planning, presentation and evaluation of lessons.

MUSC 475 Keyboard Literature 2 cr. **Prerequisite:** MUSC 341. Surveys keyboard literature from the development of the Baroque era to the contemporary period.

MUSC 491 Independent Study V 1-5 cr.
**Prerequisites:** consent of instructor and chairperson of department. Provides outstanding students an individual opportunity to explore material not covered by regular music courses.

MUSC 492 Seminar V 1-3 cr. Provides advanced students an opportunity to investigate intensively topics pertinent to the field of music.

MUSC 493 Workshop V 1-8 cr. Provides an opportunity for experimental study in an area of music.

MUSC 496 Cooperative Education/Internship V 1-9 cr. Provides university credit for a work experience in the area of Music, supervised by faculty. Learning agreement must be completed prior to registration (restricted).

MUSC 499 Senior Recital 1 cr. **Prerequisites:** Permission of instructor and successful completion of at least two semesters of upper division applied music. A pre-recital jury is required at least one month prior to the senior recital. Students enrolled in the Bachelor of Science in Education extended Major in music must present at least a half recital during their senior year.

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**Native American Studies**

**LA 836, (406) 657-2311**

* NAMS 181 Introduction to Native American Studies 3 cr. Covers the scope and concepts of American Indian Studies. Provides a general overview of Indian culture, sociology, values, and history from both a national and regional perspective. Considers the interaction between Indian and non-Indian cultures.

NAMS 200 Montana Tribal Groups 3 cr. Provides a description and analysis of Montana tribes including tribal oral traditions, rock art, intercultural relations, culture change, the impact of Euro-American exploration, the fur trade, and early Westward expansion. Attention is given to the Indian wars, development of the reservation system, persistence and revival of Indian culture, civil rights, and urbanization.

* NAMS 211 Social Issues of the Native American 3 cr. Analytical and evaluative examination of the sociology of Native Americans. Emphasis on the issues raised by the interface of the Native American culture and values with the majority cultures of the United States, including problem areas such as alcoholism, alienation, education, health, crime, and intercultural relations.

NAMS 292 Seminar V 1-3 cr. Provides freshmen and sophomores an opportunity to investigate intensively topics pertinent to the field of Native American Studies.

NAMS 293 Workshop V 1-3 cr. Provides an opportunity for experimental study in an area of Native American Studies.

NAMS 296 Cooperative Education/Internship V 1-9 cr. Provides university credit for a sophomore work experience in the area of Native American Studies supervised by faculty. Learning agreement must be completed prior to registration (restricted).

NAMS 303/LIT 305 Literature of the American Indian
[formerly NAMS/ENGL 303 Literature of the American Indian]
3 cr. **Prerequisite:** at least one lower division course in English or Native American Studies, or permission of the instructor. Includes fictional and non-fictional oral, written, and visual literature pertaining to Native Americans and created by Indians and non-Indians including traditional literature such as legends, myths, teaching stories, humor, songs, orations, dramas, captivity accounts, sign language,
winter counts, and hide paintings; contemporary literature such as poetry, songs, short stories, novels, humor, newspapers, theatricals, movies, television, and picture books; and translation, interpretation, and criticism, with insight drawn from Indian cultural traditions, the humanities, and the social sciences.

NAMS 314/PSCI 376 The Indian and the Law [formerly NAMS/POLS 314 The Indian and the Law] (WR) 3 cr. Covers the development of federal, state, and tribal statutes dealing with Native Americans; judicial decisions that have significant input on the legal status of Indian tribes and individuals; and federal agency policy which constitutes administrative law for tribes. Discusses the impact of Western European and United States jurisprudence on the history and culture of the Indian.

NAMS 351 Native Americans and the Environment 3 cr. Examines traditional beliefs and attitudes of Native Americans with respect to the natural environment as expressed in speeches, stories, and prayer. Surveys traditional techniques and uses of land, plants, and animals. Contemporary environmental issues and actions confronting American Indians are also analyzed.

NAMS 385/PSYX 387 Native American Psychology [formerly NAMS/PSYC 385 Native American Psychology] 3 cr. Prerequisite: PSYX 100 or consent of instructor. Considers the values, feelings, and behaviors of Native Americans today with an emphasis on becoming aware of the many psychological factors influencing their reactions to themselves and society.

NAMS/PHIL 413 Native American Philosophies and Religions 3 cr. Prerequisite: at least one lower division course in Religion, Philosophy, or Native American Studies, or permission of instructor. Covers Native American philosophies and religions, including basic types and elements of traditional beliefs, ceremonies, holy objects, practitioners, visions, and world views; influence of Christianity through missionaries, federal Indian policy, nativistic movements, and syncretism; and contemporary perspectives such as the Native American Church, Sun Dance, God is Red theology, and revitalization. Special attention is paid to selected Indian tribes.

NAMS/ART 439 Survey of American Indian Art 3 cr. Presents an overview and analysis of Native American art forms, techniques, and traditions. Background and interpretation of traditional and contemporary styles and symbols important to both tribal and individual expression. Includes discussion of tribal arts and crafts associations, markets and exhibitions, and federal laws.

NAMS 490 Native American Studies Internship V 1-12 cr. Prerequisites: consent of instructor and consent of chairperson of department. Provides outstanding students an individual opportunity to explore material not covered by regular Native American Studies courses. No more than 6 hours may be counted toward a Native American Studies minor.

NAMS 491 Independent Study V 1-5 cr. Provides an opportunity for students of superior academic standing to explore material not covered by the regular courses.

NAMS 492 Seminar V 1-3 cr. Provides advanced students an opportunity to investigate intensively topics pertinent to the field of Native American Studies.

NAMS 493 Workshop V 1-3 cr. Provides an opportunity for experimental study in an area of Native American Studies.

NAMS 495/PSCI 419 Federal Indian Policy [formerly NAMS/POLS 495 Federal Indian Policy] 3 cr. Prerequisites: NAMS 181 or NAMS 211. Explores the development of the United States’ federal Indian policy from colonial times to the present. Follows the evolution of federal Indian policy as a result of tensions between assimilation and separation forces in general and of other legal, political, economic and social forces acting in the United States. Explores how contemporary American Indians fit into the American political system.

NAMS 496 Cooperative Education/Internship V 1-9 cr. Provides university credit for a work experience in the area of Native American Studies supervised by faculty. Learning agreement must be completed prior to registration (restricted).

Philosophy and Religious Studies LA 437/400, (406) 657–2348

* PHIL 105 The Religious Quest 3 cr. Introduces theories of the origin, nature, and function of religion. Explores several religious interpretations of God, humans, and the world. Focuses upon religious traditions and personal experiences as part of a search for the meaning of life.
PHIL 107 Philosophical Inquiry 3 cr. Introduces the art of philosophical practice by exploring how great philosophers have raised questions about the nature of reality, the good life, and how we know. Plato, Aristotle, Descartes, Marx, William James, and Bertrand Russell may be among the thinkers examined.

* PHIL 115 Ethics 3 cr. Explores important historical examples of ethical theories in order to introduce an understanding of the moral point of view. Provides practice in analyzing and assessing moral claims, and encourages reflection on one’s own sense of what is right and wrong and good and bad.

* PHIL 117 Philosophies of Life 3 cr. Explores biographical and autobiographical materials in order to discern the values, visions, and motivation of great figures from different eras and cultures. Each student will work at clarifying his or her philosophy of life.

PHIL 221 Critical Thinking 3 cr. Distinguishes between different forms of arguments and exposes a variety of common fallacies. Students will learn to analyze the components of arguments, distinguish different forms of argumentation, assess claims, and think critically about such common cultural expressions as advertisements, political rhetoric, and news reports.

PHIL 233 Philosophies and Religions of India 3 cr. Examines the Hindu, Jain, and Buddhist traditions comparatively, exploring such topics as mythology, death, salvation, attitudes toward women and the natural world, and moral ideals. Survey includes aspects of history, literature, art, philosophy, and religious beliefs and practices.

PHIL 234 Philosophies and Religions of China, Tibet, and Japan 3 cr. Surveys Confucian, Taoist, Zen, and Vajrayana Buddhist traditions from historical, literary, aesthetic, and social-political dimensions past and present. Readings typically include Confucius (Kongzi), Laozi, Guanzi, Bodhidharma, Suzuki, and the Dalai Lama.

* PHIL/LIT 240 The Bible As Literature [formerly PHIL/ENGL 240 The Bible As Literature] 3 cr. Examines the Bible as a work of literary art. Considers such topics as literary genre, plots, character development, thematic concerns, historical and cultural contexts, and style of writings that make up the Old Testament/Hebrew Bible and the New Testament.

PHIL 250 Christianity 3 cr. Provides an overview of Christian thought and practice in relation to its historical development, outstanding proponents, and significant theological expressions.

PHIL 292 Seminar V 1-3 cr. Provides an opportunity to intensively investigate specific topics pertinent to fields of Philosophy and/or Religious Studies, such as Islam, Philosophy of Science, Sacred Texts and the Natural World, Buddhism, Philosophies of Love, Feminist Philosophy, Existentialism, Phenomenology, and Ideas that Rocked the 20th Century.

PHIL 300 Studies in the History of Philosophy 3 cr. Prerequisite: one course in philosophy. Studies philosophical developments during one of the following eras (to be announced each time the course is offered): Ancient, Medieval and Renaissance, Modern, 19th century, 20th century.

PHIL 301 Death, Dying and Medical Ethics 3 cr. Prerequisite: consent of instructor. Examines historical and contemporary attitudes and practices concerning illness, dying and death. Encourages exploration of personal attitudes concerning death and medical practices. Explores moral dilemmas in such areas of medical practice as euthanasia, abortion, medical experimentation, genetic research and patient rights.

PHIL 303 Classical Mythology 3 cr. Studies Greek and Roman mythology by exploring the social, philosophical, and psychological functions of myth and its influence on Occidental art, music, drama, and literature. Readings typically include Homer, Hesiod, Apollonius, Ovid, and some modern interpretations by such thinkers as Freud, Calasso, Deleuze-Guattari, and N.O. Brown.

PHIL 304 Global Mythology 3 cr. Explores mythologies from around the world, including South and North America, Europe, Africa, Asia, and the South Pacific. Compares and contrasts such themes as creation, the gods, evil, the human condition, gender divisions, civilization, salvation, morality, the natural world, death, and attitudes toward non-human animals.

PHIL 311 Environmental Ethics 3 cr. Explores such areas as biological, cultural, and ethical diversity; human impacts on ecological systems; survival and sustainability; resource development and allocation, consumerism, international trade, and other aspects of environmental economies; and the status of values in nature and culture. Expects students to develop their own environmental ethics.

PHIL 314 Business Ethics 3 cr. Explores the complex moral dilemmas facing individuals in business and the ethical problems facing business in society. Uses theoretical analysis and the case study approach to
examine the way in which the social good, justice considerations, and human rights issues are involved in business situations.

PHIL 360 Great Figures in Philosophy and Religion 3 cr. Examines, in a seminar setting, the lives and works of foundational thinkers; possibilities include such persons as Buddha, Nanak, Gandhi, Tagore, Suu Kyi, Ambedkar, Confucious, Mao, Mohammed, Rumi, Rabi’a al-Adwiyya, Al-Ghazali, Socrates, Plato, Aristotle, Joan of Arc, Descartes, Kant, James, Wollstonecraft, Nietzsche, Kierkegaard, Heidegger, Kazantzakis, Sartre, de Beauvoir, M.L. King, Mary Daly, Mother Theresa, Steinam, and Paglia.

PHIL 365 Women, Philosophy, and Religions 3 cr. Prerequisite: A course in religious studies or consent of instructor. Examines the lives and thoughts of women on three levels: through works of notable individuals on such topics as justice, education, child rearing, community, feminism, dualism, logic, eco-feminism, marriage, and notions of the divine; through analyzing myth and scripture to uncover ancient teachings, common attitudes, and enduring roles of women; and by exploring the role of the feminine in the divine.

PHIL/NAMS 413 Native American Philosophies and Religions 3 cr. Prerequisite: At least one lower division course in Religion, Philosophy, or Native American Studies, or permission of instructor. Covers Native American philosophies and religions, including basic types and elements of traditional beliefs, ceremonies, holy objects, practitioners, visions, and world views; influence of Christianity through missionaries, federal Indian policy, nativistic movements, and syncretism; and contemporary perspectives such as the Native American Church, Sun Dance, God is Red theology, and revitalization. Special attention is paid to selected Indian tribes.

PHIL 491 Independent Study V 1-5 cr. Provides students an opportunity to research subjects in Philosophy and Religious Studies which are not explored in regular courses.

PHIL 492 Seminar V 1-3 cr. Provides an opportunity to intensively investigate specific topics pertinent to fields of Philosophy and/or Religious Studies, such as Islam, Philosophy of Science, Sacred Texts and the Natural World, Buddhism, Philosophies of Love, Feminist Philosophy, Existentialism, Phenomenology, and Ideas that Rocked the 20th Century.

Physics

SCI 110, (406) 657–2341

* PHYS 101 Earth, Air, Fire & Water 3 cr. Prerequisite: M 095. Corequisite: PHYS 102. Concentrates on fundamental ideas of physics: energy, forces, and conservation laws. Helps students understand basic principles which underlie and explain all diverse phenomena and structures of the physical world. Emphasizes conceptual rather than mathematical treatment; however, basic algebra skills are required.

* PHYS 102 Earth, Air, Fire & Water Lab 1 cr. Corequisite: PHYS 101. Requires the student to critically examine and analyze his or her immediate physical environment in terms of fundamental principles. Develops an appreciation for the simplicity of basic physical laws and the broad range of physical phenomena which can be explained by them.

* PHYS 110 College Physics I 3 cr. Prerequisite: M 151. Corequisite: PHYS 111. Presents an algebra-based treatment of introductory physics. This first semester of a two-semester sequence will cover vector analysis as it applies to kinematics (motion in three-dimensions) and to Newton’s laws of motion. Conservation laws will be discussed as an aid to understanding motion. Fluids and thermodynamics will also be covered. Students may receive credit for only one introductory sequence: PHYS 110-120 or PHYS 210-220. Lab required.

* PHYS 111 College Physics I Lab (TN) 1 cr. Prerequisites: PHYS 110 and PHYS 111. Complements the lecture in PHYS 110 with emphasis on electricity, magnetism, and thermodynamics.

* PHYS 120 College Physics II 3 cr. Prerequisite: PHYS 110 and PHYS 111. Presents continuation of algebra-based treatment of physics with a discussion of the behavior of matter in bulk, leading to simple harmonic motion and waves, electricity and magnetism and their application in electric circuits, and the behavior of light, emphasizing optical applications. Students may receive credit for only one introductory sequence: PHYS 110-120 or PHYS 210-220. Lab required.

* PHYS 121 College Physics II Lab 1 cr. Prerequisites: PHYS 110 and PHYS 111. Complements the lecture in PHYS 120 with emphasis on electricity, magnetism, and thermodynamics.
* PHYS 201 Introduction to Astronomy 3 cr.
Surveys the historical highlights and traditional topics in classical and modern astronomy, such as the solar system, sun, planets, galaxies, and the universe. Exotic objects such as quasars, pulsars, and black holes will be examined. Recent discoveries, modern evolutionary theories, and current unsolved problems will be discussed.

PHYS 202 Special Topics in Astronomy 3 cr.
Prerequisite: PHYS 201.
Provides the opportunity for students who have completed the survey course to explore a number of special topics in depth. These may include the Big Bang and alternate cosmologies, the dark matter problem, the galaxy formation problem, the dark sky paradox, supernovae, black holes, and/or other topics of current interest.

* PHYS 203 Introduction to Astronomy Lab 1 cr.
Corequisite: PHYS 201
Introduces students to the night sky. Illustrates the difference between real and apparent motions in the heavens. Develops useful observational techniques and an appreciation by the student of the broad range of phenomena in the Universe.

PHYS/EE 206 Circuits I 4 cr. (Lec. 3/Lab 1 – Lab required) Prerequisite: M 172. Corequisites: PHYS 220 & 221.
Introduces students to circuit analysis including Ohm’s and Kirchhoff’s Laws; nodal and mesh methods; network theorems; resistors, capacitors, inductors, independent and dependent sources, and diodes; ideal OP-AMP and transistor circuits; R-L, R-C, and R-L-C responses; complex frequency and phasors; and steady-state AC circuits. This course is offered online with only the lab portion at MSU Billings.

PHYS 210 University Physics I 3 cr. Prerequisite: M 171. Corequisite: PHYS 211.
Presents a calculus-based treatment of introductory physics. This first semester of a two-semester sequence will cover vector analysis as it applies to kinematics (motion in three-dimensions) and to Newton’s laws of motion. Conservation laws will be discussed as an aid to understanding motion. Simple harmonic motion and wave motion will also be covered. Students may receive credit for only one introductory sequence: PHYS 110-120 or PHYS 210-220.

PHYS 211 University Physics I Lab 1 cr.
Laboratory to complement the lecture in PHYS 210.

PHYS 220 University Physics II 3 cr. Prerequisite: M 171, PHYS 210, PHYS 211. Corequisite: PHYS 221.
Continues the curricula of PHYS 210. The calculus-based treatment of physics will continue with a discussion of the behavior of matter in bulk, leading to thermodynamics, electricity and magnetism and their application in electric circuits, and the behavior of light emphasizing optical applications. Students may receive credit for only one introductory sequence: PHYS 110-120 or PHYS 210-220. Lab required.

PHYS 221 University Physics II Lab 1 cr.
Corequisite: PHYS 220.
Laboratory to complement the lecture in PHYS 220.

PHYS 230 Modern Physics 3 cr. Prerequisite: PHYS 220.
Continues the curricula of PHYS 220. Presents the fundamentals of Twentieth century physics—relativity and quantum mechanics—with an emphasis on developing the mathematical tools necessary for analyzing probabilities and waves.

PHYS 231 Modern Physics Lab 1 cr. Prerequisite: PHYS 220. Corequisite: PHYS 230.
Presents laboratory exercises to complement the lecture in PHYS 230.

PHYS 240 Electronics Instrumentation 4 cr. (Lec. 3; Lab 1).
Presents the basics of circuit design and analysis to develop an understanding of the behavior of electric circuits. The remainder of the course will be devoted to the use of integrated circuit chips in the construction of filters, amplifiers and logic circuits. Lab required.

PHYS 350 Advanced Topics I 3 cr. Prerequisite: PHYS 230.
Designed to serve the needs of students who are interested in continued study in physics beyond the introductory level. The course will be devoted to an in-depth study of one of the following topics: electricity and magnetism, classical mechanics, or quantum mechanics.

PHYS 350 in the area to be continued.
Continues a topic covered in PHYS 350. The follow-up for electricity and magnetism will be electromagnetic wave theory; for classical mechanics will be fluid dynamics; for quantum mechanics will be further analysis of more complicated atomic systems and a study of Dirac’s matrix representation of the Schrodinger equation.

PHYS 491 Independent Study V 1-4 cr.
Prerequisites: consent of instructor and department chairperson.
Designed to provide the student with the opportunity to study any special aspect of physics which is not offered directly as a course.
PHYS 492 Seminar V 1-3 cr. Prerequisites: major or minor in one of the natural sciences and consent of instructor. Provides advanced students an opportunity to investigate intensively topics pertinent to the field of Physics.

PHYS 493 Workshop V 1-4 cr. Prerequisite: consent of instructor. Provides an opportunity for experimental study in an area of Physics.

**Political Science**

LA 836, (406) 657–2311

* PSCI 210 Introduction to American Government [formerly POLS 212 United States Government] 3 cr. Covers the American Political System relative to central government and institutions. Attention is given to concepts, organizations and functions with emphasis on the political, governmental and democratic processes and problems, including the role of individual and group relationships. Provides a perspective and background for further study in Political Science.

PSCI 215 Introduction to Political Parties & Elections [formerly POLS 214 Political Parties and Elections] 3 cr. Focuses on the concepts, organization and processes of political parties and elections. Emphasis is given to politics, values and human interaction in democracy and to the roles and influences of political parties and elections in the political and governmental processes.

PSCI 218 Introduction to American Presidency [formerly POLS 217 The Presidency] 3 cr. Examines the historical foundations of the office, analyzes the powers and prerogatives of the presidency, studies the selection process of office seekers, and explores the relationship of the office to other institutions in the U.S. political system.

* PSCI 220 Introduction to Comparative Government [formerly POLS 200 Introduction to Comparative Government] 3 cr. Introduces the ideas behind the democratic and non-democratic forms of political life in the modern world; investigates the changing nature of the role of government through systematic and comparative study of political structures, functions, behavior and changes; and provides a background for the pursuance of more specialized study in the various fields of Political Science.

* PSCI 230 Introduction to International Relations [formerly POLS 221 International Relations] 3 cr. Considers the nature of relations among nations, various dimensions of international politics and the nature of political challenges occasioned by the changing milieu in which international affairs are conducted.

PSCI 240 Introduction to Public Administration [formerly POLS 213 Introduction to Public Administration] 3 cr. Studies the basic principles and theory of administrative structures, organizations, leadership, fiscal management, personnel, and policy-making in the modern state.

PSCI 260 Introduction to State and Local Government [formerly POLS 215 American State and Local Government] 3 cr. Prerequisite: PSCI 210 or consent of instructor. Considers the functions, organization and problems of American state governments and the local subdivisions—counties and municipalities—and examines state-federal and state-local relations. This class is a prerequisite for those students interested in applying for a Montana legislative internship.

PSCI 294 Seminar/Workshop [formerly POLS 292 Seminar] V 1-3 cr. Provides freshmen and sophomores an opportunity to investigate intensively topics pertinent to the field of Political Science.

PSCI 294 Seminar/Workshop [formerly POLS 293 Workshop] V 1-6 cr. Provides freshmen and sophomores an opportunity for experimental study in an area of Political Science.

PSCI 298 Internship/Cooperative Education [formerly POLS 296 Cooperative Education/Internship] V 1-9 cr. Provides university credit for a sophomore work experience in the area of Political Science, supervised by faculty. Learning agreement must be completed prior to registration (restricted).

PSCI 333 Comparative Government [formerly POLS 333 Comparative Government] 3 cr. Prerequisite: PSCI 220 or consent of instructor. Relates the comparative study of international relations. Explores comparatively the nature of distinctly different political systems by focusing upon the governments of Britain, France, and Germany.
PSCI 335 American Foreign Policy  
[formerly POLS 322 United States Foreign Policy]  
(WR) 3 cr. Prerequisites: PSCI 220 and PSCI 210, or consent of instructor. Traces the development of United States foreign policy and foreign policy institutions with emphasis on the post-World War II period. Modern foreign policy is analyzed in the context of theoretical and institutional implications. Will also deal with U.S. foreign policy towards specific areas of the world.

PSCI 342 Media, Public Opinion, Polling  
[formerly POLS 350 Public Opinion and Polling]  
(WR) 3 cr. Provides historical background material on public opinion and polling, as well as address major contemporary issues faced by those who measure public opinion. The students enrolled in this course will develop a survey questionnaire and employ MSU Billings’ CATI (Computer Assisted Telephone Interviewing) Laboratory to conduct a random sample statewide telephone survey and write a paper based upon the polling’s results.

PSCI 347 United States Congress  
[formerly POLS 347 Legislative Process]  
3 cr. Prerequisite: PSCI 210. Examines the roles, structures, and procedures of the United States Congress and the Montana Legislature. During legislative election years, special emphasis will be devoted to how members are elected to legislative office.

PSCI 351 Political Philosophy  
[formerly POLS 331 Political Philosophy]  
3 cr. Prerequisite: PSCI 210 or consent of instructor. Surveys political thought from classical times to the present with major emphasis on political thinkers and theories; analyzes their significance to democratic and non-democratic values as well as to contemporary political study.

PSCI 365 Public Policy Issues and Analysis  
[formerly POLS 321 Public Policy]  
3 cr. Prerequisite: PSCI 210. Traces the public policy process from problem perception and definition through program termination and the feedback loop. Explores contemporary policy agendas of the Federal Government and the State of Montana.

PSCI 370 Courts and Judicial Politics  
[formerly POLS 310 Judicial Process]  
3 cr. Prerequisite: PSCI 210. Examines the Federal and Montana judicial systems, focusing on the institutions, procedures, and personnel. Presents an introduction to civil and criminal procedures and the legal profession.

PSCI 376/NAMS 314 The Indian and the Law  
[formerly POLS/NAMS 314 The Indian and the Law]  
(WR) 3 cr. Covers the development of federal, state, and tribal statutes dealing with Native Americans; judicial decisions that have significant input on the legal status of Indian tribes and individuals; and federal agency policy which constitutes administrative law for tribes. Discusses the impact of Western European and United States jurisprudence on the history and culture of the Indian.

PSCI 419/NAMS 495 Federal Indian Policy  
[formerly POLS/NAMS 495 Federal Indian Policy]  
3 cr. Prerequisites: NAMS 181 or NAMS 211. Explores the development of the United States' federal Indian policy from colonial times to the present. Follows the evolution of federal Indian policy as a result of tensions between assimilation and separation forces in general and of other legal, political, economic and social forces acting in the United States. Explores how contemporary American Indians fit into the American political system.

PSCI 459/POLS 557 Public Budgeting & Finance  
[formerly POLS 457/557 Public Budgeting & Finance]  
3 cr. Prerequisite: Graduate standing. Focuses on budgeting in the public sector as a tool for financial management and the implementation of fiscal and programmatic policy, with emphasis on the political context. Graduate students will be expected to read substantially more in the public administration literature, to produce more in-depth research in their term papers, and to make at least one, possibly two, classroom presentations.

PSCI 464/POLS 562 Local Government Administration  
[formerly POLS 462/562 Local Government Administration]  
3 cr. Prerequisite: Graduate standing. Focuses on contemporary issues affecting small towns and counties. Discussed topics include public works departments, economic growth, human resource development, and parks and recreation.

PSCI 469/POLS 560 Ethics and Public Policy  
[formerly POLS 460/560 Ethics and Public Policy]  
3 cr. Prerequisite: Graduate standing. Explores ethics and selected issues in public service and policy making through theoretical and case study approaches. Emphasis on the relation of continuing issues and problem areas to individual careers in policy making and administrative decision making. Graduate students will be expected to read substantially more in the public
administration literature, to produce more in-depth research in their term papers, and to make at least one, possibly two, classroom presentations.

PSCI 472/HSTA 480 Constitutional Law: Civil Liberties
[formerly POLS/HIST 423 Constitutional Law: Civil Liberties]
3 cr. Prerequisite: HSTA 101 or PSCI 210.
Examines major Supreme Court decisions in the field of individual rights. Provides an overview of civil liberties decisions with emphasis on the recent past, or may consider specific constitutional issues (i.e., church and state, freedom of speech and press, the death penalty) over the course of American history.

PSCI 473/HSTA 481 Constitutional Law: Powers and Structures
[formerly POLS/HIST 427 Constitutional Law: Powers and Structures]
3 cr. Prerequisite: HSTA 101 or PSCI 210.
Introduces the evolution and structure of the United States constitutional system, focusing on the federal relationship, the separation of powers, and the judicial review, relying primarily upon the case method of analysis.

PSCI 491/POLS 580 Special Topics
[formerly POLS 480/580 Special Topics]
3 cr. Prerequisite: Consent of instructor. Provides Masters of Public Administration students an opportunity for them to investigate contemporary topics related to the field. Staffing needs will largely involve local practitioners in government and not-for-profit organizations. The course will be offered on an irregular basis.

PSCI 492 Independent Study
[formerly POLS 491 Independent Study]
V 1-5 cr. Prerequisites: consent of instructor and chairperson of department. Provides outstanding students an individual opportunity to explore material not covered by regular Political Science courses.

PSCI 494 Seminar/Workshop
[formerly POLS 492 Seminar]
V 1-3 cr. Provides advanced students an opportunity to investigate intensively topics pertinent to the field of Political Science.

PSCI 494 Seminar/Workshop
[formerly POLS 493 Workshop]
V 1-6 cr. Provides an opportunity for experimental study in the area of Political Science.

PSCI 498 Internship/Cooperative Education
[formerly POLS 490 Political Science Internship]
V 1-12 cr. Prerequisites: PSCI 260, or consent of instructor and consent of chairperson of department. Provides outstanding students an individual opportunity to explore material not covered by regular Political Science courses. Students will be working directly for elected or appointed officials and/or various types of political groups. No more than 6 hours may be counted toward a Political Science minor.

PSCI 498 Internship/Cooperative Education
[formerly POLS 496 Cooperative Education/Internship]
V 1-9 cr. Provides university credit for a work experience in the area of Political Science supervised by faculty. Learning agreement must be completed prior to registration (restricted).

Graduate Level Courses
The following are graduate level courses. Please refer to the Graduate Catalog for the course descriptions.
PSCI 472/POLS 523 Constitutional Law: Civil Liberties 3 cr.
PSCI 464/POLS 562 Local Government Administration 3 cr.
POLS 551 Research Methods 3 cr.
POLS 554 Foundations of Public Administration 3 cr.
POLS 555 Human Resource Management 3 cr.
PSCI 459/POLS 557 Public Budgeting & Finance 3 cr.
POLS 558 Public Organization Dynamics 3 cr.
POLS 559 Program Evaluation and Policy Analysis 3 cr.
PSCI 469/POLS 560 Ethics and Public Policy 3 cr.
POLS 574 Applied Research Project 3 cr.
POLS 576 Internship V 1-9 cr.
PSCI 491/POLS 580 Special Topics 3 cr.
Professional Studies
Downtown, 208 N. Broadway
(406) 896-5890

PSLL 120 Create your Best Career 1 cr. Provides an opportunity for those who seek individualized career exploration or development. This will include constructing resume and cover letters, memos and reports, and email correspondence. Students will learn effective job search strategies, how to interview and present a professional image, and how to balance career and personal life.

Physical Science
SCI 110, (406) 657-2341

* PSSC 101 The Physical World Around Us (TN) 3 cr. Prerequisite: M 095. Corequisite: PSSC 102. Introduces students to the fundamental ideas of Chemistry, Physics and Earth Science and their roles in our understanding of the world, and explores the impact of each on our society. Emphasizes conceptual rather than mathematical treatment; however, basic algebra skills are required. Lab required.

* PSSC 102 The Physical World Around Us Lab (TN) 1 cr. Enhances the lecture material of PSSC 101 through the usage of experiential activities.

Psychology
LA 525, (406) 657-2242

* PSYX 100 Introduction to Psychology [formerly PSYC 101 General Psychology] 3 cr. Presents an overview of the psychological functioning of the individual, including such topics as the biological bases of behavior, learning, cognition, motivation, developmental and social processes, psychological disorders and their treatment.

PSYX 222 Psychological Statistics [formerly PSYC 205 Research Analysis in Psychology] (TN) 3 cr. Prerequisites: PSYX 100 and STAT 141. Introduces the principles of psychological research and their applications to the analysis and statistical interpretation of experimental data.

PSYX 223 Research Design and Analysis I [formerly PSYC 206 Research Design in Psychology] (TN) 3 cr. Prerequisite: PSYX 100. Provides an opportunity for the student to learn about design, control, and measurement techniques through actual construction and implementation of a research plan. Includes laboratory exercises related to topics discussed. Lab required.

PSYX 224 Research Design and Analysis I Lab (TN) 1 cr.

* PSYX 231 Human Relations [formerly PSYC 271 Human Relations] 3 cr. Considers the psychological nature of interpersonal relationships, including nonverbal communication, defensiveness, anger, empathy, feedback, listening, and conflict; uses role-playing to practice improving relationships.

PSYX 294 Seminar/Workshop [formerly PSYC 292 Seminar] 3 cr. Provides students an opportunity to investigate intensively special topics in Psychology.

PSYX 298 Cooperative Education/Internship [formerly PSYC 296 Cooperative Education/Internship] V 1-8 cr. Provides an opportunity for experimental study in an area of Psychology.

PSYX 320 Research Methods III [formerly PSYC 428 Statistics for Psychology] (TN) 2 cr. Prerequisite: PSYX 222. Enables the student to conduct more advanced statistical analyses of the results of psychological research, through the use of both descriptive statistics, including measures of central tendency, dispersion, skewness, kurtosis, and correlation, and inferential statistics, including parametric statistics, such as the analysis of variance and nonparametric statistics. Lab required.

PSYX 321 Research Methods III Lab 1 cr.

PSYX 330 Developmental Psychology [formerly PSYC 380 Developmental Psychology] 3 cr. Prerequisite: PSYX 100. Explores prenatal development and physical, linguistic, cognitive, and social/emotional development from infancy through adolescence.
PSYX 332 Adult Psychology  
[formerly PSYC 382 Adult Psychology]  
3 cr. Prerequisite: PSYX 100. Considers development through adulthood. Traces the individual’s emotional, cognitive, social and physical adjustment.

PSYX 333 Psychology of Aging  
[formerly PSYC 383 The Psychology of Aging]  
3 cr. Prerequisite: PSYX 100. Considers the various aspects of the aging process as they relate to the psychological functioning of people in later life. Theories, data, and applications are considered as they relate to the well being of older people.

PSYX 333/A&SC 309 Psychology of Gender  
[formerly PSYC/A&SC 309 Psychology of Gender Differences]  
3 cr. Prerequisite: PSYX 100. Explores the factors that influence the development of differences in cognitive and social/emotional functioning between males and females and the effects of those differences on psychological functioning.

PSYX 340 Abnormal Psychology  
[formerly PSYC 470 Abnormal Psychology]  
3 cr. Prerequisite: PSYX 100. Covers the various categories of mental disorders, as classified in the Diagnostic and Statistical Manual of Mental Disorders. For each disorder, information about features, causes, and treatments is examined.

PSYX 350 Physiological Psychology  
[formerly PSYC 338 Physiological Psychology]  
(TN) 3 cr. Prerequisite: PSYX 100 and PSYX 370. Presents the physiological basis of human and animal behavior. Primarily concerned with the structure and function of the central nervous system as it relates to the behavior of organisms. Laboratory will concentrate on the neuroanatomy of the brain and demonstrations of techniques used in the discipline. Lab required.

PSYX 351 Physiological Psychology Lab 1 cr.

PSYX 352 Comparative Psychology  
[formerly PSYC 336 Comparative Psychology]  
3 cr. Prerequisite: PSYX 100. Explores the diversity of behavior among different species. Examines research dealing with early experience, courtship, reproduction, conflict, aggression, communication and specialized adaptations which permit the survival of a species in its environment. Includes laboratory exercises related to topics discussed in class, including the collection, analysis, and presentation of observational data in various animal species. Explores many settings such as field, laboratory, and zoological. Lab required.

PSYX 353 Comparative Psychology Lab 1 cr.

PSYX 354 Sensation & Perception  
[formerly PSYC 316 Sensation and Perception]  
(TN) 3 cr. Prerequisites: PSYX 100, PSYX 222 and PSYX 223. Covers the psychological and physiological aspects of sensory and perceptual experience in humans. Explores the historical and scientific backgrounds of sensation and perception. Laboratory exercises demonstrate psychophysics, measures of perceptual phenomena and sensory physiology. Lab required.

PSYX 355 Sensation & Perception Lab 1 cr.

PSYX 360/SOCI 382 Social Psychology  
[formerly PSYC/SOCL 471 Social Psychology]  
3 cr. Prerequisites: PSYX 100 or consent of instructor. Studies how the thought, feeling, and behavior of individuals are influenced by the actual, implied, or imagined presence of others. Emphasis is given to the symbolic interactionist perspective and the relationship between culture and cognitive processes.

PSYX 365 Psychology of Business  
[formerly PSYC 345 Psychology of Business]  
3 cr. Prerequisite: PSYX 100. Deals with problems and theories of selection and placement, motivation, training and supervision.

PSYX 370 Psychology of Learning  
[formerly PSYC 314 Learning and Motivation]  
(TN) 3 cr. Prerequisite: PSYX 100. Explores the facts and principles of learning, motivation and memory. Covers the historical and theoretical background of learning, motivation and memory. Laboratory exercises demonstrate learning, motivation and memory processes. Lab required.

PSYX 371 Psychology of Learning Lab 1 cr.

PSYX 378 Introduction to Clinical Psychology  
[formerly PSYC 476 Introduction to Clinical Psychology]  
3 cr. Prerequisite: PSYX 100. Surveys the major approaches to psychotherapy, with emphasis on theoretical foundations. Also addresses the issues of treatment efficacy, common factors, eclecticism, and current controversies.

PSYX 380 Memory & Cognition  
[formerly PSYC 317 Cognitive Processes]  
(TN) 3 cr. Prerequisites: PSYX 100, PSYX 222 and PSYX 223. Considers such topics as language and thought, attention, visual information processing, and
short term and long term memory. Laboratory replicates and extends classical experiences in the field. Lab required.

**PSYX 381 Memory & Cognition Lab 1 cr.**

**PSYX 382 Forensic Psychology**
[formerly PSYC 350 Forensic Psychology]
3 cr. Prerequisite: PSYX 100 or consent of instructor. Applies psychology to the legal system. Topics include jury selection and decision-making, memory as evidence, eyewitness testimony, psychological assessment and the insanity defense, and psychological profiling of criminal behavior.

**PSYX 387/NAMS 385 American Indian Psychology**
[formerly PSYC/NAMS 385 Native American Psychology]
3 cr. Prerequisite: PSYX 100 or consent of instructor. Considers the values, feelings, and behavior of Native Americans today with an emphasis on becoming aware of the many psychological factors influencing their reactions to themselves and society.

**PSYX 385 Psychology of Personality**
[formerly PSYC 460 Theories of Personality]
(WR) 3 cr. Prerequisite: PSYX 100 or consent of instructor. Surveys the major theories of personality, with secondary attention to the lives of the theorists who formulated them.

**PSYX 395 Field Work**
[formerly PSYC 396 Field Work]
3 cr. R-6. Prerequisites: Junior standing with 2.50 GPA and consent of instructor. Provides the student an opportunity to apply academic study to actual work experiences. Offers added meaning to theories and principles learned in class as provided by concrete application on supervised and selected work assignments. Includes weekly case conference with instructor.

**PSYX 400 History & Systems in Psychology**
[formerly PSYC 401 History and Systems of Psychology]
3 cr. Prerequisite: PSYX 100. Covers the historical development of psychology and studies the development and the content of the major systems and ideas.

**PSYX 410 Cognitive Learning Theories**
[formerly PSYC 410 Cognitive Learning Theories]
3 cr. Prerequisites: PSYX 100 and PSYX 370, or consent of instructor. Studies the thought processes that underlie learning. Focusses on unseen mental events (such as thinking and memory) that occur during the learning process. Animals and humans use such processes to develop expectancies concerning behavior and its relationship to external events.

**PSYX 461 Industrial & Organizational Psychology**
[formerly PSYC 445 Industrial/Organizational Psychology]
3 cr. Prerequisite: PSYX 100 or consent of instructor. Introduces students to the field of Industrial/Organizational Psychology. Surveys research and practice of psychological principles to a work setting.

**PSYX 470 Psychological Testing**
[formerly PSYC 450 Psychological Testing]
(TN) 3 cr. Prerequisites: PSYX 100 and PSYX 222, or equivalent. Examines the conceptual foundations of psychological testing and surveys representative tests and measurement instruments.

**PSYX 480 Cognitive Development**
[formerly PSYC 480 Cognitive Development]
3 cr. Prerequisites: PSYX 100 and PSYX 330. Examines the development of cognition, including logical thinking, language, memory, and concept formation from infancy through adolescence. Emphasis is placed on a critical examination of Piaget’s theory of cognitive development. Lab required.

**PSYX 482/ENGL 318 Psycholinguistics**
[formerly PSYC/ENGL 318 Psycholinguistics]
3 cr. Prerequisite: ENGL 213. Explores the relationship between the human brain and language, including brain anatomy, first and second language acquisition, abnormal language acquisition and functions, and mental language processes.

**PSYX 492 Independent Study**
[formerly PSYC 491 Independent Study]
V 1–4 cr. Prerequisites: enrollment in a major or minor program in Psychology and consent of the department chairperson. Provides outstanding students an individual opportunity to investigate material not covered by regular Psychology courses.

**PSYX 494 Seminar/Workshop**
[formerly PSYC 485 Senior Seminar]
3 cr. Prerequisites: PSYX 400 and senior status in Psychology. Provides a terminal integration of the undergraduate course of study through an in-depth examination of seminal topics in Psychology.
PSYX 494 Seminar/Workshop
[formerly PSYC 492 Seminar]  
V 1-3 cr. Provides advanced students an opportunity to investigate intensively topics pertinent to the field of Psychology.

PSYX 494 Seminar/Workshop
[formerly PSYC 493 Workshop]  
V 1-8 cr. Provides an opportunity for study in an area of Psychology.

PSYX 495 Practicum  
[formerly PSYC 490 Practicum]  
V 1-3 cr. R-6. Prerequisites: Psychology major, Junior or Senior standing and consent of department chairperson. Provides opportunity of direct use of psychological knowledge in an academic setting. A student may be enrolled in only one practicum during a given semester. If repeated, the second practicum must relate to services in a different course or serve a different function within the same course.

PSYX 498 Cooperative Education/Internship  
[formerly PSYC 496 Cooperative Education/Internship]  
V 1-6 cr. Provides university credits for a work experience in the area of Psychology supervised by faculty. Learning agreement must be completed prior to registration (restricted).

PSYX 499 Senior Thesis  
[formerly PSYC 499 Senior Thesis]  
(WR) 3 cr. Prerequisite: Senior level standing in Psychology. Offered ONLY Online. Guides students through the process of carrying out a thesis project, including conducting a literature review, designing a study, collecting data, statistical analysis, writing a report, and making an oral presentation.

Graduate Level Courses  
The following are graduate level courses. Please refer to the Graduate Catalog for the course descriptions.

PSYC 505 Clinical Research Methods 3 cr.
PSYC 510 Advanced Social Psychology 3 cr.
PSYC 515 Psychopathology 3 cr.
PSYC 520 Human Neuropsychology 3 cr.
PSYC 525 Psychological Assessment of Cognitive Abilities 3 cr.
PSYC 527 Psychological Assessment of Clinical Disorders 3 cr.
PSYC 530 Psychopharmacology 3 cr.
PSYC 535 Techniques of Psychotherapy 3 cr.
PSYC 537 Psychotherapy Outcomes 3 cr.
PSYC 540 Theories of Psychotherapy 3 cr.

PSYC 541 Graduate Statistics for Behavioral Sciences 3 cr.
PSYC 545 Stress and Health 3 cr.
PSYC 550 Childhood Psychopathology 3 cr.
PSYC 555 Psychology of Religion 3 cr.
PSYC 590 Internship V cr.
PSYC 591 Independent Study V 1-5 cr.
PSYC 592 Seminar 3 cr.
PSYC 593 Workshop V 1-8 cr.
PSYC 596 Cooperative Education/Internship V 1-9 cr.

Reading

COE 261, (406) 657-2315  
The College of Education has designed its professional preparation programs to include a series of sequentially arranged field-based experiences. Depending on the degree option, these field-based experiences may be referred to as internships, practica, clinics, or supervised field experiences. Each field-based course requires, as a minimum, 45 contact hours per semester credit hour. Some programs, due to national or state accreditation requirements or Departmental policy, may require additional contact hours beyond the minimum requirement. Students should clarify requirements with their faculty advisor prior to registration.

RD 101 Reading Improvement for College Students  
3 cr. Provides instruction and practice in applying active reading strategies, improving comprehension in content areas, demonstrating critical thinking skills in responding to individual content area reading assignments, and increasing vocabulary to improve academic success. RD 101 prepares students for the demands of college-level reading. Course earns academic credit but does not count toward Academic Foundations, a degree, or certification.

RD 102 Reading and Study Skills  
2 cr. Emphasizes the skills needed for effective studying. Designed to help college students with note taking skills, preparing for class discussions, efficient textbook reading and use of reference materials.
RD 288 Foundations of Reading 3 cr. **Prerequisite:** Admission to AA Program of Study in Education. Introduces essential background related to reading, develops understanding of features and functions of print, presents materials for building mastery of reading subskills and examines common instructional practices. Areas covered include emergent reading, reading programs, reading processes, word attack strategies, vocabulary development, phonics and phonemic awareness, comprehension, and fluency.

RD 290 Internship V 3-8 cr. Provides freshmen and sophomores with an experience in an appointment as an assistant in some area of the school program under supervision. In-field contact time is 45 hours per semester credit. Field placements are arranged through the Office of Licensure, Standards and Clinical Practice.

RD 291 Independent Study V 1-5 cr. **Prerequisites:** consent of instructor and department chairperson. Provides an opportunity for freshman and sophomore students to explore material not covered by the regular college courses under supervision and approved by the Department Chairperson.

RD 292 Seminar 3 cr. Provides students an opportunity to investigate intensively topics pertinent to the field of Reading Education.

RD 293 Workshop V 1-8 cr. Provides an opportunity for students of superior academic standing to explore material not covered by the regular college courses.

RD 310 Reading and Writing Across the Curriculum 3 cr. **Prerequisite:** Admission to Teacher Education program or consent of department chairperson. Introduces pre-service teachers to basic concepts about reading and writing to learn, provides strategies for making content area text more accessible to readers, includes techniques for assessment of text difficulty and student competence in reading content text, and examines designs for approaching content area study using reading and writing as tools for the development of content subject concepts.

RD/EC 335 Cognitive and Language Development in Young Children 3 cr. (Lec 2; Clinic 1) **Prerequisite:** EC 210. Focuses on current theory and practice related to understanding and enhancing the young child’s cognitive and language development. Provides the student with opportunities to apply child development and learning theory to assessment, curriculum, and interaction patterns with young children. A field experience is integrated into the course experience and assignments.

RD 401 Reflective Practices in Teaching Reading 4 cr. **Prerequisite:** EDCI 301. Introduces students to visual cueing systems in print, to models of text processing and the reading process. Discusses phonemic awareness, elements of balanced literacy, reading programs and approaches and inquiry methodology. Provides students with a grounding in phonemic awareness, emergent literacy, evaluation and assessment, and reading/writing applications for subject matter content.

RD 412/512 Emergent Literacy 3 cr. **Prerequisite:** EDCI 301 or consent of instructor. Provides a view of the stages of literacy development including areas of language, writing, perception, behavior and cognitive development. Curriculum and instruction analyses are related to various stages of literacy development. Contains a field experience with children, relating theory to practice.

RD 413/513 Developing Student Writing 3 cr. Provides students with a view of the writing process, methods for engaging children in writing activity in the classroom, assessments of and interventions into the writing efforts of children, and understanding of writing-reading connections consistent with current practices in reading education.

RD 414 Teaching Reading K-3 3 cr. **Prerequisites:** EDCI 301/RD 401. Introduces students to developmentally appropriate methods for teaching and assessing reading and literacy in early elementary classrooms. This course will focus on the instruction of Reading in the primary grades (K-3) as reflected in best practices and current research.

RD 415 Theories in Reading 3 cr. **Prerequisite:** RD 310 or teaching experience. Acquaints the student with a variety of theories of reading and writing instruction. Designed to extend the theoretical understanding of literacy development.

RD 417 Diagnostic Teaching of Reading 3 cr. **Prerequisite:** RD 401 or RD 310; admission to Teacher Education or consent of instructor. Focuses on the literacy development of children experiencing difficulty with classroom reading/writing instruction. Effective teaching strategies are studied and applied. Contains a field experience with children, tying theory to practice.
RD 418 Development of Literacies in Multicultural/Multilingual Communities 3 cr. Provides theoretical background and practical experience in approaching literacy acquisition and development in multilingual and multicultural communities. Offers consideration of the nature of literacy itself vis-à-vis linguistic, cultural, socioeconomic, gender, racial, ethnic and intellectual diversities.

RD 419 Reading Round Table V 1-3 cr. Provides students with literature study routines and materials for nine juvenile/young adult trade books; discussion and engagement focuses on one title at a time using a literature workshop method. Examination of reading practices which employ trade books in middle and secondary schools is included.

RD 427 Literacy Development in Middle and Secondary Schools 3 cr. Prerequisite: Admission to Teacher Education program or consent of instructor. Provides the reading specialist and 5-12 certification preservice teachers with a view of literacy development consistent with the abilities, interests and needs of upper grade and secondary students. Offers instructional practices in reading/writing appropriate to and supportive of middle and secondary curricula.

RD 431 Storytelling 3 cr. Provides students with background in the nature of oral narrative, offers developmental experience for the novice teller, and ties storytelling and practices in oral narrative in general to language acquisition and development.

RD 490 Internship V 4-8 cr. Prerequisites: completion of student teaching or approved equivalent experience. Provides a classroom, tutoring, mentoring or other appropriate educational assignment related to teaching the English/Language Arts, with emphases on: reading/writing development, uses of literature with children, curriculum construction, integration of language processes in instruction, etc. Infield contact time is 45 hours per semester credit. Field placements are arranged through the Office of Licensure, Standards and Clinical Practice.

RD 491 Independent Study V 1-5 cr. Provides an opportunity for students of superior academic standing to explore material not covered by the regular college courses.

RD 492 Seminar V 1-8 cr. Investigates intensively topics pertinent to the area of Reading Education.

RD 493 Workshop V 1-8 cr. Provides an opportunity for experimental study in an area of Reading Education.

RD 494 Clinic V 1-8 cr. Selected practice opportunities allow students to explore and develop reading/writing applications in one-on-one settings. Reflective teaching capacities emerge through direct observation, assessment and responsibility for instructional design.

Graduate Level Courses
The following are graduate level courses. Please refer to the Graduate Catalog for the course descriptions.
RD 412/512 Emergent Literacy 3 cr.
RD 413/513 Developing Student Writing 3 cr.
EC/RD/SPED 502 Research in Special Programs 3 cr.
RD 505 Psychological Processes in Reading 3 cr.
RD 509 Language Acquisition 3 cr.
RD 510 Instructional Practices in Literacy Education 3 cr.
RD 517 Diagnostic Aspects of Reading Difficulties 3 cr.
RD 518 Literacy in Rural and Multicultural Settings 3 cr.
RD 519 Reading Round Table V 1-3 cr.
RD 520 Content Area Reading and Writing 3 cr.
RD 521 Teaching Reading 7-12 3 cr.
RD 590 Internship V 1-6 cr.
RD 591 Independent Study V 1-6 cr.
RD 592 Seminar V 1-6 cr.
RD 593 Workshop V 1-6 cr.
RD 594 Clinic V 1-6 cr.
RD 597 Action Research Project and Seminar 3 cr.
RD 599 Thesis 6 cr.
RD/SPED 611 Administration and Supervision of Special Programs 3 cr.

Rehabilitation and Related Services
APS 107, (406) 896–5830
The College of Allied Health Professions has designed its professional preparation programs to include a series of field experiences. Depending on the degree option, these field experiences may be referred to as internships, practica, or supervised field experiences. Each field course requires, as a minimum, 45 contact hours per semester credit hour. Some programs, due to national or state accreditation requirements or Departmental policy, may require additional contact hours beyond the minimum requirement. Students should clarify requirements with the faculty advisor prior to registration.
Students are encouraged to make application 12 weeks prior to the semester in which the field experience is to be completed. Field placements are arranged through the Career Services & Cooperative Education Office, Library 100.

* REHA 201 Introduction to Diversity 3 cr.
Introduces multicultural knowledge, skills, awareness, and attitudes. The course focuses on perspectives for understanding and interacting with diverse groups, and will examine theoretical and research literature concerning cultural characteristics and differences related to disability, gender, race/ethnicity, sexual orientation, religion, geography, advanced aging, and social class. Students will be provided the opportunity to explore scholarly as well as practical resources for interacting with diverse individuals and families.

REHA 215 Psychosocial Aspects of Disability 3 cr.
Provides overall knowledge of psychological and social factors affecting adjustment to disability. Examines the unique characteristics of specific disability groups and their implications for intervention.

REHA 290 Internship V 1-6 cr. Prerequisite: An application for field experience is required with prior approval from the field placement supervisor.
Provides freshmen and sophomores with a supervised field experience in an appropriate setting specifically related to the students' major/minor area. In-field contact time is 45 hours per semester credit.

REHA 291 Independent Study V 1-3 cr.
Provides an experience for students of superior academic standing to explore material not covered by regular college courses.

REHA 292 Seminar V 1-3 cr.
Provides students an opportunity to intensively investigate topics pertinent to the field of Rehabilitation.

REHA 296 Cooperative Education/Internship 3 cr. Prerequisite: Permission of Instructor.
Provides university credit for a sophomore level field experience in the area of Rehabilitation and Related Services supervised by faculty. Learning agreement must be completed prior to registration.

REHA 301 Principles of Counseling and Group Theory 3 cr. Prerequisite: upper division standing.
Develops an understanding of group process, provides an introduction to conducting interviews and skills in the helping process, and emphasizes group membership skills for rehabilitation clients.

REHA 303 Assistive Technology Applications Across the Lifespan 3 cr. Prerequisite: REHA 201.
Examines applications of Assistive Technology (AT) to maintain or increase levels of functioning and independence for individuals across the life span. The spectrum of low to high technology options in several life domain areas for children and adults with disabilities, those with chronic illness, and the aging population will be explored. Assessment, public policy, universal design, and multicultural considerations are also addressed.

REHA/HS 345 Legal, Ethical and Professional Issues in the Human Services 3 cr. Prerequisites: HS 201 or REHA 201.
Presents a review of the current and historical legal decisions which effect client rights and service provisions. Legal and ethical issues of due process and appropriate treatment in the least restrictive settings, the right to treatment and other significant legal ramifications relative to client advocacy and professional responsibility are discussed. Students are exposed to various professional standards in Human Services. Similarly, legal and professional issues such as confidentiality and privileged communication are discussed.

REHA 406 Assessment and Case Conceptualization in Rehabilitation and Human Services 3 cr.
Applies empirical principles to appraisal of client characteristics, needs, and potential. Provides practice with assessment data recording, interpretation, and application to an overall view of a case.

REHA 418 Counseling for Loss and Bereavement 3 cr. Prerequisite: consent of instructor.
Examines the process of adjustment to losses of many different kinds that frequently occur in the lives of consumers serviced by counselors and human service agencies. Course will discuss counseling techniques and strategies to facilitate successful adjustment to loss.

REHA 425 Psychiatric Rehabilitation 3 cr. Prerequisite: upper division standing.
Provides an orientation to the field of psychiatric rehabilitation. Includes historical antecedents, philosophical and traditional connections with the field of rehabilitation counseling, assessment, planning and service delivery methods for those intending to work in rehabilitation focused programs serving persons with psychiatric disabilities.

REHA 453 Case Management and Community Resources 3 cr. Prerequisite: upper division standing.
Covers methods for effectively managing a case and caseload. Areas covered include writing a case history, treatment planning, and writing case notes.
Aids counselors serving consumers, determining appropriate community resources, and making a proper referral.

REHA 458 Community Advocacy for Persons with Disabilities 1 cr. R-3. Provides students with experience in providing advocacy for individuals with disabilities.

REHA 490 Internship: Rehabilitation Agency 6 cr. Prerequisite: upper division standing. Provides a supervised field experience within a Rehabilitation or allied agency setting. An application is required with prior approval needed for registration. In-field contact time is 45 hours per semester credit.

REHA 490 Internship: Community Agency 6 cr. Prerequisite: upper division standing. Provides a supervised field experience within a community agency which provides people services. An application is required with prior approval needed for registration. Infield contact time is 45 hours per semester credit.

REHA 491 Independent Study V 1-3 cr. Provides an experience for students of superior academic standing to explore material not covered by regular college courses.

REHA 492 Seminar V 1-3 cr. Investigates special topics pertinent to the area of Health and Human Services.

REHA 493 Workshop V 1-3 cr. Provides an opportunity for experimental study in an area of Health and Human Services.

REHA 496 Cooperative Education/Internship 3 cr. Prerequisite: Permission of Instructor. Provides university credit for a junior or senior level field experience in the area of Rehabilitation and Related Services supervised by faculty. Learning agreement must be completed prior to registration.

REHA 497 Capstone in Chemical Dependency Rehabilitation 2 cr. Prerequisite: permission of instructor. Reviews competencies and knowledge essential to the field of chemical dependency rehabilitation. Examines current trends and issues in the field as evidenced by periodicals and other literature. Requires integration and synthesis of knowledge and experiences developed through the program. The course will prepare students for the Montana chemical dependency counseling licensure examination.

Graduate Level Courses
The following are graduate level courses. Please refer to the Graduate Catalog for the course descriptions.

REHA 501 Principles of Rehabilitation and Mental Health Counseling 3 cr.
REHA 502 Individual and Family Adjustment to Disability 3 cr.
REHA 503 Psychiatric Rehabilitation 3 cr.
REHA/SCOU 504 Career and Lifestyle Development 3 cr.
REHA/SCOU 505 Theories of Counseling 3 cr.
REHA 507 Ethics in Rehabilitation and Mental Health Counseling 3 cr.
REHA 508 Multicultural and Gender Issues in Counseling 3 cr.
REHA 515 Medical and Psychological Aspects of Disability 3 cr.
REHA/SCOU 520 Group and Individual Evaluation 3 cr.
REHA 521 Advanced Individual and Group Counseling 3 cr.
REHA 525 Vocational Placement and Support 3 cr.
REHA 530 Case Management Principles and Plan Development 3 cr.
REHA 543 Marriage and Family Therapy: Theory and Practice 3 cr.
REHA/SCOU 557 Group Process: Theory and Practice 3 cr.
REHA 590 Internship V 1-6 cr.
REHA 591 Independent Study V 1-6 cr.
REHA 592 Seminar V 1-6 cr.
REHA 593 Workshop V 1-6 cr.
REHA 594 Counseling Practicum 3 cr.
REHA 595 Supervised Clinical Practice II 9 cr.
REHA 596 Cooperative Education/Internship V 3-12 cr.
REHA 597 Capstone in Rehabilitation 1 cr.
REHA 599 Thesis 6 cr.

Sciences
SCI 110, (406) 657–2341

SCI 101 Integrated Sciences I (TN) 3 cr. Prerequisite: M 095. Corequisite: SCIN 102. Introduces the concepts and methodology of science by integrating biology, chemistry, physics and geology to investigate specific relevant topics. In particular, the themes of organization, energy, transformation, and diversity are explored in relation to each scientific discipline. Emphasizes conceptual rather than mathematical treatment; however, basic algebra skills are required. Lab required.
SCIN 102 Integrated Sciences Lab (TN) 0.5 cr.
Corequisite: SCIN 101. Enhances the lecture material of SCIN 101 through experimental activities.

SCIN 103 Integrated Sciences II (TN) 3 cr.
Prerequisite: SCIN 101. Corequisite: SCIN 104. Offered ONLY Online. Continues to apply the concepts and methodology biology, chemistry, geology, and physics to additional topics. Further details of the application of organization, energy, transformation, and diversity are explored.

SCIN 104 Integrated Science Lab II 0.5 cr.
Prerequisite: SCIN 102. Corequisite: SCIN 103. Enhances lecture material of SCIN 103 through experimental activities.

SCIN 201 Special Topics in Science 1 cr.
Prerequisites: SCIN 103 Provides an advanced study of special topics in science. Restricted to non-science majors in the University Honors Program.

SCIN 490 Internship V 1-3 cr. Prerequisites: Elementary Education major or Special Education major; completion of PSSC 101, BIOL 101 or equivalents with grade B or higher and consent of instructor. Provides opportunity of direct use of teaching skills in science areas under a supervised setting in college laboratories and lectures.

SCIN 491 Independent Study V 1-4 cr.
Prerequisites: Completion of PSSC 101, BIOL 101 or equivalents, consent of instructor and consent of department chairperson. Designed to provide the student with the opportunity to study any aspect of integrated sciences which is not offered directly as a course.

SCIN 492 Seminar V 1-3 cr. Prerequisite: Completion of PSSC 101 or equivalent with a grade B or higher. Provides students in elementary education and/or special education an opportunity to investigate science topics pertinent to the teaching of science at the elementary school level.

SCIN 493 Workshop V 1-4 cr. Prerequisites: Completion of PSSC 101, BIOL 101, or equivalents, and consent of instructor. Provides opportunity for experimental and/or library research study in integrated areas of the sciences.

Sociology

LA 836, (406) 657-2311

* SOCI 101 Introduction to Sociology [formerly SOCL 101 Introduction to Sociology]
3 cr. Introduces concepts and principles of sociology. Surveys the discipline’s basic ideas and orientation.

* SOCI 201 Social Problems [formerly SOCL 221 Social Problems]
3 cr. Provides key sociological concepts and theoretical perspectives in the study of social problems. Examines certain selected major U.S. social problems from the perspective of cultural values and social structure. Different possible solutions to the problems will also be explored.

SOCI 221/CRIM 225 Criminal Justice System [formerly SOCL/CRIM 225 Introduction to Crime and Justice]
(TN) 3 cr. Familiarizes students with the phenomena of crime and the formal mechanisms of crime control. Uniform Crime Report and National Crime Survey will be used as the primary crime database for examination. Special attention will be paid to study police, their organization and function, as the first-line agent of crime control.

* SOCI 275/A&SC 250 Gender and Society [formerly SOCL/A&SC 250 Women, Culture and Society]
3 cr. Examines the diversity of women’s experience in society as citizens, creators, and thinkers. The course includes cross-cultural and historical study, but concentrates on the status and roles of women (and men) in contemporary American society.

SOCI 294 Seminar/Workshop [formerly SOCL 292 Seminar]
V 1-3 cr. Provides freshmen and sophomores an opportunity to investigate intensively topics pertinent to the field of Sociology.

SOCI 294 Seminar/Workshop [formerly SOCL 293 Workshop]
V 1-6 cr. Provides freshmen and sophomores an opportunity for experimental study in an area of Sociology.
SOCI 298 Cooperative Education/Internship
[formerly SOCL 296 Cooperative Education/Internship]
V 1-9 cr. Provides university credit for a sophomore work experience in the area of Sociology, supervised by faculty. Learning agreement must be completed prior to registration (restricted).

SOCI 311/CRIM 324 Criminology
[formerly SOCL/CRIM 324 Criminology]
3 cr. Prerequisite: SOCI 221/CRIM 225. Explores the legal aspects of crime by examining the sociological aspects of making of law. Major contemporary theories in crime as well as criminal behavior systems will be discussed.

SOCI 318 Sociological Research Methods
[formerly SOCL 305 Principles and Methods of Social Science Inquiry]
(TN) 3 cr. Prerequisite: SOCI 101. Corequisite: SOCI 319. Using a philosophy of science approach, this course introduces the basic elements of methodologies used in the social sciences. Qualitative as well as quantitative methodologies are both emphasized. Students will be introduced to computer analysis of social science data in this course.

SOCI 319 Sociological Research Methods Lab
[formerly SOCL 306 Principles and Methods of Social Science Inquiry Laboratory]
1 cr. Prerequisite: SOCI 101. Corequisite: SOCI 318. Includes interviewing, written exposition, and computer analysis of social data. Students will work with the computer program SPSS on MSU Billings' computer system.

SOCI 327/CRIM 325 Sociology of Deviance
[formerly SOCL/CRIM 325 Sociology of Deviance]
3 cr. Prerequisite: SOCI 101. Examines deviant behavior in contemporary society. Explores why certain people and types of behaviors come to be defined as deviant. Introduces students to theoretical explanations of deviance.

SOCI 330 Juvenile Delinquency
[formerly SOCL 326 Juvenile Delinquency]
3 cr. Prerequisite: SOCI 221/CRIM 225. Considers the structure and function of the juvenile court system in its relation to the societal definition of delinquent behavior and the young people designated as delinquents. Covers the relationship among delinquency and family, school, peer group and social class. Societal reactions to delinquency in terms of mechanisms of social control are also studied.

SOCI 332 Sociology of the Family
[formerly SOCL 332 Sociology of the Family]
3 cr. Prerequisite: SOCI 351 or consent of instructor. Examines the basic structures and functions and the family, male-female differences, love and sexuality, types of marital relationships and the family and child raising in different cultures. With the work of John Bradshaw the course also examines family systems theory, dysfunctional family paradigm and the relationships between the family of origin and compulsive behavior.

SOCI 344 Sociology of Race and Ethnicity
[formerly SOCL 344 Minority Groups in America]
3 cr. Prerequisite: SOCI 101 or consent of instructor. The first part of the course is devoted to an examination of prejudice and discrimination as characteristics of human societies. The second part of the course examines a number of socially recognized and in some cases, culturally distinct minority groups in the United States with particular attention given to their histories, problems and the degrees to which each, where it applies, has assimilated with the dominant American society.

SOCI 345 Sociology of Organizations
[formerly SOCL 401 Formal Organizations]
3 cr. Prerequisite: SOCI 101. Provides insights into social institutions and formal organizations as the most visible core of social life in human cultures and societies. The concept of bureaucracy as a way of organizing social life in modern times is emphasized.

SOCI 351 Dating & Mate Selection
[formerly SOCL 333 Dating and Mate Selection]
3 cr. Examines the social and historical contexts of dating and mate selection, the role of intimacy, and considers marriage as a process involving both unity and conflict.

SOCI 352 Diseases & Society
[formerly SOCL 352 Diseases and Societies]
3 cr. Examines the interactions between diseases and societies, historically and contemporarily. The course provides a framework for understanding the role diseases have had in shaping society and explores the history of humans’ relationship with diseases and anticipates what the future may be, given current disease outbreaks.

SOCI 355 Social Demography and Population Studies
[formerly SOCL 342 Social Demography and Population Studies]
(TN) 3 cr. Prerequisite: SOCI 101 or consent of instructor. Provides an introduction to the field of
demography. Emphasis is placed on understanding components of population change, and theories and methods of demography.

SOCI 372 Development of a Meaningful Life
(formerly SOCL 372 Development of a Meaningful Life)
(WR) 3 cr. Provides students with the knowledge and tools to evaluate their lives, to determine strengths and weaknesses, successes and failures, and to enact changes which will make their lives more meaningful and successful in their own perception. Students completing the course should have learned a great deal about themselves, how they are similar and different from others, and what they can do to make themselves more what they want to be. In addition, students will have learned the basics of adult development.

SOCI 380 Sociology of Health and Medicine
(formerly SOCL 380 Sociology of Health, Healing and Illness)
3 cr. Prerequisite: SOCI 101 or SOCI 318 or consent of instructor. Considers the application of sociology to the field of health and medicine. Topics include: the relationship between sociology and health/health care; the development of scientific medicine; the influence of the social environment on health and illness; health care practitioners and their relationship with parents and each other; and the health care delivery system.

SOCI 382/PSYX 360 Social Psychology and Social Structure
(formerly SOCL/PSYC 471 Social Psychology)
3 cr. Prerequisite: SOCI 101 or PSYX 100, or consent of instructor. Studies how thoughts, feelings, and behavior of individuals are influenced by the actual, implied, or imagined presence of others. Emphasis is given to the symbolic interactionist perspective and the relationship between culture and cognitive processes.

SOCI/CRIM 423 Sociology of Corrections
(formerly SOCL/CRIM 423 Introduction to Corrections)
4 cr. Prerequisite: SOCI 101. Examines philosophies of punishment and provides an introduction to institutional and community corrections. Topics include prisons, jails, and probation. Field work is a required feature of this course and will consist of field trips to local correctional facilities.

SOCI/CRIM 425 Crime Prevention and Victimology
(formerly SOCL/CRIM 425 Crime Prevention and Victimology)
3 cr. Prerequisite: SOCI 311/CRIM 324 or SOCI 330. Applies theoretical understandings gained in Criminology and Juvenile Delinquency to construct and evaluate programs in crime prevention. The primary objective is to familiarize students with major prevention strategies, both criminalization (becoming a criminal) and victimization (becoming a victim), as well as certain operational mechanisms.

SOCI 431 Sociology of Gender Roles
(formerly SOCL 431 Sociology of Gender Roles)
3 cr. (It is desirable if students enroll in SOCL 431 after taking SOCI 351 and before enrolling in SOCI 432.) Covers the fundamental importance of gender roles as a structural component of social interaction, social structure, and social organization in the face of shifting role responsibilities.

SOCI 432 Human Sexual Behavior
(formerly SOCL 432 Human Sexual Behavior)
3 cr. Prerequisites: Consent of instructor. Explores human sexual behavior on a continuum ranging from normal to deviant. The structure of the course permits opportunity for both subjective and objective analyses of a variety of ways in which human sexuality is expressed.

SOCI 435 Law and Society
(formerly SOCL 465 Sociology of Law)
3 cr. Prerequisite: SOCI 101 or PSCI 220 or instructor consent. Examines the relationship between the approaches by informal (cultural) and formal (legal) social institutions in attempting to define, organize, and ultimately to legitimately control human behavior in multicultural, historical, institutional, and constitutional contexts. The dichotomy of social justice and inequality is of special concern, along with examining the social impact (or lack thereof) of different socially and/or legally-based institutional attempts at social change implementation.

SOCI 448 Sport and Society
(formerly SOCL 470 Sport and Society)
3 cr. Employs sociology as a means to understand and analyze social issues related to sports. Addresses both the positive and negative features of sport in society today, examines the current popularity of sports, the benefits they provide, and the problems they may pose. Discusses how participation in sports can teach cultural values, encourage socially appropriate behavior, and foster community spirit and looks at how particular social problems such as economic inequality, sexism, and racism are handled with sport.

SOCI 455 Classical Sociological Theory
(formerly SOCL 481 History of Sociological Thought)
3 cr. Prerequisite: SOCI 318 or consent of
instructor. Presents the development of the ideas of the science and the formalization and changes in different theories advanced.

SOCL 461 Urban Society and Human Ecology  
[formerly SOCL 461 Urban Sociology and Human Ecology]  
4 cr. Prerequisite: consent of instructor. Introduces basic concepts of human ecology and focuses on basic patterns of social life in urban areas and their effect on the society and culture which can be expressed by the individual. The urban area is presented in its communal, ecological and morphological aspects including planning for the future.

SOCL 470 Environmental Sociology  
[formerly SOCL 442 Environmental Sociology]  
3 cr. Takes a holistic and systemic approach, applying sociological perspectives to environmental issues. Emphasis on ecological, social-cultural, political-economic, and demographic interactions with the environment.

SOCL 482 Contemporary Sociological Theory  
[formerly SOCL 482 Contemporary Sociological Theory and Theory Construction]  
3 cr. Prerequisites: SOCL 455 or consent of instructor. Examines the concepts and theories of recent and contemporary sociologists from 1940 to the present and the current emphasis for sociologists to bring together theory and empirical research at a level where there can be immediate, practical and needed results from their work.

SOCL 492 Independent Study  
[formerly SOCL 491 Independent Study]  
V 1-5 cr. Prerequisites: consent of instructor and chairperson of department. Provides outstanding students an individual opportunity to explore material not covered by regular Sociology courses.

SOCL 494 Seminar/Workshop  
[formerly SOCL 492 Seminar]  
V 1-3 cr. Provides advanced students an opportunity to investigate intensively topics pertinent to the field of Sociology.

SOCL 494 Seminar/Workshop  
[formerly SOCL 493 Workshop]  
V 1-6 cr. Provides an opportunity for experimental study in an area of Sociology.

SOCL 498 Internship/Cooperative Education  
[formerly SOCL 490 Internship]  
V 3-12 cr. Prerequisite: consent of instructor. Provides junior and senior Sociology majors with an opportunity to gain practical experience in sociological fieldwork. Three credits are required in the Sociology BA or BS and six credits may be taken in the Extended Sociology BA/BS major.

SOCL 499 Senior Thesis/Capstone  
[formerly SOCL 499 Capstone Seminar]  
3 cr. Prerequisite: Senior status. Restricted-Consent of Selected Instructor. Analyzes how sociologists ask and answer methodological and theoretical questions. Guides the student in developing an understanding of the sociological profession and the tasks of the sociologist through the development of a research project including a literature review, designing a study, collecting data, writing a report, and making a presentation.

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* SOCL 211 Cultural Anthropology 3 cr. The meaning and significance of culture. Survey of world culture areas and peoples; organization and functioning of societies, their diverse forms and degrees of elaboration. Symbolic behavior systems and expression. Intercultural contacts and relations. Dynamics of cultural change and continuity. History and methods of cultural anthropology.

* SOCL 212 Physical Anthropology and Archaeology 3 cr. Study of humans as biological organisms; human evolution; fossil humans; genetics; racial classifications and human variability; primate behavior. Biological bases and emergence of language and culture; development of culture; survey of world prehistory and human migrations. Consideration of method and theory in physical anthropology and archaeology.

SOCL/CRIM 226 Introduction to Probation 3 cr.  
Prerequisites: SOCI 101, SOCI 221/CRIM 225. Provides an in-depth examination of the role of probation in the criminal justice system. Topics include caseloads, pre-sentence investigations, practices and procedures, and issues associated with supervising offenders in the community.
SOCL/Crim 227 Introduction to Policing 3 cr.
Prerequisites: SOCI 101, SOCI 221/Crim 225.
Examines the police as a component of the criminal justice system. Provides an overview of law enforcement agencies at the local, state, and federal levels. Issues and trends in law enforcement will be examined.

SOCL/Crim 228 Race, Class, Gender and Crime 3 cr.
Prerequisite: SOCI 101.
Explores the effects of social stratification on crime. Examines the relationship between social class, race/ethnicity, and gender and the criminal justice system. Includes analysis of populations as both offenders and victims.

SOCL/Crim 413 Administration of Law Enforcement 3 cr.
Prerequisite: SOCI 101.
Examines the structure and organization of law enforcement agencies. Students will learn how to manage police departments and sheriffs' departments. Topics include law enforcement organizational patterns, goal identification, planning, personnel management, and budgeting.

SOCL/Crim 421 Criminal Justice Ethics 3 cr.
Prerequisites: SOCI 101, SOCI 221/Crim 225.
Examines ethical issues in law enforcement, courts, and corrections. Students will learn moral and ethical standards that can be used to resolve dilemmas they encounter in the criminal justice system.

SOCL/Crim 450 Computer Crime 3 cr.
Examines the theoretical definition and applied context of crime committed either through or with “information age technology.” Topics to be defined and discussed include privacy and information, wire tapping and encryption, internet security, communication in cyberspace, and censorship. Special consideration will be given to such topics as the multinational criminal definitions of software piracy, hacking, information theft, digital forgery, and other internet crimes.

Special Education

COE 261, (406) 657-2315
The College of Education has designed its professional preparation programs to include a series of sequentially arranged field-based experiences. Depending on the degree option, these field-based experiences may be referred to as internships, practica, clinics, or supervised field experiences. Each field-based course requires, as a minimum, 45 contact hours per semester credit hour. Some programs, due to national or state accreditation requirements or Departmental policy, may require additional contact hours beyond the minimum requirement. Students should clarify requirements with their faculty advisor prior to registration.

SPED/EC 210 Adult/Child Interaction Skills 3 cr.
Provides the student with basic knowledge of adult-child interaction, support strategies, literacy development, and observation techniques. A field experience is integrated into the course and assignments.

SPED 260 Introduction to Teaching Exceptional Learners 3 cr.
Considers the characteristics of children with exceptional learning needs. Examines the services and strategies to provide for individual needs of each student with disabilities in the least restrictive environment. Provides students with an in-school practicum experience. Students must co-register with a SPED 260 lab.

SPED/EC 283 Curriculum and Adaptations 3 cr.
Provides the student with an understanding of developmentally appropriate curriculum. Curricular adaptations for individual learners including appropriate technology and equipment will be addressed. A field experience is integrated into the course and assignments.

SPED/EC 289 Professional Roles and Expectations 3 cr.
Provides the student with an understanding of roles and responsibilities of professional staff and paraprofessionals when working with families. Emphasis on professional standards of conduct.

Graduate Level Courses
The following are graduate level courses. Please refer to the Graduate Catalog for the course descriptions.
SOCL 591 Independent Study V 1-5 cr.
SOCL 593 Workshop V 1-8 cr.
including the requirements of confidentiality. A field experience is integrated into the course and assignments.

SPED 290 Internship V 1-6 cr. Provides freshman and sophomore students with a supervised field experience in an appropriate setting specifically related to the student’s major/minor area. In-field contact time is 45 hours per semester credit. Field placements are arranged through the Office of Licensure, Standards and Clinical Practice.

SPED 291 Independent Study V 1-6 cr. Provides an opportunity for freshman and sophomore students to explore, under supervision, material not covered by regular college courses. Approval of department chair required.

SPED 292 Seminar V 1-3 cr. Provides students an opportunity to investigate topics pertinent to the field of Special Education.

SPED 293 Workshop V 1-9 cr. Provides an opportunity for study in Special Education.

SPED 310 Teaching Students with Learning Disabilities 3 cr. Prerequisite: SPED 260. Introduces a historical and theoretical background for teaching students with learning disabilities. Presents a variety of approaches to teaching students with learning disabilities from preschool level through adult life.

SPED 311 Teaching Students with Emotional Disturbance 3 cr. Prerequisite: SPED 260. Introduces a historical and theoretical background for teaching students with emotional disturbance. Presents identification procedures and the variety of community and system options for these students, as well as classroom techniques and procedures for teaching students in the public schools.

SPED 312 Teaching Students with Developmental Disabilities 3 cr. Prerequisite: SPED 260. Provides a historical and theoretical background for teaching students with developmental disabilities. Presents skills in assessment, instruction, and evaluation of students in school and community settings. An in-class field experience is included in this course.

SPED 375 Teaching, Learning, and Behavior in the Schools 3 cr. Prerequisites: SPED 260. Introduces principles of learning as conceptualized in applied behavior analysis. Addresses classroom and school-wide discipline models. Provides information and conducting functional behavior assessment, and emphasizes a collaborative problem-solving approach.

SPED 400 Legal and Current Issues in Special Education 3 cr. Prerequisite: SPED 310, SPED 311, SPED 312, and admission to Teacher Education program. Focuses on the legal precepts of special education and current issues in implementation of the law.

SPED 405 Assessment of Students with Disabilities 3 cr. Prerequisite: SPED 310, SPED 311, SPED 312, and admission to Teacher Education Program. Presents measurement principles and procedures and application of norm referenced, criterion referenced, and classroom-based procedures for students with disabilities.

SPED 415 Individualizing Curriculum (Preschool-12th Grade) 3 cr. Prerequisites: SPED 310, SPED 311, SPED 312 and admission to the Teacher Education program. Covers aspects of effective teaching with emphasis on curriculum familiarity, curriculum analysis, evaluation, individualizing programs, implementing programs, decision-making, and preparing children for success in general education classrooms. An in-class practicum is included in this class.

SPED 420 Teaching Special Populations 3 cr. Prerequisite: Admission to Teacher Education program and senior standing. Provides students with 90 hours of supervised practical experience in at least two different special education settings. Involves structured observation, assessment, lesson planning and execution, data collection, and data-based decision-making. Includes biweekly two hour seminars covering such topics as classroom organization and management and teaching techniques for students with autism, behavioral and emotional problems, cognitive delays, learning disabilities, and other disabling conditions.

SPED 484 Special Education Student Teaching 9 cr. Prerequisite: Approved student teaching application and completion of the special education course requirements. Places the student in a supervised field experience in a special education P-12 setting that allows the student to demonstrate teaching skills in the classroom with a variety of learners. Students, in collaboration with the mentoring teacher, engage students in learning and participate in related experiences associated with the teaching profession. On-site mentoring and university supervision are integral to this experience.

SPED 490 Internship V 1-3 cr. Prerequisite: Consent of department chairperson and completion of student teaching or approved equivalent experience. Provides junior and senior students with a
supervised field experience in an appropriate setting specifically related to the student’s major/minor area. In-field contact time is 45 hours per semester credit. Field placements are arranged through the Office of Licensure, Standards and Clinical Practice.

SPED 491 Independent Study V 1-6 cr. Provides an opportunity for junior and senior students to explore, under supervision, material not covered by regular college courses. Approval of department chair required.

SPED 492 Seminar V 1-3 cr. Prerequisite: Admission to Teacher Education program. Provides students an opportunity to investigate topics pertinent to the field of Special Education.

SPED 493 Workshop V 1-6 cr. Provides an opportunity for study in Special Education.

SPED 494 Clinic V 1-6 cr. Provides an opportunity for students to explore and develop applications of theoretical study in a particular area. In-field contact time is 45 hours per semester credit. Field placements are arranged through the Office of Licensure, Standards and Clinical Practice.

Graduate Level Courses
The following are graduate level courses. Please refer to the Graduate Catalog for the course descriptions.

SPED/RD/ED 502 Research in Special Education 3 cr.

SPED 503 Assistive Technology 3 cr.

SPED 504 Collaboration in Education and Human Services 3 cr.

SPED 510 Professional and Legal Issues in Special Education 3 cr.

SPED/EC 521 Models of Early Intervention Services 3 cr.

SPED/EC 526 Special Education Interventions and Adaptations for Children (0-6) 3 cr.

SPED 530 Curricular Adaptations for Special Populations 3 cr.

SPED 540 Education of Exceptional Learners 3 cr.

SPED 543 Supporting Families of Persons with Disabilities 3 cr.

SPED 550 Theory and Practice: Emotional Disturbance 3 cr.

SPED 551 Assessment and Program Planning for Special Populations 3 cr.

SPED 555 Models for Services to ED/BD Students 3 cr.

SPED 560 Theory and Practice: Learning Disabilities 3 cr.

SPED 570 Theory and Systems: Developmental Disabilities 3 cr.

SPED 572 Community Integration for Persons with Severe Disabilities 3 cr.

SPED 574 Data-Based Instruction 3 cr.

SPED 582 Issues: Special Education Supervision 2 cr.

SPED 584 Student Teaching 6 cr.

SPED 590 Internship V 1-6 cr.

SPED 591 Independent Study V 1-6 cr.

SPED 592 Seminar V 1-6 cr.

SPED 593 Workshop V 1-6 cr.

SPED 594 Clinic V 1-6 cr.

SPED 597 Professional Seminar in Special Education 3 cr.

SPED 599 Thesis 6 cr.

SPED 600 Facilitating Positive Behaviors in the Classroom Environment 3 cr.

SPED/RD 611 Administration and Supervision of Special Programs 3 cr.

SPED 612 Colloquium on Special Education Leadership 3 cr.


SPED 690 Internship for Doctorate Degree V 1-6 cr.

SPED 691 Directed Readings V 1-3 cr.

Spanish
LA 722, (406) 657-2232

SPNS 101, 102 Elementary Spanish I, II [formerly SPAN 101, 102 Elementary Spanish I, II] 4, 4 cr. A sequence course; student must pass SPNS 101 before enrolling in SPNS 102. Introduces modern Spanish; an audio-lingual approach which teaches the grammar necessary for simple spoken and written Spanish.

* SPNS 150 The Hispanic Tradition [formerly SPAN 150 The Hispanic Tradition] (WR) 3 cr. Presents aspects of Hispanic traditions and culture across the time and geography as they have shaped current Hispanic societies. Taught in English.

SPNS 201, 202 Intermediate Spanish I, II [formerly SPAN 201, 202 Intermediate Spanish I, II] 3, 3 cr. Prerequisite: SPNS 102 or equivalent. A sequence course; student must pass SPNS 201 before enrolling in SPNS 202. Provides a systematic review and expanded study of Spanish grammar and increased development of oral, reading, and writing skills.
SPNS 292 Independent Study

SPNS 293 Study Tours/Study Abroad

SPNS 304 Spanish for Business
[formerly SPAN 304 Spanish for Business]
3 cr. Prerequisite: SPNS 321 or equivalent.
Introduces essential business terminology and practices in Spanish, including idioms and special language affecting business investments, labor relations, and corporate economic viability. Special attention is given to U.S.-Latin American sphere.

SPNS 305 Spanish Phonetics
[formerly SPAN 360 Spanish Phonetics]
3 cr. Prerequisites: SPNS 202 or junior standing.
Introduces students to the unique sound system and fundamentals of Spanish pronunciation, with attention to syllabication intonation, articulation, and individual difficulties; provides students with opportunities to produce, recognize, and transcribe a wide variety of Spanish language sounds.

SPNS 311, 312 Hispanic Culture and Civilization I, II
[formerly SPAN 311, 312 Hispanic Culture and Civilization I, II]
(WR) 3, 3 cr. Prerequisite: SPNS 202 or equivalent.
Studies the culture and civilization of Spain (SPNS 311) and Latin America (SPNS 312). Readings and discussion on Hispanic history, politics, and culture. Conducted in Spanish.

SPNS 314/LIT 307 Latino Literature
[formerly SPAN/ENGL 309 Latino Literature]
3 cr. Introduces Latino/a literature with focus on classic and contemporary writers of Hispanic origin living and writing in the U.S. Analyzes their historical, political, cultural, and literary discourses through fictional and some non-fictional works focusing on Latino/a society as a marginalized minority.

SPNS 321, 322 Advanced Spanish Conversation I, II
[formerly SPAN 301, 302 Advanced Spanish Conversation I, II]
3, 3 cr. Prerequisite: SPNS 202 or equivalent.
Provides extensive oral practice to develop greater fluency and proficiency in spoken Spanish. Conducted in Spanish.

SPNS 405, 406 Spanish Composition & Grammar I, II
[formerly SPAN 405, 406 Spanish Composition and Grammar Review I, II]
(WR) 3, 3 cr. Prerequisite: SPNS 202 or equivalent.
Considers various points of Spanish grammar with the goal of developing an awareness of style necessary for teaching or advanced studies.

SPNS 455 Topics in Spanish American Literature
[formerly SPAN 410 Topics in Spanish American Literature]
3 cr. Prerequisites: SPNS 312 or consent of instructor. Studies aspects of Spanish American literature by genre, theme, or period. Focus varies. May be repeated for up to 6 credits. Conducted in Spanish.

SPNS 456 Topics in Spanish Literature
[formerly SPAN 414 Topics in Spanish Literature]
3 cr. Prerequisites: SPNS 311 or consent of instructor. Studies aspects of Spanish literature by genre, theme, or period. Focus varies. May be repeated for up to 6 credits. Conducted in Spanish.

SPNS 492 Independent Study
[formerly SPAN 491 Independent Study]
V 1-5 cr. Prerequisites: consent of instructor and department chairperson. Offers an opportunity for students of outstanding ability to explore material not covered by regular courses in languages.

SPNS 494 Seminar/Workshop
[formerly SPAN 492 Seminar]
V 1-3 cr. Prerequisites: consent of instructor and department chairperson. Provides advanced students an opportunity to investigate intensively topics pertinent to the field of Spanish Languages and Literatures.

SPNS 494 Seminar/Workshop
[formerly SPAN 493 Workshop]
3 cr. Prerequisite: consent of instructor. Provides an opportunity for experimental study in an area of Spanish Language and Literatures.

SPNS 498 Internship/Cooperative Education
[formerly SPAN 490 Internship]
V 1-3 cr. Prerequisites: Completion of 60 credit hours or upper division standing in Spanish, 3.0 overall GPA, consent of advisor, and approval of Department Chair. Provides an opportunity for
students to acquire field experience and material not covered in regular classes in Spanish; can only be taken on a Pass/No Pass basis.

SPNS 498 Internship/Cooperative Education
[formerly SPAN 496 Cooperative Education]
V 1-8 cr. Provides university credit for a paid work experience in the area of Spanish supervised by faculty and requiring written assignments.

SPNS 499 Senior Thesis/Capstone
[formerly SPAN 499 Senior Paper]
1 cr. Prerequisite: Senior standing in Spanish. Major research paper to be defended in Spanish.

Graduate Level Course
The following is a graduate level course. Please refer to the Graduate Catalog for the course description.
SPAN 591 Independent Study V 1-5 cr.

Statistics
LA 848, (406) 657–2228

* STAT 141 Introduction to Statistical Concepts
[formerly STAT 141 Introduction to Statistics]
3 cr. Prerequisite: M 095 or equivalent. Introduces the basic ideas of modern statistics including descriptive statistics, probability, and statistical inference.

STAT 216 Introduction to Statistics
[formerly STAT 241 Statistical Methods]
(TN) 4 cr. Prerequisite: M 095 or equivalent. Covers descriptive techniques, probability distributions, and statistical inference of one and two sample tests and associated confidence intervals for means and proportions and linear regression. Introduces statistical analysis using technology.

STAT 217 Intermediate Statistical Concepts
[formerly STAT 242 Statistical Methods II]
4 cr. Prerequisite: STAT 216. Covers one and two sample tests and associated confidence intervals for means and proportions; one-way analysis of variance; F-tests; multiple comparisons; correlation; contingency tables; and distribution-free methods. Emphasizes statistical analysis using the computer.

STAT 294 Seminar/Workshop
[formerly STAT 292 Seminar]
V 1-3 cr. Provides students an opportunity to investigate intensively topics pertinent to the field of Statistics.

STAT 294 Seminar/Workshop
[formerly STAT 293 Workshop]
V 1-8 cr. Provides an opportunity for experimental study in an area of statistics.

STAT 341 Introduction to Probability and Statistics
[formerly STAT/MATH 341 Probability]
3 cr. Prerequisite: M 172. Includes discrete and continuous random variables, expectation, moment generating functions, and the limit theorems of probability.

STAT 422 Mathematical Statistics
[formerly STAT 441 Mathematical Statistics]
3 cr. Prerequisite: STAT 341. Covers statistical models, methods of estimation, optimality, and sequential analysis.

STAT 433 Stochastic Modeling
[formerly STAT/MATH 342 Stochastic Processes]
3 cr. Prerequisite: STAT 341. Includes Markov chains, Poisson processes, birth and death processes, renewal theory, Brownian motion, and simulation.

STAT 492 Independent Study
[formerly STAT 491 Independent Study]
V 1-3 cr. Prerequisites: consent of instructor and department chairperson. Provides outstanding students an individual opportunity to explore material not covered by regular statistics courses.

STAT 494 Seminar/Workshop
[formerly STAT 493 Workshop]
V 1-3 cr. Prerequisite: mathematics major or minor, or consent of instructor. Investigates intensively topics pertinent to the area of Statistics.

Graduate Level Courses
The following is a graduate level course. Please refer to the Graduate Catalog for the course description.
STAT 541 Applied Statistics 3 cr.
Writing
LA 437/400, (406) 657-2348

WRIT 095 Developmental Writing
[formerly ENGL 100 English Essentials]
3 cr. Reviews basic grammar with emphasis on sentence structure and mechanics. Also presents basic writing considerations, especially paragraph organization and development of the multi-paragraph essay. Placement by student’s request or by results of Writing Placement Test, SAT, or ACT and by faculty recommendation. Credits do not apply toward graduation requirements and do not fulfill Academic Foundations requirements. Credits not applicable to English major or minor. However, the credits do count towards enrollment status for financial aid.

WRIT 101 College Writing I
[formerly ENGL 150 College Composition]
3 cr. Prerequisite: Satisfactory passing score on Placement Examination or grade of “C” or better in WRIT 095. Provides instruction in writing competencies expected of college students. Pays special attention to writing as a problem-solving process, patterns of organization in personal and informative writing, and logical thinking and style in argumentative/persuasive writing. (Course not applicable to English major or minor.)

* WRIT 201 College Writing II
[formerly ENGL 226 Research Writing]
(TN) 3 cr. Prerequisite: WRIT 101. Provides opportunities for students to develop writing and thinking skills that are both relevant and adaptable to many writing situations and assignments. Includes basic research writing and information gathering skills appropriate to a variety of academic disciplines. Students will be instructed in the use of both the M.L.A. and the A.P.A. systems of documentation.

* WRIT 220 Business & Professional Writing
[formerly ENGL 201 Business Communication]
(TN) 3 cr. Prerequisite: WRIT 101. Provides instruction in the preparation of business memos, letters, reports, oral presentations, and computer assisted writing in business contexts.

WRIT 221 Intermediate Technical Writing
[formerly ENGL 210 Technical Writing]
(TN) 3 cr. Prerequisite: WRIT 101. Introduces students to the creation and evaluation of several kinds of written technical communication.
Glossary of Terms and Definitions

The following is a collection of explanations and interpretations of terms commonly used throughout this General Bulletin and at Montana State University Billings.

**Academic Foundations Requirements** - A body of knowledge which, in the view of the University and its faculty, every graduate of MSU Billings must have in addition to the specializations of the major and minor. Each student is required to take 37 semester credits of Academic Foundations courses.

**Academic Probation** - Denotes that a student’s academic performance is below standard as defined by the institution; the student is warned of possible suspension.

**Academic Record** - The unabridged and complete historical record of a student’s academic coursework.

**Academic Senate** - The highest ranking faculty governing committee on campus. The Senate makes recommendations on course offerings, program content, and other academic matters and governs a variety of faculty matters. Although members are elected by faculty members, students may also serve on Senate committees.

**Academic Year** - That period of time from the opening of Fall Semester to the closing of the next Spring Semester is the “academic year.” Summer Session is specifically excluded.

**Accredited Institution** - A college or university accredited by, or a candidate for accreditation from, one of the recognized regional accrediting commissions. Montana State University Billings is accredited by the Northwest Commission on Colleges and Universities.

**Activity Courses** - Courses centered around participation rather than classroom and laboratory achievement. Examples include physical education activities, band and chorus activities and drama activities. Credit earned in such courses may be limited when used for meeting graduation requirements in some programs.

**Admission** - The process of accepting a candidate for enrollment into college.

**Advising** - A service provided by a faculty member or designated person (advisor). An advisor guides students through academic questions, problems, and/or coursework to plan and complete a degree program.

**Advisor** - A faculty member or designated person who guides students through academic questions, problems, and/or coursework to plan and complete a degree program.

**Allied Health Professions (College of)** - This area involves coursework which will prepares students to work in health, human services, rehabilitation, and related areas.

**Arts and Sciences (College of)** - Subjects used traditionally to teach students to think, to evaluate ideas, and to communicate with precision. Subjects in the College of Arts and Sciences include: Art; Biological and Physical Sciences (biology, chemistry, earth sciences and physics); Communication and Theatre; English, Philosophy and Modern Languages; History; Mathematics; Music; Psychology; and Sociology, Political Science, Native American Studies and Environmental Studies.

**Associate Degree** - A degree which generally requires two years to complete. MSU Billings offers Associate of Arts and Associate of Science degrees as well as the Associate of Applied Science degree.

**Auditor** - One who enrolls in a class for informational instruction only. No academic credit is granted for auditing a class.

**Bachelor’s Degree** - A first-level degree granted upon completion of a course of study in a given field and based on at least four years of college work, or the equivalent thereof.

**Business (College of)** - This area includes subjects which apply to the business world including Accounting, Finance, Information Systems, Management and Marketing.
Candidate for a Degree - A status students assume when they have completed all requirements for a degree and apply for graduation. To apply for graduation a student fills out an application for graduation at the Admissions and Records Office, pays a fee, and returns the application to the Admissions and Records Office.

Class Schedule - The list of courses and sections offered in a given semester, including days, hours, places of meeting and names of instructors.

College - One of six major divisions of academic areas at MSU Billings. They are the College of Allied Health Professions, the College of Arts and Sciences, the College of Business, the College of Education, the College of Professional Studies and Lifelong Learning and the College of Technology. Each college is headed by a dean who reports to the Provost and Academic Vice Chancellor.

Common Body of Knowledge (CBK) - Courses required of students in all options and majors in the College of Business.

Core Courses - Courses required by the University, the college, or the department by all students in a degree program regardless of the option or concentration in which they may choose to major.

Corequisite - A course required to be taken at the same time as another course.

Course - A unit of academic work in a particular subject, normally one semester long, for which credit toward graduation is usually given.

Course Load - The number of semester credit hours associated with the academic work in which a student is enrolled in any given term.

Credit Hours - Normally one semester credit hour represents 60 minutes of classroom instruction each week for one semester. (Credit in a laboratory or studio class may require a longer period of time). A three credit class will meet for three 60-minute or two 90-minute sessions each week for the entire semester.

Degree - An academic title MSU Billings is authorized to confer as official recognition to those who complete an academic program. An example is a Bachelor of Science Degree.

Degree Program - A prescribed course of study which leads to a degree.

Double Counting - The process by which some courses may be used to meet both Academic Foundations requirements and requirements for a major or minor. However, the credits may not be counted twice. If, for instance, one course is used to meet requirements in Academic Foundations and the major, the credits may only be counted in one of those areas.

Education (College of) - This area involves coursework which will enable students to teach in elementary or secondary schools in most areas offered in arts and sciences and in health, physical education and related subjects, and in special education.

Electives - Courses which are not a required part of a degree program are electives. Some departments may insist that their majors choose between certain electives (referred to as Restricted Electives).

Extended Major - As a substitution for the standard major-minor requirement a student may, with permission of the department chairperson concerned, complete an extended major with a minimum of 40 semester credits.

Extension Class - A special class offered through the College of Professional Studies and Lifelong Learning. A special fee is required and the course may be offered for regular college credit or it may be a non-credit course.

Faculty Advisor - A faculty member who helps a student plan and complete a degree program.

Full-time Student - An undergraduate student registered for 12 or more semester credits, or any graduate student registered for nine or more semester credits is considered a full-time student.

Good Academic Standing - Status which denotes that a student is eligible to continue at or return to an institution.

Grade Point Average (GPA) - The grade average a student earns for each semester. It is calculated by multiplying the number of credits given for a course times the value of the grade received for the course (A=4, B=3, C=2, D=1, F=0), adding the value calculated for each class and dividing by the total
number of credits. Thus, if a student has an “A” in a 4 credit course; a “B” in a 3 credit course; a “C” in a 2 credit course, and a “D” in a 2 credit course the GPA calculation would be as follows:

A = 4 times 4 credits = 16 grade points
B = 3 times 3 credits = 9 grade points
C = 2 times 2 credits = 4 grade points
D = 1 times 2 credits = 2 grade points

Total = 31 grade points divided by 11 total credits = 2.82 GPA.

**Grade Report** - A report of the student’s grades earned at the end of each semester.

**Graduate Student** - Student who has earned a baccalaureate degree and is pursuing post baccalaureate studies including a master’s degree.

**Graduate Courses** - Courses generally reserved for graduate students and numbered at the 500 level and above.

**Graduation Check** - The determination of whether a student has met the specified minimum educational requirements necessary for the granting of a degree.

**Headcount** - The number of students enrolled in an educational institution, program, course, etc., without regard to the number of credit hours being taken by individual students.

**Hours** - Sometimes referred to as semester credit hours unless specifically stated otherwise.

**Human Services** - A broad field of human endeavor in which individuals act as agents to assist individuals, families, and communities to better cope with crisis, change, and stress; to prevent or alleviate stress; and to function effectively in all areas of life and living.

**Laboratory** - A course involving supervised experimentation or practice related to an academic area. It generally requires hands-on use of equipment and materials.

**Lower Division Courses** - Classes usually numbered 100 to 299. Ordinarily freshman and sophomores take courses numbered from 100 to 299.

**Major** - The area in which a student concentrates. An academic major is required for graduation. Majors require a minimum of 30 semester credits.

**Minor** - A program of courses in addition to the major in which students must complete. A minor requires at least 20 semester credits of instruction in specified courses.

**Multicultural Study** - A general term for courses which involve students in the study of a culture other than the typical American culture.

**Option** - A program by which students narrow their area of specialty within the overall umbrella of a particular major program.

**Part-time Student** - A student enrolled with 11 or fewer credits.

**Pass/No Pass Grading** - Pass/No Pass is a way of taking classes without fear of failure. Students who do “A,” “B,” or “C” work in the class are given a “P;” students who do “D” or “F” work receive a “NP.” It is intended to encourage students to explore courses outside of their major and minor programs. There is no affect on Grade Point Average; however, credit is earned toward graduation. Students must indicate the P/NP Option at the time they register for classes.

**Pre-registration** - The process by which students select courses for a succeeding term in advance of the official opening date of the semester.

**Prerequisite** - A course to be completed successfully or a condition to be met before a student may enroll in a specific course.

**Probation** - Academic probation is the result of unsatisfactory scholarship. It is not a penalty but a warning and an opportunity to improve.

**Professional Studies and Lifelong Learning (College of)** - This area includes noncredit and credit workshops, interactive TV courses, and internet courses as well as other professional development offerings on and off campus.

**Quantitative Methods** - A group of basic mathematics and statistics courses required for business majors. It provides a foundation for the more complicated mathematical manipulations required in the Common Body of Knowledge and other business courses.
**Quarter** - An enrollment period of about ten weeks.

**Quarter Credit Hours** - Units of credit awarded for successful completion of academic work. Students’ progress toward fulfilling curricular and degree requirements is measured in terms of quarter credit hours at some other institutions. A quarter credit is equal to .66 of a semester credit. Example: A three-credit quarter course is equal to a two-semester credit course.

**Registration** - The process by which students officially enroll in classes and pay fees. Students must be formally admitted to MSU Billings before they may register.

**Restricted Electives** - Courses where students choose between several particular classes to meet requirements of the University, college or department.

**Section** - A division of a course, as between one or more instructors, but having the same course title and the same subject matter.

**Semester** - An enrollment period of about sixteen to eighteen weeks.

**Semester Credit** - A semester credit is 1 and 1/2 times more than a quarter credit (example: a two credit semester course is equal to a three credit quarter course).

**Summer Session** - An enrollment period that begins after the Spring Semester ends.

**Suspension** - Academic suspension is an involuntary separation of the student from the University for unsatisfactory scholarship. (See Minimal Academic Progress for details).

**Teacher Licensure** - A document issued by Montana’s Office of Public Instruction authorizing the person holding it to teach at certain levels or in certain subjects, or serve in a professional teaching service position in the public schools of the state. (For additional information contact the Licensure Officer in the College of Education).

**Teacher Endorsement** - An official notation appended to the Teacher Licensure which defines the areas in which the holder of the licensure is qualified to teach or to serve in a professional teaching service position in the public schools of Montana.

**Transcript** - An Official Transcript is an unabridged and certified copy of a student’s permanent academic record. A small fee is charged for each copy. (An uncertified working copy of the student’s academic record is available at no charge).

**Undergraduate Student** - A student who has not yet earned a bachelor’s degree or who has earned a bachelor’s degree, but is a candidate for an additional bachelor’s degree, or is pursuing additional undergraduate coursework.

**Upper Division Courses** - Courses numbered from 300 to 499. Ordinarily juniors and seniors take courses numbered from 300 to 499. Students must earn 36 semester credits of upper division courses to complete graduation requirements.
Montana State University Billings Faculty

ACTON, Gary A.  Professor and Chairperson, English, Philosophy and Modern Languages  
B.A., Morningside College, 1964; M.A., University of Iowa, 1966; Ed.D., Montana State University, 1980 (1966)

ADAIR, Ann L.  Assistant Professor, Business Academic Programs  
B.S., Colorado State University, 1976; M.S., Colorado State University, 1980; Ph.D., Texas A&M University, 1987 (2007)

ALEXANDER, Duane  Automobile Collision Repair Instructor  

ALLARD, W. Gregory  University Lecturer, Educational Theory and Practice  

AMUNDSON, Gary  Adjunct Instructor, Business Academic Programs  

BALTER-REITZ, Susan  Associate Professor and Chairperson, Communication and Theatre; Director, Graduate Studies  

BARFIELD, Susan  Professor, Educational Theory and Practice; Music  

BARRON, James  Assistant Professor, Biological and Physical Sciences  
B.S., Purdue University, 1982; Ph.D., Indiana University, 1995 (2003)

BAUER, Paul J.  Drafting and Design Technology Instructor  

BECKER, Edward  Automobile Refinishing Instructor  
B.S., Eastern Montana College, 1970; ASE Certified Master Technician (1990)

BIGGS, Trisha  Human Resources Instructor  

BLACKWELL, Robert  Welding/Metal Fabrication Instructor  

BLACKWELL, Terry  Professor and Chairperson, Rehabilitation and Human Services  

BOHLMANN, Natalie  Assistant Professor, Educational Theory and Practice  

BROWN, Douglas  Professor, Accounting  

BRUMLEY, Bruce  Computer Systems Technology Instructor  

BUMMER, Albert L.  Diesel Technology Instructor  

BUSHMAN, Peter  Diesel Instructor  

BUTLER, David K.  Professor, Biological and Physical Sciences  

CAMPBELL, D’Ann M.  Provost & Academic Vice Chancellor; Professor, History  
CAMPBELL, Michael C.  Professor and Chairperson, Business Academic Programs
B.S., Colorado State University, 1971; M.S., Colorado State University, 1975; C.P.A. (1978)

CAST, Brian  Professor, Art

CASTLES, Carl  Associate Professor, Biological and Physical Sciences
B.S., Abilene Christian University, 1988, Ph.D., Tulane University, 1993 (1998)

CHEN, Oliver Y. K.  Professor, Mathematics
B.A., Taiwan Normal University at Taipei, 1969; M.S., Tsing Hua University, 1973; Ph.D., University of Washington, 1983 (1983)

CHRISTENSEN, Alan B.  University Lecturer, Educational Theory and Practice

COFFMAN, Stephen L.  Professor, Communication and Theatre
B.A., University of Rochester, 1970; M.A, University of Kansas, 1973; Ph.D., University of Kansas, 1975 (1977)

COLLING, Kyle K.  Associate Professor, Rehabilitation and Human Services
B.S., Eastern Montana College, 1974; M.S., Eastern Montana College, 1976; Ph.D., University of Northern Colorado, 2001 (2001)

CONNERROSBERG, Audrey  Nursing Instructor
B.S., George Mason University, 1977; Ed.M. George Mason University, 1980; Ph.D. Fielding Institute, 1998 (1997)

CROMLEY, Dorothea  Professor and Chairperson, Music

CZYZ, Jerzy  Assistant Professor, Mathematics
M.S., University of Warsaw-Poland, 1967; Ph.D., University of Warsaw-Poland, 1974 (1984)

DANNAR, Bruce  Welding & Metal Fabrication Instructor
AWS Certified Welding Inspector and Educator (2008)

DAVISON, David  Professor, Educational Theory and Practice; Mathematics

DELL, Cindy Ann  Assistant Professor, Educational Theory and Practice

DELL, Thomas  University Lecturer, Rehabilitation and Human Services

DENNIS, Michael  Associate Professor, Biological and Physical Sciences
B.S., Northern Arizona University, 1970; M.S., Colorado State University 1975; Ph.D., Colorado State University, 1978 (1987)

DIAZ, Ana  Assistant Professor, English, Philosophy and Modern Languages
M.A., Johns Hopkins University, 2002; B.A., Rutgers The State University of New Jersey, 1998 (2009)

DILLMAN, Rhonda  Assistant Professor, Biological and Physical Sciences

DILLON, Brian  Professor, English, Philosophy and Modern Languages

DUGI, Rosemarie  Assistant Professor, Educational Theory and Practice

EDGERTON, Keith  Professor, History
EDWARDS, Gary  Fire Science Instructor  
B.S., Pacific Western University (2008)

ELIASON, Stephen  Associate Professor, Sociology, Political Science, Native American Studies and Environmental Studies  
B.A., Utah State University, 1990; M.A., Utah State University, 1992; Ph.D., Oklahoma State University, 1998 (2004)

ENDER, Milton  Radiologic Technology Instructor  
A.A.S., Southeast Community College, 1982; B.S.E.D., University of Nebraska, 1977 (2004)

ENDRESEN, Ardyce  University Lecturer, English, Philosophy and Modern Languages  

FAZEL, Shokoofeh  Adjunct Associate Professor, Economics  
B.A. Bombay University, India, 1975; M.S., Davars College, India, 1976; M.S., Bombay University, India, 1977; Ph.D., The Claremont Graduate University, 1992 (1999)

FENDERSER, Mark  Assistant Professor, Music  

FISHERBAUGH, Mary Susan E.  Interim Dean, College of Education; Professor, Educational Theory and Practice  

FLOYD, Susan  Nursing Instructor  
B.S.N., Montana State University, 1985 (1990)

GABEL, Kathe  Instructor, Health and Human Performance  
B.S., Montana State University-Bozeman, 1973; M.S., Colorado State University, 1979; Ph.D., Utah State University, 1987 (2009)

GAGNON, Vern  Automotive Technology Instructor; Department Chair, Transportation, Business, and Welding  
B.S., Northern Montana College, 1992; M.S., Montana State University Billings, 2003; Automotive Service Excellence (ASE) Master Automobile Tech Certified, 1990; ASE L1 Certified, 2004; ASE Truck, T1, T5, T6, T7 Certified, 2005 (2002)

GILBERTZ, Susan J.  Assistant Professor, Sociology, Political Science, Native American Studies and Environmental Studies  

GOOD, Robert  Power Plant Technology Instructor  
Technical and Apprenticeship Trainer (2009)

GREGORY, Susan  Professor, Educational Theory and Practice  

GROSS, Daniel D.  Professor, Communication and Theatre  

GROVE, Darryl  Construction Technology Instructor  
B.S., Montana State University, 1990; B.S., University of Idaho, 1994 (2007)

GURCHIEK, David  Paramedic Instructor  
B.S., California Coast University, 1993; M.S., California College for Health Sciences, 2000 (1996)

GURNEY, Brian  Adjunct Instructor, Business Academic Programs  

HAALAND, Tami  Associate Professor, English, Philosophy and Modern Languages; Director, Honors Program  

HANSEN, Jane E.  Medical Coding Instructor  

HARDT, Mark D.  Associate Professor, Sociology, Political Science, Native American Studies and Environmental Studies  
HARRIS, R. Scott  Associate Professor, Economics  
B.A., University of California, 1971; M.A., University of California, 1975; Ph.D., University of California, 1985 (1988)

HARROLD, Barbara J.  Assistant Professor, Rehabilitation and Human Services  
B.S., Old Dominion University, 1973; M.S. Montana State University, 1994; Ph.D., Brigham Young University, 2001 (2004).

HART, Suzanne  Professor, English, Philosophy and Modern Languages  

HATCH, Doxey R.  Associate Professor, Psychology  

HAVENS, Michael D.  Professor and Chairperson, Psychology  
B.S., University of Wyoming, 1979; M.S., University of Wyoming, 1983; Ph.D., University of Wyoming, 1985 (1996)

HAVNER, Carter  University Lecturer, History  
B.A., Southwestern University, 1963; M.E., University of Texas, 1973; Ph.D., University of Texas, 1977 (2006)

HECIMOVIC, Anton  Professor, Educational Theory and Practice  

HEIAT, Abbas  Professor, Information Systems  

HEIAT, Nafisseh  Professor, Information Systems  

HEIKEL, Karen L.  Dean, College of Professional Studies and Lifelong Learning; Assistant Professor, Educational Theory and Practice  

HOBBS, Sharon F.  Professor, Educational Theory and Practice  

HOLMAN, Patricia  Adjunct Assistant Professor, Management/Marketing  

HONEA, Joy  Assistant Professor, Sociology, Political Science, Native American Studies and Environmental Studies  

HOOD, David  Associate Professor, Sociology, Political Science, Native American Studies and Environmental Studies  
B.A., Mercyhurst College, 1977; M.A., Northern Arizona University, 1979; Ph.D., Washington State University, 1984 (1990)

HOOVER, John C.  Associate Professor, Mathematics  

HOWELL, Jane  Director, Assistant Professor, Library  

HUGHS, James  Process Plant Instructor  

JACOBSON, Mark  Assistant Professor, Mathematics  

JOHNSON, Debra  Assistant Professor, Business Academic Programs  

JUSSILA, Neil R.  Professor, Art  
B.S., Montana State University, 1966; M.A.A., Montana State University, 1969 (1969)
KAMOWSKI, William  Professor, English, Philosophy and Modern Languages
B.A., Seton Hall University, 1971; M.A., Seton Hall University, 1974; Ph.D., Washington State University, 1984 (1985)

KELLER, Sarah  Associate Professor, Communication and Theatre

KEMMERER, Lisa  Assistant Professor, English, Philosophy and Modern Languages

KHALEEL, Tasneem  Dean, College of Arts and Sciences; Professor, Biological and Physical Sciences
B.S., Mysore University, India, 1961; M.Sc., Mysore University, India, 1963; Ph.D., Bangalore University, India, 1970 (1976)

KLIPPENSTEIN, Stacy  Vice Chancellor for Student Affairs; Assistant Professor, Educational Theory and Practice

LANDIS, Connie M.  Professor, Art

LEONARD, Jennifer  Assistant Professor, Business Academic Programs
A.A., Louisiana Tech University, 1982; B.A., Louisiana Tech University, 1983; M.B.A., Northeastern State University, 1995; Ph.D., Oklahoma State University, 2003 (2003)

LEWIS, Thomas  Associate Professor, Biological & Physical Sciences
B.S., Northern Arizona University, 1980; Ph.D., Oregon State University, 1985 (2007)

LORD, Russell  Professor and Chairperson, Health and Human Performance; Professor, Educational Theory and Practice
B.S., William Penn College, 1972; M.S., Central Missouri State University, 1975; Ed.D., Texas Tech University, 1979 (1985)

McBRIDE, Maggie  Associate Professor and Chairperson, Mathematics
B.S., Eastern Montana College, 1976; M.S., Montana State University, 1983; Ph.D., University of Oregon, 1989 (1994)

McDADE, Julie  Communication Instructor

McENANY, Judith  Associate Professor, Educational Theory and Practice

McINTYRE, Rick  University Lecturer, Mathematics

McKENZIE, Craig  Computer Systems Technology Instructor

McLAUGHLIN, Judith A.  Associate Professor, Psychology

McMULLEN, Matthew N.  Professor, Psychology
B.A., Bowling Green State, 1988; Ph.D., Indiana University, 1995 (1996)
McNALLY, Mary  Professor, Management

METHENY, Dixie L.  Professor, Educational Theory and Practice; Mathematics
B.S., Colorado State University, 1968; M.S., Colorado State University, 1970; D.A., University of Northern Colorado, 1973 (1990)

MILLER, Kenneth  Professor and Chairperson, Educational Theory and Practice
B.A., South Dakota State University, 1975; M.S., University of Wyoming, 1987; Ph.D., University of Wyoming, 1993 (1992)

MORGAN, Loretta  University Lecturer, Health and Human Performance
B.S., Western Carolina University, 1974; M.A., Western Carolina University, 1975; D.A., Middle Tennessee State University, 1987 (2003)

MULLANEY, Janet N.  Business Instructor
B.A., Montana State University, 1968 (1985)

MURRAY, Scott M.  Instructor, Health and Human Performance
B.S., University of Texas, 1975; M.D., Southwestern Medical School, 1981 (2009)

NOON, Michael J.  Computer Systems Technology Instructor

NOWLIN, James  Professor, Educational Theory and Practice

NYNAS, Suzette  Assistant Professor & Program Director, Athletic Training
B.S., South Dakota State University, 1997; M.S., Northern State University, 1998 (2009)

OTJEN, A.J.  Assistant Professor, Business Academic Programs

PEDULA, Barbara  Mathematics Instructor
B.S., Montana State University, 1986; M.S., Montana State University, 1990 (1996)

PFAU, Katherine  Automotive Technology Instructor
B.S., Montana State University-Northern, 2002; Automotive Service Excellence (ASE) Master Certified, 2005 (2003)

PIERCE, Richard  Mathematics Instructor

PITT, Harold Wayne  Nursing Instructor
B.S.N., University of Alabama in Huntsville, 1981; C.R.N.A., Central North Dakota School of Anesthesia, 1993; M.S.N., University of Mary, 1993; (2006)

POLLOCK, John  Professor, Art

POWELL, William  Heating, Ventilation, Air Conditioning, and Refrigeration Instructor

PUGH, Randall K.  University Lecturer, Communication and Theatre
B.A., Washington State University, 1972; M.F.A., University of Montana, 1975

QUETCHENBACH, Bernard  Assistant Professor, English, Philosophy and Modern Languages
B.S., State University of New York-Brockport, 1980; M.A., State University of New York-Brockport, 1985; Ph.D., Purdue University, 1993 (2006)

RAINS Jr., James W.  University Lecturer, Sociology, Political Science, Native American Studies and Environmental Studies

RANDOLFI, Ernesto A.  Professor, Health and Human Performance

REDINGER, Matthew A.  Professor and Chairperson, History
REED, Brian C. Assistant Professor, Sociology, Political Science, Native American Studies and Environmental Studies  
B.A., University of Tampa, 1984; M.A., University of South Florida, 1994; Ph.D., University of Alabama, 2001 (2007)

REGELE, Thomas R. Assistant Professor, English, Philosophy and Modern Languages  

RIETZ, Sandra Professor, Educational Theory and Practice  

ROBERTSON, James D. Professor, Music  

ROBINSON, G. A. St. John Professor, English, Philosophy and Modern Languages  
B.A., Louisiana State University, 1966; M.A., Louisiana State University, 1970; Ph.D., Louisiana State University, 1978 (1982)

RUSH, Timothy  
Computer Desktop/Network Support Instructor  
Landesk Administrator, MCP, MCSE, Cisco (2009)

RUST, Thomas Assistant Professor, History  

SAH, Rakesh Associate Professor, Finance  
B.A., Allahabad University, India, 1982; M.A., Lucknow University, India, 1985; M.A., University of Alabama, 1997; Ph.D., University of Alabama, 1999 (2000)

SAMPLES, Agnes Assistant Professor, Health and Human Performance  

SANDERS, Jeffrey Professor and Chairperson, Sociology, Political Science, Native American Studies and Environmental Studies  
B.S., Cornell University, 1965; M.S., Western Connecticut State University, 1977; Ph.D., University of Arizona, 1990 (1996)

SCHAFFER, Deborah Professor, English, Philosophy and Modern Languages  

SCHAFFER, Rachel Professor, English, Philosophy and Modern Languages  

SCHRAG, Loren H. Jr. Health Occupations Instructor; Department Chair, Nursing, Health and Safety Occupations  

SCHWALBE, Lynette University Lecturer, Educational Theory and Practice  
B.S.E.D., Minot State University, 1989; M.A., Boise State University, 1994

SEXTON, Ronald P. Chancellor; Professor, Educational Theory and Practice  

SHAW, John “Jay” H. Associate Professor, Health and Human Performance  
B.S., Washington State University, 1967; M.S., Washington State University, 1968 (1967)

SHEPPARD, T. Christfern Assistant Professor, Music  

SMITH-ESTELLE, Allison University Lecturer, Biological and Physical Sciences  
SNYDER, Stuart  Associate Professor, Biological and Physical Sciences  
B.S., Montana State University, 1975; M.S., Montana State University, 1978; Ph.D., University of Idaho, 1992

STARNS, Tim M.  Construction Technology-Carpentry Instructor  

STEEREY, Lorrie  Professor, Business Academic Programs  
B.S., State University of New York, 1971; M.S., Montana State University, 1976; Ed.D., Montana State University, 1984 (1982)

STREETER, Sandra Kay  Associate Professor, Educational Theory and Practice  
B.S., South Dakota State University, 1962; M.S., University of Nebraska, 1966; Ph.D., Oklahoma State University, 1984 (1984)

SUITS, Neil S.  Assistant Professor, Biological and Physical Sciences  

TAYER, Laura  University Lecturer, Biological and Physical Sciences  
B.S., University of Montana, 1988; Ph.D., Arizona State University, 1995 (1996)

TILTON, Melinda  University Lecturer, Communication and Theatre  

TODD, Elizabeth Fullon  English-Writing Instructor  

TOENJES, Kurt  Assistant Professor, Biological and Physical Sciences  
B.S., University of California, Davis, 1989; Ph.D., University of Arizona, 1997 (2006)

URBANIAK, Timothy R.  Drafting and Design Technology Instructor  

VETTEL-BECKER, Patricia  Professor and Chairperson, Art  

WANG, Ying  Assistant Professor, Business Academic Programs  
B.A., Shandong University, 1995; M.S., Colorado State University, 2001; D.B.A., Louisiana Tech University, 2007 (2008)

WEBSTER, Terri Ann  English Instructor  
B.A., Willamette University, 1981; M.S., Western Oregon University, 1988 (2008)

WEISS, David  Assistant Professor, Communication and Theatre  
B.A., Cornell University, 1982; M.A., University of Oregon, 2002; Ph.D., University of New Mexico, 2005 (2006)

WHEELING, Barbara  Assistant Professor, Business Academic Programs  

WIATR, Stanley  Associate Professor and Chairperson, Biological and Physical Sciences  
B.A., State University of New York, Oswego, 1972; M.S., University of Alberta, Edmonton, 1974; Ph.D., University of California, Davis, 1978 (1979)

WICKUN, William Gladkowski  Professor, Biological and Physical Sciences  

WILES, Steven  Adjunct Assistant Professor, Biological and Physical Sciences  

WILKINSON, Timothy  Associate Professor, Business Academic Programs  
WILSON, Craig  Professor, Sociology, Political Science, Native American Studies and Environmental Studies

WINN, Sue  Nursing Instructor
Associate, Ohio Valley College, 1985; B.S.N., Harding University, 1987; M.S.N., Walden University, 2008 (2008)

WOOLSTON, W. Dee  University Lecturer, Psychology

YAZAK, Daniel  Professor, Educational Theory and Practice; Rehabilitation and Human Services
B.S., Baylor University, 1969; M.U.P., Texas A&M University, 1976; D.E.D., Texas A&M University, 1980 (1990)

YOUNG, Cheryl  Assistant Professor, Educational Theory and Practice

YOUNG, Gary F.  Dean, College of Business; Professor, Business Academic Programs
B.S., Tennessee Technological University, 1967; M.S., Clemson University, 1969; Ph.D., Louisiana Tech University, 1977 (2006)

ZOLTOWSKI, Lea  Assistant Professor, Art
Emeritus Professors

Alterowitz, Dr. Harold S. Professor, Physical Education (1948-1984) and Director, Athletics (1948-1968)

Amunrud, Dr. Leroy R. Professor, Mathematics (1968-1984)

Baack, Ms. Susan Instructor, English (1995-2008)

Behm, Dr. Gary Professor, Music (1979-2008)

Benedict, Dr. George A. Professor, Philosophy (1973-2004)

Bieber-Moses, Dr. Jeanette Professor, Information Resource Management (1961-1986)

Boden, Dr. Anneke-Jan Professor, Communication and Theatre (1964-1996)

Card, Dr. Kenneth Professor, Special Education (1964-1981)

Christensen, Dr. Linda Professor, Special Education, Counseling, Reading, and Early Childhood (1982-2008)

Coffman, Dr. Victoria Marie Tait Professor, Communication and Theatre (1967-2004)

Copple, Dr. C. Rockne Professor, Health and Human Services (1965-1993)

Davidson, Mr. Harold L. Associate Professor, Education (1967-1982)

Davis, Mrs. Jean Associate Professor; Librarian (1959-1972)

Dunlop, Dr. Lowell A. Professor, Elementary and Secondary Education, Dean of Students (1965-1989)

Elliott, Dr. Eugene Professor, Chemistry (1958-1981)

Evans, Dr. Maurice Professor, Mathematics (1963-1984)

Fargo, Dr. Mumatz A. Professor, History (1969-2000)

Farsio, Dr. Farzad Professor, Finance and Economics (1987-2007)

Floyd, Dr. Joseph W. Professor, Native American Studies, Political Science, and Sociology & Director, CATI Lab (1978-2007)

Friguglietti, Dr. James Professor, History (1976-2000)

Gilliland, Dr. Cleburne “Hap” Professor, Education (1960-1979)

Gloge, Dr. Randall Assistant Professor, English and Philosophy; Associate Director, Environmental Studies Program (1988-2006)

Grant, Dr. Roland L. Associate Professor, Earth Science (1967-1996)

Gruber, Dr. Richard Professor, Educational Foundations (1962-1992)

Gulick, Dr. Walter B. Professor, English and Philosophy (1974-2002)

Healey, Dr. James Professor, English (1975-1999)

Heidenreich, Dr. C. Adrian Professor, Native American Studies (1977-2006)

Heidinger, Dr. Maurice Professor, Foreign Languages and Literatures (1969-1990)

Heikes, Mr. Kenneth W. Administrator Emeritus (1967-1992)

Held, Dr. McDonald Professor, Speech, Communication and Theatre Arts (1971-1977)

Heywood, Dr. Stanley Professor, Education (1966-1987)

Hinthorne, Dr. Thomas Professor, Management (1993-2008)

Howard, Mr. C. Randy Professor, Accounting (1973-1996)

Howell, Dr. Joseph O. Professor, Mathematics (1980-2008)

Iverson, Dr. Glenn Associate Professor, Health and Physical Education (1968-1993)
Jensen, Dr. Theodore W. Professor, Modern Languages and Literatures (1974-2006)

Karnos, Dr. David D. Professor, English and Philosophy (1977-2006)

Kittock, Mr. Charles E. Administrator Emeritus (1964-1994)

Kochner, Curtis Vice Chancellor of Student Affairs Emeritus (1984-2006)

LaCounte, Dr. Marlene Professor, Educational Theory and Practice (1982-2003)

Lee, Dr. Harry F. Professor, Curriculum and Instruction (1970-1999)

Lin, Dr. Ruey-Lin Professor, History, Native American Studies, Political Science, and Sociology (1974-2002)

McKinley, Dr. William S. Professor, Mathematics and Management (1969-1987)

McRae, Dr. Robert Professor, Physics (1958-64; 1966-91)

Meide, Ms. JoAnne K. Assistant Professor & Reference Librarian (1969-1996)


Mossman, Dr. Beal Professor, Psychology (1967-1996)

Noyes, Dr. Robert Professor, English (1960-1983)

Perkins, Mr. George Associate Professor, Music (1959-1988)

Plank, Dr. William G. Professor, Modern Languages and Literatures (1967-2009)

Rollins, Dr. George Professor, History (1953-1981)

Schoenthal, Dr. Norman Professor, Biological Sciences (1966-1994)

Schulz, Dr. Dennis D. Professor, Habilitative Services (1967-1987)

Self, Dr. William M. Associate Professor, Mathematics (1988-2003)

Selsor, Marcia L. Professor, Art (1975-2000)


Smith, Dr. Kenyard E. Professor, Music (1987-1994)

Spicer, Dr. Janeth Professor, Information Systems (1972-2002)

Stannard, Dr. William Professor, Mathematics (1966-1984)

Steele, Mr. Ben Professor, Art (1959-1982)

Sutherland, Mr. Rex Associate Professor, Music (1963-1979)

Utroske, Mr. Walter F. Associate Professor, English and Philosophy (1966-2006)

Vezey, Mr. Joseph D. Instructor, Metal Fabrication Technology (1974-2005)

Waltner, Dr. Richard H. Professor, Sociology (1981-1993)

Warne, Dr. Earl K. Professor, Education (1957-1985)

Wiesner, Dr. Eugene Associate Professor, Psychology (1967-1991)

Willett, Dr. Flora Associate Professor, English (1965-1990)

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