Montana State University-Billings
2005-2007 General Bulletin

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UNIVERSITY CALENDAR

Fall Semester 2005

Residence Halls Open.....Sunday, September 4
Labor Day Offices Closed ..... Monday, September 5
Classes Begin..... Wednesday, September 7
Late Registration Fee Applies ($40.00) ..... Friday, September 9
STUDENTS WHO HAVE NOT COMPLETED FEE PAYMENT OR SIGNED A FEE STATEMENT BEFORE FRIDAY, SEPT. 9 WILL BE DISENROLLED FROM CLASSES AND REQUIRED TO RE-REGISTER
Last Day for Registering/Adding Classes.....Thursday, September 15
Last Day for Withdrawing/Dropping Classes with a Partial Refund ..... Tuesday, September 27
Last Day to Apply to Graduate Fall Semester 2005 ..... Tuesday, October 4
Columbus Day CLASSES IN SESSION OFFICES OPEN (Exchanged for Friday, Nov 25).....Monday, October 10
Last Day to Drop Classes Without Penalty for Failing (No Refund)..... Tuesday, October 25
Registration for 2006 Spring Semester Begins .....Monday, November 7
Veterans' Day NO CLASSES OFFICES CLOSED ..... Friday, November 11
Last Day to Drop a Class with Approval of Advisor and Course Instructor..... Tuesday, November 22
Thanksgiving Holiday NO CLASSES..... Wednesday November 23 thru Sunday November 27
Final Exam Week ..... Monday, December 12 thru Thursday, December 15
Semester Ends..... Thursday, December 15
Residence Halls Close .....Friday, December 16
Grades Due in the Registrar's Office.....12:00 noon, Wednesday, December 21

InterSession 2005-2006

Classes offered.....December 27 to January 11

Spring Semester 2006

Residence Halls Open.....Monday, January 16
Martin Luther King Day NO CLASSES OFFICES CLOSED .....Monday, January 16
Classes Begin.....Wednesday, January 18
Late Registration Fee Applies ($40.00) ..... Friday, January 20
STUDENTS WHO HAVE NOT COMPLETED FEE PAYMENT OR SIGNED A FEE STATEMENT BEFORE FRIDAY, JANUARY 20 WILL BE DISENROLLED FROM CLASSES AND REQUIRED TO RE-REGISTER
Last Day for Registering/Adding Classes..... Thursday, January 26
Last Day for Withdrawing/Dropping Classes with a Partial Refund .....Tuesday, February 7
Last Day to Apply to Graduate Spring Semester 2006.....Tuesday, February 14
Presidents' Day NO CLASSES OFFICES CLOSED.....Monday, February 20
Spring Break NO CLASSES ..... Saturday, March 4 thru Sunday, March 12
Registration for 2006 Summer Session Begins.....Monday, March 20
Last Day to Drop Classes Without Penalty for Failing (No Refund).....Wednesday, March 15
Registration for 2006 Fall Semester Begins .....Monday, March 20
Last Day to Drop a Class with Approval of Advisor and Course Instructor.....Tuesday, April 11
Spring Mini Break NO CLASSES.....Thursday, April 13 thru Sunday, April 16
University Day NO CLASSES OFFICES OPEN.....Friday, April 28
Final Exam Week ..... Monday, May 1 thru Thursday, May 4
Semester Ends..... Thursday, May 4
Residence Halls Close .....12:00 noon, Friday, May 5
Commencement ..... Saturday, May 6
Grades Due in the Registrar's Office.....12:00 Noon, Wednesday, May 10

***Note: Ten minutes is added to all Monday-only classes Spring 2006.**

Summer Semester 2006

First Session classes begin ..... May 15
Memorial Day NO CLASSES OFFICES CLOSED ..... May 29
First Session classes end ..... June 16
Last Day to Apply to Graduate Summer Semester 2004 if not attending ceremony Spring 2004 ..... June 16
Second Session classes begin ..... June 19
Independence Day NO CLASSES OFFICES CLOSED ..... July 4
Second Session classes end ..... July 21
Third Session classes begin ..... July 24
Semester Ends ..... August 25

Fall Semester 2006

Residence Halls Open ..... Sunday, September 3
Labor Day Offices Closed ..... Monday, September 4
Classes Begin ..... Wednesday, September 6
Late Registration Fee Applies ($40.00) ..... Friday, September 8
STUDENTS WHO HAVE NOT COMPLETED FEE PAYMENT OR SIGNED A FEE STATEMENT BEFORE FRIDAY, SEPT. 8 WILL BE DISENROLLED FROM CLASSES AND REQUIRED TO RE-REGISTER
Last Day for Registering/Adding Classes ..... Thursday, September 14
Last Day for Withdrawing/Dropping Classes with a Partial Refund ..... Tuesday, September 26
Last Day to Apply to Graduate Fall Semester 2006 ..... Tuesday, October 3
Columbus Day CLASSES IN SESSION OFFICES OPEN (Exchanged for Friday, Nov 24) ..... Monday, October 9
Last Day to Drop Classes Without Penalty for Failing (No Refund) ..... Tuesday, October 24
Registration for 2007 Spring Semester Begins ..... Monday, November 6
Election Day NO CLASSES OFFICES CLOSED ..... Tuesday, November 7
Veterans' Day (Observed) NO CLASSES OFFICES CLOSED ..... Friday, November 10
Last Day to Drop a Class with Approval of Advisor and Course Instructor ..... Tuesday, November 21
Thanksgiving Holiday NO CLASSES ..... Wednesday, November 22 thru Sunday, November 26
Final Exam Week ..... Monday, December 11 thru Thursday December 14
Semester Ends ..... Thursday, December 14
Residence Halls Close ..... Friday, December 15
Grades Due in the Registrar's Office ..... 12:00 noon, Wednesday, December 20

InterSession 2006-2007

Classes offered ..... Tuesday, December 26 to Wednesday, January 10

Spring Semester 2007

Residence Halls Open ..... Sunday, January 14
Martin Luther King Day NO CLASSES OFFICES CLOSED ..... Monday, January 15
Classes Begin ..... Wednesday, January 17
Late Registration Fee Applies ($40.00) ..... Friday, January 19
STUDENTS WHO HAVE NOT COMPLETED FEE PAYMENT OR SIGNED A FEE STATEMENT BEFORE FRIDAY, JANUARY 19 WILL BE DISENROLLED FROM CLASSES AND REQUIRED TO RE-REGISTER
Last Day for Registering/Adding Classes ..... Thursday, January 25
Last Day for Withdrawing/Dropping Classes with a Partial Refund ..... Tuesday, February 6
Last Day to Apply to Graduate Spring Semester 2007 ..... Tuesday, February 13
Presidents' Day NO CLASSES OFFICES CLOSED ..... Monday, February 19
Spring Break NO CLASSES ..... Saturday, March 3 thru Sunday, March 11
Registration for 2007 Summer Session Begins ..... Monday, March 12
Last Day to Drop Classes Without Penalty for Failing (No Refund) ..... Wednesday, March 14
Registration for 2007 Fall Semester Begins ..... Monday, March 19
Last Day to Drop a Class with Approval of Advisor and Course Instructor ..... Thursday, April 12
Spring Mini Break NO CLASSES ..... Thursday, April 5 thru Sunday, April 8
University Day NO CLASSES OFFICES OPEN ..... Friday, April 27
Final Exam Week ..... Monday, April 30 through Thursday, May 3
Semester Ends ..... Thursday, May 3
Residence Halls Close ..... 12:00 noon, Friday, May 4
Commencement ..... Saturday, May 5
Grades Due in the Registrar's Office ..... 12:00 noon, Wednesday, May 9

***Note: Ten minutes is added to all Monday-only classes Spring 2007.**

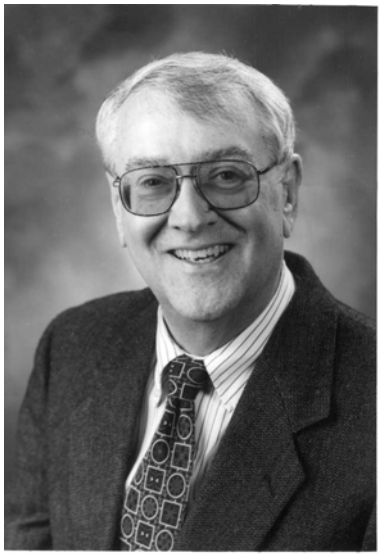
ACCESSIBILITY DATA

For Individual Buildings On Campus

	General Accessibility						Restroom Facilities			
Building	Entrance ramped on ground level	Automatic entrance doors	Number of accessible floors	Stairs non-skid	Interior ramps available	ELEVATORS P=Passenger; F=Freight; *=Braille labels	Restroom designed for wheelchair	Entrance door width = 32"	Wall accessories below 40"/A	Access to showers and tubs
Academic Support Center	yes	yes	1		no		yes	yes	yes	
Apsaruke	Yes	Yes	3	Yes	Yes/F	P*	Yes	Yes	yes	
Art Annex	yes		1		no		yes	yes	yes	
Cisel Hall	yes	yes	4	yes	yes	P*	yes/B	yes	yes	
College of Business (McDonald Hall)	yes	Sky-Bridge	3		yes	P	Yes/F	yes	yes	
College of Education	yes	yes	4	yes	no	P*	yes	yes	yes	
College of Technology	yes	yes	2		yes	P*	yes	yes	yes	
Facilities Services	yes		1				yes	yes	yes	
Family Housing	yes	no	1				yes	yes	yes	yes
Liberal Arts	yes	yes	8	yes	no	P*	yes/C	yes	yes	
Library	yes	yes	3	no	yes/F	P*	yes/D	yes	yes	
McMullen Hall	yes	yes	4	yes	no	P*	yes	yes	yes	
Parking Garage	yes			yes	yes	P*				
Petro Hall	yes	yes	8	no	no	P*	yes/H	yes	yes	no
Physical Education	yes	yes	2	yes	yes	P*	yes	yes	yes	yes
Rimrock Hall	yes	yes	6	no	no	E/G,P*	yes	yes	yes	yes
Science	yes	yes	3	yes	no	P*	yes	no	yes	
Security	yes		1		yes		yes	yes	yes	
Student Union	yes	yes	2	no	no	P*	yes	yes	yes	

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

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: Master of Science in Athletic Training, Bachelor of Science in Health and Human Performance, Associate of Applied Science in Medical Assisting, Associate of Applied Science in Computer Desktop/Network Support, Associate of Science Program of Study in Human Resources, and Certificate in Human Resource Management. 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 VALUES

In any organization there are "core values" that guide the way the organization makes decisions. By clearly stating our core values, Montana State University-Billings communicates to all our stakeholders and constituents the way in which we chose to do business. The core values of the campus are:

Access – MSU-Billings recognizes the importance of access for all our constituents and is committed to providing them with a lifetime of accessibility to superior quality educational opportunities, programs and services.

Excellence – MSU-Billings emphasizes excellence in all of its educational opportunities, programs and services recognizing that excellence is not a destination, but a persistent striving for the very best.

Student Centered – MSU-Billings values student growth and is committed to excellence in teaching, research, and support for all students. Valuing students means a management approach that considers the needs of students first in decision-making.

Civic Engagement – MSU-Billings values civic engagement and provides strong support for educational opportunities that encourage students, faculty, and staff to actively serve the communities where they live and work.

Inclusiveness and Diversity – MSU-Billings encourages, embraces and celebrates the principles of inclusion, diversity, openness, and representation stressing civility, respect, and empowerment.

Constructive Leadership and Change – MSU-Billings values the contemporary culture of continuous change and improvement and seeks to be visionary in thoughts, ideas, and action.

Affordability and Stewardship – MSU-Billings is committed to keeping the cost of public higher education affordable to all Montanans and to assuring responsible stewardship of the resources invested in Montana public higher education.

Dynamic Alliances – MSU-Billings regards the building of dynamic alliances with K-12 education, other institutions of higher education, government, and business and industry as critical to our commitment to meet the growing demand for educational opportunity and an education workforce in a "knowledge economy."

International Engagement and Cultural Exchange – The University will engage our community of influence in the globalization of our instruction, research, service, and economic development efforts.

MONTANA STATE UNIVERSITY-BILLINGS 2002-2007 STRATEGIC INITIATIVES

Based on the vision statement, core values, history of the institution, and external factors facing the institution, the following Strategic Initiatives have been adopted by the campus:

Student Success, Achievement, and Retention- In order to ensure that each student attending the University has the opportunity to succeed and reach their educational goal, the University will put the planning and resources in place to maximize student success as measured by the student.

Access, Affordability and Stewardship- In order to ensure access for all qualified students the University will work to overcome barriers students face when entering college. Recognizing that cost is a significant element of access the University will seek to keep costs affordable while being good stewards of the money that the state and individuals have invested in the University.

Academic Excellence and Integrity- The University will maintain an atmosphere of excellence and complete all projects with integrity and as stewards of public resources. The five colleges at MSU-Billings will participate in a self-evaluation and external review process in an effort to ensure the highest standards of academic excellence and integrity.

Civic Responsibility, Community Engagement, and Service Learning- MSU-Billings will provide more and better opportunities for community and civic engagement and service learning to the benefit of students engaged in the learning and the communities in which our students serve.

Planning and Innovation- The University will be on the cutting edge of new ideas, continually planning for its future. The University will purposefully plan its activities and continually use innovation to further its mission and objectives.

Technology- Technology will be designed and used to further objectives of the University, community, economic development, and research to enhance the learning, business, and production environments of students, faculty, staff, and research personnel.

Competitive Change- The University will respond to market changes with appropriate strategies that meet or exceed those of the competition. We will stay relevant in a quickly changing world by leading.

Inclusiveness, Diversity, and International Engagement- The University will seek out and support programs and initiatives that engage students in multi-cultural and global learning. The University will seek diversity within its own workforce, student body, and programming.

Ensuring an Administrative, Operational, and Physical Infrastructure that Fully Supports an Excellent University – To achieve the ambitious goals set forth in our Strategic Plan, it is essential that the University have an excellent, responsive, and customer-oriented infrastructure that supports the work of our faculty, staff, and students. This infrastructure includes the people, processes, facilities, and technologies essential for the operations of a state-of-the-art academic and business environment.

2005-2007 General Bulletin
Montana State University-Billings

Billings, Montana 59101-0298
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www.msubillings.edu

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 2005.

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 about 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.

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 two campuses: the senior campus and the College of Technology 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.

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

McM 107, 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

Pursuant to **Title VI and VII of the Civil Rights Act, Title IX of the Education Amendments Section 504 of the Rehabilitation Act, Executive Order 11246 as amended by 11375, and the Montana State Human Rights Act - Montana State University-Billings** has a policy of non-discrimination in employment practices and in admission, access to, and conduct of educational programs. Discrimination is prohibited on the basis of race, sex, color, national origin, religion, age, handicap, marital status, sexual orientation, or parental status.

Montana State University-Billings reaffirms its desire to create a work environment for all employees, and a study environment for all students, which supports, nurtures, and rewards career and educational goals on the basis of ability and work performance, regardless of sex.

Sexual harassment of employees by co-workers, superiors, or students or of students by students, staff, faculty, or administrators, which imposes a requirement of sexual cooperation as a condition of employment or academic advancement, is inimical to this environment. Montana State University-Billings prohibits such conduct.

Montana State University-Billings affords any student, employee, or applicant for admission or employment the opportunity to file a discrimination grievance. Inquiries or grievances should be directed to the Human Resources/EEO-AA Office, McMullen Hall 310, Phone (406) 657-2278.

Sexual Harassment

Montana State University-Billings affirms its desire to create and maintain a work environment for all employees, and a study environment for all students, which supports, nurtures, and rewards career and educational goals on the basis of ability and work performance regardless of gender.

Sexual harassment of employees by co-workers, superiors, or students or of students by students, staff, faculty or administrators is unacceptable. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct or written communication of an intimidating, hostile, or offensive sexual nature. In addition, sexual harassment behavior includes conduct in which:

1. The employee's or student's submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or education.
2. The employee's or student's submission to, or rejection of, such conduct is used as the basis for employment or educational decisions.
3. The conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive environment.

Montana State University-Billings prohibits such conduct. Furthermore, sexual harassment is a violation of state and federal equal opportunity and nondiscrimination regulations.

Misconduct action will be taken when instances of sexual harassment are identified and confirmed, filed, and result in a finding of probable cause. Retaliation against persons who file complaints is a violation of laws prohibiting discrimination and will result in misconduct action against offenders. Supervisors who knowingly condone or fail to report incidents of harassment will themselves be subject to discipline, including possible individual liability and/or criminal charges.

Complaints of sexual harassment must be filed with the Human Resources/EEO-AA Office, McMullen Hall 310, Phone (406) 657-2278.

Sexually Explicit Materials in the Workplace

In keeping with its 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 which 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. Such materials are inappropriate and should be removed from the workplace.

This policy applies to space provided by the University such as offices, shops, classrooms, hallways, lounges, computer labs (including the Information Commons located on the lower level of the Library), and study carrels.

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

Complaints regarding sexually explicit materials in the workplace should be filed with the Human Resources/EEO-AA Office, McMullen Hall 310, Phone (406) 657-2278. Failure to comply with this policy may be a violation of the Code of Student Conduct, and may subject a student to disciplinary action.

Annual Crime Report

In November of 1990 the Student Right-to-Know Act was signed into law. 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.

Americans With Disabilities Act of 1990

Montana State University-Billings Policy Statement

In accordance with the ADA, Montana State University- Billings ensures academic program accessibility as well as building accessibility for all persons with disabilities. No individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of Montana State University-Billings, or be subject to discrimination by any such entity.

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).

Employees

A qualified individual with a disability means someone who satisfies the required skill, experience, education and other job-related requirements of a position and who, with or without reasonable accommodation, can perform the essential functions of the position. Montana State University-Billings will make reasonable accommodation to any known disability that may interfere with an applicant's ability to compete in the selection process or an employee's ability to perform the duties of the job. Departments who are conducting recruitments to fill a vacant position who have issues with regard to a candidate with disabilities should coordinate with the Human Resources Office, McMullen Hall, room 310, (406) 657-2278.

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
Business Data Processing
Education
General Studies (Self-designed)
Rehabilitation and Related Services
Word Processing

Associate of Science Degree (AS)
Programs of Study in:
Allied Health
Applied Supervision
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 Applied Science (AAS)
Accounting Technology∇
Administrative Assistant
Automobile Collision Repair and Refinishing
Automotive Technology
Computer Application Development
Computer Desktop/Network Support
Computer Systems Technology
Diesel Technology
Drafting & Design Technology
Heating, Ventilation, Air Conditioning & Refrigeration
Medical Administrative Assistant
Medical Assistant
Paramedic
Practical Nurse
Process Plant Technology
Radiologic Technology

Certificate Programs
Accounting Assistant∇
Assistant Drafter
Automobile Collision Repair
Automobile Collision Repair & Refinishing
Automobile Refinishing
Automotive Technology
Computer Assistant∇
Diesel Technology
Human Resources Management∇
Human Resources Management Essentials∇
Networking Technology
Office Assistant∇
Welding/Metal Fabrication Technology

Bachelor of Applied Science (BAS)∇

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

Bachelor of Science in Liberal Studies (BSLS) ∇

Bachelor of Science Degree (BS)
Biology
Options in:
Environmental Sciences
Medical Laboratory Science
Teaching Certificate
Chemistry
Option in:
Teaching Certificate

Health Administration
Health and Human Performance
Options in:
Teaching Certificate
Health Promotion
Human Performance
Mathematics
Option in:
Teaching Certificate
Psychology
Public Relations
Sociology

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

Bachelor of Science in Education Degree (BSED) with Teaching Majors in the following:
Elementary Education Broadfield
Special Education (P-12)

Bachelor of Science in Human Services Degree (BSHS)

Bachelor of Science in Rehabilitation and Related Services Degree (BSRRS)

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
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 Education (5-12)
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-Engineering
Pre-Engineering Technology
Pre-Law
Pre-Medicine
Pre-Nursing
Pre-Pharmacy
Pre-Physical Therapy

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

Graduate Degrees

Information on Graduate programs offered by Montana State University-Billings may be obtained by calling the Office of Graduate Studies, Research, and Research Compliance (406) 657-2238 or by writing to:

Director, Graduate Studies, Research, and Research Compliance
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 Management (M.S.S.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
- 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
- Special Education, Counseling, Reading, and Early Childhood
- Health and Human Performance

Master of Science in Special Education (MSSE) with Degree Options in:

- Advanced Studies
- Generalist

Endorsements/Other Programs

Post-Baccalaureate Program

The Post-Baccalaureate Program is a non-degree program leading to teacher certification and/or subject area endorsements or student enrichment.

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.

Supervisory Endorsements

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

College of Professional Studies and Lifelong Learning

MSU-Billings Online University

Information about online and interactive television programs can be found on page 252 and may also be obtained by visiting their website at www.msubonline.org.

Admissions and Registration

McM 107, 657-2158
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.

   Applications will be processed only for the term that 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 from 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 Out of High School More Than Three Years

In order to be accepted for admission to Montana State University-Billings' main 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 will be accepted at MSU-Billings and 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 22)].

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 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 2005: Minimum ACT Math score of 16 (SAT score of 390) or a score of 3 or higher on the AP Calculus AB or B exam.
   - Fall 2006: Minimum ACT Math score of 17 (SAT score of 420) or a score of 3 or higher on the AP Calculus AB or B exam.
   - 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.

NOTE: Admission and college preparatory curriculum requirements 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 in the College of Technology or another accredited community college, attempting at least 12 semester credits, and transfer to Montana State University-Billings. See the Transfer Students information section.

College of Technology Enrollment Requirements

As of January 1, 1995, a high school diploma from an accredited high school or a GED is required of all students to be admitted. Some programs have special entry requirements. 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.

Montana Residents who enter college within three years from the date of their high school graduation
Graduates of an accredited Montana high school are classified as in-state students for admissions purposes. Students who enter college within three years of the date of their high school graduation must meet the required admission criteria including the University Preparatory curriculum outlined previously to be accepted for full-time status.

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, 657-2158, for assistance.

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 389 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 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 general education requirements of Montana State University-Billings.

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 general education program at Montana State University-Billings.

Associate of Arts and Associate of Science Degrees.

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

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

Before Montana State University-Billings will accept the courses, a student will have to earn a grade of "C-" or better in each of the classes described in the preceding sections.

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. College-level courses will be those that are applicable to an associate of arts, associate of science or baccalaureate degree. In advance of a student's enrollment, Montana State-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.

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 eight discipline areas at a participating host institution. The eight discipline areas are:

Natural Sciences (with labs)	6 semester credits
Social Sciences	6 semester credits
Mathematics	3 semester credits
English Composition	3 semester credits
Humanities	3 semester credits
Fine Arts	3 semester credits
History	3 semester credits
Cultural Diversity	3 semester credits
Total Semester credits	**30**

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

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

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

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

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

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 associates or baccalaureate degree. In all cases, such courses shall not include remedial or developmental courses.

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

All Transfers

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

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

The Academic Advising Center (McMullen 100, 406-657-2240/COT A017 247-3020) will do an evaluation of transcripts upon the request of the applicant. The student will be informed as to what transfer courses can be accepted toward the major and what courses must yet be completed for the degree. This evaluation will be processed only after an application, the admission fee, and official college transcripts are on file with the Office of Admissions and Records.

Students who transfer credit from foreign institutions or from institutions that do not have regional accreditation will have their courses evaluated on an individual basis. Policy and procedure information may be obtained in the Office of Admissions and Records.

Students transferring from institutions with candidacy status in a regional accrediting 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.

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 Equivalent 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 MSU-B 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 call 657-2158 with re-admission request, 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 (657-2240/247-3020) 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 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.

High School Students

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 will be charged College of Technology tuition rates. An additional scholarship is available toward one University-level class each semester.

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.

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 apianca@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 about 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 32) Because Montana State University-Billings participates, residents of Montana may enroll under the same terms in designated institutions and programs in other participating states.

Resident students from the following states may participate if they meet eligibility requirements: Alaska, Arizona, Montana, 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

McM 107, 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

McM 200, 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, Research, and Research Compliance 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. The course schedule must be approved by the Advisor before actual registration can take place. The Advising Center is located in McMullen Hall, room 100, 657-2240 or at the COT A017, 247-3020.

5. **As students are expected to complete 120 credits over an eight-semester period of time, 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 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 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. 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.

Graduate Student Classification

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

As students are expected to complete 120 credits over an eight-semester period of time, 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.

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, room 100/ 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 Course Work

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 Collegiate 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 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 27). A Pass (P) grade is granted upon obtaining the required examination score. Call the Advising Center at 657-2240 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 (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 (McM 114) to assist students in preparation for these tests. Tests can be scheduled at the College of Technology (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 Technology at 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, 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 Technology at 247-3057.

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 ENGL 150 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 students' completed portfolios are examined first by the 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 person with whom the student received the recommendation from. 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 students' portfolio.

D. Credit recommendation and documentation for the coursework is forwarded to the Registrar if the assessment is successful. Coursework is posted on students' transcripts 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 Course Work

(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 107). 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 203, 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 temporary 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 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 the first floor of McMullen Hall, room 100/ 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" (Withdrew Passing) in all classes.

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

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 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 (McM 100, 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, Room B- 4, Montana State University-Billings, 1500 University Drive, Billings, Montana 59101-0298, (406) 657-2301.*

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 as shown in the fee schedule each semester.

Semester Tuition and Fee Schedule

Effective Fall Semester, 2005

Tuition and fees are subject to change by the Board of Regents of Higher Education. If you have questions on the current fees, please call the MSU-Billings Business Office at 657-2301 or stop by room B4 in McMullen Hall. Comprehensive fee and extra fee tables are now available through the MSU-Billings website at www.msubillings.edu/boffice under Student Account Information.

Course Credit	Total Resident Fees	Total Non-Resident Fees
1	359.35	702.70
2	532.40	1219.10
3	705.45	1735.50
4	908.00	2281.40
5	1081.05	2797.80
6	1254.10	3314.20
7	1554.65	3958.10
8	1735.70	4482.50
9	1908.75	4998.90
10	2081.80	5515.30
11	2254.85	6031.70
12-18*	2427.90	6548.10
19	2600.95	7064.50
20	2774.00	7580.90
21	2947.05	8097.30
22	3120.10	8613.70
23	3293.15	9130.10
24	3466.20	9646.50
25	3639.25	10162.90
add for each additional credit	173.05	516.40

* 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 above 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

There is a per credit hour charge of $156.75 up to 11 credits. For students taking 12 through 18 credits, there is a flat rate of $1881.00. Students enrolling for more than 18 credit hours pay an additional $156.75 for each credit hour over 18.

Associated Students Activity Fee & Recreational Activity Fee

Students enrolled for seven credit hours or more each semester are required to pay $48.50 for activities sponsored by the Associated Students of Montana State

University-Billings. Students enrolled for four through six credit hours pay $30.50 each semester and students enrolled for three hours or less pay $15.00 per semester.

Academic Building Fee
The Academic Building fee varies based on the number of credit hours taken. At 12-18 credits, the fee is $28.00. The funds generated from this fee are used to pay a portion of the costs of repair, maintenance, and operation of the Physical Education Building.

Nonresident Building Fee
A $4.00 per credit nonresident building fee is collected from all students who are not residents of the State of Montana.

Building Renewal and Replacement Fee
Students enrolled for seven credit hours or more are required to pay a $106.00 fee per semester. Students enrolled for less than seven credit hours pay $53.00 per semester, and those enrolled for less than four credit hours pay $40.00 per semester.

Equipment Renewal and Replacement Fee
Students taking 12-18 credits are assessed an Equipment Renewal and Replacement Fee of $41.40 per semester.

Student Union Fee
A $36.50 per semester fee is pledged for the operation of the Student Union for all students enrolled for four or more credit hours. Students enrolled for less than four credit hours pay $29.00 per semester.

Computer Fee
Students are assessed a computer fee of $3.25 per credit hour.

Athletic Fee
Students enrolled for more than seven credit hours are required to pay a $32.50 fee per semester. Students enrolled for seven credits or less are required to pay $24.50 fee per semester.

Network Services Fee
The Technology Fee is $5.45 per credit hour. The funds generated from this fee pay for the administrative and student software and required campus technology upgrades for the network.

Library Fee
All students are assessed a $10.00 Library fee. Funds generated from this fee are used for the purchase of new and replacement books and periodicals.

Technology Replacement Fee
All students are assessed a $23.30 technology 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 of $48.50. Students enrolled for six credit hours or less may have the benefits of the Health Center services by electing coverage and paying the $48.50 per semester 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 $48.50 Health Service fee. Students taking less than four credits may petition to enroll in the health insurance plan.

Additional Information Regarding Fees

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.

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 may 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 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, or by telephone.

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.

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 web site: 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. The following meal plans are available:

Platinum Plan	$875.00 Includes 50 dinner meals and $500 flex dollars
Gold Plan	$825.00 Includes 80 dinner meals and $350 flex dollars
Silver Plan	$775.00 Includes 65 dinner meals and $350 flex dollars
Bronze Plan	$775.00 Includes 35 dinner meals and $500 flex dollars
Copper Plan	$725.00 Includes 50 dinner meals and $350 flex dollars

Flex dollars can be used for breakfast, lunch, snack items, pizza, and other grab-and-go items that a student wishes to purchase. Dinner meals are provided in an "all-you-care-to-eat" setting and allow students to select from a variety of food options during the dinner hours. All dinner meals must be used within the semester. Flex dollars will carry from Fall semester to Spring, but must be used by the end of Spring semester.

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, 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, 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 Information Commons 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

McM 103, 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; March 1 is the priority date for submitting the financial aid application to the processor. Students should allow up to two months if they file a paper application and two weeks for processing the web application. The financial aid application must be filed annually.

Verification

Some students will be required to submit tax returns and other documents to verify the information on their applications. The FAFSA processor selects 30% of the FAFSA filers for verification.

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 2005-2006 from August 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.

Resident Student (two semesters)

*Registration, Tuition, and Miscellaneous Fees	$4000-4930
Books and Supplies	$800-900
Board and Room	$5000-6200
Total	**$9800-12,030**

Non-Resident Student (two semesters)

*Registration, Incidental and Miscellaneous Fees	$10,555-13,175
Books and Supplies	$800-900
Board and Room	$5000-6200
Total	**$16,355-20,275**

*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 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 a repayment of Pell, SEOG, or SSIG.
- 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).
- Meet any other program-specific criteria.

Grants

Federal Pell Grant

Federal Pell Grants are awarded to undergraduate students who have not earned a bachelor's or professional 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 available to a limited number of undergraduate students with exceptional financial need. Priority is given to students who receive Pell Grants. Grants under this program average $1000 per academic year at Montana State University-Billings.

Baker/MTAP Grant, Montana Higher Education Grant, Access 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 for a minimum of six credits per semester, and have substantial financial need. 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 from the Office of Financial Aid and Scholarships. Since the requirements and criteria are different for each scholarship, it is advisable for students to use the general application to be considered for all scholarships. **The Scholarship Application deadline is February 1.**

Employment

Federal and State Workstudy Programs

The workstudy programs are funded by federal and state governments 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, www.msubillings.edu/finaid/index.htm for available jobs.

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 (formerly NDSL)

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 $4,000/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 canceled. Information regarding loan cancellation and deferment is available in several publications located in the Office of Financial Aid and Scholarships.

Federal Stafford Loan

Federal Stafford Loans are low-interest loans (variable interest for new borrowers) made by some banks, savings and loan associations, and credit unions to undergraduate and graduate students attending school at least half-time. Students must complete the FAFSA as well as a special loan application to receive this 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. Numerous deferment options are explained in other publications available in the Office of Financial Aid and Scholarships.

Stafford Loans are either subsidized or unsubsidized. You may receive both types for the same enrollment period. Unsubsidized Stafford Loans are not awarded on the basis of financial need. The student is responsible for the interest from the time the loan is disbursed. A student can request that the interest be accrued and capitalized, that is, the interest will be added to the principle of the loan. No principal payments are due during in-school or deferment periods. A subsidized Stafford Loan is awarded on the basis of financial need. The student will not be charged any interest before you begin repayment.

Federal Stafford Loan and Unsubsidized Federal Stafford Annual Loan Limits

First year	$2,625-6,625
Second year	$3,500-7,500
Third, fourth, fifth year	$5,500-10,500
Graduate	$8,500-18,500

Aggregate Loan Limits:

Undergraduate	$23,000-46,000
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 variable. Federal PLUS borrowers generally must begin repaying both principal and interest within 60 days after the loan is disbursed.

Fee Waivers

MSU-Billings has fee waivers for veterans, senior citizens, Montana American Indians, faculty and staff, high school honor students, advanced honor students, athletes, graduate students, war orphans, dependents of firemen and policemen killed in the line of duty, and departmental fee waivers. Eligibility and selection criteria vary. Students who wish to apply for fee waivers from MSU-Billings colleges or departments, such as Art, Music, and Communications, must complete the General Scholarship Application and the FAFSA. Certain fee waivers require a separate application form and in some cases additional documentation in order to qualify. Department fee waivers require that students 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. Contact that office for more information.

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 local office of the Veterans Administration.

Tribal Grants

Assistance is available to many American Indian students through Tribal and 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 - Study Abroad

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

1. An accepted award letter on file
2. A copy of the course schedule for the term the student will be abroad
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

5. A memo from the Business Office Director that the student has made arrangements regarding where to mail the financial aid check

The above information must be submitted to the Financial Aid Office **at least three 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, Room 103, or calling 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

McM 100, 657-2240

COT A017, 247-3020

www.msubillings.edu/advise

The Advising Center, offers new students advising as to coursework, regardless of 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: 657-1641

College of Technology: 247-3022

www.msubillings.edu/asc

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 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, 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, 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 the N.C.A.A. Division II and the Heartland Conference. Men's and women's teams compete on a varsity level in basketball, cross-country, golf, soccer, and tennis; additionally, women compete in volleyball and softball and men compete in baseball.

MSU-Billings Booster Club

PE Building, 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

Beezer's

Student Union Building, 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 five 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.

Beezer's Bistro and Beezer's Express are branches of Jackets and Company located in McDonald Hall and the LA Building. Beezer's West is located at the College of Technology.

Career Services and Cooperative Education

McM 114, 657-2168

COT A-7, 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

McM 114, 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

McM 114, 657-1618

College of Technology, 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 Ave (Across from the Liberal Arts Building)

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 896-5820.

Dining Services

Student Union Building, 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, 657-2283 (V/TTY)

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

McM 103, 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 in McMullen Hall, room 103.

Housing and Residential Life

SUB 221, 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 total 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 upper-class 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.

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

To apply for residence hall living, contact our office at 406-657-2333 or visit our website at www.msubillings.edu/reslife.

Family Housing

MSU-Billings offers 10 family housing apartments for students currently enrolled in 12 or more credits. The family housing eligibility includes: married students, single parent with children, or married students with children. Family housing apartments include 6 three-bedroom apartments and 4 two-bedroom apartments. There is an application and $25.00 application fee to place your name on the waiting list for an available apartment.

To obtain more information about family housing apartments, contact the housing office at 406-657-2333 or visit our website, www.msubillings.edu/reslife.

Housing Application

Residents who sign their Housing Applications and pay their $75 Room Damage Deposits 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 payments.

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.

NOTE: Non-exempt students with fewer than 30 semester credit hours will automatically be charged for a room on campus unless an exemption is requested and granted.

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, 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.

Orientation Sessions

McM 100, 657-2232

www.msubillings.edu

Call the Advising Center (406-657-2232) for student orientation sessions, which are scheduled each academic term. Faculty and staff are available at these sessions to answer many questions concerning the University and its programs.

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, 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, 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, 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 657-2153.

Student Opportunity Services (SOS/TRIO)

Library 141, 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 Opportunity Services Activities Club

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 Beezer's (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. At 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 students through funds allocated by the Associated Students of MSU-Billings (ASMSU-B).

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 course work 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, 896-5815

Kathy McIsaac, 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, 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

CI 306, 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

CI 306, 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

McM 107, 657-2158

Veterans are advised to check with the Veterans' Affairs coordinator, McMullen Hall, room 107, 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

CI 109, 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 657-2075 or toll free at 877-356-8387 for assistance.

International Studies

Library 131, 657-1705

www.msubillings.edu/intnlstudies

In this age of global interdependence, developing an international perspective among students is one of the essential components of a higher education. Montana State University-Billings provides students exciting opportunities to study and live in other countries and to explore diverse cultures and societies. Studying abroad is a unique way to expand one's global awareness, and one's academic and personal growth.

Come to the Office of International Studies to find out about the variety of study abroad opportunities available to students. MSU-Billings offers its own programs in Japan, Korea, China, Finland, the Netherlands, Germany, Spain, and Costa Rica. Through MSU-Bozeman, with whom MSU-Billings works closely, there are opportunities to study in universities in such countries as Australia, England, France, Norway, and Morocco. Many of these placements are competitive; therefore, a record of good academic performance is an advantage.

For more information, please see page 76.

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 Rehabilitation and Related Services 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 course work 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.

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

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

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

Examples

ENGL 150 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).

PSYC 101 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 ENGL 150 and the 6 grade points from PSYC 101 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 2.00 institutional term GPA. Part-time students on academic probation are allowed to continue in college as long as they earn a 2.00 GPA in each succeeding semester.

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 course work 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 course work 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.

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.

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 (McMullen Hall 114, 406-657-2168) to examine study guides and call the College of Technology (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 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 28).

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, room 100). 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.

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

Students who transfer to MSU-Billings from a regionally accredited 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 77, 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 general education 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 course work.
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 general education requirements:

General Education Category	**Credits**
1. Writing	6
2. Oral Skills	3
3. Mathematics	3
4. Natural Sciences	7
5. Social Sciences	6
6. History	3
7. Cultural Diversity	3
8. Fine Arts	3

9. Integrated Humanities.....3
Total.....37

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 Rehabilitation and Related Services, 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, McMullen 114. 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 107. 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, room 107, 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

657-1662 Library Reference Desk

Jane Howell, Director

Librarians: Assistant Professor Duffy, Howell
Professor Emeritus: Bratton, J. Davis, Meide
Professional Staff: Bares, Roberts, Schuld

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 and Audiovisual Services are 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, then 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, Dawson Community College, Dull Knife Memorial College, Little Big Horn College and Stone Child College.

Books, journals, documents and other information in the MSU Billings Library are supplemented by a wide variety of electronic resources, such as electronic journals, databases, online indexes and Internet resources. Interlibrary loan and document delivery services are available to obtain 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 PC's 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. AV Services checks out AV equipment for student presentations, and offers other services such as tape dubbing.

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

Monday – Thursday ..... 7:30 am – 9:00 pm
Friday ..... 7:30 am – 4:00 pm
Saturday ..... 10:00 am – 4:00 pm
Sunday .....1:00 pm -- 5:00 pm

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

College of Technology Library

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 College of Technology. The collection supports the wide variety of programs at the College of Technology with books, magazines, multimedia and electronic resources. The collection is augmented by technical resource centers located in the technology centers throughout the building.

Materials in the College of Technology Library are included in the OMNI MSU system, accessible in the Library and through MSU-Billings' web site at www.msubillings.edu, then by clicking on the Library. This leads to many other electronic 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.

Materials in the College of Technology Library are included in the OMNI MSU Libraries catalog, accessible in the Library and through the MSU-Billings web site at www.msubillings.edu then by clicking on the Library. All electronic resources are available at both library locations.

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.

Office of Information Technology

COE 158, 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 158 to receive assistance with using computing applications and developing special multi-media technology projects. Assistance is also available by calling 247-5755.

Student Computing Resources

Information Commons

Location: Information Commons, Library, 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 .NET, Adobe Creative Suite, Macromedia Studio MX, ArcView, Mathematica, 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, e-mail, and the Library's online catalog as well as other web-based Library resources. Each MSU-Billings student has disk space to store their e-mail and 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 Education 158

Location: COE 158, 247-5755

COE 158, a computer lab for the design, development, and production of academic multi-media projects, is located on the first floor of the College of Education in room 158 and is available 8:00 a.m. to 6:00 p.m. COE 158 is operated by the Information Technology (IT) department, and has PC's, 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 .NET, Adobe Creative Suite, Macromedia Studio MX, ArcView, 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 158 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, e-mail, and disk space to store their e-mail and course related documents.

Multi-media Technology Services

College of Education 158, 247-5755

Information Technology Multi-media Technology Services support, located on the first floor of the College of Education room 158, 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.

Montana State University-Billings Foundation

2615 Virginia Lane, 657-2244

The Foundation is an independent, non-profit organization and is the official development office for Montana State University-Billings. The Montana State University-Billings Foundation furthers the role of the University by solicitation, investment, and management of monetary support for programs of the University. The Foundation, through financial and volunteer support, enhances the quality of instruction, strengthens research efforts, and provides community outreach to the constituent groups served by the University.

MSU-Billings Alumni Association

2615 Virginia Lane, 657-2244

The Montana State University-Billings Alumni Association serves as a link between the University and its graduates. While strengthening the University by bringing alumni to a better awareness of the progress and growth taking place at MSU-Billings, it also brings to the attention of the University the types of programs that will address the needs of alumni in the communities. The Alumni Association, which operates under the auspices of the MSU-Billings Foundation, is financed through alumni memberships in the Alumni Gold Circle program and other fund-generating programs.

Yellowstone Public Radio

(KEMC/KBMC/KECC/KYPR)

406 Marbara, 657-2941

From studios on the campus of Montana State University-Billings, Yellowstone Public Radio provides a general adult audience with in-depth news and public affairs, classical music, jazz and blues, spoken arts and humanities programs not otherwise available on the radio. This station is affiliated with National Public Radio (NPR), Public Radio International (PRI), the WFMT Fine Arts Network, and American Public Media, along with other program producers and suppliers. The more than 35,000 listeners reside in Montana and northern Wyoming.

Yellowstone Public Radio consists of four stations, KEMC (Billings), KBMC (Bozeman), KECC (Miles City), and KYPR (Gillette), 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, Billings at 91.7, 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 97.1, 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. And in Wyoming in Buffalo at 91.9, Cody at 88.5, Gillette at 88.9, Greybull at 91.1, Sheridan at 104.9, and Worland at 88.5.

College of Allied Health Professions

Physical Education Building

Faculty, staff, and students can draw on the facilities of the Physical Education Building. The building includes a 3,300-seat gymnasium with a varsity basketball court, a volleyball court, badminton and tennis courts; the south balcony which has space for indoor archery, golf, and baseball pitching; the north balcony, with a combatives area; a 25-yard swimming pool , a spectator gallery, and an underwater observation window; dressing rooms for men and women with disabilities and an elevator with direct access to the swimming pool; men's and women's locker rooms equipped with saunas; and a fitness center with free weights, exercise machines and selectorized machines.

The facility also includes an annex which has a large gymnasium divisible by curtains into two sections, each with a high school-sized basketball court; two tennis courts; three volleyball courts; six badminton courts; four racquetball-handball courts with glass backwalls and an instructor's gallery; and a suspended running track, 14 laps to the mile.

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.

Scientific Field Station
MSU-Billings maintains Hoheisel Lodge (named for William H. Hoheisel, long- time member of MSU-Billings' science faculty) and other facilities at a field station on a section of state land on the West Fork of Rock Creek not far from Red Lodge. The station is used as a center for courses involved in scientific field studies of geology, flora and fauna.

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.

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.

College of Business

Center for Business Enterprise
Located in the College of Business (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, 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 first hand 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 two academic departments as well as the Certification and Field Experiences Office (CAFÉ), the Montana Center on Disabilities, and the Big Horn Teachers Project. In addition, Information Technology's new COE 158 provides technology support and services for computing, applications, multi-media production, and student computing. The COE provides excellent observation facilities and ample opportunity for participating in classrooms and clinics. Construction of the two-story addition was completed in the Spring of 2000. The building boasts state-of-the-art classrooms with hearing enhancement equipment and high-tech audio and visual equipment.

Big Horn Teachers Project

The Big Horn Teachers Project is a grant funded program in the College of Education. The Big Horn Teachers Project provides a variety of teacher training services for American Indian students through recruitment, retention, multicultural curriculum enrichment, and the provision of culturally appropriate student support services for Native students entering and enhancing their teaching profession. Active partnerships with tribal colleges and K-12 schools on or near the Crow and Northern Cheyenne Reservations assist the Big Horn Teachers Project to meet the goals of each federally funded project.

The Big Horn Teachers Project provides individualized, computerized, and holistic student support services that include the student's financial concerns, family, culture, academics, and professional development. The staff includes American Indian professionals highly skilled in academic counseling, social service referrals, and financial aid advocacy. The staff is also knowledgeable of contemporary issues in American Indian education and they are adept at delivering these services in a manner appropriate to cultural protocols commonly practiced among American Indians of the Great Plains region.

Student Fellows in the Big Horn Teachers Projects receive a variety of benefits that include monthly stipends, book allowances, paid tuition and fees, examination fees, attendance at professional conferences, tutoring, Master teacher mentors, tribal elder mentors, multicultural curriculum enrichment, employment assistance, induction year services, and camaraderie with other Natives in the teaching profession.

For additional information visit the Big Horn Teachers Project website at:
www.msubillings.edu/bighornteacherproj

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

Distance Education Center

(406) 657-1685

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

Interactive Television
The Center participates in three different interactive television networks which serve various portions of Montana. The three networks are the METNET system which is a compressed two-way video and audio network which is owned and operated by the State of Montana, The Mid-Rivers/SEMTEC network which is full motion/full duplex video and audio system linking 18 sites throughout Eastern Montana, and the Vision Net network which is a compressed two-way video and audio system which links approximately 50 sites throughout Montana. For additional information about interactive television call (406) 657-1685.

Satellite Services
The Distance Education provides C-band and Ku-Band downlink services to the University. Satellite programming may be received and distributed to rooms 157 and 162 in the Special Education building located on the southwest corner of the MSU-Billings campus (location #15 on the campus map on the back cover of the general bulletin) and room 102 of the Education building located just north of the Special Education building (location #13 on the campus map on the back cover of the general bulletin). Contact the Distance Education Center at (406) 657-1685 to make arrangement for this service.

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 TCI, Inc. cable system in Billings.

MSU-Billings Downtown
207 North Broadway
Montana State University-Billings Downtown will be a focal point for outreach from the campus of Montana State University-Billings. MSU-Billings Downtown will seek to create a community of learning that provides greater access to academic programs, creates new partnerships with organizations external to the University, strengthens and expands existing partnerships with regional and community organizations. MSU-Billings Downtown will serve to support 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 programming delivered via distance education.

MSU-Billings Online University
The Distance Education Center supports students and faculty through MSU-B Online. MSU-B Online provides a distributed learning environment for students with work, time, and place circumstances which might otherwise prevent them from continuing their education. MSU-B Online delivers a BSLS degree completion option for distributed learners (see page 257 for additional program information), as well as supporting other distributed learning courses or special programs. For additional information on MSU-B Online call (406) 657-2203 or visit the Online University Website at www.msubonline.org.

Summer Session
(406) 657-2203
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.

Traditionally, two Summer Sessions are offered. The first is designed primarily for undergraduate students. It usually begins in mid-May. The second Summer Session typically features classes and workshops for graduate students, although a number of undergraduate classes are offered as well. It begins in the latter part of June.

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.

Intersession

The Intersession is a schedule of courses offered during the break between the Fall semester and Spring semester. The Intersession provides students with an opportunity to enroll in required and elective courses. Students enrolled in at least 12 credits, but less than 18 credits for the Spring semester pay no additional tuition for Intersession up to the 18 credit limit (except for special fees). Intersession may save students time and money. For additional information about Intersession contact Admissions and Records at (406) 657-2158 or (800) 565-MSUB.

Academic Support Center

The Academic Support Center provides services to support the academic success of students of MSU-Billings and the College of Technology. All developmental level math and English courses are taught in the same buildings as the Center, 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 the Office of Disability Support Services.

Writing Tutors

The Learning Lab provides tutorial assistance for all writing assignments. 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

The Learning Lab provides tutorial assistance for students taking any 100 or 200 level math or statistics course. The 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, assisting with homework problems, and monitoring make-up exams.

Learning Lab

The Academic Support Center Learning Lab provides tutoring for all students enrolled in developmental level Math and English courses. Tutors are also available to assist students with writing assignments in other courses, all 100 and 200 level math and statistics courses, and other subjects that meet the needs and requests of students. The Learning Lab provides workshops on specific topics such as APA writing style, graphing calculators, and basic word processing. Computer assisted learning resources are available to support the academic success of students. See the Academic Support Center web site at www.msubillings.edu/asc for detailed information about the Centers and the programs they provide.

Developmental Courses

Montana State University-Billings offers a number of courses designed to help students succeed in their academic programs.

English

ENGL 100 English Essentials is a course designed to help students develop their academic writing skills. ENGL 100 is designed for students who need to increase their proficiency in the use of the academic English language to the required level for entrance into ENGL 150 College Composition.

Tutors are available in the Academic Support Center Learning Lab to help students with writing assignments for any class.

Mathematics

MATH 101 Introduction to Algebra, covers introductory algebra concepts involving terminology, exponents, operations on rational numbers, multiplication of polynomials, and basic factoring.

MATH 105 Algebra for College Students covers concepts of linear functions and their graphs; absolute value equations and inequalities; understanding of the concept of rational exponents; quadratic, rational, and radical equations; the concepts of rational exponents; and logarithmic and exponential forms and properties.

The Academic Support Center Learning Lab provides tutoring for students enrolled in 100- and 200-level math and statistics courses and any student who needs assistance with assignments in most general education courses. Check the ASC website for more information on which academic areas are covered.

College Success Strategies

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

Advising Center

McMullen Hall, Room 100, 657-2240
College of Technology, Room A017, 247-3020/247-3018

The goal of the Advising Center is to assist students in designing academic plans which enable them to complete their program requirements as efficiently as possible. All new, transfer, and returning students are encouraged to visit with an academic advisor. New students will receive information regarding General Education 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 General Education 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. **After initial academic planning has been completed with the Advising Center, students will work with faculty advisors for the planning of upper-division coursework.**

Mandatory Advising

All first-time freshmen students entering MSU-Billings are required to see an academic advisor before registering for classes. During the initial advising session, students will receive information regarding General Education requirements and worksheets for major and minor academic programs. Students who plan to develop a graduation guarantee may do so during their first advising session.

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

General Studies Students

Students who have not selected a major are registered as General Studies majors. In an effort to assist students in completing degree requirements as efficiently as possible, General Studies students are encouraged to focus on general education requirements their first semester. Students are also encouraged to visit 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 visit with an advisor in the Advising Center to complete a transcript evaluation and begin developing a plan of study. In order to give an accurate transcript evaluation, transfer students should provide copies of transcripts of all previous college level work. Although we maintain course equivalency guides for all Montana colleges and universities, it is helpful if transfer students can provide catalogs with course descriptions for coursework completed at out-of-state institutions.

Declaring a Major

Students are encouraged to select and declare a major during their Freshman year. Upon declaring a major through the Advising Center, the student's advising file will be updated with academic program worksheets for the major, and a long range plan of study will be developed. Students who have declared a major will be assigned a faculty advisor from their major department for the remainder of their academic career.

Changing a Major

Students who change their major are encouraged to visit with an advisor in the Advising Center. The academic advisor will clarify new program requirements, update the student's advising file with new program worksheets, and forward the student's advising file to the new faculty advisor. The changing of an academic major may have significant impact on a student's long-range academic plan. 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 General Education 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, Research, and Research Compliance 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, Research, and Research Compliance, McMullen 200, 406-657-2238.

Graduation Guarantee

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

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

Assessment Testing

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 (657-2240 or 247-3020).

General Education Requirements

The purpose of the General Education program at MSU-Billings is to help students acquire the skills, knowledge and attitudes which enable them to be lifelong learners, that is, educated human beings. Lifelong learners have the capacity and propensity to think skillfully in many modes and to communicate with precision and sensitivity. They rely upon a broad background of knowledge of the many ways humans come to know, express themselves, act in the world, and find meaning in life. The general education curriculum is designed both to promote the thinking and communication skills which support lifelong learning and to facilitate increased absorption of that broad background knowledge whereby persons come to understand themselves, others, and the world.

All students are required to earn 37 semester credits in the area of General Education. Each of the nine General Education categories contains an array of course choices. However, some departments require specific courses within the array of possible choices to fulfill the areas of General Education. Students are urged to consult with their department chairpersons or academic advisors for specific courses required within the area of General Education. General Education requirements serve the purpose of providing each student the opportunity to explore areas outside his/her major, minor or special concentration through a distribution of course work in broad areas of fundamental disciplines. General Education courses usually are distinguished from those required to meet the special requirements from other areas such as the academic major and minor, Professional Education Core requirements in teacher education, foreign language requirements for many B.A. and B.S. degrees, mathematics requirements for the B.S. degree, and the Common Body of Knowledge for Business Administration degrees.

In recognition that many courses in majors, minors, and other segments of requirements in degree programs are included in the listing of specific General Education courses which follows, students may use certain courses within their programs to meet both General Education and the other degree requirements. However, the number of credits actually taken may be counted only once toward meeting total graduation requirements. Also, no single course is allowed to count in more than one category within the General Education component.

Students are expected to select General Education courses from the approved list in consultation with their academic advisors.

Since many academic units have specific course recommendations on General Education course choices most appropriate for their majors, students are strongly urged to consult with their academic advisors in planning a program of study.

Note: A student may not count more than two (2) courses in any one subject area (example: History) to meet the General Education requirements, except in Category IV - Natural Sciences.

All students seeking an associate of arts, associate of science, and bachelor's degree at Montana State University-Billings are required to fulfill course work within each of the nine General Education categories as follows:

Category I Writing.....6 credits
Category II Oral Skills.....3 credits
Category III Mathematics.....3 credits
Category IV Natural Sciences (with Lab).....7 credits
Category V Social Sciences.....6 credits
Category VI History.....3 credits
Category VII Cultural Diversity.....3 credits
Category VIII Fine Arts.....3 credits
Category IX Integrated Humanities.....3 credits
Total General Education Credits.....37 credits

The Basis for Assessment

The skills and knowledge developed through the nine categories of General Education are essential to a life of inquiry and learning.

The Framework for General Education Assessment

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.

Social And Cultural Development

1. Develop an appreciation of social organization.
   a. Demonstrate an understanding of social organization.
   b. Demonstrate ability to work productively in a variety of social situations.
   c. Demonstrate ability to reflect on the dynamics within and among social organizations.

2. Develop an appreciation of cultural diversity.
   a. Demonstrate social consciousness.
   b. Demonstrate social responsibility.
   c. Demonstrate an understanding of the diversity of human cultures.

3. Develop an appreciation of human culture.
   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.

Ethical Development

1. Reflect on and appreciate 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 an ability to make responsible personal choices.

Specific Outcomes for Each Category

Each general education course must intentionally seek to enhance several types of thinking or communication skills, contributing to student abilities that can be assessed. In addition, each category is designed to contribute additional specific skills to enhance one's ability to understand oneself, others, and the world. Measurable skills are expected from each category. Courses in each category will address some, if not all, of the listed skills. They are as follows:

Category I – Writing

The student will be able to:
1. Write clear, accurate sentences and paragraphs in standard American English.
2. Write extended papers which effectively develop and support theses, tell stories, describe events, and/or express feelings, insights and personal values.
3. Demonstrate the ability to communicate effectively in written form through the sorts of writing most common in the student's chosen career area.
4. Identify and incorporate research materials into informative and analytical writing.

Category II – Oral Skills

Depending upon the course taken to satisfy the oral skills requirement, the student will be able to:
1. Give a speech,
2. Demonstrate skillful interaction,
3. And/or understand the impact of the mass media.

Category III – Mathematics

The student will be able to:
1. Solve problems through mathematical reasoning.
2. Describe or demonstrate how mathematical models or statistical designs are used to obtain knowledge in several disciplines.

Category IV – Natural Sciences

The student will be able to:
1. Describe the processes of observation, problem identification, hypothesis formulation, experimentation and verification which underlie scientific advancement.
2. Demonstrate Biological Awareness:
   a. Explain the structures and processes which enable organisms to grow and reproduce.
   b. Describe the evolution of life in response to its environment, illuminating the concept of ecological interdependence
   c. Discuss biological concepts as they interface with health and disease, genetic engineering, and environment.

3. Demonstrate Physical Science Awareness:
   a. Identify a specific physical science in terms of the domain of nature it studies and the laws which describe this domain's basic processes.
   b. Describe how scientific investigation illuminates a world not immediately present to our senses through different sorts of technological devices and mathematical constructs.
4. Demonstrate an appreciation for Laboratory Practice:
   a. Demonstrate the ability to design an experiment.
   b. Identify a properly designed experiment.
   c. Study physical objects in a direct manner which yields verifiable knowledge.
   d. Utilize laboratory equipment in a way that helps one appreciate both the power of technology and the dependence of contemporary scientific insight on the technology.

Category V – Social Sciences

The student will be able to:
1. Describe the diversity of focus, methodology and intention among the social sciences and within at least one of them.
2. Discuss the role and impact in daily existence of such major social institutions as the family, education, business, government, and religion.
3. Analyze how institutions and traditions are born, evolve, and die, and how they shape the lives of individuals.
4. Identify how the social sciences study human development, behavior, and health (sickness), and set forth influential psychological and sociological theories about these issues.
5. Gather information, analyze data, and draw conclusions in selected areas of the social sciences.

Category VI – History

The student will be able to:
1. Recognize some processes of continuity and change which have shaped events up to the present.
2. Identify and describe the characteristics of some major era in world history or international relations, thereby providing a framework for comprehending aspects of human experience.
3. Explain how some human experiences give rise to movements, institutions, traditions, and ideas which have a subsequent influence.
4. Analyze some factors leading to the dominance or suppression of selected racial, gender, ethnic, class, and religious groups.
5. Analyze some of the extent to which individuals (in contrast to physical or social forces) are able to influence events, making reference to illuminating examples.
6. Use factual and interpretive data to support historical or political hypotheses.

Category VII – Cultural Diversity

The student will be able to appreciate the principal literary, artistic, philosophical, historical, political, religious, and scientific productions of a wide range of literate and oral cultures with an eye to understanding the origin and development of those cultures as systems of internalized values which make those respective societies viable. Provided prerequisites are met, sophomores may take courses carrying numbers 300-399.

Category VIII – Fine Arts

Students will be able to accomplish one or more of the criteria listed below:
1. Demonstrate skills in practice of a fine art such as Visual Art, Performing Art, or Literary Art.
2. Describe the basic elements and practices of a fine art during the important eras of its development.
3. Make informed judgements concerning the aesthetic, entertainment, and intellectual value of a work in an area of fine art that the student has studied.
4. Recognize contributions of literature, music, theatre, or visual art in the development of insight into human capabilities, dilemmas, and aspirations.
5. Develop an aspiration and appreciation for the creative process in developing concepts in a fine art work.

Category IX – Integrated Humanities

Students will be able to accomplish one or more of the criteria listed below:
1. Discuss great works of literature, drama, or visual art which have decisively influenced or been influenced by the course of history.
2. Describe and critically assess prominent theories about the nature of reality, the qualities of the good life, and the ways in which life may be meaningful.
3. By the study of literature, music, and visual art, be able to compare the beliefs of different cultures.
4. Articulate a tentative personal philosophy of life arrived at after reflection upon the way family and culture have shaped one's beliefs, upon important personal experiences, and upon the most winsome models or theories of human behavior one has encountered.

General Education Courses

NOTE: Different departments and academic units specify particular courses within a category to meet degree requirements. Students are urged to consult their academic advisor and the course requirements for their degree prior to selecting courses in General Education. The courses with "CT" designation are MSU-Billings general education classes taught at the College of Technology campus. For further information on the College of Technology see The College of Technology Catalog or call (406) 656-4445 Ext. 132.

Category I Writing 6

ENGL 150 College Composition (required of all students).....3
ENGL 140 Business Writing.....3
ENGL 145 Technical Communication 3
ENGL 210 Technical Writing 3
ENGL 226 Research Writing.....3
ENGL 301 Business Communication.....3

Students must take ENGL 150 and one of the advanced writing classes - ENGL 210, ENGL 226, ENGL 301, ENGL 140, or ENGL 145. The appropriate choice from these advanced writing classes may differ by major. Students should consult with their advisors before selecting an advanced writing course.

University Honors Program students taking HIST 106 and 107 and HON 181 and 182 are credited with 3 credits of either ENGL 150 or ENGL 226.

Category II Oral Skills 3

COMT 101 Fundamentals of Communication 3
COMT 109 Human Relations.....3
COMT 110 Interpersonal Communication 3
COMT 130 Introduction to Public Speaking.....3
CTCM 130 Introduction to Public Speaking 3
FREN 202 Intermediate French II 3
GERM 202 Intermediate German II 3
SPAN 202 Intermediate Spanish II.....3

Category III Mathematics 3

FIN 201/202/203 Financial Planning for Everyone...3
MATH 107 Precalculus.....5
MATH 112 Calculus I.....4
MATH 121 Finite Mathematics.....4
MATH 122 College Mathematics for Technology....3
MATH 141 Contemporary Mathematics.....3
MATH 161 Mathematics for Health Sciences.....4
MATH 202 Mathematics for Elementary Education II.....3
STAT 141 Introduction to Statistics 3
STAT 241 Statistical Methods..... 4

Category IV Natural Sciences 7

Students are required to take one course from Subcategory A and one from Subcategory B; at least one course must include a corresponding laboratory.
OR
Students may satisfy Category IV by taking SCIN 101, 102, and 103.

Subcategory A

Life Sciences

BIOL 101 Survey of Biology..... 3
BIOL 115 Survey of Biology Lab..... 1
BIOL 178 Principles of Biology 3
BIOL 188 Principles of Biology Lab 1

Subcategory B

Physical Sciences

CHEM 104 Fundamentals of General & Organic Chemistry 3
CHEM 105 Fundamentals of General & Organic Chemistry Lab 1
CHEM 115 General Chemistry I..... 3
CHEM 118 General Chemistry I Lab 1
EASC 100 Lithosphere & Hydrosphere..... 3
EASC 101 Lithosphere & Hydrosphere Lab..... 1
EASC 120 Historical Geology & Paleontology..... 3
EASC 121 Historical Geology & Paleontology Lab. 1
GEOG 100 Physical Geography Lab 1
GEOG 101 Physical Geography 3
PHYS 101 Earth, Air, Fire & Water 3
PHYS 102 Earth, Air, Fire, & Water Lab 1
PHYS 110 College Physics I..... 3
PHYS 111 College Physics I Lab 1
PHYS 201 Introduction to Astronomy..... 3
PHYS 203 Introduction to Astronomy Lab..... 1
PSSC 101 Physical World Around Us 3
PSSC 102 Physical World Around Us Lab 1

SCIN 101/102/103 Integrated Sciences I, II, and III 3, 1, 3

Category V Social Sciences..... 6

(Students must take two courses from different rubrics)
BUS 101 Introduction to Business..... 3
ECON 200 Principles of Microeconomics..... 3
ECON 201 Principles of Macroeconomics 3
EDF 100 Educated Persons for a Democratic Society..... 3
POLS 101 Introduction to Government 3
POLS 212 United States Government..... 3

PSYC 101 General Psychology 3
SOCL 101 Introduction to Sociology 3
SOCL 212 Physical Anthropology & Archeology 3
SOCL 221 Social Problems 3

Category VI History 3

HIST 104 History of World Civilization to 1500 3
HIST 105 History of World Civilization Since 1500.....3
HIST 106 Honors: History of Western Civilization to 1500.....3
HIST 107 Honors: History of Western Civilization Since 1500.....3
HIST 109 Current World Problems 3
HIST 204 United States History to 1877 3
HIST 205 United States History Since 1877 3
POLS 221 International Relations 3

Category VII Cultural Diversity.....3

ART 131 Global Visual Culture 3
COMT 160 Introduction to Intercultural Communication 3
GEOG 102 World Geography 3
GEOG 120 Environment and Culture.....3
HIST 451 History of Islamic Civilization.....3
HIST 453 The Middle East in the Twentieth Century.....3
MUSC 150 Musics of the World 3
NAMS 181 Introduction to Native American Studies.....3
NAMS 211 Social Issues of the Native Americans ...3
PHIL 105 The Religious Quest.....3
PHIL 233 Philosophies & Religions of India 3
PHIL 234 Philosophies & Religions of China, Tibet, and Japan.....3
SOCL 211 Cultural Anthropology.....3
SOCL/A&SC 250 Women, Culture & Society.....3
SPAN 150 The Hispanic Tradition 3

Category VIII Fine Arts.....3

University Honors Program students taking HIST 106 and 107 and HON 181 and 182 count 3 of those credits toward the Fine Arts Category.

ART 101 Fundamentals of Art for Elementary Teachers 2
ART 110 Art Studio Essentials for the Non-Art Major.....3
ART 142 Introduction to Pottery 3
ART 161 Introduction to Drawing.....3
COMT 150 Introduction to Theatre and Performance 3
COMT 155 Global Cinema.....3
COMT 250 Introduction to Acting..... 3
DSGN 248 CAD Presentations 3
ENGL 160 Reading & Responding to Literature 3
ENGL 204 Fundamentals of Creative Writing..... 3
ENGL 280 Fiction into Film 3
MUSC 100 Music Appreciation..... 3
MUSC 160/360 Symphonic Band..... 1
MUSC 162/362 Concert Choir..... 1
MUSC 168/368 Jazz Ensemble..... 1
PHIL 303 Classical Mythology..... 3

Category IX Integrated Humanities .3

ART 132 Art History Survey 3
ENGL 260 World Foundations of Literature 3
HON 181 The Ancient and Medieval Worlds..... 3
HON 182 The Renaissance and Modern Worlds 3
MUSC 340 Music History: A Survey of Music and Its Development in Western Civilization to 1750.. 3
MUSC 341 Music History: A Survey in Music and Its Development in Western Civilization from 1750 to present 3
PHIL 107 Philosophical Inquiry 3
PHIL 115 Ethics..... 3
PHIL 117 Philosophies of Life..... 3
PHIL/ENGL 240 The Bible as Literature 3
PHIL 250 Christianity 3
PHIL 301 Death, Dying & Medical Ethics 3
PHIL 311 Environmental Ethics 3
PHIL 314 Business Ethics..... 3

Writing Requirements

Students who intend to graduate with a baccalaureate degree are required to have passed at least three courses with a WR indicator. ENGL 150 is required. The second course must be one of the following: ENGL 210, ENGL 226, ENGL 301, ENGL 140, or ENGL 145. 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 section entitled Course Terms and Definitions (see page 299). Students should contact their academic advisors for updates on courses meeting the WR requirement.

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
- Clarity
- Content
- Mechanics
- Organization
- Conciseness

- Development of an Idea
- Originality
- 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 graduating with an undergraduate degree are required to demonstrate basic computer literacy competencies and technological competencies required by their major department(s).

Basic computer literacy competencies are demonstrated by passing a general computing exam. This general examination includes objective questions which cover basic computer concepts and requires students to demonstrate skills in word processing and network searching activities. Students are eligible to take this examination as entering freshmen and must pass the examination before achieving senior standing.

All students are strongly encouraged to complete a minimum of two technology intensive courses as part of their undergraduate preparation. Courses which are technology intensive are designated TN in the section entitled Course Terms and Definitions (see page 299). Students should consult with their major department(s) and faculty advisor(s) for updates on courses meeting the TN requirement and to select TN courses appropriate to their major(s).

Prior to graduation students are expected to:

- demonstrate basic understanding of what computer systems are and how they work
- pass a basic computer vocabulary test
- demonstrate how to operate a microcomputer in a work-related situation (i.e., use a windows-based environment, be proficient in word processing; be able to use electronic mail, perform network searches)
- describe how computer applications impact everyday life and their major area of study
- describe current trends in information technology and their social implications

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, and courses such as MGMT 458 requiring special experiential learning projects. A&SC 105, 107, 295, 297, and 298 are also designated experiential learning courses. Students should consult with their advisor before enrolling in courses to fulfill this requirement because some of the majors include specific experiential learning courses within the degree requirements.

University Honors Program

The MSU-Billings University Honors Program is designed for curious students who are eager to participate actively in their education. Classes in the University Honors Program tend to be smaller than other classes and emphasize class discussion. Often these classes are interdisciplinary in nature; this helps students study issues from several perspectives. Some classes are team-taught, which also enriches the discussion.

The University Honors Program is still in its infancy; the first classes were offered in 1997. That means students entering in 2005 and 2006 can have a significant role in shaping the emerging program. The Program is overseen by the Honors Council, which consists of faculty members and other persons. Students may serve the Program as members of the Student Advisory Board, which selects a member to represent the students on the Honors Council. The Student Advisory Board also supports the Program in developing a sense of community so that social activities can increasingly flourish—such as community service, outdoor activities, and other special events.

At present the University Honors Program is designed so that most courses contribute to satisfying general education 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.**

At the heart of the General Honors curriculum is a one-year series of courses that examines the political, economic, social, philosophical, literary, and artistic history of Western Civilization. In this History/Humanities series, significant original texts are discussed and interpreted against their historical and cultural backgrounds. Students completing the full 12-credit sequence will be grounded in the Western tradition in a way that will serve them well, no matter what their major may be, and all 12 credits can be applied toward general education requirements. In addition, there will be Honors courses 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 website at www.msubillings.edu/honors or contact the Director.

To enter the University Honors Program, incoming freshmen must satisfy at least **one** of the following:

1. have a high school GPA of at least 3.5
2. be in the upper fifth of the student's graduating class
3. have a composite ACT score of 26 or better
4. have a Chancellor Scholarship
5. be supported by a letter from a high school teacher attesting that the student has the academic ability and desire to learn that is expected of an honors student.

Those students having completed at least 15 credits of higher education may be admitted to Honors courses by having:

1. a letter of recommendation from a university faculty member, or
2. a cumulative GPA of at least 3.2.

A grade of "B" in the Honors course taken will also constitute admission to the Program.

You are cordially invited to contact the Director of the Honors Program, Mr. Tom Rust, to learn more about what the program can offer you. You can reach Mr. Rust by phone at 657-2903, or by email at trust@msubillings.edu.

International Studies

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), LI 131, 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 Modern Languages Department. Please see page 179.

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
- Business Data Processing
- Education
- Rehabilitation and Related Services
- Word Processing
- 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**
General Education	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 General Education 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

	Credits
General Education Requirements	**37**

Students should consult with an academic advisor before registering for General Education courses in order to maximize the number of elective credits allowed in the degree.

Required Courses

*PSYC 101 General Psychology	3
PSYC 205 Research Analysis in Psychology	3
PSYC 206 Research Design in Psychology	4
Total Required Course Credits	**10**

Restricted Electives

Group 1 Select one course from this group:

PSYC 314 Learning and Motivation	4
PSYC 316 Sensation and Perception	4
PSYC 317 Cognitive Processes	4
PSYC 336 Comparative Psychology	4
PSYC 338 Physiological Psychology	4
PSYC 428 Statistics for Psychology	4
PSYC 480 Cognitive Development	4
Total Group 1 credits	**4**

Group 2 Select two courses from this group:

PSYC 271 Human Relations	3
PSYC/A&SC 309 Psychology of Gender Differences	3
PSYC 345 Psychology of Business	3
PSYC 380 Developmental Psychology	3
PSYC 382 Adult Psychology	3
PSYC 383 The Psychology of Aging	3
PSYC/NAMS 385 Native American Psychology	3
PSYC 410 Cognitive Learning Theories	3
PSYC 445 Industrial/Organizational Psychology	3
PSYC 450 Psychological Testing	3
PSYC 460 Theories of Personality	3
PSYC 470 Abnormal Psychology	3
PSYC/SOCL 471 Social Psychology	3
PSYC 476 Introduction to Clinical Psychology	3
Total Group 2 credits	**6**
Total Restricted Elective Credits	**10**

Electives ..... V 3-6
The total number of elective credits required for the

degree will be determined by the number of courses a student elects to take which fulfill both the General Education requirements and the degree requirements. Electives should be chosen in consultation with an academic advisor.

Total minimum credits required for degree 60

*May satisfy General Education requirements.

Associate of Arts
Program of Study in Education

Credits

General Education Requirements 37
Students should consult with their advisors to determine if specific courses are necessary in order to satisfy the General Education requirements leading to a degree in Education.

Required Courses
EDF 225 Human Growth and Development.....3
SPED 260 Introduction to Exceptional Learners.....3
EDCI 210 Educational Technology Applications.....2
RD 288 Foundations of Reading 3
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
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

General Education 37
Students should consult with their advisors to determine if specific courses are necessary in order to satisfy the General Education requirements within this program

Required Courses
HS 201 Survey of the Human Services.....3
HS/REHA 345 Legal, Ethical & Professional Issues in the Human Services.....3
EDF 225 Human Development in Education 3
REHA 201 Introduction to Diversity.....3
REHA 215 Medical and Psychosocial Aspects of Disability 3
REHA 290 Internship..... V 1-6
REHA 301 Principles of Counseling and Group Theory 3
Total Required Course Credits..... 23

Electives..... 3

Total minimum credits required for degree 60

Associate of Science
Program of Study in Allied Health

Credits

General Education 37
*BIOL 178 Principles of Biology 3
*CHEM 104 Fundamentals of General and Organic Chemistry 3
*CHEM 105 Fundamentals of General and Organic Chemistry Lab 1
*PHIL 115 Ethics
OR
*PHIL 301 Death, Dying, and Medical Ethics..... 3
*PSYC 101 General Psychology..... 3
*STAT 141 Introduction to Statistics
OR
*STAT 241 Statistical Methods 3
Additional General Education requirements 21

Required Program Courses
BIOL 241 Human Physiology and Anatomy I 3
BIOL 243 Human Physiology and Anatomy I Lab... 1
BIOL 245 Human Physiology and Anatomy II..... 3
BIOL 246 Human Physiology and Anatomy II Lab.. 1
BIOL 251 Microbiology for the Health Sciences..... 3
BIOL 261 Microbiology for the Health Sciences Lab..... 1
CHEM 106 Fundamentals of Biochemistry 3
Total Required Course Credits..... 14

Electives Courses
Take 9 credits from the following:
BIOL 221 Human Nutrition 3
BIOL 340, 350 General Microbiology with lab 4
BIOL 353, 354 Genetics with lab..... 4
CHEM 115*, 116, 118*, 119 General Chemistry with labs 8
HHP 210 First Aid and CPR 2
PHYS 110*, 111*, 120, 121 College Physics with labs..... 8
PSYC 380 Developmental Psychology
OR
PSYC 470 Abnormal Psychology 3

Upper division Biology or Chemistry courses chosen in conjunction with advisor V
Total Elective Credits 9

Total minimum credits required for degree 60

*May satisfy General Education requirements.

Note: The above required General Education courses and required program courses are minimum requirements for an Associate of Science degree. 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 Baccalaureate degree 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
General Education	**37**
*BIOL 178 Principles of Biology	3
*COMT 130 Introduction to Public Speaking	3
*EASC 100 Lithosphere and Hydrosphere	3
*EASC 101 Lithosphere and Hydrosphere	1
*ECON 201 Principles of Macroeconomics	3
*ENGL 150 College Composition	3
*ENGL 210 Technical Writing	3
*PHIL 311 Environmental Ethics	3
*SOCL 211 Cultural Anthropology	3
*SOCL 212 Physical Anthropology and Archeology	3
*STAT 141 Introduction to Statistics	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
*CHEM 115 General Chemistry I	3
*CHEM 118 General Chemistry I Lab	1
CHEM 116 General Chemistry II	3
CHEM 119 General Chemistry II Lab	1
Total Required Course Credits	**15**

Elective Courses
(to be chosen in consultation with advisor)
Choose 8 credits of:

BIOL 456 Advanced Ecology	3
BIOL 457 Advanced Ecology Lab	1
CHEM 320 Quantitative Chemical Analysis	3
CHEM 325 Quantitative Chemical Analysis Lab	1
CHEM 491 Independent Study	V 1-3
EASC 400 Geomorphology	3
EASC 491 Independent Study	V 1-3
Total Elective Courses Credits	**8**

Total minimum credits required for degree 60

*May satisfy General Education requirements.

Associate of Science
Program of Study in Pre-Engineering

	Credits
General Education	**37**
*BIOL 101 Survey of Biology	3
*CHEM 115 General Chemistry I	3
*CHEM 118 General Chemistry I Lab	1
*COMT 130 Introduction to Public Speaking	3
*ENGL 150 College Composition	3
*ENGL 210 Technical Writing	3
*MATH 112 Calculus I	4
Additional General Education Requirements	17

Required Courses

COMP 101 Fundamentals of Computer Science	4
CHEM 116 General Chemistry II	3
MATH 113 Calculus II	4
MATH 312 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 Course Credits	**23**

Total minimum credits required for degree 60

*May satisfy General Education requirements.

Interdisciplinary Programs, Degree Completion Programs, and Evening College

Bachelor of Applied Science (BAS) ∇

The Bachelor of Applied Science (BAS) degree is limited to students with 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 general education requirements and take upper division credits in existing areas of study which will complement the student's AAS credits already earned.

∇ This program is also offered in an online format.

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. Course work must include completion of specified general education courses and other upper division course work 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 General Education Requirements at MSU-Billings.
- Earn a minimum of 30 credits from MSU-Billings.
- Complete a minimum of 30 upper division credits, of which at least 21 must be earned from MSU-Billings.
- Complete a thematic concentration of 30 credits including at least 15 credits from one discipline. This concentration shall be prepared in collaboration with a faculty advisor and approved by the Academic Dean responsible for the majority of the courses in the Thematic Concentration.
- 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.

∇ This program is also offered in an online format.

Academic Requirements

Students must:

- Earn at least 120 credits with a cumulative grade point average of 2.0 or better.
- Satisfy the General Education requirements at MSU-Billings.
- Earn a minimum of 30 credits from MSU-Billings.
- Complete at least 36 upper division credits, of which at least 24 must be earned from MSU-Billings.
- Complete a thematic concentration of 30 credits including at least 15 credits from one discipline in the College of 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.

Note: An electronically mediated Bachelor of Science in Liberal Studies with several different thematic concentrations is offered through the Internet and interactive television for students at a distance, see page 258.

Evening College

Montana State University-Billings provides access to a variety of courses and full degree programs through the Evening College. The Evening College is focused primarily on serving the needs of working professionals who are not able to attend classes during the day. Students may complete the following course work or degree programs through the Evening College:

Associate of Science

The Associate of Science degree is a 60-credit program that includes 37 credits of General Education requirements and 23 credits of electives. Students will work with an academic advisor to design an Associate of Science degree. Associate of Science 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.

Bachelor of Science in Business Administration

The Bachelor of Science in Business Administration with an option in Management is available entirely through Evening College classes. This program includes the General Education requirements, Business Core, and the course work specific to the option in Management. The Evening College provides the opportunity for students who are working in a professional position to complete their degree while they continue to advance their career. Contact the Advising Center at 406-657-2240 for further details.

Bachelor of Science in Liberal Studies

The Bachelor of Science in Liberal Studies degree is an excellent degree completion program. This degree enables students to create a self-designed Plan of Study, and it works very well for students who wish to finish a degree and take advantage of credits they may have completed in the past. Students will work with an academic advisor to develop a self-designed Plan of Study. Although this is a general bachelor's degree, it does provide the opportunity to create a program that focuses on the needs and interests of students. Contact the Advising Center at 406-657-2240 for further details.

Master of Health Administration

The Master of Health Administration degree is entirely available through Evening College course work. Call 406-657-2115 for additional details.

Master of Education (M.Ed.) and other Graduate Programs in Education and Human Services

Many working professionals in the fields of Education, Special Education, School Counseling, Rehabilitation Counseling and Human Services are able to take classes for professional development, endorsement, certification or to complete a graduate degree through Evening College course work. Contact the Graduate School Advisor at 406-657-1639 for additional information about courses and degree programs that are available.

Evening College Contacts

Evening College General Information
Academic Support Center Room 4
406-657-2172

Admissions
McMullen Hall Room 101
406-657-2158

Advising Center
McMullen Hall Room 100
406-657-2240

Graduate School Advising
McMullen Hall Room 200
406-657-1639

Master of Education
McMullen Hall Room 200
406-657-1639

Master of Health Administration
Apsaruke Hall Room 125
406-657-2115

The College of Allied Health Professions

Dr. David Garloff, Dean
AP 119, 896-5831
cahp@msubillings.edu

The new 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 in McMullen Hall, room 100, to meet with an academic advisor. New students will receive information regarding General Education requirements and Plan of Study worksheets related to their major and minor programs. Transfer and re-admitted students will work with an advisor to complete a transcript evaluation and to develop a Plan of Study. Students majoring in bachelors 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:

Bachelor of Science in Health Administration

Bachelor of Science in Rehabilitation and Related Services

Bachelor of Science in Health and Human Performance: Teacher Certification Option

Bachelor of Science in Health and Human Performance: Health Promotion Option

Bachelor of Science in Health and Human Performance: Human Performance Option

Bachelor of Science in Human Services

Associate of Arts in Rehabilitation and Related Services

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

APS 107, 406-896-5830
healthadministration@msubillings.edu
Sheila K. McGinnis, PhD, Director

Faculty

Ann Adair, PhD; Laura Dimmler, MPA; Jonathan Engel, PhD; Stewart Kirkpatrick, JD; Maggie McBride, PhD; Jay McKiernan, Douglas Moore, MD; Jay Roth, Rakesh Sah, PhD; Paula Swan, MLIS, LSY

Degrees

Bachelor of Science in Health Administration (BSHA)

Master of Health Administration (MHA)

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. The Program enhances the depth and quality of education at MSU-Billings through partnerships in the community and with a variety of instructional formats responsive to the needs of students, including on-line courses.

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 field based experiences and internships that will support the student's interests and career objectives.

Academic advising services for all students are provided through the Advising Center in McMullen Hall, Room 100. 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.

Field Experiences and Internships

The Health Administration Program provides both a field experience and an internship in which students are given the opportunity to observe and practice in the field of health administration. The Bachelor of Science in Health Administration degree program (BSHA) culminates in a six 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, creative thinking, and technical areas.

The sophomore level field experience requires a minimum of 45 contact hours and is an opportunity for the student to investigate potential careers in health administration. The senior level internship occurs upon completion of all required courses and entails 270 contact hours in which the student functions as an assistant administrator. On-site health administration mentors and MSU-Billings faculty members from the Health Administration Program supervise the field experience and internship.

Requirements for Admission to Upper Division Classes

Students admitted to 300-and 400-level courses in Health Administration must complete the preparatory courses listed below with a grade of "C" or better and obtain an overall GPA of at least 2.25 in these courses. The health administration program director must approve exceptions to these requirements.

Writing
*ENGL 150 College Composition

Quantitative Methods
*MATH 121 Finite Math
*STAT 241 Statistical Methods

Business
ACCT 233 Principles of Accounting I
ACCT 234 Principles of Accounting II
*ECON 200 Principles of Microeconomics

Health Administration
HADM 210 Introduction to Health Care Systems
HADM 290 Sophomore Field Experience

*May satisfy General Education requirements.

Bachelor of Science Degree
Major in Health Administration

Credits

General Education Requirements 37
The following General Education courses also satisfy requirements in the major: ECON 200, ENGL 301, MATH 121, and PHIL 301. Students should consult with an academic advisor before registering for General Education courses in order to maximize the number of elective credits allowed in the degree.

Required Health Administration Core
HADM 210 Introduction to Health Care Systems 3
HADM 290 Internship: Field Experience in Health Administration 1
ECON 310 Health Economics 3
HADM 310 Health Care Administration 3
HADM 435 Health Law 3
HADM 450 Health Policy and Politics 3
HADM 490 Internship in Health Administration 6
HADM 492 Seminar 3
Total Required Courses 25

Other Required Courses
ACCT 233 Principles of Accounting I 3
ACCT 234 Principles of Accounting II 3
FIN 351 Principles of Financial Management 3
MIS 225 Introduction to Productivity Application Software 3
MGMT 321 Principles of Management 3
MGMT 322 Operations Management 3
MGMT 452 Human Resources Management 3
MKT 340 Principles of Marketing 3
SOCL 442 Environmental Sociology 3
*STAT 241 Statistical Methods 4
Total Other Required Courses 31

Research
Please choose one of the following:
HS 409 Program Evaluation and Applied Research 3
MKT 448 Market Research 3
Total Research Credits 3

Restricted Electives^
Choose 9 credits from the following courses with approval of an advisor.
COMT 310 Organizational Communication 3
COMT 410 Advanced Interpersonal Communication 3
ECON 443 Business and Economic Forecasting 3
HADM 455 Rural/Frontier Health Care Delivery 3
HADM 460 Long Term Care Delivery 3
HHP 330 Health Behavior Theories 3
HHP 335 Methods of Health Promotion 3
MGMT 353 Organizational Behavior 3
MIS 352 Microcomputer Database Design and Implementation 3
MIS 365 Database Management 3
MIS 472 Business GIS 3

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 the 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	
ACCT 233	3
General Education	12
First Year - Spring Semester	
ACCT 234	3
HADM 210	3
MATH 121	4
General Education	6
Second Year - Fall Semester	
ECON 200	3
STAT 241	4
General Education	7
Second Year - Spring Semester	
ENGL 301	3
HADM 290	1
MIS 225	3
MGMT 321	3
Electives	5
Third Year - Fall Semester	
MGMT 322	3
MKT 340	3
Electives	9
Third Year – Spring Semester	
ECON 310	3
FIN 351	3
HADM 310	3
MGMT 452	3
PHIL 301	3
Fourth Year – Fall Semester	
SOCL 442	3
HS 409 or MKT 448	3
Electives	9
Fourth Year – Spring Semester	
HADM 435	3
HADM 450	3
HADM 490	6

HADM 492 Seminar....3
MKT 341 Consumer Behavior....3
SOCL 380 Sociology of Health, Healing and Illness....3
Total Restricted Electives....9

^Other 300 or 400 level business courses and electives may be proposed subject to advisor's approval

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 both the General Education requirements and the major requirements. Electives should be chosen in consultation with an academic advisor.

Total Requirements for Degree....120

*May satisfy General Education requirements.

The Department of Health and Human Performance

PE 120, 657-2370
erandolfi@msubillings.edu
Dr. Ernie Randolfi, Chairperson

Professors: Gray, Randolfi, White
Associate Professors: Shaw
Assistant Professors: Diede, Lee, Samples
Lecturers: Morgan
Instructors: Carse, Matavo, Nordstrom, Peach
Professors Emeritus: Alterowitz, Christiansen, Harkins, Iverson, McKechnie

Undergraduate Degrees and Majors

Bachelor of Science Degree in Health and Human Performance
Options in:
Teacher Certification Option - Health and Physical Education (K-12)
Health Promotion Option
Human Performance Option

Teaching Minors in Health and Human Performance
Health and Physical Education (K-12)
Health Education (5-12)

Minor in Coaching

Bachelor of Science Degree in Human Services

Graduate Degrees

Master of Science in Athletic Training
Master of Science in Sports Management
For details covering the graduate degrees, see the Graduate Catalog. Graduate Catalogs may be obtained from the Office of Graduate Studies, Research, and Research Compliance, McMullen Hall, Room 200, 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 degrees in Health and Human Performance as well as Human Services. The Health and Human Performance degree includes a Teacher Certification Option in Health and Physical Education (K-12), a Health Promotion Option, and a Human Performance Option. Teaching minors are also offered in Health and Physical Education (K-12), and Health Education. A non-teaching minor in coaching is also offered.

Depending on the curriculum option pursued, graduates in Health and Human Performance will be eligible to teach physical education and/or health education at any level—kindergarten through high school; to coach school, youth league or adult sports; or to work in a community or worksite health promotion setting. Students completing the Health and Human Performance curriculum also may seek entrance to physical therapy schools or to master's degree programs in physical education or an allied field, such as cardiac rehabilitation, athletic training, or sport management.

Graduates in Human Services may find career opportunities within a wide variety of private and public human and helping services programs including but not limited to: allied health services; probation, parole, and juvenile services; family and community services; gerontology services; counselors and administrators for group homes, crisis centers, and other community-based service programs; community mental health; multicultural career education and counseling programs; drug and alcohol programs; recreation therapy; pre-school and child-care programs; adult education and life-long learning programs; and human services education programs. It is also anticipated that some students will pursue graduate studies programs in education, social work, psychology, human development, family studies, gerontology, and human services management.

BS Health and Human Performance

General Education	37
Major Core	18
HHP 260 Found and Scientific Fund in HHP	3
HHP 320 Current Issues in Health	3
HHP 330 Healthy Lifestyle Management	3
HHP 364 Research Methods in HHP	3
HHP 430 Exercise Physiology	3
HHP 461 Organization and Administration	3

Teacher Certification Option

Teacher Education Core	33
Required Courses	13
HHP 300 Motor Learning	3
HHP 340 Health Ed Strategies	3
HHP 365 Special Populations	2
HHP 390 Junior Field	0
HHP 405 Outdoor Camping	2
HHP 463 Kinesiology	3
Skills and Techniques	6
One from each block:	
Block One	
HHP 344 Competitive Sports	2
HHP 345 Lifelong Leisure	2
Block Two	
HHP 346 Rhythms and Games	2
HHP 347 Elementary Health	2
Block Three	
HHP 348 Fitness and Wellness	2
HHP 349 Basic Strength	2
Academic Minor	21
Total	128

Health Promotion Option

Interdisciplinary Core	21
Restricted Electives	9
Required Courses	35
HHP 101 Responsible Health	3
HHP 210 First Aid and CPR	2
HHP 211 Community Health	3
HHP 335 Methods of Health Prom	3
HHP 340 Health Ed Strategies	3
HHP 411 Drug and Alcohol	3
HHP 433 High Level Wellness	3
HHP 436 Stress Management	3
HHP 450 Worksite Health	3
HHP 455 Technological App	3
HHP 490 Internship/Practicum	6
Total	120

Human Performance Option

Interdisciplinary Core	21
Restricted Electives	3
Required Courses	20
HHP 101 Responsible Health	3
HHP 212 First Responder	3
HHP 300 Motor Learning	3
HHP 362 Basic Athletic Training	3
HHP 463 Kinesiology	3
HHP 490 Internship/Practicum	2
HHP 499 Senior Research Proj	3
Academic Minor	21
Total	120

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, co-operative 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 freshmen education and human services majors are provided through the Advising Center in McMullen Hall, Room 100. During the sophomore year, education and human services majors will be assigned to a faculty advisor in their department for upper-division advising. Advising files for upper-division students are maintained by the student's faculty advisor. 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 Education, the College of Business, and the College of Arts and Sciences who plan to be recommended for State of Montana certification 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 228).

General Education Requirements

The General Education requirements must be fulfilled by majors and minors. General Education classes should be taken during the first two years of college.

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

Bachelor of Science Degree Major in Health and Human Performance - Teacher Certification Option (Health and Physical Education K-12)

The degree program in Health and Human Performance Teacher Certification Option prepares the preservice 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 Certification Option (Health and Physical Education K-12)

All students desiring certification to teach are required to file an Application for Admission to the Teacher Education Program (see page 228).

Degree Requirements

The General Education requirements for secondary and K-12 education majors have been designed to prepare pre-service educators in a liberal arts curriculum which stimulates scholarship; promotes a critical understanding of human concepts; fosters individual fulfillment; nurtures the development of free, rational, and responsible professions; cultivates an appreciation for the values associated with life in a free, democratic society; develops intellectually competent, imaginative and vigorous educators; and encourages an analysis of values inherent in foreign cultures, the variety of American ethnic cultures, and Native American cultures with an aim toward developing a clearer understanding of other peoples. The General Education program for secondary and K-12 education majors is similar to the General Education program established for all students at Montana State University-Billings. A complete description is contained on page 70. Students should select General Education courses in consultation with their academic advisors in the subject area and education. A grade of "C" or higher is mandatory in all health and human performance courses satisfying the major requirements.

First Aid Competency

Health and Human Performance students who are completing the teacher certification option are required to demonstrate competency in first aid and CPR. Presentation of certification documents for First Aid and Adult/Child/Infant CPR will be accepted as proof of this competency if met through the following organizations:

First Aid
- National Safety Council
- American Red Cross

CPR
- National Safety Council
- American Red Cross
- American Heart Association

Students can also achieve First Aid and Adult/Child/Infant CPR certification through successful completion of HHP 210 First Aid and CPR.

Bachelor of Science Degree
Major in Health and Human Performance – Teacher Certification Option (Health and Physical Education K-12)

General Education:

I. Writing **6**
*ENGL 150 College Composition 3
*ENGL 226 Research Writing 3
II. Oral Skills **3**
*COMT 110 Interpersonal Communication 3
*COMT 101 Fundamentals of Communication 3
*COMT 130 Introduction to Public Speaking 3
III. Mathematics **3**
*MATH 107 Precalculus 5
*MATH 112 Calculus I 4
*MATH 121 Finite Mathematics 4
*MATH 141 Contemporary Mathematics 3
*STAT 141 Introduction to Statistics 3
*STAT 241 Statistical Methods 4
IV. Natural Science (must include one lab) **7**
*SCIN 101, 102, and 103 (see page 73) 7
A. Biology (select one of the following) 3-4
*BIOL 101 Survey of Biology 3
*BIOL 115 Survey of Biology Lab 1
*BIOL 178 Principles of Biology 3
*BIOL 188 Principles of Biology Lab 1
B. Physical Science (select one of the following) 4
*CHEM 104 Fundamentals of General & Organic Chemistry 3
*CHEM 105 Fundamentals of General & Organic Chemistry Lab 1
*CHEM 115 General Chemistry I 3
*CHEM 118 General Chemistry I Lab 1
*EASC 100 Lithosphere & Hydrosphere 3
*EASC 101 Lithosphere & Hydrosphere Lab 1
*EASC 120 Historical Geology & Paleontology 3
*EASC 121 Historical Geology & Paleontology Lab 1
*GEOG 101 Physical Geography 3
*GEOG 100 Physical Geography Lab 1
*PHYS 101 Earth, Air, Fire & Water 3
*PHYS 102 Earth, Air, Fire & Water Lab 1
*PHYS 110 College Physics I 3
*PHYS 111 College Physics I Lab 1
*PHYS 201 Introduction to Astronomy 3
*PHYS 203 Introduction to Astronomy Lab 1
V. Social Science **6**
Select one from the approved list on page 70, except BUS 101.
VIII. Fine Arts **3**
Select one course from the approved list on page 70.
IX. Integrated Humanities **3**
Select one course from the approved list on page 70.
VI. History **3**
*HIST 204 United States History to 1877 3
OR
*HIST 205 United States History Since 1877 3

SUGGESTED PLAN OF STUDY

Bachelor of Science in Health and Human Performance – Teacher Certification Option (Health and Physical Education K-12)

This sample schedule is a suggested plan for students to follow in completing the four-year Teaching Major in Health and Physical Education (K-12). If students choose this Teaching Major, a Teaching Minor is also required. Due to course schedule changes and staff assignments, students may not be able to follow the plan exactly. Students should consult with their advisors to plan classes before registering each semester to assure that all prerequisites and General Education requirements are met, and to plan for student teaching.

First Year	**F**	**S**
HHP 201		3
EDF 225		3
BIOL 101		3
COMT 110 or 101 or 130	3	
EDF 100	3	
ENGL 150	3	
Minor		3
General Education	6	6
Total	**15**	**18**

Second Year	**F**	**S**
HHP 260	3	
HHP 300		3
HHP 320	3	
HHP 330	3	
HHP 340		3
EDF 250		3
ENGL 226		3
HIST 204 or 205		3
NAMS 181 or 211		3
SPED 260	3	
General Ed with Lab	4	
Total	**16**	**18**

Apply for Admission to Teacher Education Program Spring Semester

Continued…

VII. Cultural Diversity 3
(Select one of the courses listed below)
*NAMS 181 Introduction to Native American Studies 3
*NAMS 211 Social Issues of the Native American 3
TOTAL GENERAL EDUCATION CREDITS 37

Professional Core (see page 240) 33
Major Core
HHP 260 Foundations and Scientific Fundamentals in Health and Human Performance 3
HHP 320 Current Issues in Health 3
HHP 330 Health Behavior Theories 3
HHP 364 Research Methods in Health and Human Performance 3
HHP 430 Exercise Physiology 3
HHP 461 Organization and Administration in Health Enhancement 3
Total Major Core Credits 18

Required Courses
HHP 300 Motor Learning and Control 3
HHP 340 Health Education Strategies 3
HHP 390 Junior Field Experience 0
HHP 365 Special Populations in Health and Physical Education 2
HHP 405 Outdoor Camping Education 2
HHP 463 Kinesiology and Biomechanics 3
Total Required Course Credits 13

Skills and Techniques
One from each block:
Block One
HHP 344 Competitive Team and Individual Sports 2
HHP 345 Lifelong Leisure Team and Individual Sports 2

Block Two
HHP 346 Rhythms, Dance, and Game Activities 2
HHP 347 Elementary Health Enhancement Activities 2

Block Three
HHP 348 Fitness and Wellness Activities 2
HHP 349 Basic Strength and Conditioning 2

Total Skills and Techniques Credits 6

Minor 21

Total minimum credits required for degree 128

*May satisfy General Education requirements.

Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.

Third Year	**F**	**S**
HHP 463		3
HHP 364		3
HHP 365	2	
HHP 430	3	
HHP 461		3
RD 310	3	
Skills and Techniques	4	2
Minor	6	6
Total	**18**	**17**

Fourth Year	**F**	**S**
HHP 370	3	
HHP 405	2	
EDCI 310	3	
EDF 450		3
EDCI 484		9
Minor	6	
Total	**14**	**12**
Apply to Student Teach Fall Semester		
Apply for Graduation Fall Semester		
Apply for Certification Spring Semester		

Teaching Minor in Health and Physical Education (K-12)

For students who are gaining teaching certification in a content major, the following minor leads to endorsement. All students desiring certification to teach are required to file an Application for Admission to the Teacher Education Program (see page 228).

Credits

Required Courses
HHP 210 First Aid and CPR....2
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....2
HHP 430 Exercise Physiology....3

Select one of the following:
HHP 344 Competitive Team and Individual Sports ..2
HHP 345 Lifelong Leisure Team and Individual Sports 2
HHP 346 Rhythms, Dance, and Game Activities 2
HHP 347 Elementary Health Enhancement Activities 2
HHP 348 Fitness and Wellness Activities 2
HHP 349 Basic Strength and Conditioning 2

Total minimum credits required for minor.....21

Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.

Teaching Minor in Health Education (5-12)

For students who are gaining teaching certification in a content major, the following minor leads to endorsement. All students desiring certification to teach are required to file an Application for Admission to the Teacher Education Program (see page 228).

Credits

Required Courses
HHP 211 Community Health 3
HHP 320 Current Issues in Health 3
HHP 330 Health Behavior Theories.... 3
HHP 411 Drug and Alcohol Education 3
HHP 430 Exercise Physiology 3
HHP 433 High Level Wellness through Decision Making.... 3
HHP 436 Stress Management and Emotional Health 3
Total minimum credits for teaching minor..... 21

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.

Credits

Required Courses
HHP 210 First Aid and CPR 2
HHP 362 Basic Athletic Training 3
HHP 410 Psychology of Coaching.... 3
HHP 465 Legal Aspects of Sport 3
HHP 490 Internship/Practicum 1

Select one of the following:
HHP 430 Exercise Physiology 3
HHP 463 Kinesiology and Biomechanics 3

Select any 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 and Field 3
HHP 246 Coaching Gymnastics.... 3
HHP 247 Coaching Softball/Baseball 3
HHP 248 Coaching (Current Sport) 3
HHP 249 Coaching Youth Sports 3

Total minimum credits required for minor 21

Bachelor of Science Degree Major in Health and Human Performance – Health Promotion Option

According to the United States Center for Disease Control and Prevention, fifty-five percent of all cases of poor health, and nearly half of all premature deaths in this country are caused by lifestyle related problems. Health Promotion is defined as the combination of educational and environmental supports for actions and conditions of living conducive to health. Health promotion professionals motivate and lead other people to develop regular exercise routines, eat nutritious foods, avoid tobacco and other harmful substances, manage stress, achieve healthy weights, and make the most of their social networks. The Health Promotion Option equips students with the skills they need to successfully enter the field of health promotion. 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. Students have access to local, regional and national internship opportunities that qualify them for employment across the nation. Health promotion graduates will find employment opportunities as community health educators, health promotion coordinators, health promotion consultants, health and fitness club directors, personal trainers, prevention specialists (drugs, AIDS, safety, etc.), sexuality education, stress management consultants, substance abuse education, and worksite health promotion specialist. 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. Approval of this application by all appropriate individuals is necessary prior to registration for courses at the 300 and 400 levels. Due to the competitive nature of the admissions process, application to this option does not constitute admission.

1. A minimum cumulative grade point average of 2.65 is required in all courses completed.
2. All applicants must complete a minimum of 30 hours from the General Education Category Requirements at Montana State University-Billings, or at another regionally accredited institution of higher education, earning a minimum grade point average of 2.65. For General Education Requirements (see page 70). 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.
3. Each applicant must receive recommendations from the faculty advisor; Health and Human Performance Department Chairperson; and approval from the Dean of the College of Allied Health Professions.
4. Applications for admission to the Health Promotion Option can be obtained 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. Due to the competitive nature of admission to the Health Promotion Option and the fact that only a limited number of students are admitted each year, applications must be completed and received in the Health and Human Performance Office by January 15 of each calendar year. 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 deadline.
6. Applicants will be notified of the status of their application within forty-five (45) days of the application deadline (January 15).
7. If admission to the Health Promotion Option is denied, the applicant may appeal the decision to the Health Promotion Committee of the Department. The Department Chairperson serves as chair of the appeals committee.
8. No student will be allowed to register for restricted upper division courses in Health and Human Performance without formal admission to the Health Promotion Option.

Bachelor of Science Degree
Major in Health and Human Performance – Health Promotion Option
Degree Requirements

Credits

General Education Requirements 37
(See page 70) Students should consult with their advisors to determine if specific courses are necessary in order to satisfy the General Education requirements within this major.

Major Core
HHP 260 Foundations and Scientific Fundamentals in Health and Human Performance 3
HHP 320 Current Issues in Health.....3
HHP 330 Health Behavior Theories 3
HHP 364 Research Methods in Health and Human Performance 3
HHP 430 Exercise Physiology.....3
HHP 461 Organization and Administration in Health Enhancement.....3
Total Major Core Credits 18

Interdisciplinary Core
^BIOL 101 Survey of Biology.....3
^BIOL 115 Survey of Biology Lab.....1
BIOL 241 Human Anatomy and Physiology I.....3
BIOL 243 Human Anatomy and Physiology I Lab 1
BIOL 245 Human Anatomy and Physiology II 3
BIOL 246 Human Anatomy and Physiology II Lab 1
BIOL 251 Microbiology for the Health Sciences 3
^CHEM 104 Fundamentals of General and Organic Chemistry.....3
^CHEM 105 Fundamentals of General and Organic Chemistry Lab.....1
HS 201 Survey of the Human Services.....3
EDF 250 Educational Psychology 3
MKT 340 Principles of Marketing.....3
^PSYC 101 General Psychology 3
Total Interdisciplinary Core Credits .....^21

^10 credits can be taken as part of the General Education; therefore the Interdisciplinary Core consists of 21 credit and not 31.

Restricted Electives
With the approval of their academic advisor, students must **select three courses** from the following courses consistent with their health promotion professional goals. Additional courses not listed may be approved in consultation with the academic advisor.
BIOL 221 Human Nutrition.....3
*BUS 101 Introduction to Business.....3
COMT 230 Advanced Public Speaking.....3
COMT 414 Issues in Organizational Communication.....3
HADM 210 Introduction to Health Care 3
HADM 450 Health Policy 3
SOCL 442 Environmental Sociology 3
Total Restricted Electives.....9
*May satisfy General Education requirements.
Continued…

SUGGESTED PLAN OF STUDY
Bachelor of Science in Health and Human Performance – Health Promotion 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 student to progress through the degree in an orderly and timely manner.

First Year	**F**	**S**
General Education	12	15
Total	**15**	**15**
Second Year	**F**	**S**
General Education	10	
Interdisciplinary Core	6	15
Total	**16**	**15**
Third Year	**F**	**S**
HHP 211	3	
HHP 260	3	
HHP 320		3
HHP 330		3
HHP 335	3	
HHP 340		3
HHP 364		3
HHP 450	3	
Restricted Elective	3	3
Total	**15**	**15**
Fourth Year	**F**	**S**
HHP 210	2	
HHP 411	3	
HHP 436		3
HHP 433	3	
HHP 450		3
HHP 455	3	
HHP 461		3
HHP 490		6
Restricted Elective	3	
Total	**14**	**15**

Required Courses

HHP 101 Health Sciences....3
HHP 210 First Aid and CPR....2
HHP 211 Community Health....3
HHP 335 Methods of Health Promotion....3
HHP 340 Health Education Strategies....3
HHP 411 Drug and Alcohol Education....3
HHP 433 High Level Wellness Through Decision Making....3
HHP 436 Stress Management and Emotional Health....3
HHP 450 Worksite Health Promotion....3
HHP 455 Technological Applications in the Health Sciences....3
HHP 490 Internship/Practicum....6

Total Required Course Credits....35

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 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., athletic training, exercise physiology, kinesiology, physical therapy, 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 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

All students desiring admission to the Human Performance Option are required to file an application for admission. Approval of this application by all appropriate individuals is necessary prior to registration for courses at the 300 and 400 levels. Due to the competitive nature of the admissions process, application to this option does not constitute admission.

1. A minimum cumulative grade point average of 2.65 is required in all courses completed.
2. All applicants must complete a minimum of 30 hours from the General Education Category Requirements at Montana State University-Billings, or at another regionally accredited institution of higher education, earning a minimum grade point average of 2.65. For General Education Requirements (see page 70). 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.
3. Each applicant must receive recommendations from the faculty advisor; Health and Human Performance Department Chairperson; and approval from the Dean of the College of Allied Health Professions.
4. Applications for admission to the Human Performance Option can be obtained 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. Due to the competitive nature of admission to the Human Performance Option and the fact that only a limited number of students are admitted each year, applications must be completed and received in the Health and Human Performance Office by January 15 of each calendar year. 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 deadline.
6. Applicants will be notified of the status of their application within forty-five (45) days of the application deadline (January 15).
7. If admission to the Human Performance Option is denied, the applicant may appeal the decision to the Human Performance Committee of the Department. The Department Chairperson serves as chair of the appeals committee.
8. 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

Credits

General Education Requirements 37
(See page 70) Students should consult with their advisors to determine if specific courses are necessary in order to satisfy the General Education requirements within this major.

Major Core

HHP 260 Foundations and Scientific Fundamentals in Health and Human Performance 3
HHP 320 Current Issues in Health 3
HHP 330 Health Behavior Theories 3
HHP 364 Research Methods in Health and Human Performance 3
HHP 430 Exercise Physiology 3
HHP 461 Organization and Administration in Health Enhancement 3
Total Major Core Credits 18

Interdisciplinary Core

^BIOL 101 Survey of Biology 3
^BIOL 115 Survey of Biology Lab 1
BIOL 221 Human Nutrition 3
BIOL 241 Human Anatomy and Physiology I 3
BIOL 243 Human Anatomy and Physiology I Lab 1
BIOL 245 Human Anatomy and Physiology II 3
BIOL 246 Human Anatomy and Physiology II Lab 1
^CHEM 104 Fundamentals of General and Organic Chemistry 3
^CHEM 105 Fundamentals of General and Organic Chemistry Lab 1
^PSYC 101 General Psychology 3
PSYC 205 Research Analysis in Psychology 3
PSYC 206 Research Design in Psychology 3
PSYC 428 Statistics for Psychology 3
Total Interdisciplinary Core Credits ..... ^21

^10 credits may be taken as part of General Education; therefore the interdisciplinary core consists of 21 credits and not 31.

Restricted Electives

With the approval of their academic advisor, students must **select three credits** from the following courses consistent with their human performance professional goals. Additional courses not listed may be approved in consultation with the academic advisor.

HHP 410 Psychology of Coaching 3
HHP 411 Drug & Alcohol Education 3
HHP 436 Stress Management & Emotional Health 3
HHP 462 Advanced Athletic Training 3
PSYC 471 Social Psychology 3
Total Restricted Electives 3

Continued…

SUGGESTED PLAN OF STUDY
Bachelor of Science in Health and Human Performance – Human Performance 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 student to progress through the degree in an orderly and timely manner.

First Year	**F**	**S**
BIOL 101/115	4	
ENGL 150	3	
COMT 110 or 101 or 130	3	
General Ed Elective	3	6
HHP 201		3
HHP 260		3
CHEM 104/105		4
PSYC 101		3
Total	**16**	**16**
Second Year	**F**	**S**
BIOL 241/243	4	
PSYC 205	3	
HHP 320	3	
BIOL 245/246		4
PSYC 206		3
HHP 212		3
HHP 330		3
General Ed Elective	6	3
Total	**16**	**16**
Third Year	**F**	**S**
HHP 300	3	
HHP 362	3	
HHP 364		3
HHP 463		3
BIOL 221	3	
Restricted Elective		3
General Ed Elective		3
Minor	6	3
Total	**15**	**15**
Fourth Year	**F**	**S**
HHP 430	3	
HHP 461		3
HHP 490	2	
HHP 499		3
PSYC 428	3	
Minor	6	6
Total	**14**	**12**

Required Courses

HHP 101 Health Sciences....3
HHP 212 First Responder Emergency Care....3
HHP 300 Motor Learning and Control....3
HHP 362 Basic Athletic Training....3
HHP 463 Kinesiology and Biomechanics....3
HHP 490 Internship....2
HHP 499 Senior Thesis....3
Total Required Course Credits....20

Minor....21

Total Minimum Credits Required for Degree....120

Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.

The Department of Rehabilitation and Human Services

APS 116, 896-5830

Professor: Lord^ Yazak*
Assistant Professors: Colling, Harrold
Emeritus: Self, Copple

^ Joint appointment with the Department of Educational Theory and Practice
* Joint appointment with the Department of Special Education, Counseling, Reading, and Early Childhood

Undergraduate Degrees and Majors

Bachelor of Science Majors
Human Services
Rehabilitation and Related Services
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, Research, and Research Compliance, McMullen Hall, Room 200, 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 General Education 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.

Bachelor of Science Degree
Major in Human Services
Degree Requirements

Credits

General Education Requirements 37
(See page 70) Students should consult with the Academic Advisor to determine if specific courses are necessary in order to satisfy the General Education requirements within this major.

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
PSYC 470 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 Medical and Psychosocial Aspects of Disability 3

Continued…

SUGGESTED PLAN OF STUDY
Bachelor of Science in Human Services

Students should talk with their faculty advisors prior to registration for classes. It is a good practice to visit with the faculty advisor each semester. The following suggested schedule provides a general overview of courses and work that will enable the Human Services major to progress through the degree in an orderly and timely manner.

First Year	**F**	**S**
General Education	15	15
Total	**15**	**15**

Second Year	**F**	**S**
General Education	3	4
Math Requirement	3	
Science Requirement		3
HS 201*^	3	
Professional Skills	6	6
Total	**15**	**13**

Third Year	**F**	**S**
HS 335*	3	
HE 345*	3	
HS 386/387		4
Concentrations	9	12
Total	**15**	**16**

Fourth Year	**F**	**S**
HS 452*^	3	
HS 481*	3	
HS 486/487*	4	
HS 488/489*		4
Concentrations	3	6
Electives	3	5
Total	**16**	**15**

*Offered during both fall and spring semesters.
^Offered online

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, general education 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

PSYC 380 Developmental Psychology 3
PSYC 382 Adult Psychology 3
PSYC 460 Theories of Personality 3
PSYC 470 Abnormal Psychology 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 Medical and 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
PSYC 382 Adult Psychology 3
PSYC 383 The 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 Drug and Alcohol Education 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
*SOCL 221 Social Problems 3
SOCL 326 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 32.

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 General Education Math/Science requirements.
For Human Services majors, the Math requirement involves the selection of one (1) of the following courses:
*STAT 141 Introduction to Statistics 3
PSYC 205 Research Analysis in Psychology 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 General Education requirements.

Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.

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 in Rehabilitation and Related Services Degree
Major in Rehabilitation and Related Services

Credits

General Education Requirements 37
(See page 70) Students should consult with their advisors to determine if specific courses are necessary in order to satisfy the General Education requirements within this major.

Required Courses
REHA 201 Introduction to Diversity 3
REHA 215 Medical and Psychosocial Aspects of Disability 3
REHA 301 Principles of Counseling and Group Theory 3
HS/REHA 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
PSYC 314 Learning and Motivation 4
PSYC 382 Adult Psychology 3
PSYC 383 The Psychology of Aging 3
PSYC 470 Abnormal Psychology 3

Sociology (Select one) 3
*SOCL/A&SC 250 Women, Culture and Society 3
SOCL 344 Minority Groups in America 3
SOCL 380 Sociology of Health, Healing/Illness 3
SOCL/PSYC 471 Social Psychology 3

Total Restricted Elective credits 18

Total minimum credits required for major 48
Continued…

SUGGESTED PLAN OF STUDY
Bachelor of Science in Rehabilitation and Related Services

This sample schedule is a suggested plan for students completing the four-year Bachelor of Science in Rehabilitation and Related Services (Regular) degree program. Due to course schedule changes and staffing assignments, students may not be able to follow the plan exactly. Students should consult with their advisors to plan classes before registering each semester.

First Year	**F**	**S**
ENGL 150	3	
General Education Math	3	
General Education	6	9
Restricted Electives	3	3
Minor		3
Total	**15**	**15**

Second Year	**F**	**S**
ENGL 226		3
REHA 201	3	
REHA 215		3
General Education	6	3
General Ed with Lab		4
Minor/Restricted Electives	6	3
Total	**15**	**16**

Third Year	**F**	**S**
REHA 301	3	
HS/REHA 345		3
REHA 304		3
REHA 490 (Community)		6
Minor/Restricted Electives	6	3
Electives	6	2
Total	**15**	**14**

Fourth Year	**F**	**S**
HS 335	3	
REHA 406	3	
REHA 453		3
REHA 490 (Rehab Agency)		6
Minor/Restricted Electives	6	3
Electives		6
Total	**15**	**15**

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 General Education 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

Credits

General Education Requirements 37
(See page 70) Students should consult with their advisors to determine if specific courses are necessary in order to satisfy the General Education requirements within this major.

Required Courses
REHA 201 Introduction to Diversity 3
REHA 215 Medical and Psychosocial Aspects of Disability 3
REHA 301 Principles of Counseling and Group Theory 3
HS/REHA 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…

SUGGESTED PLAN OF STUDY
Bachelor of Science in Rehabilitation and Related Services, Extended

This sample schedule is a suggested plan for students completing the four-year Bachelor of Science in Rehabilitation and Related Services (Extended) degree program. Due to course schedule changes and staffing assignments, students may not be able to follow the plan exactly. Students should consult with their advisors to plan classes before registering each semester.

First Year	**F**	**S**
ENGL 150	3	
General Education Math	3	
General Education	6	9
Restricted Electives	3	3
Unrestricted Electives		3
Total	**15**	**15**

Second Year	**F**	**S**
ENGL 226		3
REHA 201	3	
REHA 215		3
General Education	6	3
General Ed with Lab		4
Restricted Electives	3	3
Unrestricted Electives	3	
Total	**15**	**16**

Third Year	**F**	**S**
REHA 301	3	
HS/REHA 345		3
REHA 418	3	
REHA 490 (Community)		6
SPED 375	3	
Minor/ Unrestricted Electives	5	6
Total	**14**	**15**

Fourth Year	**F**	**S**
HS 335	3	
HS 452	3	
REHA 406	3	
REHA 425	3	
REHA 453		3
REHA 490 (Rehab Agency)		6
SPED 405		3
Unrestricted Electives		6
Total	**15**	**15**

Psychology (Select one)..... 3-4
PSYC 314 Learning and Motivation.....4
PSYC 382 Adult Psychology.....3
PSYC 383 The Psychology of Aging 3
PSYC 470 Abnormal Psychology.....3

Sociology (Select one) 3
*SOCL/A&SC 250 Women, Culture and Society 3
SOCL 344 Minority Groups in America 3
SOCL 380 Sociology of Health, Healing and Illness 3
SOCL/PSYC 471 Social Psychology.....3

Total Restricted Elective credits.....18

Total minimum credits required for major.....63

Unrestricted Electives.....20

Total minimum credits required for degree 120

*May satisfy General Education 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

General Education Requirements 37
(See page 68) Students should consult with their advisors to determine if specific courses are necessary in order to satisfy the General Education requirements within this program.

Required Courses
HS 201 Survey of the Human Services.....3
HS/REHA 345 Legal, Ethical and Professional Issues in the Human Services.....3
EDF 225 Human Development in Education 3
REHA 201 Essentials of Rehabilitation and Related Services 3
REHA 215 Medical and Psychological Aspects of Disability.....3
REHA 290 Internship ..... V 1-6
REHA 301 Principles of Counseling and Group Theory.....3
Total 23

Electives 3

Total minimum credits required for degree 60

The College of Arts and Sciences

Dr. Tasneem Khaleel, Dean
LA 427, 657-2177
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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 general education. Upper-division courses in those areas also fill an important role in the education of students across campus.

Academic Advising

All new, transfer, and re-admitted students are encouraged to visit the Advising Center in McMullen Hall, Room 100, to meet with an academic advisor. New students will receive information regarding General Education requirements and Plan of Study worksheets related to their major and minor programs. Transfer and readmitted students will work with an advisor to complete a transcript evaluation and to develop a Plan of Study. After the initial contact with the Advising Center, students who have declared a specific major will be assigned a faculty advisor in their major department.

General Studies majors will work with the Advising Center 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 Art, Biology, Communication Arts∇, English, Environmental Studies, History, Music, Psychology, Sociology, and Spanish.

Bachelor of Science degree: Majors in Biology, Chemistry, Liberal Studies, Mathematics, Public Relations∇, Psychology, and Sociology.
∇This program is also offered in an online format.

Teaching Certificate Options: Available in the following Arts and Sciences Majors: Art (K-12), Biology (Secondary), Chemistry (Secondary), English (Secondary), History (Secondary), Mathematics (Secondary), Music (K-12), and Spanish (K-12).

Master of Science in Psychology: A professional graduate degree and doctoral preparation degree in the Department of Psychology.

Master of Science in Public Relations: A professional graduate degree in the Department of Communication and Theatre.

Master of Public Administration: A professional graduate degree in the Department of History, Native American Studies, Political Science, and Sociology.

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 certification 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.

Certification: 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 59, 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:

- a General Education program providing a foundation of liberal education to all students;
- selected undergraduate degree programs in the arts, humanities, sciences, and social sciences;
- selected pre-professional programs; and
- various graduate, continuing education, and non-conventional learning opportunities consistent with the mission of the University.

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	Advertising
Agriculture	Architecture
Business Management	College Teaching
Dentistry	Engineering
Forestry	Government Service
Health Services	Home Economics
Law	Library Science
Medicine	Nursing
Pharmacy	Scientific Research
Social Work	Veterinary Medicine
Wildlife Management	

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. General Education – 37 credits

A complete listing of General Education requirements is included in the Academic Affairs section (see page 70). Note: Students seeking a Bachelor's degree at Montana State University-Billings must take ENGL 150 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 Modern Languages and Literatures. (In the case of American Indian Languages, the evaluation is done in conjunction with the appropriate faculty in the Department of History, Native American Studies, Political Science, and Sociology.) 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. Demonstrated proficiency in a language other than English equivalent to satisfactory completion of second-year college-level work in that language or language courses numbered 101-102 and 201-202 in the same language.

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). The mathematics requirement for the Bachelor of Science degree is satisfied in one of two ways:

1. by taking two (2) approved mathematical sciences courses (Mathematics, Statistics, or Computer Science) in addition to the course taken to satisfy the General Education requirement in Mathematics, or
2. by taking MATH 112 Calculus to satisfy the General Education requirement in Mathematics, and completing one (1) additional approved mathematical sciences course (MATH 113 Calculus II is recommended).

Students should consult their major department to determine the mathematical sciences courses recommended for their major.

III. 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.

IV. 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 certification 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 80) 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 80). 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 77)

The Environmental Studies Program

Dr. Susan Gilbertz, Director
Dr. Randall Gloege, Associate Director
LA Room 210

Affiliated Faculty

Professors: Edgerton, Khaleel, McNally, K. Miller
Associate Professors: Hardt, Redinger, Sanders, Yazak
Assistant Professors: Barron, Gilbertz, Gloege, Haaland, Vettel-Becker
Instructor: Urbaniak
Adjunct Instructors: Adair, Nettiksimmons, Roberts

Undergraduate Degrees and Majors

Bachelor of Arts
Major: Environmental Studies

Minor: Environmental Studies

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:

1. Identify and explain key scientific principles involved in understanding environmental issues.
2. Identify and explain key human concerns involved in understanding environmental issues.
3. Identify and explain key policy and regulatory concerns involved in understanding environmental issues.

Advising Information

Students are encouraged to meet with the Director of Environmental Studies each semester to confirm that their individual Plan of Study is accurate and complete. If necessary, changes and updates should be made to ensure that program requirements can be completed in a timely manner. The Director can provide assistance in selecting courses that support the student's interests, career plans, and Plan of Study. Students must work with the Cooperative Education Office and the Director of Environmental Studies to explore appropriate internships, cooperative education programs and/or experiential learning opportunities.

Environmental Studies Program

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.

Bachelor of Arts Degree

Major in Environmental Studies

As an interdisciplinary major, many EVST Major Field of Study Requirements also fulfill General Education requirements. By carefully selecting courses, most students have enough available open elective credits to fulfill a Minor Field of Study.

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.

Credits

GENERAL EDUCATION REQUIREMENTS...39
(See page 70) Students should consult with an academic advisor before registering for General Education courses in order to maximize the number of elective credits allowed in the degree. The following General Education courses also satisfy requirements in the major: ^STAT 241, ^BIOL 101/115 or ^BIOL 178/188, ^any physical science lecture & lab, ^ECON 200, ^GEOG 120, and ^PHIL 311.

ENVIRONMENTAL STUDIES
CORE REQUIREMENTS..... ^24
- EVST 201 Mapping Techniques 3
- EVST 230 Introduction to Environmental Studies 3
- EVST 360 Environmental Impact and Policy Analysis 3
- EVST 492 Seminar (any topic) 3
- EVST 496 Cooperative Education/Internship ... 3
- EVST 498 Capstone Seminar 3
- BIOL 202 Introduction to Environmental Ecology 3
- HIST 470 American Environmental History 3
- ^STAT 241 Statistical Methods ..... (4)
- ^ECON 200 Principles of Microeconomics ... (3)
- ^GEOG 120 Environment and Culture ..... (3)
- ^PHIL 311 Environmental Ethics ..... (3)

Select one lecture/lab combination.....(4)
- ^BIOL 101/115 Survey of Biology with Lab ... 4
- ^BIOL 178/188 Principles of Biology with Lab 4

Select one lecture/lab combination.....(4)
- ^CHEM 104/105 Fundamentals of General and Organic Chemistry with Lab 4
- ^CHEM 115/118 General Chemistry I with Lab 4
- ^EASC 100/101 Lithosphere and Hydrosphere with Lab 4
- ^EASC 120/121 Historical Geology and Paleontology with Lab 4
- ^GEOG 100/101 Physical Geography with Lab 4
- ^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

^The EVST major requires 45 total credits of Core Requirements; 21 of these credits are fulfilled within the General Education 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 General Education Category
Select one course from:
- 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 Ecology with Lab 4
- BIOL 497 Field Study 1-3
- CHEM 104/105 Fundamentals of General and Organic Chemistry with Lab 4
- CHEM 106 Fundamentals of Biochemistry 3
- CHEM 115/118 General Chemistry with Lab .. 4
- EASC 100/101 Lithosphere and Hydrosphere with Lab 4
- EASC 120/121 Historical Geology and Paleontology with Lab 4
- EASC 201 Montana: Its Geological Environment 3
- EASC 220 Meteorology 4
- EASC 300 Structures and Tectonics 3
- EASC 320 Sedimentation and Stratigraphy 3
- EASC 400 Geomorphology and Quaternary Geology 3
- GEOG 100/101 Physical Geography with Lab. 4
- 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
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:
EVST 492 Seminar Topics (various, check semester schedule)..... 1-6
EVST/HON 351 Law and Society 3
EVST/HON 352 Environmental Law 3
ART 434 Art and the Environment.....3
BUS 440 Business and the Environment 3
ECON 442 Energy and Natural Resource Economics 3
ENGL 326 Creative Non-Fiction.....3
GEOG 350 Regional Geography 3
HIST 358 Modern Latin America.....3
HIST 421 The American West.....3
NAMS 351 Native Americans and the Environment 3
NAMS/ENGL 303 Literature of the American Indian.....3
NAMS/PHIL 413 Native American Philosophies and Religions.....3
NAMS/ART 439 Survey of American Indian Art.....3
SOCL 342 Social Demography and Population Studies 3
SOCL 380 Sociology of Health, Healing, and Illness 3
SOCL 442 Environmental Sociology.....3
SOCL 461 Urban Sociology and Human Ecology.....4
Other options, such as 492 Seminars in GEOG, must be approved by the Environmental Studies Director

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:
EVST 492 Seminar Topics (various, check semester schedule)..... 1-6
EVST 495 Environmental Studies Research. 1-4
EVST/GEOG 301 Principles of Geographic Information Systems.....3
EVST/HON 351 Law and Society 3
EVST/HON 352 Environmental Law 3
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 Ecology with Lab 4
BIOL 497 Field Study 1-3
BUS 440 Business and the Environment..... 3
CHEM 104/105 Fundamentals of General and Organic Chemistry with Lab..... 4
CHEM 106 Fundamentals of Biochemistry 3
CHEM 115/118 General Chemistry with Lab .. 4
EASC 100/101 Lithosphere and Hydrosphere with Lab 4
EASC 120/121 Historical Geology and Paleontology with Lab 4
EASC 201 Montana: Its Geological Environment..... 3
EASC 220 Meteorology 4
EASC 300 Structures and Tectonics 3
EASC 320 Sedimentation and Stratigraphy 3
EASC 400 Geomorphology and Quaternary Geology..... 3
ECON 442 Energy and Natural Resource Economics..... 3
ENGL 326 Creative Non-Fiction 3
GEOG 100/101 Physical Geography with Lab. 4
GEOG 202 Economic Geography 3
GEOG 350 Regional Geography 3
HIST 358 Modern Latin America 3
HIST 421 The American West 3
NAMS 351 Native Americans and the Environment..... 3
NAMS/ENGL 303 Literature of the American Indian 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
SOCL 342 Social Demography and Population Studies..... 3
SOCL 380 Sociology of Health, Healing, and Illness..... 3
SOCL 442 Environmental Sociology 3
SOCL 461 Urban Sociology and Human Ecology 4
Other options, such as 492 Seminars, must be approved by the Environmental Studies Director

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 29-31
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

Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.

Minor in Environmental Studies

Credits

Required Courses
One of the following Biology courses with a lab:
*BIOL 101 Survey of Biology 3
*BIOL 115 Survey of Biology Lab..... 1
*BIOL 178 Principles of Biology 3
*BIOL 188 Principles of Biology Lab 1

All of the following courses:
BIOL 202 Introduction to Environmental Ecology... 3
EVST 230 Introduction to Environmental Studies.... 3
EVST 360 Environmental Impact and Policy Analysis 3
HIST 470 American Environmental History..... 3
*GEOG 120 Environment and Culture 3
*PHIL 311 Environmental Ethics 3

Total minimum credits required for minor 22

*May satisfy General Education requirements.

Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.

The Department of Art

Mr. Brian Cast, Chairperson
LA 116, 657-2324
dross@msubillings.edu

Professors: Cast, Jussila, Landis, Pollock, Warren
Associate Professor: Vettel-Becker
Professor Emeritus: Selsor, Steele

Undergraduate Degrees and Majors

Bachelor of Arts
Major: Art
Option: Teaching Certificate

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, computer graphics, drawing, painting, photography, printmaking, and sculpture – lead to a Bachelor of Arts degree in Art that may include teacher certification.

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).

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 in McMullen Hall, Room 100. 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.

Location of the Art Facilities

The Department of Art is housed in various campus locations. The Liberal Arts Building houses the main art office, Visual Resource Center, the Northcutt Steele Gallery and the Student Gallery. Studios for drawing, design, painting and lithography are in the same location. The library connected to the Liberal Arts Building accommodates the photography studio and art history classes. 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. Recent remodeling has added another gallery 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

General Education Requirements 37
(See page 70) Students should consult with their advisors to determine if specific courses in General Education also satisfy requirements in this major. NOTE: A grade of "C" or higher is mandatory in all Art courses satisfying major and minor requirements

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 3
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, Visual Portfolio and Review 1
Total required Art courses 31

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

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 6

SUGGESTED PLAN OF STUDY
Bachelor of Arts, Major in Art

This sample schedule is a suggested plan for students to follow in completing the Bachelor of Arts Major in Art. 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**
ENGL 150	3	
ART 151	3	
ART 152	3	
ART 161		3
ART 132		3
ART 255 or 256		3
General Education	6	6
Total	**15**	**15**

Second Year	**F**	**S**
ART 261	4	
ART 211 or 217		4
ART 271 or 272	4	
ART 242 or 281		4
ART 331	3	
ART 332		3
General Education	3	4
Total	**14**	**15**

Third Year	**F**	**S**
Specialization 1	4	4
Specialization 2	4	4
ART 352	3	
ART 399		1
ART Elective		3
General Education	3	3
Total	**14**	**15**

Fourth Year	**F**	**S**
Specialization 1		4
Specialization 2	4	4
ART 498	1	
ART 499		1
ART Elective	3	
General Education	6	3
Total	**14**	**12**

Continued…

Studio Art with Minor
Twelve upper division studio art credits in an Area of Concentration.....12
Minor (to include 6 upper division credits) 21
Art Electives 4

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 6

Art History with Minor
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 General Education 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 Certificate Option

All students desiring certification to teach are required to file an Application for Admission to the Teacher Education Program (see page 228).

General Education Requirements 37
(Secondary & K-12 majors)
Students should consult with their faculty advisors to ensure proper selection of General Education courses (see page 70).
Note: A grade of "C" or higher is mandatory in all Art courses satisfying major and minor requirements.

Teaching Certificate Option Professional Core (see page 240)..... 34
(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 3
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, Visual Portfolio and Review 1
Total Required Art Courses 28

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 5

Total minimum credits for degree 128

*May satisfy General Education requirements.

SUGGESTED PLAN OF STUDY
B.A., Major in Art Teaching Certificate 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 Art student to progress through the degree in an orderly and timely manner.

First Year	**F**	**S**
ENGL 150	3	
ART 151	3	
ART 152		3
ART 161		3
ART 132		3
EDF 120	3	
EDF 225		3
General Education	7	3
Total Credits	**16**	**15**
Second Year	**F**	**S**
ART 261		4
ART 255 or 256	3	
ART Area One		4
ART Area Two		4
ART 332	3	
SPED 260	3	
HHP 201	3	
EDF 250	3	
General Education	3	6
Total Credits	**18**	**18**
Apply for Admission to Teacher Education Program Spring Semester.		
Third Year	**F**	**S**
ART Area Three		4
ART 352	3	
Specialization	4	4
ART 399		1
RD 310	3	
General Education	6	6
Total Credits	**16**	**15**
Fourth Year	**F**	**S**
Specialization	4	
ART 498	1	
ART 499	1	
ART Elective	4	
EDCI 315	4	
EDCI 310	3	
EDF 450		3
EDCI 484		9
Total Credits	**17**	**12**
Apply to Student Teach Fall Semester.		
Apply to Graduate Fall Semester.		
Apply for Certification 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 General Education requirements.

Teaching Minor in Art (K-12)

For students who are gaining teaching certification in a content major, the following minor leads to endorsement. All students desiring certification to teach are required to file an Application for Admission to the Teacher Education Program (see page 228).

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 352 Visual Theory and Criticism.....3
Total.....15

Computer Graphics.....3
Select one of the following
ART 255 Introduction to Photoshop.....3
ART 256 Introduction to Illustrator.....3

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

Total minimum credits required for minor.....22

NOTE: EDCI 315 Teaching Art K-12 (4 credits) is required in the Professional Core.

*May satisfy General Education 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 110, 657-2031

Professors: Benacquista, Khaleel, Zwick
Associate Professors: Butler, Dennis, Gretch, Wiatr, Wickun
Assistant Professors: Barron, Castles, Dillman, Snyder, Wiles
Lecturer: Smith-Estelle, Tayer
Professors Emeritus: Carpenter, Elliot, Grant, McRae, Schoenthal

Undergraduate Degrees and Majors

Bachelor of Arts
Major: Biology

Bachelor of Science
Majors: Biology, Chemistry
Options: Environmental Science, Medical Laboratory Science, Teaching Certificate

Minors and Teaching Minors: Biology, Chemistry, Earth Science, Geography, Physics

Pre-Professional Programs: Medicine (Including Medical Technology, Veterinary Medicine, Dentistry) Pharmacy, Physical Therapy, Pre-Engineering, Pre-Engineering Technology

Associate of Science Programs of Study in: Allied Health, Environmental Science, Pre-Engineering.

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 in McMullen Hall, Room 100. 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 minimum standard for grades in math and science courses is a "C." Grades of "D" or less cannot be used to fulfill requirements for any major or minor program in the Sciences.

Biology

The biology curriculum is designed to provide biology students with the opportunity for the best possible undergraduate education in science. In addition to the transmission of factual information, the biology curriculum places emphasis on the development of critical thinking skills. 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 which emphasizes the broad scope of biology through course work in biological principles, biological diversity, cell biology and genetics. Other required advanced courses and electives are taken in junior and senior year. While building a solid foundation in biology, the program allows students to match their interests with professional requirements. In addition to a general curriculum in biology, two new options (Environmental Sciences and Medical Laboratory Technology) and two plans of study are available, each focusing on a specific area of interest. The Environmental Sciences Option offers in depth specialization to include an area of biology having regional and global importance. The Medical Laboratory Science Option is designed to prepare students for careers in clinical/medical laboratory science. Total credits for graduation in this option are 128. Upon completion of a senior year of professional training, all students desiring to become a certified Clinical Laboratory Scientist must take a national certification examination. The Molecular Life Science

Plan of Study, and the Organismal Biology, Ecology, and Environmental Science Plan of Study, are specially designed to match student interests and professional needs. In addition, biological research/internship is built into the program. Therefore, specialization in biology is possible with the choice of appropriate plan of study and in consultation with the faculty advisors who provide students with the best educational experience at MSU-Billings.

All students in the Biology Program are required to 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 the 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.

Medical Lab Science Program

Three plans of study are available to complete this 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 or graduate with a Bachelor of Science with Biology or Chemistry or a double major and complete the professional training in their fifth year.

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 Committee for Clinical Laboratory Standards (NCCLS) 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 –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 complete 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.

Bachelor of Science Degree
Major in 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 complete 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.

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. Students majoring in chemistry complete a year of general chemistry and then a year of organic chemistry. Supporting course work in mathematics and physics is also necessary during the first two years.

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 covering a broader field of the earth sciences. Students completing minors in these areas may find employment in the geological area and in teaching of earth science.

Physics 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. Physics programs available at MSU-Billings include (1) the physics minor, (2) the physics teaching minor, and (3) the pre-engineering program. 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 applied mathematics majors also should consider a minor in physics.

Undergraduate Research

Students in the sciences are strongly encouraged to undertake an individual or group research project during their third or fourth year at MSU-Billings to provide research experience and training as part of the structured curriculum. In addition to the development of critical observation and thinking skills, research is also an important vehicle to develop scientific literacy and communication skills in the Sciences. To achieve these goals, students are encouraged to share the results of their research efforts with the scientific community through publication of original work in journals or presentations at regional or national meetings. This experience is invaluable to any student applying to graduate school, seeking employment, or wishing to teach.

Career Opportunities

There are numerous opportunities for science graduates. City, state and federal agencies have employed many biology graduates including the U.S. Forest Service, Bureau of Land Management and Montana Department of Fish, Wildlife, and Parks. For example, the Department of Biology and Physical Sciences and Montana Department of Fish, Wildlife, and Parks cosponsor a game warden trainee program. A student works as a game warden trainee during the last year at MSU-Billings and is employed as a full time game warden upon graduation. Chemistry waste treatment facilities, community water departments, chemical analysis laboratories, and air quality agencies are some of the places graduates may secure employment.

Many students have earned a degree in teaching. Nearly 100 percent of these graduates find employment in Montana and the western states. Students graduating from MSU-Billings are typically well prepared to compete effectively in post-baccalaureate training. The percentage of MSU-Billings applicants accepted by medical, veterinary medical, dental or graduate schools has been well above the national average. Many health-related options are available to biology majors including careers in medical technology, physical therapy, pharmacy and physicians or dental assistants.

Bachelor of Arts Degree
Major in Biology

	Credits
General Education Requirements	**37**

The following General Education courses also satisfy requirements in the major: BIOL 178, BIOL 188, CHEM 115, MATH 112, and STAT 241. Students should consult with an academic advisor before registering for General Education courses in Categories III and IV in order to minimize the number of courses needed to satisfy the requirements of the major.

Language Requirement (see page 111) 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 356 Ecology and Evolution Lab	1
BIOL/CHEM 363 Molecular Biology	3
BIOL/CHEM 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

^CHEM 115 General Chemistry I	3
^CHEM 118 General Chemistry I Lab	1
CHEM 116 General Chemistry II	3
CHEM 119 General Chemistry II Lab	1
CHEM 220 Principles of Organic Chemistry I	3
CHEM 221 Principles of Organic Chemistry I Lab	1
CHEM/BIOL 361 Biochemistry	3
CHEM/BIOL 371 Biochemistry Lab	1

Chemistry Total 16

Mathematics or Statistics Requirement
(choose one of the following)

*MATH 112 Calculus I	4
*STAT 241 Statistical Methods	4

Mathematics/Statistics Total 4

Total minimum credits required for major 62

^Satisfies General Education Category IV Natural Sciences (7 credits)

Continued…

SUGGESTED PLAN OF STUDY
Bachelor of Arts in Biology

First Year	**F**	**S**
BIOL 178/188	4	
BIOL 179/189		4
CHEM 115/118	4	
CHEM 116/119		4
General Education	V	V
Elective	V	V
Total	**15**	**15**

Second Year	**F**	**S**
BIOL 263/273	4	
BIOL 353/354		4
CHEM 220/221	4	
Math	4	
General Education	V	V
Electives	V	V
Total	**15**	**15**

Third Year	**F**	**S**
BIOL 355/356	4	
Biology Electives	4	4
Language	4	4
General Education	V	V
Electives	V	V
Total	**15**	**15**

Fourth Year	**F**	**S**
CHEM 361/371	4	
BIOL 363/373		4
BIOL 495	2	
BIOL 498		1
Biology Electives	3	4
General Education	V	V
Electives	V	V
Total	**15**	**15**

Electives.....V 13-14
The total number of elective credits required for the degree will be determined by the number of courses a student elects to take which fulfill both the General Education requirements and the major requirements. Electives should be chosen in consultation with an academic advisor.

Total minimum credits required for degree.....120

*May satisfy General Education requirements.

Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.

Bachelor of Science Degree
Major in Biology

Credits

General Education Requirements 37

The following General Education courses also satisfy requirements in the major: BIOL 178, BIOL 188, CHEM 115, MATH 112, and STAT 241. Students should consult with an academic advisor before registering for General Education courses in Categories III and IV 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/CHEM 363 Molecular Biology 3
BIOL/CHEM 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

*CHEM 115 General Chemistry I 3
*CHEM 118 General Chemistry I Lab 1
CHEM 116 General Chemistry II 3
CHEM 119 General Chemistry II Lab 1
CHEM 330 Organic Chemistry I 3
CHEM 331 Organic Chemistry I Lab 1
CHEM 334 Organic Chemistry II 3
CHEM 335 Organic Chemistry II Lab 1

Chemistry Total 16

Mathematics or Statistics Requirement

(Choose two of the following:)
*MATH 112 Calculus I 4
MATH 113 Calculus II 4
*STAT 241 Statistical Methods 4
STAT 242 Statistical Methods II 4

Mathematics/Statistics Total 8

Continued…

SUGGESTED PLAN OF STUDY
Bachelor of Science in Biology

First Year	**F**	**S**
BIOL 178/188	4	
BIOL 179/189		4
CHEM 115/118	4	
CHEM 116/119		4
MATH 112 or STAT 241	4	
MATH 113 or STAT 242		4
General Education	V	V
Total	**15**	**15**

Second Year	**F**	**S**
BIOL 263/273	4	
BIOL 353/354		4
BIOL 355/356	4	
CHEM 330/331	4	
CHEM 334/335		4
General Education	V	V
Total	**15**	**15**

Third Year	**F**	**S**
BIOL 361/371	4	
BIOL 363/373	4	
PHYS 110/111 or 210/211	4	
PHYS 120/121 or 220/221		4
Biology Electives	4	4
Gen Ed/Electives	V	V
Total	**15**	**15**

Fourth Year	**F**	**S**
BIOL 495	2	
BIOL 498		1
Biology Electives	3	4
General Education	V	V
Total	**15**	**15**

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
CHEM 320 Quantitative Chemical Analysis 3
CHEM 325 Quantitative Chemical Analysis Lab 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 General Education requirements and the major requirements. Electives should be chosen in consultation with an academic advisor.

Total minimum credits required for degree 120

*May satisfy General Education 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
General Education Requirements	**37**

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 Ecology	3
BIOL 457 Advanced Ecology Lab	1
BIOL 495/490 Biological Research/Internship	2
BIOL 498 Capstone Seminar	1
Total Biology	**35**

Chemistry Requirements

*CHEM 115 General Chemistry I	3
*CHEM 118 General Chemistry I Lab	1
CHEM 116 General Chemistry II	3
CHEM 119 General Chemistry II Lab	1
CHEM 220 Principles of Organic Chemistry	3
CHEM 221 Principles of Organic Chemistry Lab	1
CHEM 320 Quantitative Chemical Analysis	3
CHEM 325 Quantitative Chemical Analysis Lab	1
CHEM/BIOL 361 Biochemistry	3
CHEM/BIOL 371 Biochemistry Lab	1
Total Chemistry	**20**

Mathematics/Statistics Requirement
Choose two of the following, one from each rubric:

*MATH 112 Calculus I	4
MATH 113 Calculus II	4
*STAT 241 Statistical Methods	4
STAT 242 Statistical Methods II	4
Mathematics/Statistics Total	**8**

Continued…

SUGGESTED PROGRAM OF STUDY
Bachelor of Science in Biology Environmental Sciences Option

First Year	**F**	**S**
BIOL 178/188	4	
BIOL 179/189		4
CHEM 115/118	4	
CHEM 116/119		4
EASC 100/101	4	
MATH 112 or STAT 241	4	
MATH 113 or STAT 242		4
General Education		V
Total	**16**	**15**
Second Year		
BIOL 263/273	4	
BIOL 353/354		4
BIOL 355/356	4	
CHEM 220/221	4	
EASC 200	3	
General Education		V
Total	**15**	**13**
Third Year		
BIOL 456/457		4
CHEM 361/371	4	
EASC 300	3	
EASC 320		3
GEOG 201	3	
PHYS 110/111 or PHYS 210/211	4	
General Education		V
Electives		3
Total	**14**	**16**
Fourth Year		
BIOL 315/325	4	
BIOL 340/350	4	
BIOL 490/495	1	
BIOL 498		1
CHEM 320/325	4	
EASC 400	3	
General Education		V
Electives		4
Total	**16**	**15**

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
*EASC 100 Lithosphere and Hydrosphere 3
*EASC 101 Lithosphere and Hydrosphere Lab 1
EASC 200 Mineralogy 3
EASC 300 Structures and Plate Tectonics 3
EASC 320 Sedimentation and Stratigraphy 3
EASC 400 Geomorphology and Quaternary Geology 3
GEOG 201 Mapping Techniques 3
Total Earth Science and Geography 19

Electives 7
Recommended courses:
EVST 360 Environmental Impact and Policy Analysis 3
*PHIL 311 Environmental Ethics 3
BIOL/CHEM 363 Molecular Biology 3
BIOL/CHEM 373 Molecular Biology Lab 1
BIOL 424 Animal Physiology 3
BIOL 434 Animal Physiology Lab 1
BIOL 465 Plant Physiology 3
BIOL 475 Plant Physiology Lab 1

Total Degree Requirements 120

*May satisfy General Education 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 Committee for Clinical Laboratory Standards (NCCLS) 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.

	Credits
General Education Requirements	**37**

The following General Education courses also satisfy requirements in the major: BIOL 178, BIOL 188, CHEM 115, and STAT 241. Students should consult with an academic advisor before registering for General Education courses in order to minimize the number of courses needed to satisfy the requirements of the major.

Professional Medical Lab Training Core	**37**

Biology Requirements

*BIOL 178 Principles of Biology	3
*BIOL 188 Principles of Biology Lab	1
BIOL 241 Human Physiology and Anatomy I	3
BIOL 243 Human Physiology and Anatomy I Lab	1
BIOL 245 Human Physiology and Anatomy II	3
BIOL 246 Human Physiology and Anatomy II Lab	1
BIOL 263 Introduction to Cell Biology	3
BIOL 273 Introduction to Cell Biology Lab	1
BIOL 340 General Microbiology	3
BIOL 350 General Microbiology Lab	1
BIOL 353 Genetics	3
BIOL 354 Genetics Lab	1
BIOL 425 Hematology	3
BIOL 426 Hematology Lab	1
BIOL 427 Parasitology	2
BIOL 443 Immunology	3
BIOL 453 Immunology Lab	1
BIOL 452 Medical Microbiology	3
BIOL 462 Medical Microbiology Lab	1
BIOL 498 Capstone Seminar	1
Unrestricted BIOL Elective	1
Biology Total	**40**

Continued…

SUGGESTED PLAN OF STUDY
Bachelor of Science in Biology
Medical Laboratory Science Option

Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.

First Year	**F**	**S**
BIOL 178/188	4	
CHEM 115/118	4	
CHEM 116/119		4
STAT 241		4
General Education	V	V
Total	**14**	**17**

Second Year	**F**	**S**
BIOL 263/273	4	
BIOL 242/243/245/246	4	4
CHEM 220/221		4
PHYS 110/111	4	
BIOL 353/354		4
General Education	V	V
Total	**15**	**15**

Third Year	**F**	**S**
BIOL 340/350	4	
BIO/CHEM 361/371	4	
BIOL 425/426		4
BIOL 427		2
BIOL 443/453	4	
BIOL 452/462		4
BIOL 498		1
General Education	V	V
Total	**15**	**14**

Fourth Year	**F**	**S**
Professional Training	13	12
Summer – 12		

Chemistry Requirements

*CHEM 115 General Chemistry I	3
*CHEM 118 General Chemistry I Lab	1
CHEM 116 General Chemistry II	3
CHEM 119 General Chemistry II Lab	1
CHEM 220 Principles of Organic Chemistry	3
CHEM 221 Principles of Organic Chemistry Lab	1
^CHEM 320 Quantitative Chemical Analysis	3
^CHEM 325 Quantitative Chemical Analysis Lab	1
BIOL/CHEM 361 Biochemistry	3
BIOL/CHEM 371 Biochemistry Lab	1
Chemistry Total	**16**

^Highly recommended <u>but not required</u>.

NOTE: Students wishing to obtain a minor in Chemistry will need to take CHEM 330, 331, 334, 335 instead of CHEM 220, 221 and CHEM 320, 321.

Mathematics/Statistics Requirement

Choose one:

*STAT 241 Statistical Methods	4
STAT 242 Statistical Methods II	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 General Education requirements.

Courses in the professional training core (Biol 435 Summer Clinical Laboratory 1, 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 Health One Alliance School of Medical Technology, Denver, CO. 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
Molecular Life Sciences Plan of Study

Credits

General Education Requirements 37
The following General Education courses also satisfy requirements in the major: BIOL 178, BIOL 188, CHEM 115, MATH 112, and STAT 241. Students should consult with an academic advisor before registering for General Education courses in Categories III and IV 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 340 General Microbiology 3
BIOL 350 General Microbiology Lab 1
BIOL 353 Genetics 3
BIOL 354 Genetics Lab 1
BIOL/CHEM 361 Biochemistry 3
BIOL/CHEM 371 Biochemistry Lab 1
BIOL/CHEM 363 Molecular Biology 3
BIOL/CHEM 373 Molecular Biology Lab 1
BIOL/CHEM 463 Advanced Biochemistry 3
BIOL/CHEM 473 Advanced Biochemistry Lab 1
BIOL 495 Biological Research 2
BIOL 498 Capstone Seminar 1

Biology Electives 7
Selected in consultation with advisor from the following:
BIOL 355 Ecology and Evolution 3
BIOL 356 Ecology and Evolution Lab 1
BIOL 424 Animal Physiology 3
BIOL 434 Animal Physiology Lab 1
BIOL 430 Developmental Biology 3
BIOL 440 Developmental Biology Lab 1
BIOL 443 Immunology 3
BIOL 452 Medical Microbiology 3
BIOL 465 Plant Physiology 3
BIOL 475 Plant Physiology Lab 1

Biology Total 42

Chemistry Requirements
*CHEM 115 General Chemistry I 3
*CHEM 118 General Chemistry I Lab 1
CHEM 116 General Chemistry II 3
CHEM 119 General Chemistry II Lab 1
CHEM 330 Organic Chemistry I 3
CHEM 331 Organic Chemistry I Lab 1
Continued…

SUGGESTED PROGRAM OF STUDY
Bachelor of Science in Biology Molecular Life Science Plan of Study

First Year	**F**	**S**
BIOL 178/188	4	
BIOL 179/189		4
CHEM 115/118	4	
CHEM 116/119		4
MATH 112 or STAT 241	4	
MATH 113 or STAT 242		4
General Education	V	V
Total	**15**	**15**

Second Year	**F**	**S**
BIOL 263/273	4	
BIOL 353/354		4
CHEM 330/331	4	
CHEM 334/335		4
General Education	V	V
Electives	V	V
Total	**15**	**15**

Third Year	**F**	**S**
BIOL 340/350	4	
BIOL 361/371	4	
BIOL 463/473		4
PHYS 110/111 or 210/211	4	
PHYS 120/121 or 220/221		4
Biology Electives	4	4
General Education	V	V
Total	**15**	**15**

Fourth Year	**F**	**S**
BIOL 363/373		4
BIOL 495	1	1
BIOL 498		1
CHEM 320/325	4	
Biology Electives	3	4
General Education	V	V
Electives	V	V
Total	**15**	**15**

CHEM 334 Organic Chemistry II....3
CHEM 335 Organic Chemistry II Lab....1
CHEM 320 Quantitative Chemical Analysis....3
CHEM 325 Quantitative Chemical Analysis Lab....1
Chemistry Total....20

Mathematics or Statistical Requirements
(choose two of the following)
*MATH 112 Calculus I....4
MATH 113 Calculus II....4
*STAT 241 Statistical Methods....4
STAT 242 Statistical Methods II....4
Mathematics/Statistics Total....8

Physics Requirements
(choose one 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

Total minimum credits required for major....78
Electives....V 5-16

Total minimum credits required for degree....120

*May satisfy General Education requirements.

Bachelor of Science Degree
Major in Biology
Organismal Biology, Ecology, and Environmental Sciences Plan of Study

Credits

General Education Requirements 37
The following General Education courses also satisfy requirements in the major: BIOL 178, BIOL 188, CHEM 115, MATH 112, and STAT 241. Students should consult with an academic advisor before registering for General Education courses in Categories III and IV 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 315 Plant Systematics 2
BIOL 325 Plant Systematics Lab 2
BIOL 301 Plant and Animal Development 3
BIOL 302 Plant and Animal Development 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 495 Biological Research 2
BIOL 498 Capstone Seminar 1

Select one of the following lecture/lab sequences:
+BIOL 424 Animal Physiology 3
+BIOL 434 Animal Physiology Lab 1
OR
+BIOL 465 Plant Physiology 3
+BIOL 475 Plant Physiology Lab 1

Biology Electives 7
Selected in consultation with advisor from the following:
BIOL 340 General Microbiology 3
BIOL 350 General Microbiology Lab 1
BIOL/CHEM 363 Molecular Biology 3
BIOL/CHEM 373 Molecular Biology Lab 1
BIOL 456 Advanced Ecology 3
BIOL 457 Advanced Ecology Lab 1
BIOL 458 Vertebrate Zoology 3
BIOL 460 Vertebrate Zoology Lab 1
BIOL 461 Plant Morphology 3
BIOL 471 Plant Morphology Lab 1
BIOL 464 Plant Anatomy 3
BIOL 474 Plant Anatomy Lab 1
+BIOL 424 Animal Physiology 3

Continued…

SUGGESTED PLAN OF STUDY
Bachelor of Science in Biology Organismal Biology, Ecology, and Environmental Sciences Plan of Study

First Year	**F**	**S**
BIOL 178/188	4	
BIOL 179/189		4
CHEM 115/118	4	
CHEM 116/119		4
MATH 112 or STAT 241	4	
MATH 113 or STAT 242		4
General Education	V	V
Total	**15**	**15**

Second Year	**F**	**S**
BIOL 263/273	4	
BIOL 353/354		4
CHEM 220/221	4	
BIOL 301/302		4
General Education	V	V
Electives	V	V
Total	**15**	**15**

Third Year	**F**	**S**
BIOL 355/356	4	
BIOL/CHEM 361/371	4	
PHYS 110/111 or 210/211	4	
PHYS 120/121 or 220/221		4
BIOL 424/434 or 465/475		4
General Education	V	V
Elective		V
Total	**15**	**15**

Fourth Year	**F**	**S**
BIOL 315/325	4	
BIOL 495	2	
BIOL 498	1	
Biology Electives	V	V
General Education	V	V
Electives	V	V
Total	**15**	**15**

+BIOL 434 Animal Physiology Lab....1
+BIOL 465 Plant Physiology....3
+BIOL 475 Plant Physiology Lab....1

Biology Total....42

+BIOL 424/434 or BIOL 465/475 may be taken as an elective if not selected as a requirement listed above.

Chemistry Requirements
*CHEM 115 General Chemistry I....3
*CHEM 118 General Chemistry I Lab....1
CHEM 116 General Chemistry II....3
CHEM 119 General Chemistry II Lab....1
CHEM 220 Principles of Organic Chemistry....3
CHEM 221 Principles of Organic Chemistry Lab....1
BIOL/CHEM 361 Biochemistry....3
BIOL/CHEM 371 Biochemistry Lab....1
Chemistry Total....16

NOTE: Students wishing to obtain a minor in Chemistry must take CHEM 330/331, CHEM 334/335 (instead of CHEM 220/221) and CHEM 320/325.

Mathematics or Statistics Requirement
(choose two of the following)
*MATH 112 Calculus I....4
MATH 113 Calculus II....4
*STAT 241 Statistical Methods....4
STAT 242 Statistical Methods II....4
Mathematics/Statistics Total....8

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

Total minimum credits required for major....V 74

Electives....V 9-20

Total minimum credits required for degree....120

*May satisfy General Education requirements.

Bachelor of Science Degree
Major in Biology
Teaching Certificate Option

Credits

All students desiring certification to teach are required to file an Application for Admission to the Teacher Education Program (see page 228).

General Education Requirements
(Secondary & K-12 majors) 37
The following General Education courses also satisfy requirements in the major: BIOL 178, BIOL 188, CHEM 115, MATH112, STAT 241 and EDF 100. Students should consult with an academic advisor before registering for General Education courses in order to minimize the number of courses needed to satisfy the requirements of the major.

Professional Core (see page 240) 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 course work from each of the following areas: Botany, Zoology, Microbiology, and Molecular Biology 15

Biology Total 37

Chemistry Requirements
*CHEM 115 General Chemistry I 3
*CHEM 118 General Chemistry I Lab 1
CHEM 116 General Chemistry II 3
CHEM 119 General Chemistry II Lab 1
CHEM 220 Principles of Organic Chemistry 3
CHEM 221 Principles of Organic Chemistry Lab 1
CHEM 320 Quantitative Chemical Analysis 3
CHEM 325 Quantitative Chemical Analysis Lab 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 CHEM 330, 331, 334, 335 instead of CHEM 220,221.
Continued…

SUGGESTED PLAN OF STUDY
Bachelor of Science Degree
Teaching Certificate Option in Biology

First Year	**F**	**S**
BIOL 178/188	4	
BIOL 179/189		4
CHEM 115/118	4	
CHEM 116/119		4
Professional Core	3	3
General Education	V	V
Total	**17**	**17**

Second Year	**F**	**S**
BIOL 263/273	4	
BIOL 353/354		4
CHEM 220/221	4	
General Education	V	V
Professional Core	V	V
Total	**15**	**15**

Third Year	**F**	**S**
BIOL 355/356	4	
BIOL/CHEM 361/371	4	
CHEM 320/325	4	
Biology Electives		8
Professional Core	V	V
General Education	V	V
Electives	V	V
Total	**15**	**15**

Fourth Year	**F**	**S**
BIOL 490	1	
BIOL 498	1	
Biology Electives	8	
General Education	V	
Professional Core	V	V
Total	**16**	**12**

Mathematics or Statistics Requirement
(choose two of the following, one with each rubric)
*MATH 112 Calculus I 4
MATH 113 Calculus II 4
*STAT 141 Introduction to Statistics 3
*STAT 241 Statistical Methods 4
STAT 242 Statistical Methods II 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 General Education requirements.

Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites

Minor in Biology

	Credits
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
Unrestricted Biology electives	4
Biology Total	**24**
Chemistry Requirements	
*CHEM 115 General Chemistry I	3
*CHEM 118 General Chemistry I Lab	1
CHEM 116 General Chemistry II	3
CHEM 119 General Chemistry II Lab	1
Chemistry Total	**8**
Total minimum credits required for minor	**32**

*May satisfy General Education requirements.

Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.

Teaching Minor in Biology

For students who are gaining teaching certification in a content major, the following minor leads to endorsement. All students desiring certification to teach are required to file an Application for Admission to the Teacher Education Program (see page 228).

	Credits
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
Total Biology course credits	**20**
Chemistry Requirements	
*CHEM 115 General Chemistry I	3
*CHEM 118 General Chemistry I Lab	1
CHEM 116 General Chemistry II	3
CHEM 119 General Chemistry II Lab	1
Total Chemistry course credits	**8**
EDCI 314 Teaching Science in the Middle & Secondary School	3
Total minimum credits required for minor	**31**

*May satisfy General Education 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
General Education	**37**
*BIOL 178 Principles of Biology	3
*CHEM 104 Fundamentals of General and Organic Chemistry	3
*CHEM 105 Fundamentals of General and Organic Chemistry Lab	1
*PHIL 115 Ethics	
OR	
*PHIL 301 Death, Dying, and Medical Ethics	3
*PSYC 101 General Psychology	3
*STAT 141 Introduction to Statistics	
OR	
*STAT 241 Statistical Methods	3
Additional General Education Requirements	21
Total Credits	**37**
Required Program Courses	
BIOL 241 Human Physiology and Anatomy I	3
BIOL 243 Human Physiology and Anatomy I Lab	1
BIOL 245 Human Physiology and Anatomy II	3
BIOL 246 Human Physiology and Anatomy II Lab	1
BIOL 251 Microbiology for the Health Sciences	3
BIOL 261 Microbiology for the Health Sciences Lab	1
CHEM 106 Fundamentals of 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
CHEM 115*, 116, 118*, 119 General Chemistry with labs 8
HHP 210 First Aid and CPR....2
PHYS 110*, 111*, 120, 121 College Physics with Labs....8
PSYC 380 Developmental Psychology
OR
PSYC 470 Abnormal Psychology 3
Upper division Biology or Chemistry courses chosen in conjunction with advisor.
Total Elective Credits....8

Total minimum credits required for degree....60

*May satisfy General Education requirements.

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

Associate of Science Program of Study in Environmental Science

Credits

General Education....37
*BIOL 178 Principles of Biology....3
*COMT 130 Introduction to Public Speaking....3
*EASC 100 Lithosphere and Hydrosphere....3
*EASC 101 Lithosphere and Hydrosphere....1
*ECON 201 Principles of Macroeconomics....3
*ENGL 150 College Composition....3
*ENGL 210 Technical Writing 3
*PHIL 311 Environmental Ethics....3
*SOCL 211 Cultural Anthropology....3
*SOCL 212 Physical Anthropology and Archeology....3
*STAT 241 Introduction to Statistics 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
*CHEM 115 General Chemistry I....3
*CHEM 118 General Chemistry I Lab 1
CHEM 116 General Chemistry II 3
CHEM 119 General Chemistry II Lab 1
Total Required Course Credits.... 15

Elective Courses
8 credits to be chosen in consultation with advisor from the following:
BIOL 456 Advanced Ecology....3
BIOL 457 Advanced Ecology Lab....1
CHEM 320 Quantitative Chemical Analysis 3
CHEM 325 Quantitative Chemical Analysis Lab 1
CHEM 491 Independent Study 2
EASC 400 Geomorphology 3
EASC 491 Independent Study 2
Total Elective Courses Credits.... 8

Total minimum credits required for degree 60
*May satisfy General Education requirements.

Associate of Science Program of Study in Pre-Engineering

Credits

General Education 37
*BIOL 101 Survey of Biology....3
*CHEM 115 General Chemistry I....3
*CHEM 118 General Chemistry I Lab 1
*COMT 130 Introduction to Public Speaking 3
*ENGL 150 College Composition....3
*ENGL 210 Technical Writing....3
*MATH 112 Calculus I....4
Additional General Education Requirements.... 17

Required Courses
COMP 101 Fundamentals of Computer Science 4
CHEM 116 General Chemistry II 3
MATH 113 Calculus II 4
MATH 312 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 General Education requirements.

Bachelor of Science Degree
Major in Chemistry

	Credits
General Education Requirements	**37**
*BIOL 178 Principles of Biology	3
*BIOL 188 Principles of Biology Lab	1
Other General Education Requirements	33
Chemistry	
*CHEM 115 General Chemistry I	3
*CHEM 118 General Chemistry I Lab	1
CHEM 116 General Chemistry II	3
CHEM 119 General Chemistry II Lab	1
CHEM 320 Quantitative Chemical Analysis	3
CHEM 325 Quantitative Chemical Analysis Lab	1
CHEM 330 Organic Chemistry I	3
CHEM 331 Organic Chemistry I Lab	1
CHEM 334 Organic Chemistry II	3
CHEM 335 Organic Chemistry II Lab	1
^CHEM 340 Physical Chemistry I	3
^CHEM 341 Physical Chemistry I Lab	1
^CHEM 344 Physical Chemistry II	3
^CHEM 345 Physical Chemistry II Lab	1
BIOL/CHEM 361 Biochemistry	3
BIOL/CHEM 371 Biochemistry Lab	1
^CHEM 420 Instrumental Analysis	3
^CHEM 421 Instrumental Analysis Lab	1
BIOL/CHEM 463 Advanced Biochemistry	3
BIOL/CHEM 473 Advanced Biochemistry Lab	1
CHEM 475 Senior Seminar	1
CHEM 490 Internship	1
CHEM 499 Chemical Research	2
Chemistry Electives	4
Total Chemistry credits	**48**

^ Offered on an alternating-year basis

Mathematics	
*MATH 112 Calculus I	4
MATH 113 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…

SUGGESTED PLAN OF STUDY
Bachelor of Science Degree in Chemistry

First Year	**F**	**S**
CHEM 115/118	4	
CHEM 116/119		4
BIOL 178/188	4	
MATH 112	4	
MATH 113		4
General Education	V	V
Total	**15**	**15**
Second Year	**F**	**S**
CHEM 320/325	4	
CHEM 330/331	4	
CHEM 334/335		4
PHYS 210/211	4	
PHYS 220/221		4
Math Elective		3
General Education	V	V
Total	**15**	**15**
Third Year	**F**	**S**
CHEM 340/341	4	
CHEM 344/345		4
CHEM 490	1	
Chem Elective		4
General Education	V	V
Electives	V	V
Total	**15**	**15**
Fourth Year	**F**	**S**
BIOL/CHEM 361/371	4	
BIOL/CHEM 463/473		4
CHEM 420/421		4
CHEM 475		1
CHEM 499	1	1
General Education	V	V
Electives	V	V
Total	**15**	**15**

Electives.....V 13-20
The total number of elective credits required for the degree will be determined by the number of courses a student elects to take which fulfill both the General Education requirements and the major requirements. Electives should be chosen in consultation with an academic advisor.

Total minimum credits required for degree.....120

*May satisfy General Education 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 Certificate Option

All students desiring certification to teach are required to file an Application for Admission to the Teacher Education Program (see page 228).

	Credits
General Education Requirements:	
*MATH 112 Calculus I	4
*BIOL 178 Principles of Biology	3
*BIOL 188 Principles of Biology Lab	1
*PHYS 201 Introduction to Astronomy	3
*EDF 100 Educated Persons for a Democratic Society	3
Other General Education Requirements	24
Total General Education Requirements	**38**
Professional Core (see page 240)	**33-36**
Chemistry	
BIOL/CHEM 361 Biochemistry	3
BIOL/CHEM 371 Biochemistry Lab	1
BIOL/CHEM 463 Advanced Biochemistry	3
*CHEM 115 General Chemistry I	3
*CHEM 118 General Chemistry I Lab	1
CHEM 116 General Chemistry II	3
CHEM 119 General Chemistry II Lab	1
CHEM 320 Quantitative Chemical Analysis	3
CHEM 325 Quantitative Chemical Analysis Lab	1
CHEM 330 Organic Chemistry I	3
CHEM 331 Organic Chemistry I Lab	1
CHEM 334 Organic Chemistry II	3
CHEM 335 Organic Chemistry II Lab	1
CHEM 340 Physical Chemistry I	3
CHEM 341 Physical Chemistry I Lab	1
CHEM 344 Physical Chemistry II	3
CHEM 420 Instrumental Analysis	3
CHEM 490 Internship	1
Total Chemistry credits	**38**
Mathematics	
MATH 112 Calculus I	4
MATH 113 Calculus II	4
Total Mathematics credits	**8**
Physics	
*PHYS 201 Introduction to Astronomy	3
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
Physics electives	4
Total Physics credits	**18**

SUGGESTED PLAN OF STUDY
Bachelor of Science Degree
Teaching Certificate Option in Chemistry

First Year	**F**	**S**
CHEM 115/118	4	
CHEM 116/119		4
BIOL 178/188	4	
MATH 112	4	
MATH 113		4
Professional Core	V	V
General Education	V	V
Total	**17**	**17**
Second Year	**F**	**S**
CHEM 330/331	4	
CHEM 334/335		4
PHYS 201		3
PHYS 210/211	4	
PHYS 220/221		4
Professional Core	V	V
General Education	V	V
Total	**17**	**17**
Third Year	**F**	**S**
CHEM 340/341	4	
CHEM 344	3	
BIOL/CHEM 361/371	4	
BIOL/CHEM 463/473		4
CHEM 420		3
Professional Core	V	V
General Education	V	V
Total	**16**	**17**
Fourth Year	**F**	**S**
CHEM 320	4	
CHEM 499	1	
PHYS 230	3	
Physics Elective	4	
Professional Core	3	12
Total	**15**	**12**

Continued…

Total minimum credits required for major.....65

Total minimum credits required for degree.....128

*May satisfy General Education requirements.

Minor in Chemistry

	Credits
*CHEM 115 General Chemistry I	3
*CHEM 118 General Chemistry I Lab	1
CHEM 116 General Chemistry II	3
CHEM 119 General Chemistry II Lab	1
CHEM 320 Quantitative Chemical Analysis	3
CHEM 325 Quantitative Chemical Analysis Lab	1
CHEM 330 Organic Chemistry I	3
CHEM 331 Organic Chemistry I Lab	1
CHEM 334 Organic Chemistry II	3
CHEM 335 Organic Chemistry II Lab	1
Upper division course work selected in consultation with advisor	4
Total minimum credits required for minor	**24**

*May satisfy General Education 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 certification in a content major, the following minor leads to endorsement. All students desiring certification to teach are required to file an Application for Admission to the Teacher Education Program (see page 228).

	Credits
Required Courses	
*CHEM 115 General Chemistry I	3
*CHEM 118 General Chemistry I Lab	1
CHEM 116 General Chemistry II	3
CHEM 119 General Chemistry II Lab	1
CHEM 320 Quantitative Chemical Analysis	3
CHEM 325 Quantitative Chemical Analysis Lab	1
CHEM 330 Organic Chemistry I	3
CHEM 331 Organic Chemistry I Lab	1
CHEM 334 Organic Chemistry II	3
CHEM 335 Organic Chemistry II Lab	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 361 Biochemistry	3
BIOL 371 Biochemistry Lab	1
CHEM 310 Scientific Literature	1
CHEM 340 Physical Chemistry I	3
CHEM 341 Physical Chemistry I Lab	1
CHEM 430 Advanced Organic Chemistry	3
CHEM 431 Advanced Organic Chemistry Lab	1
Total Elective Credits	**4**
Total minimum credits required for minor	**27**

*May satisfy General Education requirements.

Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.

Minor in Earth Science

	Credits
Required Courses	
*EASC 100 Lithosphere and Hydrosphere	3
*EASC 101 Lithosphere & Hydrosphere Lab	1
*EASC 120 Historical Geology and Paleontology	3
*EASC 121 Historical Geology and Paleontology Lab	1
EASC 200 Mineralogy	3
EASC 230 Optical Mineralogy and Petrography	4
EASC 300 Structures and Tectonics	3
EASC 320 Sedimentation and Stratigraphy	3
EASC 400 Geomorphology and Quaternary Geology	3
EASC 440 Geologic Field Methods	4
Total minimum credits required for minor	**28**

*May satisfy General Education requirements.

Teaching Minor in Earth Science

For students who are gaining teaching certification in a content major, the following minor leads to endorsement. All students desiring certification to teach are required to file an Application for Admission to the Teacher Education Program (see page 228).

	Credits
Required Courses	
*EASC 100 Lithosphere and Hydrosphere	3
*EASC 101 Lithosphere and Hydrosphere Lab	1
*EASC 120 Historical Geology and Paleontology	3
*EASC 121 Historical Geology and Paleontology Lab	1
EASC 200 Mineralogy	3
EASC 220 Meteorology	4
EASC 440 Geologic Field Methods	4
EDCI 314 Teaching Science in the Middle & Secondary School	3
*PHYS 201 Introduction to Astronomy	3
Total minimum credits required for minor	**25**

*May satisfy General Education requirements.

Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites

Minor in Geography

	Credits
Required Courses	
*GEOG 100 Physical Geography Lab	1
*GEOG 101 Physical Geography	3
*GEOG 102 World Geography	3
*GEOG 120 Environment and Culture	3
GEOG 201 Mapping Techniques	3
GEOG 202 Economic Geography	3
Electives	**6**
Any two of the following upper division courses:	
GEOG 301 Principles of GIS	3
GEOG 320 Geography of Latin America	3
GEOG 321 Geography of the Russia	3
GEOG 322 Geography of Europe	3
GEOG 350 Topics in Regional Geography	3
GEOG 410 Montana Geography	3
GEOG 492 Seminar	3
EASC 400 Geomorphology	3
EASC 440 Geological Field Methods	4
Total minimum credits required for minor	**22**

*May satisfy General Education requirements.

Teaching Minor in Geography

For students who are gaining teaching certification in a content major, the following minor leads to endorsement. All students desiring certification to teach are required to file an Application for Admission to the Teacher Education Program (see page 228).

	Credits
Core Requirements	
EDCI 312 Teaching Social Studies in the Middle & Secondary School	3
*GEOG 100 Physical Geography Lab	1
*GEOG 101 Physical Geography	3
*GEOG 102 World Geography	3
*GEOG 120 Environment and Culture	3
GEOG 202 Economic Geography	3
GEOG/EVST 201 Mapping Techniques	3
Regional Geography Electives	
Select one course from the following:	
GEOG 320 Geography of Latin America	3
GEOG 321 Geography of Russia	3
GEOG 322 Geography of Europe	3
GEOG 350 Regional Geography (variable regional topics)	3
GEOG 410 Geography of Montana	3
Total minimum credits required for minor	**22**

*May satisfy General Education requirements.

Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.

Minor in Physics

	Credits
Required Courses	
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
Physics electives selected in consultation with advisor	9
Total minimum credits required for minor	**20**

NOTE: All courses in this minor have physics or math prerequisites. Check the course descriptions for prerequisites (see page 301).

Teaching Minor in Physics

For students who are gaining teaching certification in a content major, the following minor leads to endorsement. All students desiring certification to teach are required to file an Application for Admission to the Teacher Education Program (see page 228).

	Credits
Required Courses	
EDCI 314 Teaching Science in the Middle & Secondary School	3
*MATH 112 Calculus I	4
MATH 113 Calculus II	4
*PHYS 201 Introduction to Astronomy	3
*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	4
PHYS 230 Modern Physics	3
Total minimum credits required for minor	**26**

*May satisfy General Education requirements.

Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.

The Department of Communication and Theatre

Dr. Daniel Gross, Chairperson
LA 600, 657-2178
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Professors: S. Coffman, Gross
Assistant Professors: Balter-Reitz, Keller
Lecturers: Knudsen, Pugh, Sorensen, 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.

Master 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 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 in McMullen Hall, Room 100. 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.

Degree Language Requirement

Bachelor of Arts Majors in Communication & Theatre are encouraged to consider taking 2 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 6 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 6 cr. in statistical and research method selected from list two (below) for a total of 14 credits.
4. Complete 6 credits in statistical and research methods selected from list two (below) along with 9 credits selected from list one for a total of 15 credits.

List One
*SPAN 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
HIST 459 History of Mexico
NAMS Select from offerings
Other Cultural Studies in consultation with Advisor

List Two
SOCL 205 Principles and Methods of Social Science Inquiry
*STAT 141 Introduction to Statistics
*STAT 241 Statistical Methods
STAT 340 Probability
Other statistical and methods courses in consultation with Advisor

*May satisfy General Education requirements.

Bachelor of Arts Degree
Major in Communication Arts∇

∇ This program is also offered in an online format.

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 on 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 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. In addition this option is 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 one's 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▽

Credits

General Education Requirements 37
(See page 70) Students should consult with their advisors to determine if specific courses are necessary in order to satisfy the General Education requirements within this major.

Mass Communication Core Requirements
COMT 201 Technology for Communication 3
COMT 210 Group Dynamics 3
COMT 230 Advanced Public Speaking 3
COMT 320 Media Studies 3
COMT 322 Principles of Public Relations 3
COMT 325 Introduction to Visual Communication 3
COMT 330 Persuasion 3
COMT 450 Advanced Performance Skills 3
COMT 460 Intercultural Communication 3
COMT 465 Communication Theory 3
COMT 470 Applied Communication: Media 3
Total 33

Mass Communication Option 15
Total minimum credits required for major 48
Language Requirement (see page 148) 14-15
Electives 20-21
Total minimum credits required for degree 120

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. The Department of Communication and Theatre offers a BA in Communication & Theatre online. Check the university website for details at www.msubillings.edu.

Mass Communication Option▽

Credits

Required Courses
Select 5 from the following with advisor approval:
COMT 222 Media Writing 3
COMT 326 New Technology and Communication 3
COMT 328 Essentials of Video Production 3
COMT 340 Performance for the Camera 3
COMT 420 Media Advertising 3
COMT 422 Issues in Public Relations 3
COMT 425 Media Criticism 3
COMT 428 Advanced Video Production 3
COMT 429 The Law of Public Communication 3
COMT 488 Topics in Communication 3
COMT 490/492/493 Seminar, Workshop, or Internship 3
Mass Communication Option 15

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**
ENGL 150	3	
ENGL 226		3
COMT 110	3	
COMT 130		3
COMT course		3
Foreign Language	4	4
General Education	6	3
Total	**16**	**16**

Second Year	**F**	**S**
COMT 201	3	
COMT 210	3	
COMT 230		3
Foreign Language	3	3
General Education with Lab	4	
General Education	3	6
Total	**16**	**15**

Third Year	**F**	**S**
COMT 320	3	
COMT 325	3	
COMT 330		3
COMT courses	3	6
General Education	3	3
Electives	3	3
Total	**15**	**15**

Fourth Year	**F**	**S**
COMT Courses	9	6
Electives	6	6
Total	**15**	**12**

▽ This program is also offered in an online format.

Bachelor of Arts Degree
Major in Communication Arts
Organizational Communication Option∇

	Credits
General Education Requirements	**37**

(See page 70) Students should consult with their advisors to determine if specific courses are necessary in order to satisfy the General Education requirements within this major.

Organizational Communication Core Requirements

COMT 201 Technology for Communication	3
COMT 210 Group Dynamics	3
COMT 230 Advanced Public Speaking	3
COMT 320 Media Studies	3
COMT 325 Visual Communication	3
COMT 330 Persuasion	3
COMT 450 Advanced Performance Skills	3
COMT 460 Intercultural Communication	3
COMT 465 Communication Theory	3
COMT 488 Topics in Communication	3
Total	**30**

Language Requirement (see page 148)	**14-15**
Organizational Communication Option	**15**
Total minimum credits required for major	**45**
Electives	**24**
Total minimum credits required for degree	**120**

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. The Department of Communication and Theatre offers a BA in Communication & Theatre online. Check the university website for details at www.msubillings.edu.

Organizational Communication Option∇

	Credits
Required Courses	
COMT 310 Organizational Communication	3
COMT 326 New Technology and Communication	3
COMT 410 Advanced Interpersonal Communication	3
COMT 414 Issues in Organizational Communication	3
COMT 416 Leadership and Communication	3
Organizational Communication Option	**15**

∇ This program is also offered in an online format.

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**
ENGL 150	3	
ENGL 226		3
COMT 110	3	
COMT 130		3
COMT course		3
Foreign Language	4	4
General Education	6	3
Total	**16**	**16**

Second Year	**F**	**S**
COMT 201	3	
COMT 210	3	
COMT 230		3
Foreign Language	3	3
General Education with Lab	4	
General Education	3	6
Total	**16**	**15**

Third Year	**F**	**S**
COMT 320	3	
COMT 325	3	
COMT 330		3
COMT courses	3	6
General Education	3	3
Electives	3	3
Total	**15**	**15**

Fourth Year	**F**	**S**
COMT Courses	9	6
Electives	6	6
Total	**15**	**12**

∇ This program is also offered in an online format.

Bachelor of Arts Degree
Major in Communication Arts
Theatre Option

	Credits
Communication & Theatre Core Requirements	
*COMT 160 Introduction to Intercultural Communication	3
COMT 201 Technology for Communication	3
COMT 210 Group Dynamics	3
COMT 320 Media Studies	3
COMT 325 Visual Communication	3
COMT 330 Persuasion	3
Total	**18**
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	3
COMT 340 Performance for the Camera	3
COMT 350 Performance Theory and Criticism	3
COMT 358 Directing	3
COMT 450 Advanced Performance Skills	3
COMT 460 Intercultural Communication	3
COMT 493 Workshop	3
Theatre Option	**30**
Language Requirement (see page 148)	**14-15**
Theatre Option	**30**
Total minimum credits required for major	**48**
Electives	**20-21**
Total minimum credits required for degree	**120**

*May satisfy General Education requirements.

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.

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 45 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**
ENGL 150	3	
ENGL 226		3
COMT 110	3	
COMT 130		3
COMT course		3
Foreign Language	4	4
General Education	6	3
Total	**16**	**16**
Second Year	**F**	**S**
COMT 201	3	
COMT 210	3	
COMT 230		3
Foreign Language	3	3
General Education with Lab	4	
General Education	3	6
Total	**16**	**15**
Third Year	**F**	**S**
COMT 320	3	
COMT 325	3	
COMT 330		3
COMT courses	3	6
General Education	3	3
Electives	3	3
Total	**15**	**15**
Fourth Year	**F**	**S**
COMT Courses	9	6
Electives	6	6
Total	**15**	**12**

∇ This program is also offered in an online format.

Minor in Communication Arts

Minor Options:

Mass Communication Option

	Credits
Required courses	
COMT 222 Media Writing	3
COMT 230 Advanced Public Speaking	3
COMT 320 Media Studies	3
COMT 326 New Technology and Communication	3
COMT 330 Persuasion	3
COMT 322 Principles of Public Relations	3
COMT 420 Media Advertising	3
COMT 425 Media Criticism	3
Total credits required for minor	**24**

Organizational Communication Option

	Credits
Required courses	
*COMT 110 Interpersonal Communication	3
*COMT 130 Public Speaking	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 General Education 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 358 Directing	3
COMT 450 Advanced Performance Skills	3
COMT 460 Intercultural Communication	3
COMT 493 Workshop	1-5
Total credits for minor	**26-34**

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. 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 General Education requirements.

Bachelor of Science Degree
Major in Public Relations▽

	Credits
General Education Requirements	**37**

(See page 70) Students should consult with their advisors to determine if specific courses are necessary in order to satisfy the General Education requirements within this major.

Communications Studies Core Requirements

COMT 210 Group Dynamics	3
COMT 310 Organizational Communication	3
COMT 320 Media Studies	3
COMT 330 Persuasion	3
COMT 465 Communication Theory	3
Total for Core	**15**

Public Relations Essentials

COMT 201 Technology for Communication	3
COMT 222 Media Writing	3
COMT 322 Principles of Public Relations	3
COMT 470 Applied Communication	3
*STAT 241 Statistical Methods	4
Total	**16**

Public Relations Focused Study

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
Total	**12**

Public Relations Electives
Choose 2 courses with advisor approval:

COMT 230 Advanced Public Speaking	3
COMT 325 Introduction to Visual Communication	3
COMT 326 New Technology and Communication	3
COMT 328 Essentials of Video Production	3
COMT 420 Media Advertising	3
COMT 421 Communicating Through the Internet	3
COMT 428 Advanced Video Production	3
COMT 460 Intercultural Communication	3
Total	**6**

Total minimum credits required for major	**49**
Electives	**34**
Total minimum credits required for degree	**120**

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. 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 General Education 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**
ENGL 150	3	
ENGL 226		3
STAT 141		3
COMT 130		3
General Education	9	6
COMT 110	3	
Total	**15**	**15**

Second Year	**F**	**S**
COMT 201		3
COMT 210	3	
STAT 241		4
COMT 222	3	
General Education	9	9
Total	**15**	**16**

Third Year	**F**	**S**
COMT 310	3	
COMT 320	3	
COMT 322	3	
COMT 330		3
General Education with 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 certification in a content major, the following minor leads to endorsement. All students desiring certification to teach are required to file an Application for Admission to the Teacher Education Program (see page 228).

Credits

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 450 Advanced Performance Skills 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 General Education 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 certification in a content major, the following minor leads to endorsement. All students desiring certification to teach are required to file an Application for Admission to the Teacher Education Program (see page 228).

Credits

Required Courses

*COMT 101 Fundamentals of Communication 3
COMT 210 Group Dynamics 3
COMT 222 Media Writing 3
COMT 230 Advanced Public Speaking 3
COMT 320 Media Studies 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 General Education requirements.

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.

Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.

The Department of English and Philosophy

Dr. Gary Acton, Chairperson
LA 437/400, 657-2348
gacton@msubillings.edu

English Professors: Acton, Dillon, Hart, Kamowski, D. Schaffer, R. Schaffer
Associate Professors: Utroske
Assistant Professors: Gloege, Haaland
Professors Emeritus: Healey, Noyes, Willett.

Philosophy Professors: Karnos
Assistant Professor: Kemmerer
Professor Emeritus: Benedict, Gulick

Undergraduate Degrees and Majors

Bachelor of Arts
Major: English
Option: Teaching Certificate
Minors: English (Programs of Study: Writing Across the Curriculum, Creative Writing, Literature), Philosophy (Option: Religious Studies)

Teaching Minor: English

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 in McMullen Hall, Room 100. 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 and Philosophy 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 Certificate 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 course work 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.

Bachelor of Arts Degree
Major in English

Credits

General Education Requirements 37
(See page 70) The Department of English and Philosophy imposes specific requirements within the broad General Education requirement. ENGL 100, 150, & 160 cannot be counted toward an English major or minor. English majors must consult with their advisors to determine which courses are necessary to satisfy the General Education requirements within this major. Bachelor of Arts majors in English are required to take ENGL 150, 226, and 260 to satisfy specific General Education requirements. Substitutions must be approved in writing by the chairperson.

Required Courses
ENGL 213 Introduction to Language 3
ENGL 325 Survey of Literary Criticism.....3
ENGL 355 American Literature I.....3
ENGL 356 American Literature II.....3
ENGL 361 British Literature I.....3
ENGL 362 British Literature II 3
ENGL 363 British Literature III 3
ENGL 390 Peer Tutoring.....1
ENGL 425 Senior Portfolio 3
Total Required Courses.....25

Areas of Emphasis 15
English courses to be chosen in consultation with advisor.

Area I Literature
*ENGL/PHIL 240 The Bible As Literature.....3
*ENGL 260 World Foundations of Literature.....3
ENGL 270 Science Fiction.....3
*ENGL 280 Fiction into Film.....3
ENGL/NAMS 303 Literature of the American Indian 3
ENGL/SPAN 309 Latino Literature 3
ENGL 331 Montana Writers.....3
ENGL/A&SC 365 Images of Women in Literature and the Arts 3
ENGL 381 Adolescent Literature 3
ENGL 444 Shakespeare.....3
ENGL 460 Studies in British Literature .....V 1-3
ENGL 461 Studies in American Literature.....V 1-3
ENGL 463 Studies in Contemporary Literature .....V 1-3
ENGL 464 Studies in Medieval Literature .....V 1-3
ENGL 471 Major Writers.....3
*PHIL 303 Classical Mythology 3

Area II Writing
*ENGL 204 Fundamentals of Creative Writing 3
*ENGL 210 Technical Writing.....3
*ENGL 301 Business Communication.....3
ENGL 321 Writing Fiction.....3
ENGL 322 Writing Poetry.....3
ENGL 323 Magazine Article Writing.....V 1-3
Continued…

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**
ENGL 150	3	
ENGL 226		3
ENGL 260		3
Foreign Language	4	4
General Education	9	
General Ed with Lab		4
Total	**16**	**14**

Second Year	**F**	**S**
ENGL 213	3	
ENGL 355	3	
ENGL 356		3
ENGL 361	3	
ENGL 362		3
Foreign Language	3	3
General Education	3	6
Total	**15**	**15**

Third Year	**F**	**S**
ENGL 325	3	
ENGL 363		3
English Electives	6	3
Minor	3	6
Electives	3	3
Total	**15**	**15**

Fourth Year	**F**	**S**
ENGL 390		1
ENGL 425	3	
English Electives	6	3
Minor	6	7
Electives		4
Total	**15**	**15**

ENGL 324 Playwrighting....3
ENGL 326 Creative Nonfiction....3
ENGL 390 Peer Tutoring....1
ENGL 421 Advanced Fiction Writing....3
ENGL 422 Advanced Poetry Writing....3
ENGL 426 Advanced Creative Nonfiction....3
ENGL 467 Topics in Creative Writing....V 1-3

Area III Linguistics
ENGL 312 English Grammar....3
ENGL 314 History of the English Language....3
ENGL 315 Sociolinguistics....3
ENGL/PSYC 318 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. ENGL 460, ENGL 461, ENGL 463, ENGL 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 111)....14

Electives....8

Total minimum credits required for degree....120

*May satisfy General Education 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 Certificate Option

All students desiring certification to teach are required to file an Application for Admission to the Teacher Education Program (see page 228).

Credits

General Education Requirements
(Secondary & K-12 majors) 37
(See page 70) ENGL 260 satisfies General Education Category IX and is counted in the major. Students should consult with their English advisor to determine other specific courses necessary in order to satisfy the General Education requirements within this major.

Professional Core (see page 240) ..... 33 -36
(includes EDCI 424 Teaching English, 3cr.)
EDF 100^ also satisfies General Education Requirements.

Required English Courses:
ENGL 213 Introduction to Language 3
*ENGL 260 World Foundations of Literature 3
ENGL 312 English Grammar 3
ENGL 315 Sociolinguistics 3
ENGL 325 Survey of Literary Criticism 3
ENGL 355 American Literature I 3
ENGL 356 American Literature II 3
ENGL 361 British Literature I 3
ENGL 362 British Literature II 3
ENGL 363 British Literature III 3
ENGL 381 Adolescent Literature 3
ENGL 390 Peer Tutoring 1
ENGL 394 Internship 1
ENGL 425 Senior Portfolio 3
ENGL 444 Shakespeare 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 certification 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 General Education credits to satisfy requirements in both the major and minor. ENGL 260 required in this program meets a General Education 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 Certificate 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	**F**	**S**
ENGL 150	3	
ENGL 260	3	
ENGL 213		3
BIOL 101		3
EDF 100	3	
EDF 225		3
COMT 110 or 101 or 130	3	
Minor		3
General Education	3	6
Total	**15**	**18**
Second Year	**F**	**S**
ENGL 226		3
ENGL 312	3	
ENGL 355	3	
ENGL 356		3
EDF 250		3
HIST 204 or 205	3	
HHP 201	3	
NAMS 181 or 211		3
SPED 260	3	
ENGL 361	3	
General Ed with Lab		4
Total	**18**	**16**
Apply for Admission to Teacher Education Program Spring Semester.		
Third Year	**F**	**S**
ENGL 315	3	
ENGL 325		3
ENGL 362	3	
ENGL 363		3
ENGL 381	3	
ENGL 390	1	
RD 310		3
Minor	6	9
ENGL 394		1
Total	**17**	**18**
Fourth Year	**F**	**S**
EDCI 424	3	
ENGL 425	3	
ENGL 444	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 Certification Spring Semester.		

Minor in English

See below for options.
Substitutions must be approved in writing by the chairperson, Department of English and Philosophy.
ENGL 100, ENGL 150, and ENGL 160 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 210 Technical Writing	3
ENGL 213 Introduction to Language	3
ENGL 425 Senior Portfolio	3
Total Required courses	**12**

Elective courses
Electives are to be drawn from among the following list of courses:

*ENGL 226 Research Writing	3
*ENGL 301 Business Communication	3
ENGL 323 Magazine Article Writing	3
COMT 222 Media Writing	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

*May satisfy General Education requirements.

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	3
ENGL 324 Playwrighting	3
ENGL 421 Advanced Fiction Writing	3
ENGL 422 Advanced Poetry Writing	3
ENGL 426 Advanced Creative Nonfiction	3
ENGL 467 Topics in Creative Writing	3
ENGL 490 Internship	1-3
Total Elective courses	**6**

Literature Component
Select 3 credits from:

*ENGL 160 Reading and Responding to Literature	3
*ENGL 260 World Foundations of Literature	3
ENGL 355 American Literature I	3
ENGL 356 American Literature II	3
ENGL 361 British Literature I	3
ENGL 362 British Literature II	3
ENGL 363 British Literature III	3
ENGL 444 Shakespeare	3
Total Literature courses	**3**

Total minimum credits required for minor 21

*May satisfy General Education requirements.

Program of Study: Literature

	Credits
Required courses	
*ENGL 260 World Foundations of Literature	3
ENGL 355 American Literature I	3
ENGL 356 American Literature II	3
ENGL 361 British Literature I	3
ENGL 362 British Literature II	3
ENGL 363 British Literature III	3
ENGL 425 Senior Portfolio	3
Total minimum credits required for minor	**21**

*May satisfy General Education requirements.
Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.

Teaching Minor in English

For students who are gaining teaching certification in a content major, the following minor leads to endorsement. All students desiring certification to teach are required to file an Application for Admission to the Teacher Education Program (see page 228).

	Credits
Required Courses	
ENGL 213 Introduction to Language	3
*ENGL 260 World Foundations of Literature	3
ENGL 355 American Literature I	3
ENGL 356 American Literature II	3
ENGL 361 British Literature I	3
ENGL 362 British Literature II	3
ENGL 390 Peer Tutoring	1
EDCI 424 Teaching English	3
ENGL 425 Senior Portfolio	3
Total minimum credits required for minor	**25**

*May satisfy General Education requirements.
Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.

Minor in Philosophy

Credits

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 General Education requirements.

Certain courses in this program have prerequisites; student should check the course descriptions for required prerequisites.

Minor in Philosophy
Religious Studies Option

Credits

Core Requirements
Select 12 credits from the following courses:
A. Core Requirement
*PHIL 105 The Religious Quest 3
B. Lower Division Electives
Choose 9 credits from the following list.
NOTE: 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 115 Ethics..... 3
*PHIL 233 Philosophies and Religions of India 3
*PHIL 234 Philosophies and Religions of China, Tibet, and Japan..... 3
*PHIL 240 The Bible as Literature 3
*PHIL 250 Christianity 3
*PHIL 303 Classical Mythology..... 3
Core Requirements total..... 12

Upper Division Electives..... 9
Select 9 credits in consultation with your advisor from any upper division Philosophy courses.
NAS/PHIL 413 Native American Philosophies and Religions 3
*PHIL 303 Classical Mythology..... 3
PHIL 304 Global Mythology 3
PHIL 360 Great Figures in Philosophy and Religion 3
PHIL 492 Seminar..... 3

Total Minimum credits required for minor..... 21

*May satisfy General Education requirements.

Certain courses in this program have prerequisites; student should check the course descriptions for required prerequisites.

The Department of History

Dr. Matt Redinger, Chairperson
LA 819, 657-2896
mredinger@msubillings.edu

Professor: Edgerton
Associate Professor: Redinger
Lecturer: Marschke, Rust
Emeritus: Fargo, Friguglietti, Moses, Rollins, Ziegler

Undergraduate Degrees and Majors

Bachelor of Arts
Major: History
Option: Teaching Certificate

Minor: History

Teaching Minors: History

Certification: 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 in McMullen Hall, Room 100. 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:

HIST 357 Pre-Columbian and Colonial Latin America
HIST 358 Modern Latin America
*HIST 451 History of Islamic Civilization
*HIST 453 The Middle East in the Twentieth Century
HIST 459 History of Mexico
HIST 463 History of Southern Asia since 1750
HIST 471 Colonial and Independent Africa, 1884-present
*PHIL 233 Philosophies and Religions of India
*PHIL 234 Philosophies and Religions of China, Tibet, and Japan
*SPAN 150 The Hispanic Tradition

*May satisfy General Education 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 general education, 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.

Bachelor of Arts Degree
Major in History

Credits

General Education Requirements 37
(See page 70) Students should consult with their advisors to determine if specific courses are necessary in order to satisfy the General Education requirements within this major.
A grade of "C" or higher is mandatory in all History Courses satisfying major requirements.

Required Courses
*HIST 104 History of World Civilization to 1500
OR *HIST 106 Honors: History of Western Civilization to 1500 3
*HIST 105 History of World Civilization Since 1500
OR *HIST 107 Honors: History of Western Civilization Since 1500 3
*HIST 204 United States History to 1877 3
*HIST 205 United States History Since 1877 3
HIST 499 Historical Methodology 3
Total Required Courses 15

Restricted Electives
A minimum of 18 semester hours of upper division courses distributed as follows: at least nine credits (three courses) from each of the two following areas:

Area 1: The United States
HIST 309 Creating Empire and Identity in the Atlantic World, 1492-1763 ... 3
HIST 312 The American Revolutionary Era, 1750-1789 3
HIST 314 The New and Expanding Nation, 1789-1846 3
HIST 316 The American Civil War Era, 1846-1877 3
HIST 317 The Birth of Modern United States, 1877-1929 3
HIST 318 The United States from Depression to Prosperity, 1929-1960 3
HIST 319 The United States since the New Frontier, 1960-Present 3
HIST 421 The American West 3
HIST/POLS 423 Constitutional Law: Civil Liberties 3
HIST 424 Montana History 3
HIST 425 Historical Archaeology in the Americas 3
HIST/POLS 427 Constitutional Law: Powers and Structures 3
HIST 460 The 1960s 3
HIST 470 American Environmental History 3
HIST 490 Internship: Public History 3
HIST 491/591 Independent Study 3
HIST 492/592 Seminar 3
HIST 493/593 Workshop 3

Area 2: Global Studies
HIST 332 Ancient History: Greece 3
HIST 333 Ancient History: Rome 3
HIST 335 Middle Ages: Creation and Climax of Medieval Europe 3
HIST 336 The Renaissance 3
HIST 337 Reformation Europe, 1517-1648 3
HIST 338 Baroque Culture, Absolute Monarchy, the Enlightenment, and the French Revolution Europe, 1648-1815 3

Continued…

SUGGESTED PLAN OF STUDY
Bachelor of Arts Major in History

This sample schedule is a suggested plan for students to follow in completing the Bachelor of Arts Major in History. Due to course schedule changes and staff assignments, students may not be able to follow the plan exactly. Students should consult with their advisors to plan classes before registering each term.

First Year

Fall
HIST 104/106
HIST 204
General Education elective
General Education elective
General Education elective

Spring
HIST 105/107
HIST 205
General Education elective
General Education elective
General Education elective

Second Year

Fall
History Upper Division elective
History Upper Division elective
Foreign Language
General Education elective
General Education elective

Spring
History Upper Division elective
History Upper Division elective
Foreign Language
General Education elective
General Education elective

Third Year

Fall
History Upper Division elective
General Education elective
Foreign Language
Minor elective
Minor elective

Spring
History Upper Division elective
General Education elective
Foreign Language
Minor elective
Minor elective

HIST 340 Industrialization, Nationalism, and Liberalism in Europe, 1815-1918 3
HIST 342 Twentieth-Century Europe, 1918-2001 3
HIST 357 Pre-Columbian and Colonial Latin America 3
HIST 358 Modern Latin America 3
HIST 420 Archaeology of the Classical World 3
HIST 445 Everyday Life and Popular Culture in Late Medieval and Early Modern Europe 3
HIST 447 The Holocaust in Nazi Occupied Europe 3
HIST 448 War and Diplomacy in Europe, 1648-1945 3
*HIST 451 History of Islamic Civilization 3
*HIST 453 The Middle East in the Twentieth Century 3
HIST 459 History of Mexico 3
HIST 461 The History of Germany, Since 1517 3
HIST 463 History of Southern Asia Since 1750 3
HIST 471 Colonial and Independent Africa, 1884-present 3
HIST 491/591 Independent Study 3
HIST 492/592 Seminar 3
HIST 493/593 Workshop 3

Total Restricted Electives 18

Total minimum credits required for major 33

Minor 21

Language Requirements (see page 163) 14

Electives chosen in consultation with advisor 15

Total minimum credits required for degree 120

*May satisfy General Education requirements.

Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.

Fourth Year

Fall
HIST 499
History Upper Division elective
Minor elective
Minor elective

Spring
Elective
History Upper Division elective
Minor elective
Minor elective

Bachelor of Arts Degree
Major in History
Teaching Certificate Option

All students desiring certification to teach are required to file an Application for Admission to the Teacher Education Program (see page 228).

Credits

General Education Requirements 37
(See page 70) Students should check with their advisor before registering for General Education courses. Some General Education courses may also satisfy other degree requirements.

Professional Core (see page 240) 33-36
Includes EDCI 312 Teaching Social Studies in the Middle & Secondary School 3

Required Courses
*HIST 104 History of World Civilization to 1500
OR *HIST 106 Honors: History of Western Civilization to 1500 3
*HIST 105 History of World Civilization Since 1500
OR *HIST 107 Honors: History of Western Civilization Since 1500 3
*HIST 204 United States History to 1877 3
*HIST 205 United States History Since 1877 3
HIST 424 Montana History 3
HIST 499 Historical Methodology 3
Total Required Courses 18

Restricted Electives 18
A minimum of 18 credits of upper division History courses selected in consultation with the departmental advisor with at least one course selected from each area below.

Area 1: The United States
HIST 309 Creating Empire and Identity in the Atlantic World, 1492-1763 ... 3
HIST 312 The American Revolutionary Era, 1750-1789 3
HIST 314 The New and Expanding Nation, 1789-1846 3
HIST 316 The American Civil War Era, 1846-1877 3
HIST 317 The Birth of Modern United States, 1877-1929 3
HIST 318 The United States from Depression to Prosperity, 1929-1960 3
HIST 319 The United States since the New Frontier, 1960-Present 3
HIST 421 The American West 3
HIST/POLS 423 Constitutional Law: Civil Liberties 3
HIST 425 Historical Archaeology in the Americas 3
HIST/POLS 427 Constitutional Law: Powers and Structures 3
HIST 460 The 1960s 3
HIST 470 American Environmental History 3
HIST 490 Internship 3
HIST 491/591 Independent Study 3
HIST 492/592 Seminar 3
HIST 493/593 Workshop 3

Continued…

SUGGESTED PLAN OF STUDY

Bachelor of Arts Degree, History Major, Teaching Certificate 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 History student to progress through the degree in an orderly and timely manner.

First Year

Fall
HIST 104/106
HIST 204
General Education elective
General Education elective
General Education elective

Spring
HIST 105/107
HIST 205
General Education elective
General Education elective
General Education elective

Second Year

Fall
History Upper Division elective
History Upper Division elective
Foreign Language
General Education elective
General Education elective

Spring
History Upper Division elective
History Upper Division elective
Foreign Language
General Education elective
General Education elective

Apply for Admission to Teacher Education Program Spring Semester

Third Year

Fall
HIST 423
General Education elective
Foreign Language
Minor elective
Minor elective

Area 2: Global Studies

HIST 332 Ancient History: Greece....3
HIST 333 Ancient History: Rome....3
HIST 335 Middle Ages: Creation and Climax of Medieval Europe....3
HIST 336 The Renaissance....3
HIST 337 Reformation Europe, 1517-1648....3
HIST 338 Baroque Culture, Absolute Monarchy, the Enlightenment, and the French Revolution Europe, 1648-1815....3
HIST 340 Industrialization, Nationalism, and Liberalism in Europe, 1815-1918....3
HIST 342 Twentieth-Century Europe, 1918-2001....3
HIST 357 Pre-Columbian and Colonial Latin America....3
HIST 358 Modern Latin America....3
HIST 420 Archaeology of the Classical World....3
HIST 445 Everyday Life and Popular Culture in Late Medieval and Early Modern Europe....3
HIST 447 The Holocaust in Nazi Occupied Europe....3
HIST 448 War and Diplomacy in Europe, 1648-1945....3
*HIST 451 History of Islamic Civilization....3
*HIST 453 Middle East in the Twentieth Century....3
HIST 459 History of Mexico....3
HIST 461 The History of Germany, Since 1517....3
HIST 463 History of Southern Asia Since 1750....3
HIST 471 Colonial and Independent Africa, 1884-present....3
HIST 491/591 Independent Study....3
HIST 492/592 Seminar....3
HIST 493/593 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 General Education requirements.

Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites

Third Year

Spring
History Upper Division elective
General Education elective
Foreign Language
Minor elective
Minor elective

Fourth Year

Fall
HIST 499
History Upper Division elective
Minor elective
Minor elective

Apply to Student Teach Fall Semester
Apply to Graduate Fall Semester

Spring
Elective
History Upper Division elective
Minor elective
Minor elective

Apply for Certification Spring Semester

Minor in History

Credits

Required courses
*HIST 104 History of World Civilization to 1500
OR
*HIST 106 Honors: History of Western Civilization to 1500 3
*HIST 105 History of World Civilization Since 1500
OR
*HIST 107 Honors: History of Western Civilization Since 1500..... 3
*HIST 204 United States History to 1877 3
*HIST 205 United States History Since 1877 3
Total required course credits..... 12

Electives..... 9
Nine upper-division credits in History courses selected in consultation with advisor.

Total minimum credits required for minor..... 21

*May satisfy General Education 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 general education, but some others cannot. Students choosing to take teaching minors with requirements beyond 21 credits may take credits in excess of 128 to complete their teaching major and preferred teaching minor.

For students who are gaining teaching certification in a content major, the following minor leads to endorsement. All students desiring certification to teach are required to file an Application for Admission to the Teacher Education Program (see page 228).

Credits

Required Courses
EDCI 312 Teaching Social Studies in the Middle & Secondary School..... 3
*HIST 104 History of World Civilization to 1500 3
*HIST 105 History of World Civilization Since 1500 3
*HIST 204 United States History to 1877 3
*HIST 205 United States History Since 1877 3
HIST 424 Montana History 3
HIST 499 Historical Methodology 3
Total required course credits..... 21

Select one of the following courses in nonwestern history..... 3
HIST 358 Modern Latin America 3
*HIST 451 History of the Islamic Civilization 3
*HIST 453 The Middle East in the Twentieth Century 3
HIST 459 History of Mexico 3

Total minimum credits required for minor 24

*May satisfy General Education requirements.

Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.

Social Science Broadfield Endorsement has been eliminated as a major. It is now a Certification.

Certification

Social Science (Broadfield) Endorsement

Students majoring in history (certification 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
*GEOG 101, *GEOG 120, GEOG 201, and one upper division geography course (total 12 credits)

Economics
*ECON 200, *ECON 201, ECON 331, and one upper division economics course (total 12 credits)

Sociology
*SOCL 101, *SOCL 211, *SOCL 221, and one upper-division sociology course (total 12 credits)

Psychology
*PSYC 101, PSYC 206, PSYC 271 and PSYC 380 (total 12 credits)

*May satisfy General Education requirements.

The Department of Mathematics

Dr. Joseph O. Howell,
Chairperson
LA 848, 657-2228
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Professors: Chen, Davison*, Howell, Metheny*
Associate Professors: J. Hoover, McBride
Assistant Professors: Czyz, Jacobson
University Lecturer: H. Hoover
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 Certificate
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.

Academic advising services for all freshmen Arts and Sciences majors are provided through the Advising Center in McMullen Hall, Room 100. 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.

Bachelor of Science Degree
Major in Mathematics

	Credits
General Education Requirements	**37**

(See page 70) Students should consult with their advisors to determine if specific courses are necessary in order to satisfy the General Education requirements within this major.

Language Requirement (see page 111)	**8**

Required Core Courses

COMP 101 Fundamentals of Computer Science	4
COMP/MATH 305 Discrete Structures I	4
COMP/MATH 306 Discrete Structures II	4
COMP/MATH 371 Numerical Computing	3
COMP/MATH 372 Scientific Computing	3
MATH 110 Mathematical Computing	1
*MATH 112 Calculus I	4
MATH 113 Calculus II	4
MATH 301 Applied Linear Algebra	4
MATH 312 Multivariable Calculus	4
MATH/STAT 341 Probability	3
STAT 441 Mathematical Statistics	3
Total Required Core Courses	**41**

Minor (Optional)	**21**
Electives	**13**
Total minimum credits required for degree	**120**

*May satisfy General Education requirements.

Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.

SUGGESTED PLAN OF STUDY
Bachelor of Science
Major in Mathematics

The following sample schedule is a suggested plan for students to follow in completing the Bachelor of Science Major in Mathematics. Due to course schedule changes and staff assignments, students may not be able to follow the plan exactly. Students should consult with their advisors to plan classes before registering each semester.

First Year	**F**	**S**
ENGL 150	3	
MATH 110	1	
MATH 112	4	
MATH 113		4
COMP 101	4	
Foreign Language	4	4
General Education		6
Total	**16**	**14**

Second Year	**F**	**S**
MATH 301		4
MATH 312	4	
General Education	8	10
General Ed with Lab	4	
Total	**16**	**14**

Third Year	**F**	**S**
COMP/MATH 305	4	
COMP/MATH 306		4
General Education	3	3
Minor	6	5
MATH/STAT 341	3	
STAT 441		3
Total	**16**	**15**

Fourth Year	**F**	**S**
COMP/MATH 371	3	
COMP/MATH 372		3
Minor	5	5
Electives	6	7
Total	**14**	**15**

Bachelor of Science Degree
Major in Mathematics
Teaching Certificate Option
Multiple Subject Endorsement

All students desiring certification to teach are required to file an Application for Admission to the Teacher Education Program (see page 228).

General Education Requirements 37

Required Core Courses
COMP 101 Fundamentals of Computer Science I.....4
COMP/MATH 305 Discrete Structures I.....4
MATH 110 Mathematical Computing.....1
^MATH 112 Calculus I 4
MATH 113 Calculus II.....4
MATH 301 Linear Algebra 4
MATH 311 Geometry.....3
MATH 312 Multivariable Calculus.....4
MATH/STAT 341 Probability.....3
MATH 421 Abstract Algebra 3
MATH 498 Capstone Seminar 1
Total minimum credits for major.....32^

Minor 21

Professional Teaching Certificate Option Core 36
(see page 240)

Electives 2

Total minimum credits required for degree 128

^Three (3) credits that also satisfy general education requirements and are not included in the total credits for the major.

SUGGESTED PLAN OF STUDY
B. S. Major in Mathematics
Teaching 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	**F**	**S**
MATH 110	1	
MATH 112	4	
MATH 113		4
BIOL 101	3	
COMP 101	4	
EDF 100 or 120	3	
EDF 225		3
ENGL 150	3	
COMT 110, 101 or 130		3
General Education with Lab		4
Total	**18**	**14**
Second Year	**F**	**S**
MATH 301		4
MATH 312	4	
EDF 250		3
ENGL 226		3
HHP 201	3	
HIST 204 or 205	3	
NAMS 181 or 211		3
SPED 260	3	
General Education	3	3
Total	**16**	**16**
Apply for Admission to Teacher Education Program Spring Semester		
Third Year	**F**	**S**
MATH 311		3
MATH 305	4	
STAT 341	3	
RD 310		3
Minor	6	12
General Education	3	
Elective	2	
Total	**18**	**18**
Fourth Year	**F**	**S**
EDCI 313	3	
EDCI 310	3	
EDF 450		3
EDCI 486		9
MATH 421	3	
Minor Methods	3	
Minor	3	
MATH 498	1	
Total	**16**	**12**
Apply to Student Teach Fall Semester		
Apply to Graduate Fall Semester		
Apply for Certification Spring Semester		

Bachelor of Science Degree
Major in Mathematics
Teaching Certificate Option
Single Subject Endorsement

All students desiring certification to teach are required to file an Application for Admission to the Teacher Education Program (see page 228).

Credits

General Education Requirements 37
Students should consult with their advisor to determine other specific courses necessary in order to satisfy the General Education requirements within this major.

Professional Core (see page 240) 36

Required Courses
COMP 101 Fundamentals of Computer Science 4
COMP 102 Data Structures 4
COMP/MATH 305 Discrete Structures I 4
COMP/MATH 371 Numerical Computing 3
MATH 110 Mathematical Computing 1
^MATH 112 Calculus I 4
MATH 113 Calculus II 4
MATH 301 Applied Linear Algebra 4
MATH 311 Geometry 3
MATH 312 Multivariable Calculus 4
MATH 331 History of Mathematics 3
MATH/STAT 341 Probability 3
MATH 421 Algebraic Structures 3
MATH 498 Capstone Seminar 1

Total minimum credits required for major ..... 42^

Electives 5

Total minimum credits required for degree 120

^Three (3) credits that also satisfy general education 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	**F**	**S**
MATH 110	1	
MATH 112	4	
MATH 113		4
BIOL 101	3	
COMP 101	4	
EDF 100 or 120	3	
EDF 225		3
ENGL 150	3	
COMT 110 or 101 or 130		3
General Education with Lab		4
Total	**18**	**14**
Second Year	**F**	**S**
MATH 301		4
MATH 312	4	
EDF 250		3
ENGL 226		3
HHP 201	3	
HIST 204 or 205	3	
NAMS 181 or 211		3
SPED 260	3	
General Education	3	3
Total	**16**	**16**
Apply for Admission to Teacher Education Program Spring Semester		
Third Year	**F**	**S**
MATH 311		3
MATH 305	4	
STAT 341	3	
COMP 305	4	
RD 310		3
MATH 331		3
Elective	4	3
Total	**15**	**12**
Fourth Year	**F**	**S**
EDCI 313	3	
EDCI 310	3	
EDF 450		3
EDCI 486		9
MATH 371	3	
MATH 421	4	
COMP 102	4	
MATH 498	1	
Total	**17**	**12**
Apply to Student Teach Fall Semester		
Apply to Graduate Fall Semester		
Apply for Certification Spring Semester		

Minor in Mathematics

Credits

Required Courses

COMP 101 Fundamentals of Computer Science 4
MATH 110 Mathematical Computing.....1
*MATH 112 Calculus I 4
MATH 113 Calculus II.....4
MATH 301 Applied Linear Algebra.....4
MATH 312 Multivariable Calculus.....4
Total minimum credits required for minor.....21

*May satisfy General Education 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 certification in a content major, the following minor leads to endorsement. All students desiring certification to teach are required to file an Application for Admission to the Teacher Education Program (see page 228).

Credits

Required Courses

COMP 101 Fundamentals of Computer Science 4
EDCI 313 Teaching Math in the Middle & Secondary School 3
MATH 110 Mathematical Computing.....1
*MATH 112 Calculus I 4
MATH 113 Calculus II.....4
MATH 301 Linear Algebra 4
MATH 311 Geometry.....3
MATH/STAT 341 Probability.....3
MATH 498 Capstone Seminar 1
Total minimum credits required for minor.....27

*May satisfy General Education 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/MATH 305 Discrete Structures I..... 4
COMP/MATH 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
MATH 110 Mathematical Computing 1
*MATH 112 Calculus I..... 4
MATH 113 Calculus II 4
*STAT 241 Statistical Methods 4
STAT 242 Statistical Methods II 4
STAT/MATH 341 Probability 3
STAT 441 Mathematical Statistics..... 3
Total minimum credits required for minor 27

*May satisfy General Education requirements.

Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.

The Department of Modern Languages and Literatures

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Professors: Jensen, Plank
Associate Professor: Robinson
Professor Emeritus: Heidinger

Undergraduate Degrees and Majors

Bachelor of Arts
Major: Spanish
Option: Teaching Certificate
Minors: Spanish, International Studies
Teaching Minor: Spanish (K-12)

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 in McMullen Hall, Room 100. 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.

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 of Modern Languages and Literatures administers national standardized credit examinations in French, German and 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 a foreign language, and who plan to major or minor in one of these foreign languages, 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 fee 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 or International Studies.

Internships

Internships (some paid)—at home and abroad—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.

Bachelor of Arts Degree
Major in Spanish

	Credits
General Education Requirements	**37**

(See page 70) Students should consult with their advisors to determine if specific courses are necessary in order to satisfy the General Education requirements within this major.

Spanish Required Courses

^SPAN 201 Intermediate Spanish I	3
^*SPAN 202 Intermediate Spanish II	3
^SPAN 301 Advanced Spanish Conversation I	3
^SPAN 302 Advanced Spanish Conversation II	3
SPAN 311 Hispanic Culture and Civilization I	3
SPAN 312 Hispanic Culture and Civilization II	3
SPAN 499 Senior Paper	1
Total Spanish Required Credits	**19**

*May satisfy General Education requirements.

Restricted Electives

A. Select one course from the following	3
SPAN 405 Spanish Composition and Grammar Review I	3
SPAN 406 Spanish Composition and Grammar Review II	3
B. Select one course from the following	3
SPAN 411 Survey of Spanish-American Literature I	3
SPAN 412 Survey of Spanish-American Literature II	3
SPAN 415 Survey of Spanish Literature I	3
SPAN 416 Survey of Spanish Literature II	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.

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.

First Year	**F**	**S**
ENGL 150	3	
SPAN 201	3	
SPAN 202		3
General Education	9	3
General Ed with Lab	4	
Minor		3
Elective		3
Total	**15**	**16**

Second Year	**F**	**S**
SPAN 301	3	
SPAN 302		3
SPAN 311	3	
SPAN 312		3
General Education	3	9
Minor	6	
Total	**15**	**15**

Third Year	**F**	**S**
SPAN 405 or 406	3	
Spanish Electives	3	3
General Education	3	
Minor	3	6
Electives	3	6
Total	**15**	**15**

Fourth Year	**F**	**S**
SPAN 499		1
Spanish Electives	3	3
Minor	3	3
Electives	9	7
Total	**15**	**14**

Bachelor of Arts Degree
Major in Spanish
Teaching Certificate Option

All students desiring certification to teach are required to file an Application for Admission to the Teacher Education Program (see page 228).

General Education Requirements 37

Professional Core 33-36
Includes EDCI 319 (see page 240)

Required Courses
^SPAN 201 Intermediate Spanish I 3
^*SPAN 202 Intermediate Spanish II 3
^SPAN 301 Advanced Spanish Conversation I 3
^SPAN 302 Advanced Spanish Conversation II 3
SPAN 311 Hispanic Culture and Civilization I 3
SPAN 312 Hispanic Culture and Civilization II 3
SPAN 405 Spanish Composition and Grammar Review I 3
SPAN 406 Spanish Composition and Grammar Review II 3
SPAN 360 Spanish Phonetics 3
Total Required Course credits 27

Restricted Electives
A. Select one course from the following 3
SPAN 411 Survey of Spanish-American Literature I 3
SPAN 412 Survey of Spanish-American Literature II 3
SPAN 415 Survey of Spanish Literature I 3
SPAN 416 Survey of Spanish Literature II 3

B. Select one course from the following 3
LANG 495 Study Abroad 3
SPAN 490 Internship 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

SUGGESTED PLAN OF STUDY
B.A. Major in Spanish Teaching Certificate 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 Spanish student to progress through the degree in an orderly and timely manner.

First Year	**F**	**S**
SPAN 201	3	
SPAN 202		3
EDF 120	3	
EDF 225		3
BIOL 101		3
ENGL 150		3
COMT 110 or 130	3	
General Education	3	6
Total	**15**	**18**
Second Year	**F**	**S**
SPAN 301	3	
SPAN 302		3
SPAN 311	3	
SPAN 312		3
ENGL 226		3
EDF 250		3
NAMS 181 or 211		3
HIST 204 or 105	3	
SPED 260	3	
Minor		3
General Education	6	
Total	**18**	**18**
Apply for Admission to Teacher Education Program Spring Semester.		
Third Year	**F**	**S**
Spanish Elective	6	3
RD 310		3
General Education with Lab	4	
Minor	6	6
Elective		4
Total	**16**	**18**
Fourth Year	**F**	**S**
Spanish Electives	3	
EDCI 310	3	
EDCI 319	3	
EDF 450		3
EDCI 484		9
Minor Methods	3	
Minor	6	
Total	**18**	**12**
Apply to Student Teach Fall Semester. Apply to Graduate Fall Semester. Apply for Certification Spring Semester.		

Minor in Spanish

Credits

Spanish Required Courses
^SPAN 201 Intermediate Spanish I 3
^*SPAN 202 Intermediate Spanish II 3
^SPAN 301 Advanced Spanish Conversation I 3
^SPAN 302 Advanced Spanish Conversation II 3
SPAN 311 or 312 Hispanic Culture & Civilization I or II 3
Total Spanish Required Credits 15

*May satisfy General Education requirements.

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 the program have prerequisites; students should check the course descriptions for required prerequisites.

Teaching Minor in Spanish (K-12)

For students who are gaining teaching certification in a content major, the following minor leads to endorsement. All students desiring certification to teach are required to file an Application for Admission to the Teacher Education Program (see page 228).

Credits

Required Courses
EDCI 319 Teaching Foreign Language K-12 3
^SPAN 201 Intermediate Spanish I 3
^*SPAN 202 Intermediate Spanish II 3
^SPAN 301 Advanced Spanish Conversation I 3
^SPAN 302 Advanced Spanish Conversation II 3
Total Required Course credits 15

*May satisfy General Education requirements.

Restricted Electives
A. Select one course from the following 3
SPAN 311 Hispanic Culture and Civilization I 3
SPAN 312 Hispanic Culture and Civilization II 3

B. Select two upper division courses in Spanish in consultation with advisor from the following 6
SPAN/ENGL 309 Mexican-American Literature 3
SPAN 405 Spanish Composition and Grammar Review I 3
SPAN 406 Spanish Composition and Grammar Review II 3
SPAN 411 Survey of Spanish-American Literature I 3
SPAN 412 Survey of Spanish-American Literature II 3
SPAN 415 Survey of Spanish Literature I 3
SPAN 416 Survey of Spanish Literature II 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.

Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.

Minor in International Studies

Credits

Required Core
*HIST 105 History of World Civilization Since 1500 3
*POLS 221 International Relations 3
A course in modern language ..... see below
LANG 499 International Studies Capstone Course .. 1

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:

GEOG 320 Geography of Latin America 3
HIST 358 Modern Latin America.....3
HIST 459 History of Mexico 3
ENGL/SPAN 309 Latino Literature 3
SPAN 412 Survey of Spanish-American Literature II 3

Asia focus:

*HIST 451 History of 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:

POLS 333 Comparative Government 3
COMT 460 Intercultural Communication.....3
PHIL 304 Global Mythology.....3

Comparative Arts focus:

*ART 131 Global Visual Culture 3
OR ART 431 Advanced Global Visual Culture 3
*COMT 155 Global Cinema.....3
*ENGL 260 World Foundations of Literature.....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 (FREN/SPAN/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 (FREN/SPAN/etc. 202). Only one language course will be counted toward the minor.

Total credits required for minor 22-23

*May satisfy General Education requirements.

Certain courses in the program have prerequisites; students should check the course descriptions for required prerequisites.

The Department of Music

Dr. Gary Behm, Chairperson
CI 119, 657-2350
gbehm@msubillings.edu

Professors: Behm, Cromley, Robertson
Associate Professor: Barfield*
Professors Emeritus: Perkins, Smith, Sutherland, Thompson

* Joint Appointment with the Department of Educational Theory and Practice

Undergraduate Degrees and Majors

Bachelor of Arts
Major: Music
Option: Performance
Option: Teaching Certificate
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 in McMullen Hall, Room 100. 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 general education. 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 Certificate 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.

Bachelor of Arts Degree
Major in Music

Credits

General Education Requirements 37
The following General Education courses also satisfy requirements in the major: MUSC 150 (3 cr.), MUSC 160/ 360 or MUSC 162/362 (3cr.), and MUSC 340 or MUSC 341 (3 cr.). The credits may be counted only once. Students should consult with an academic advisor before registering for General Education courses in order to minimize the number of credits required for graduation.

Music
Four credits of Applied Study selected from one of the following 4
MUSC 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 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 1 .....R-4
MUSC 161 Symphony Orchestra 1 R-4
*MUSC 162 Concert Choir 1 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…

SUGGESTED PLAN OF STUDY
Bachelor of Arts Degree Major in Music
This sample schedule is a suggested plan for students to follow in completing the Bachelor of Arts Degree Major in Music. Due to course schedule changes and staff assignments, students may not be able to follow the plan exactly. Students should consult with their advisors to plan classes before registering each term.

First Year	**F**	**S**
ENGL 150	3	
MUSC 125	1	
MUSC 126		1
MUSC 130	3	
MUSC 131	1	
MUSC 132		3
MUSC 133		1
MUSC 150	3	
Performance Ensemble	1	1
Applied Study	1	1
General Education	3	3
Electives		4
Total	**16**	**14**
Second Year	**F**	**S**
MUSC 230	3	
MUSC 231	1	
MUSC 232		3
MUSC 233		1
Performance Ensemble	1	1
Applied Study	1	1
Foreign Language	4	4
General Education		6
General Ed with Lab	4	
Total	**14**	**16**
Third Year	**F**	**S**
MUSC 340	3	
MUSC 341		3
Performance Ensemble	1	1
Advanced Applied Study	1	1
Foreign Language	3	3
General Education	6	3
Minor		3
Total	**14**	**14**
Fourth Year	**F**	**S**
MUSC 440	3	
MUSC 460		3
MUSC 499		1
Performance Ensemble	1	1
Advanced Applied Study	1	1
Minor	9	8
Elective	3	1
Total	**17**	**15**

*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 111) 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 General Education requirements and the major requirements. Electives should be chosen in consultation with an academic advisor.

Total minimum credits required for degree 120

*May satisfy General Education 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

General Education Requirements 37
The following General Education courses also satisfy requirements in the major: MUSC 150 (3 cr.), MUSC 160/360 or MUSC 162/362 (3cr.), and MUSC 340 or MUSC 341 (3 cr.). The credits may be counted only once. Students should consult with an academic advisor before registering for General Education courses in order to minimize the number of credits required for graduation.

Music
Eight credits of Applied Study selected from the following.....8
MUSC 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 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

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
MUSC 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319

Continued…

SUGGESTED PLAN OF STUDY
Bachelor of Arts in Music
Performance Option

This sample schedule is a suggested plan for students to follow in completing the Bachelor of Arts in Music – Performance Option. Due to course schedule changes and staff assignments, students may not be able to follow the plan exactly. Students should consult with their advisors to plan classes before registering each term.

First Year	**F**	**S**
MUSC 125	1	
MUSC 126		1
MUSC 130	3	
MUSC 131	1	
MUSC 132		3
MUSC 133		1
MUSC 150	3	
Performance Ensemble	1	1
Applied Study	2	2
General Education	2	6
Total	**13**	**14**
Second Year	**F**	**S**
MUSC 230	3	
MUSC 231	1	
MUSC 232		3
MUSC 233		1
Performance Ensemble	1	1
Applied Study	2	2
General Education	7	4
Electives	3	3
Total	**17**	**14**
Third Year	**F**	**S**
MUSC 340	3	
MUSC 341		3
Performance Ensemble	1	1
Advanced Applied Study	2	2
MUSC 399		1
General Education	3	5
Electives	6	6
Total	**15**	**18**
Fourth Year	**F**	**S**
MUSC 440	3	
MUSC 460		3
MUSC 499		1
Performance Ensemble	1	1
Advanced Applied Study	2	2
General Education	4	
Electives	6	7
Total	**16**	**14**

*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 General Education 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 Certificate Option

All students desiring certification to teach are required to file an Application for Admission to the Teacher Education Program (see page 228).

Credits

General Education Requirements 37
(Secondary & K-12 majors)
The following General Education courses also satisfy requirements in the major: MUSC 150 (3 cr.), MUSC 160/360 or MUSC 162/362 (3 cr.), and MUSC 340 or MUSC 341 (3 cr.) The credits may be counted only once. Students should consult with an academic advisor before registering for General Education courses in order to minimize the number of credits required for graduation.

Professional Core (see page 240) 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 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 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

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…

SUGGESTED PLAN OF STUDY
Bachelor of Arts
Major in Music
Teaching Certificate 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 Music student to progress through the degree in an orderly and timely manner.

First Year	**F**	**S**
MUSC 125	1	
MUSC 126		1
MUSC 130	3	
MUSC 131	1	
MUSC 132		3
MUSC 133		1
MUSC 150	3	
MUSC 160/161 or 162	1	1
Applied Study	2	2
COMT 110 or 101 or 130		3
EDF 100	3	
EDF 225		3
ENGL 150	3	
General Education		3
Total	**17**	**17**

Second Year	**F**	**S**
MUSC 160/161 or 162	1	1
MUSC 230	3	
MUSC 231	1	
MUSC 232		3
MUSC 233		1
MUSC 250 and 251		1
MUSC 252 and 253		1
Applied Study	2	2
BIOL 101, 115		4
EDF 250		3
ENGL 226		3
NAMS 181 or 211	3	
HHP 201	3	
SPED 260	3	
Total	**17**	**18**

Apply for Admission to Teacher Education Program Spring Semester.

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.....5
MUSC 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319
*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.....3
Select three credits from the following, any of which can be repeated
*MUSC 360 Symphonic Band 1
MUSC 361 Symphony Orchestra 1
*MUSC 362 Concert Choir 1
MUSC 350 Choral Conducting 3
MUSC 351 Instrumental Conducting 3
MUSC 440 Music Form and Style 3
MUSC 460 Instrumentation and Arranging.....3
MUSC 499 Senior Recital 1

Total Music Credits for Core.....58-64

Total minimum credits required for degree.....128

*May satisfy General Education requirements.

Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.

Third Year	**F**	**S**
MUSC 254 and 255		1
MUSC 256	1	
MUSC 340	3	
MUSC 341		3
MUSC 350	3	
MUSC 351		3
MUSC 360, 361 or 362	1	1
MUSC 440	3	
MUSC 460		3
Advanced Applied Study	2	2
RD 310	3	
HIST 204 or 205		3
Total	**16**	**16**

Fourth Year	**F**	**S**
MUSC 360, 361 or 362	1	
MUSC 499	1	
Advanced Applied Study	1	
EDCI 316	3	
EDCI 310	3	
EDF 450		3
EDCI 484		9
General Education	6	
Total	**15**	**12**

Apply to Student Teach Fall Semester.
Apply to Graduate Fall Semester.
Apply for Certification Spring Semester.

Minor in Music

	Credits
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 230 Music Theory III	3
MUSC 231 Aural Skills III	1
Select two from the following	6
*MUSC 100 Music Appreciation	3
*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
Applied Studies, two credits in one area	2
Electives in Music selected in consultation with advisor	2
Total minimum credits required for minor	**22**

*May satisfy General Education requirements.

Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.

The Department of Native American Studies, Political Science, and Sociology

Dr. Craig Wilson, Chairperson
LA 802, 657-2311 or 657-2119
cwilson@msubillings.edu

Native American Studies
Professor: Heidenreich
Associate Professor: Sanders

Political Science
Professor: Wilson
Associate Professor: Hood
Emeritus: Henning

Sociology
Professor: Floyd
Associate Professor: Hardt
Assistant Professor: Eliason, Honea
Emeritus: Lin, Maris Van Blaaderen, Waltner

Undergraduate Degrees and Majors

Bachelor of Arts
Major: Sociology

Bachelor of Science
Major: Sociology

Minors: Native American Studies, Political Science, Sociology

Teaching Minors: Political Science, Sociology

Pre-Professional Program: Pre-Law

Certification: 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 in McMullen Hall, Room 100. 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 Native American Studies, Political Science and Sociology combines three scholarly disciplines, each with its separate faculty and academic programs. The four-year program in Sociology leads to a Bachelor of Science degree. The department offers minors in Political Science, Native American Studies, and Sociology.

Sociology
The sociology program at MSU-Billings is dedicated to promoting the values of social responsibility, respect for diversity, and a commitment to lifelong learning. Both as a science and as a perspective, sociology 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. Sociology also conveys insights into the dynamics of social processes, and the manners in which individuals both shape and are shaped by these processes. Finally, sociology imparts knowledge about the self as it relates to various social contexts. Fundamental to the program at MSU-Billings is a shared value that sociology provides a set of tools that can be applied to the understanding of and involvement in social situations. These tools include the development of:

- critical thinking

- introspective awareness of self in social contexts
- multi-cultural awareness
- inductive and deductive logical modeling
- quantitative and qualitative research methods
- demographic analysis
- evaluation research
- needs assessments, including social and environmental impact assessment
- computer proficiency

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 100 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.

Political Science

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.

Courses offered are oriented toward (a) preparing the student for citizenship roles in community and national affairs and providing a coherent knowledge of political and government activities; (b) assisting the student to secure a broad liberal arts and sciences education; (c) providing undergraduate preparation for those students who propose to study at the graduate level; (d) offering general training for students who plan careers in government and public affairs; (e) preparing students for careers in secondary teaching; (f) providing a sound background for those students who intend to enroll in law and other professional schools; (g) 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

The Native American Studies Program has four primary goals: (1) to offer a comprehensive academic program in Native American Studies for both Native American and nonnative students; (2) to provide increased awareness of and appreciation for the rich cultural heritage, knowledge, and contributions of Native Americans in the United States; (3) to contribute actively to increased multicultural awareness and appreciation at MSU-Billings and throughout the region; and (4) 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. Some NAMS courses are cross-listed between Native American Studies and English, History, Philosophy, Psychology and Political Science. The academic offering in Native American Studies includes 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. Montana law permits local schools to require that teachers have a background in Native American Studies. In 1981 the Montana Board of Education and Human Services took action that would allow a certified teacher with any endorsement to teach Indian studies courses if they have 10 credits of Native American Studies coursework. An academic minor of 21 credits is offered for the Arts and Sciences, Education, or Business student.

Bachelor of Arts Degree
Major in Sociology

Credits

General Education Requirements 37
The following General Education courses also satisfy requirements in the major: SOCL 101, SOCL 211, SOCL 212, SOCL 221, SOCL 250. Please refer to limitations on General Education requirements (see page 70). Limited to two courses per discipline. Students should consult with an academic advisor before registering for General Education courses in order to minimize the number of courses needed to satisfy the requirements of the major.

Required Courses
*SOCL 101 Introduction to Sociology 3
(SOCL 101 is a prerequisite for all other course work in the required core)
SOCL 205 Principles and Methods of Social Science Inquiry with Lab 4
SOCL 481 History of Sociological Thought
OR SOCL 482 Contemporary Sociological Theory and Theory Construction 3
SOCL 485 Professional Development and Assessment 1
SOCL 490 Internship 3
Total Required Courses credits 14

Restricted Electives
At least one course from three of the following four areas. Minimum of 20 credits, including 14 upper division.

Area 1: General Sociology, Anthropology, and Human Ecology
*SOCL 211 Cultural Anthropology 3
*SOCL 212 Physical Anthropology and Archaeology 3
*SOCL 221 Social Problems 3
SOCL 342 Social Demography and Population Studies 3
SOCL 380 Sociology of Health, Healing and Illness 3
SOCL 442 Environmental Sociology 3
SOCL 461 Urban Sociology and Human Ecology 4
SOCL 481 History of Sociological Thought 3
SOCL 482 Contemporary Sociological Theory and Theory Construction 3

Area 2: Interpersonal Relationships, Family, and Human Sexuality
SOCL 232 Dating and Mate Selection 3
SOCL 332 Sociology of the Family 3
SOCL 344 Minority Groups in America 3
SOCL 372 Development of a Meaningful Life 3
SOCL 431 Sociology of Gender Roles 3
SOCL 432 Human Sexual Behavior 3
SOCL 433 Dysfunctional Families 3
SOCL 471 Social Psychology 3
SOCL 472 Maintaining a Meaningful Life 3

Continued…

SUGGESTED PLAN OF STUDY
Bachelor of Arts Major in Sociology

First Year	**F**	**S**
ENGL 150	3	
SOCL 101	3	
Sociology Electives		3
Foreign Language	4	4
General Education	6	6
Minor		3
Total	**16**	**16**

Second Year	**F**	**S**
SOCL 205	4	
Sociology Electives	3	
Foreign Language	3	3
General Education	6	3
General Ed with Lab	4	
Elective	1	1
Total	**14**	**14**

Third Year	**F**	**S**
SOCL 482	3	
Sociology Electives	6	3
Foreign Language	3	3
General Education	6	3
General Ed with Lab	4	
Electives	1	1
Total	**15**	**16**

Fourth Year	**F**	**S**
SOCL 485		1
SOCL 490		3
Sociology Electives	5	
Minor	3	5
Electives	6	6
Total	**14**	**15**

Area 3: Crime and Criminal Justice

SOCL 225 Introduction to Crime and Justice....3
SOCL 324 Criminology....3
SOCL 326 Juvenile Delinquency....3
SOCL 423 Control of Crime....4
SOCL 425 Crime Prevention and Victimology....3
NAMS/POLS 314 The Indian and the Law....3
POLS/HIST 423 Constitutional Law: Civil Liberties....3
POLS/HIST 427 Constitutional Law: Powers and Structures....3

Area 4: Women and Minority Studies

ART/A&SC 436 History of Women in Art....3
ART/NAMS 439 Survey of American Indian Art....3
A&SC 350 Perspectives on Women....3
ENGL/A&SC 365 Images of Women in Literature and the Arts....3
ENGL/NAMS 303 Literature of the Native American....3
*NAMS 211 Social Issues of the Native American....3
NAMS/POLS 314 The Indian and the Law....3
NAMS/PHIL 413 Native American Philosophies and Religions....3
PSYC/A&SC 309 Psychology of Gender Differences....3
*SOCL/A&SC 250 Women, Culture and Society....3
SOCL 344 Minority Groups in America....3
SOCL 431 Sociology of Gender Roles....3
SOCL 471 Social Psychology....3

Other Courses which may be used to satisfy Restricted Elective Requirements include the following:

SOCL 292/492 Seminar....V1-3
SOCL 293/493 Workshop....V1-6
SOCL 491 Independent Study....V1-5

Total Restricted Elective Courses credits....20

Total minimum credits required for major....34

Minor....20

Language Requirement (See page 111)....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 General Education requirements and the major requirements. Electives should be chosen in consultation with an academic advisor. Please refer to limitations on General Education requirements (see page 70). 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 General Education 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

General Education Requirements 37
The following General Education courses also satisfy requirements in the major: SOCL 101, SOCL 211, SOCL 212, SOCL 221, SOCL 250. Please refer to limitations on General Education requirements (see page 70). Limited to two courses per discipline. Students should consult with an academic advisor before registering for General Education courses in order to minimize the number of courses needed to satisfy the requirements of the major.

Required Courses
*SOCL 101 Introduction to Sociology 3
(SOCL 101 is prerequisite for all other course work in the required core)
SOCL 205 Principles and Methods of Social Science Inquiry (with Lab) 4
SOCL 481 History of Sociological Thought
OR SOCL 482 Contemporary Sociological Theory & Theory Construction 3
SOCL 485 Professional Development and Assessment 1
SOCL 490 Internship 3
Total Required credits 14

Restricted Electives
At least one course from each of the following areas. Minimum of 20 credits, including 14 upper division.

Area 1: General Sociology, Anthropology, and Human Ecology
*SOCL 211 Cultural Anthropology 3
*SOCL 212 Physical Anthropology and Archaeology 3
*SOCL 221 Social Problems 3
SOCL 342 Social Demography and Population Studies 3
SOCL 380 Sociology of Health, Healing and Illness 3
SOCL 442 Environmental Sociology 3
SOCL 461 Urban Sociology and Human Ecology 4
SOCL 481 History of Sociological Thought 3
SOCL 482 Contemporary Sociological Theory and Theory Construction 3

Area 2: Interpersonal Relationships, Family, and Human Sexuality
SOCL 232 Dating and Mate Selection 3
SOCL 332 Sociology of the Family 3
SOCL 344 Minority Groups in America 3
SOCL 372 Development of a Meaningful Life 3
SOCL 431 Sociology of Gender Roles 3
SOCL 432 Human Sexual Behavior 3
SOCL 433 Dysfunctional Families 3
SOCL 471 Social Psychology 3
SOCL 472 Maintaining a Meaningful Life 3

Area 3: Crime and Criminal Justice
SOCL 225 Introduction to Crime and Justice 3
SOCL 324 Criminology 3
SOCL 326 Juvenile Delinquency 3
Continued…

SUGGESTED PLAN OF STUDY
Bachelor of Science Major in Sociology

First Year	**F**	**S**
ENGL 150	3	
SOCL 101	3	
Sociology Electives		3
Foreign Language	4	4
General Education	6	6
Minor		3
Total	**16**	**16**

Second Year	**F**	**S**
SOCL 205		4
Sociology Electives		3
Math/Comp	4	4
General Education	6	3
General Ed with Lab	4	
Total	**14**	**14**

Third Year	**F**	**S**
SOCL 482	3	
Sociology Electives	6	3
General Education	3	3
Minor	3	6
Electives		4
Total	**15**	**16**

Fourth Year	**F**	**S**
SOCL 485		1
SOCL 490		3
Sociology Electives	5	
Minor	3	5
Electives	6	6
Total	**14**	**15**

SOCL 423 Control of Crime....4
SOCL 425 Crime Prevention and Victimology....3
NAMS/POLS 314 The Indian and the Law....3
POLS/HIST 423 Constitutional Law: Civil Liberties....3
POLS/HIST 427 Constitutional Law: Powers and Structures....3

Area 4: Women and Minority Studies
ART/A&SC 436 History of Women in Art....3
ART/NAMS 439 Survey of American Indian Art....3
A&SC 350 Perspectives on Women....3
ENGL/A&SC 365 Images of Women in Literature and the Arts....3
ENGL/NAMS 303 Literature of the Native American....3
*NAMS 211 Social Issues of the Native American....3
NAMS/POLS 314 The Indian and the Law....3
NAMS/PHIL 413 Native American Philosophies and Religions....3
PSYC/A&SC 309 Psychology of Gender Differences....3
*SOCL/A&SC 250 Women, Culture and Society....3
SOCL 344 Minority Groups in America....3
SOCL 431 Sociology of Gender Roles....3
SOCL 471 Social Psychology....3

Other Courses which may be used to satisfy Restricted Elective Requirements include the following:
SOCL 292/492 Seminar....1-3
SOCL 293/493 Workshop....1-6
SOCL 491 Independent Study....1-5

Total Restricted Elective Courses Credits....20

Language Requirement (See page 111)....8

Mathematics/Computer Science Courses
Students must take two of the following courses in addition to the course taken to satisfy the General Education requirement in mathematics.
6-9 credits selected in consultation with Sociology faculty advisor.
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
*MATH 107 Precalculus....5
*MATH 112 Calculus I....4
MATH 113 Calculus II....4
*STAT 141 Introduction to Statistics....3
*STAT 241 Statistical Methods....4
STAT 242 Statistical Methods II....4
Total Mathematics/Computer Science Courses....V 6-9

Minor....20

Continued…

Electives .....V 12-21
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 General Education requirements and the major requirements. Electives should be chosen in consultation with an academic advisor. Please refer to limitations on General Education requirements (see page 70). 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 General Education requirements.

Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.

Minor in Native American Studies

	Credits
Required Courses	
*NAMS 181 Introduction to Native American Studies	3
*NAMS 211 Social Issues of the Native American	3
NAMS 327 MT Indian Groups Prior to 1862	3
NAMS 328 MT Indian Groups From 1862 to the Present	3
Total required course credit	**12**
Elective Courses	
At least six credits from among the following courses chosen in consultation with the NAMS staff:	
NAMS/ENGL 303 Literature of the American Indian	3
NAMS/POLS 314 The Indian and the Law	3
NAMS/PHIL 413 Native American Philosophy & Religions	3
NAMS/ART 439 Survey of American Indian Art	3
Electives	**6**
At least three credits chosen from the following:	
NAMS 292/492 Seminar	1-3
NAMS 293/493 Workshop	1-3
NAMS/PSYC 385 Native American Psychology	3
NAMS 490 Native American Studies Internship	6
NAMS 491 Independent Study	3
Or other appropriate courses in areas related to NAMS	1-4
Restricted Electives	**3**

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

Total minimum credits required for minor 21

*May satisfy General Education 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
*POLS 101 Introduction to Government	3
*POLS 212 United States Government	3
*POLS 221 International Relations	3
POLS 331 Political Philosophy	
OR	
POLS 350 Public Opinion and 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 Native American Studies, Political Science, and Sociology. Substitutions must be approved by the Political Science advisor and the Chairperson of the Department.	
POLS 213 Introduction to Public Administration	3
POLS 214 Political Parties and Elections	3
POLS 215 American State and Local Government	3
POLS 217 The Presidency	3
POLS 292/492 Seminar	1-6
POLS 293/493 Workshop	1-6
POLS 322 United States Foreign Policy	3
POLS 331 Political Philosophy (if not taken as a required course)	3
POLS 333 Comparative Government	3
POLS 350 Public Opinion & Polling (if not taken as a required course)	3
POLS/HIST 423 Constitutional Law: Civil Liberties	3
POLS/HIST 427 Constitutional Law: Powers and Structures	3
POLS 434 Contemporary Issues in Public Administration	3
POLS 490 Internship	1-6
POLS 491 Independent Study	1-5
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 General Education requirements and the minor requirements. Electives should be chosen in consultation with an academic advisor.

Total minimum credits required for minor 21

*May satisfy General Education requirements.

Public Administration Emphasis

Credits

Required Courses
*POLS 212 United States Government 3
POLS 213 Introduction to Public Administration.....3
POLS 215 American State and Local Government ...3
POLS 434 Contemporary Issues in Public 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 Native American Studies, Political Science, and Sociology. Substitutions must be approved by the Political Science advisor and the Chairperson of the Department.

American Politics
POLS 214 Political Parties and Elections.....3
POLS 217 The Presidency.....3
POLS 350 Public Opinion and Polling 3

International Relations
*POLS 221 International Relations 3
POLS 322 United States Foreign Policy.....3
POLS 333 Comparative Government 3

Legal Studies
POLS/HIST 423 Constitutional Law: Civil Liberties 3
POLS/HIST 427 Constitutional Law: Powers and Structures 3

Total Restricted Electives Courses credits.....9
The total number of elective credits required for the minor will be determined by the number of courses a student elects to take which fulfill both the General Education requirements and the minor requirements. Electives should be chosen in consultation with an academic advisor.

Total minimum credits required for minor.....21

*May satisfy General Education requirements.

Pre-Law Emphasis

Credits

Required Courses
*POLS 212 United States Government..... 3
POLS 215 American State and Local Government... 3
*POLS 221 International Relations..... 3
POLS 331 Political Philosophy..... 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 Native American Studies, Political Science, and Sociology. Substitutions must be approved by the Pre-Law advisor and the Chairperson of the Department.

Two courses selected from the following:
POLS/NAMS 314 The Indian and the Law 3
POLS/HIST 423 Constitutional Law: Civil Liberties..... 3
POLS/HIST 427 Constitutional Law: Powers and Structures..... 3
Total 6

One course selected from the following:
*SOCL 221 Social Problems..... 3
SOCL 324 Criminology 3
SOCL 326 Juvenile Delinquency..... 3
Total 3

Total minimum credits required for minor 21

*May satisfy General Education requirements.
Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.

Minor in Sociology

Credits

Required Courses
*SOCL 101 Introduction to Sociology..... 3
SOCL 205 Principles and Methods of Social Science Inquiry (with Lab) 4
*SOCL 221 Social Problems..... 3
Total required course credit..... 10

Restricted Electives
At least one course from two of the following three areas. Minimum of eleven credits, including nine upper division.

Area 1: General Sociology, Anthropology and Human Ecology
*SOCL 211 Cultural Anthropology 3

*SOCL 212 Physical Anthropology and Archaeology 3
SOCL 342 Social Demography and Populations Studies 3
SOCL 442 Environmental Sociology 3
SOCL 461 Urban Sociology and Human Ecology 4
SOCL 481 History of Sociological Thought 3
SOCL 482 Contemporary Sociological Theory and Theory Construction 3

Area 2: Interpersonal Relationships, Family, and Human Sexuality
SOCL 232 Dating and Mate Selection 3
*SOCL/A&SC 250 Women, Culture and Society 3
SOCL 332 Sociology of the Family 3
SOCL 344 Minority Groups in America 3
SOCL 372 Development of a Meaningful Life 3
SOCL 431 Sociology of Gender Roles 3
SOCL 432 Human Sexual Behavior 3
SOCL/PSYC 471 Social Psychology 3

Area 3: Crime and Criminal Justice
SOCL 225 Introduction to Crime and Justice 3
SOCL 324 Criminology 3
SOCL 326 Juvenile Delinquency 3
SOCL 423 Control of Crime 4
NAMS/POLS 314 The Indian and the Law 3

Other Courses which may be used to satisfy the Restricted Electives Requirement include the following:
SOCL 491 Independent Study 1-5
SOCL 292/492 Seminar 1-3
SOCL 293/493 Workshop 1-6

Restricted Elective total 11

Electives ..... V 0-6
The total number of elective credits required for the minor will be determined by the number of courses a student elects to take which fulfill both the General Education requirements and the minor requirements. Electives should be chosen in consultation with an academic advisor.

Total minimum credits required for minor 21

*May satisfy General Education requirements.

Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.

Teaching Minors

Students who intend to graduate on the 128 credit degree program should consult with the Advising Center and their faculty advisor before selecting a teaching minor. Some requirements for certain teaching minors can be met in general education, but some others cannot. Students choosing to take teaching minors with requirements beyond 21 credits may take credits in excess of 128 to complete their teaching major and preferred teaching minor.

Teaching Minor in Political Science

For students who are gaining teaching certification in a content major, the following minor leads to endorsement. All students desiring certification to teach are required to file an Application for Admission to the Teacher Education Program (see page 228).

Credits

Required Courses:
EDCI 312 Teaching Social Studies in the Middle & Secondary School 3
*POLS 101 Introduction to Government 3
*POLS 212 United States Government 3
*POLS 221 International Relations 3
POLS 331 Political Philosophy
OR
POLS 350 Public Opinion and Polling 3
Total Required Course credits 15

Restricted Electives
Nine credits chosen in consultation with an advisor from the following list:
POLS 213 Introduction to Public Administration 3
POLS 214 Political Parties and Elections 3
POLS 215 American State and Local Government 3
POLS 322 United States Foreign Policy 3
POLS 331 Political Philosophy (if not taken in required courses) 3
POLS 333 Comparative Government 3
POLS 350 Public Opinion Polling (if not taken in required courses) 3
POLS/HIST 423 Constitutional Law: Civil Liberties 3
POLS/HIST 427 Constitutional Law: Powers and Structures 3
POLS 434 Contemporary Issues in Public Administration 3
POLS 490 Political Science Internship 1-12
Total Restricted Elective credits 9

Total minimum credits required for minor 24

Teaching Minor in Sociology

For students who are gaining teaching certification in a content major, the following minor leads to endorsement. All students desiring certification to teach are required to file an Application for Admission to the Teacher Education Program (see page 228).

Credits

Required Courses:

EDCI 312 Teaching Social Studies in the Middle & Secondary School....3
*SOCL 101 Introduction to Sociology....3
SOCL 205 Principles and Methods of Social Science Inquiry....4
*SOCL 211 Cultural Anthropology....3
SOCL 481 History of Sociological Thought....3
Total Required Course credits....16

Restricted Electives:

Select two additional upper division courses from the following in consultation with a Sociology advisor:
SOCL 324 Criminology....3
SOCL 326 Juvenile Delinquency....3
SOCL 332 Sociology of the Family....3
SOCL 342 Community and World Population....4
SOCL 344 Minority Groups in America....3
SOCL 372 Development of a Meaningful Life....3
SOCL 423 Control of Crime....4
SOCL 431 Sociology of Gender Roles....3
SOCL 432 Human Sexual Behavior....3
SOCL 461 Urban Sociology and Human Ecology....4
SOCL/PSYC 471 Social Psychology....3
SOCL 481 History of Sociological Thought....3
SOCL 482 Contemporary Sociological Theory and Theory Construction....3
Total Restricted Elective credits.... 6-8

Total minimum credits required for minor... 22-24

*May satisfy General Education requirements.

Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.

Social Science Broadfield Endorsement has been eliminated as a major. It is now a Certification.

Certification

Social Science (Broadfield) Endorsement

Students majoring in history (certification 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
*GEOG 101, *GEOG 120, GEOG 201, and one upper division geography course (total 12 credits)

Economics
*ECON 200, *ECON 201, ECON 331, and one upper division economics course (total 12 credits)

Sociology
*SOCL 101, *SOCL 211, *SOCL 221, and one upper-division sociology course (total 12 credits)

Psychology
*PSYC 101, PSYC 206, PSYC 271 and PSYC 380 (total 12 credits)

*May satisfy General Education requirements.

The Department of Psychology

Dr. Michael D. Havens, Chairperson
LA 525, 657-2242
mhavens@msubillings.edu

Professor: Bulgatz
Associate Professor: Hatch, Havens, McLaughlin, McMullen
Lecturers: Preston, 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 in McMullen Hall, Room 100. 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.

Bachelor of Arts Degree
Major in Psychology

Credits

General Education Requirements 37

The following General Education course also satisfies requirements in the major: PSYC 101. Students should consult with an academic advisor before registering for General Education courses in order to minimize the number of courses needed to satisfy the requirements of the major. A grade of "C" or higher is mandatory in all psychology courses satisfying these major requirements.

Required Courses

*PSYC 101 General Psychology 3
PSYC 205 Research Analysis in Psychology 3
PSYC 206 Research Design in Psychology 4
PSYC 401 History and Systems of Psychology 3
PSYC 499 Senior Thesis 1

The student is also required to complete a minimum of three semester credits in one of the following courses:

PSYC 396 Field Work 3
PSYC 490 Practicum .....V 1-3
PSYC 491 Independent Study .....V 1-4
PSYC 296/496 Cooperative Education .....V 1-8

Total minimum Required Courses credits.....17

Restricted Psychology Electives

Group 1: Select two courses from this group

PSYC 314 Learning and Motivation 4
PSYC 316 Sensation and Perception 4
PSYC 317 Cognitive Processes 4
PSYC 336 Comparative Psychology 4
PSYC 338 Physiological Psychology 4
PSYC 428 Statistics for Psychology 4
PSYC 480 Cognitive Development 4
Total Group 1 credits 8

Group 2: Select four courses from this group

PSYC 271 Human Relations 3
PSYC/A&SC 309 Psychology of Gender Differences 3
PSYC 345 Psychology of Business 3
PSYC 350 Forensic Psychology 3
PSYC 380 Developmental Psychology 3
PSYC 382 Adult Psychology 3
PSYC 383 The Psychology of Aging 3
PSYC/NAMS 385 Native American Psychology 3
PSYC 410 Cognitive Learning Theories 3
PSYC 445 Industrial/Organizational Psychology 3
PSYC 450 Psychological Testing 3
PSYC 460 Theories of Personality 3

Continued…

SUGGESTED PLAN OF STUDY
Bachelor of Arts Major in Psychology

This sample schedule is a suggested plan for students to follow in completing the Bachelor of Arts Major in Psychology. Due to course schedule changes and staff assignments, students may not be able to follow the plan exactly. Students should consult with their advisors to plan classes before registering each term.

First Year	**F**	**S**
PSYC 101	3	
PSYC 205		3
Math	3	
Foreign Language	4	4
General Education	6	6
Total	**16**	**13**

Second Year	**F**	**S**
PSYC 206	4	
Math		3
Foreign Language	3	3
General Education	4	8
Electives	4	4
Total	**15**	**18**

Third Year	**F**	**S**
PSYC 401	3	
General Education	4	5
Minor	3	5
Electives	5	4
Total	**15**	**14**

Fourth Year	**F**	**S**
PSYC 396/490	3	
PSYC 485		3
PSYC 499		1
Minor	6	6
Electives	6	4
Total	**15**	**14**

PSYC 470 Abnormal Psychology 3
PSYC 471 Social Psychology..... 3
PSYC 476 Introduction to Clinical Psychology 3
Total Group 2 credits 12

Total Restricted Psychology Electives..... 20

Total minimum credits required for major..... 37

Language Requirement (see page 111) 14

Minor 20

Electives 12
The total number of elective credits required for the degree will be determined by the number of courses a student elects to take which fulfill both the General Education requirements and the major requirements. Electives should be chosen in consultation with an academic advisor.

Total minimum credits required for degree 120

*May satisfy General Education 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

General Education Requirements 37
The following General Education course also satisfies requirements in the major: PSYC 101. Students should consult with an academic advisor before registering for General Education courses in order to minimize the number of courses needed to satisfy the requirements of the major. A grade of "C" or higher is mandatory in all psychology courses satisfying these major requirements.

Required Courses
*PSYC 101 General Psychology 3
PSYC 205 Research Analysis in Psychology 3
PSYC 206 Research Design in Psychology 4
PSYC 401 History and Systems of Psychology 3
PSYC 499 Senior Thesis 1

The student is also required to complete a minimum of three semester credits in one of the following courses:
PSYC 396 Field Work 3
PSYC 490 Practicum ..... V 1-3
PSYC 491 Independent Study ..... V 1-4
PSYC 296/496 Cooperative Education ..... V 1-8

Total minimum Required Courses credits 17

Restricted Psychology Electives

Group 1: Select two courses from this group
PSYC 314 Learning and Motivation 4
PSYC 316 Sensation and Perception 4
PSYC 317 Cognitive Processes 4
PSYC 336 Comparative Psychology 4
PSYC 338 Physiological Psychology 4
PSYC 428 Statistics for Psychology 4
PSYC 480 Cognitive Development 4
Total Group 1 credits 8

Group 2: Select four courses from this group
PSYC 271 Human Relations 3
PSYC/A&SC 309 Psychology of Gender Differences 3
PSYC 345 Psychology of Business 3
PSYC 350 Forensic Psychology 3
PSYC 380 Developmental Psychology 3
PSYC 382 Adult Psychology 3
PSYC 383 The Psychology of Aging 3
PSYC/NAMS 385 Native American Psychology 3
PSYC 410 Cognitive Learning Theories 3
PSYC 445 Industrial/Organizational Psychology 3
PSYC 450 Psychological Testing 3
PSYC 460 Theories of Personality 3

Continued…

SUGGESTED PLAN OF STUDY
Bachelor of Science Major in Psychology

This sample schedule is a suggested plan for students to follow in completing the Bachelor of Science Major in Psychology. Due to course schedule changes and staff assignments, students may not be able to follow the plan exactly. Students should consult with their advisors to plan classes before registering each term.

First Year	**F**	**S**
PSYC 101	3	
PSYC 205		3
BS degree math requirement	3	
General Education	6	6
Foreign Language	4	4
Total	**16**	**13**

Second Year	**F**	**S**
PSYC 206	4	
BS degree math requirement		3
Group Electives	4	6
General Education	8	5
Total	**16**	**14**

Third Year	**F**	**S**
PSYC 401	3	
Group Electives	6	4
General Education	3	6
Minor	4	6
Total	**16**	**16**

Fourth Year	**F**	**S**
PSYC 485	3	
PSYC 499		1
Minor	6	4
Electives	6	6
Three credits from one of the following: PSYC 396, PSYC 490, PSYC 491		3
Total	**15**	**14**

PSYC 470 Abnormal Psychology 3
PSYC/SOCL 471 Social Psychology 3
PSYC 476 Introduction to Clinical Psychology 3
Total Group 2 credits 12

Total Restricted Psychology Electives..... 20

Total minimum credits required for major..... 37

Language Requirement (see page 111) 8

Mathematics/Computer Science Courses selected in consultation with advisor ..... V 6-8

Minor 20

Electives 12
The total number of elective credits required for the degree will be determined by the number of courses a student elects to take which fulfill both the General Education requirements and the major requirements. Electives should be chosen in consultation with an academic advisor.

Total minimum credits required for degree 120

*May satisfy General Education requirements.

Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.

Minor in Psychology

	Credits
Required Courses	
*PSYC 101 General Psychology	3
PSYC 205 Research Analysis in Psychology	3
PSYC 206 Research Design in Psychology	4
Total Required Courses Credits	**10**
Restricted Elective Courses	
Group 1: Select one course from this group	
PSYC 314 Learning and Motivation	4
PSYC 316 Sensation and Perception	4
PSYC 317 Cognitive Processes	4
PSYC 336 Comparative Psychology	4
PSYC 338 Physiological Psychology	4
PSYC 428 Statistic for Psychology	4
PSYC 480 Cognitive Development	4
Total Group 1 credits	**4**
Group 2: Select three courses from this group	
PSYC 271 Human Relations	3
PSYC/A&SC 309 Psychology of Gender Differences	3
PSYC/ENGL 318 Psycholinguistics	3
PSYC 345 Psychology of Business	3
PSYC 380 Developmental Psychology	3
PSYC 382 Adult Psychology	3
PSYC 383 The Psychology of Aging	3
PSYC/NAMS 385 Native American Psychology	3
PSYC 410 Cognitive Learning Theories	3
PSYC 445 Industrial/Organizational Psychology	3
PSYC 450 Psychological Testing	3
PSYC 460 Theories of Personality	3
PSYC 470 Abnormal Psychology	3
PSYC/SOCL 471 Social Psychology	3
PSYC 476 Introduction to Clinical Psychology	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 General Education requirements.

Associate of Arts Degree Program of Study in Applied Psychology

	Credits
General Education	**37**
Required Courses	
*PSYC 101 General Psychology	3
PSYC 205 Research Analysis in Psychology	3
PSYC 206 Research Design in Psychology	4
Total Required Courses credits	**10**
Restricted Electives	
Group 1: Select one course from this group	
PSYC 314 Learning and Motivation	4
PSYC 316 Sensation and Perception	4
PSYC 317 Cognitive Processes	4
PSYC 336 Comparative Psychology	4
PSYC 338 Physiological Psychology	4
PSYC 428 Statistics for Psychology	4
PSYC 480 Cognitive Development	4
Total Group 1 credits	**4**
Group 2: Select two courses from this group	
PSYC 271 Human Relations	3
PSYC/A& SC 309 Psychology of Gender Differences	3
PSYC 345 Psychology of Business	3
PSYC 380 Developmental Psychology	3
PSYC 382 Adult Psychology	3
PSYC 383 The Psychology of Aging	3
PSYC/NAMS 385 Native American Psychology	3
PSYC 410 Cognitive Learning Theories	3
PSYC 445 Industrial/Organizational Psychology	3
PSYC 450 Psychological Testing	3
PSYC 460 Theories of Personality	3
PSYC 470 Abnormal Psychology	3
PSYC/SOCL 471 Social Psychology	3
PSYC 476 Introduction to Clinical Psychology	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 General Education requirements and the degree requirements. Electives should be chosen in consultation with an academic advisor.

Total minimum credits required for degree 60

Teaching Minor in Psychology

For students who are gaining teaching certification in a content major, the following minor leads to endorsement. All students desiring certification to teach are required to file an Application for Admission to the Teacher Education Program (see page 228).

	Credits
Required Courses	
EDCI 312 Teaching Social Studies in the Middle & Secondary School	3
*PSYC 101 General Psychology	3
PSYC 205 Research Analysis in Psychology	3
PSYC 206 Research Design in Psychology	4
PSYC 380 Developmental Psychology	3
PSYC 470 Abnormal Psychology	3
PSYC 471 Social Psychology	3
Total minimum credits required for minor	**22**

*May satisfy General Education requirements.

Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.

The College of Business

Dr. Joseph Michels, Dean
McD 300, 657-2296

Undergraduate Degrees and Majors

Bachelor of Science in Business Administration (BSBA) major in Business Administration with options in Accounting, Finance, Information Systems, Management, and Marketing.

Minors: Business Administration, Business Geographic Information Systems, Information Systems

Teaching Minor: Economics

Vision Statement

We are committed to access and excellence as we strive to be recognized as the **premier College of Business in Montana.**

Mission Statement

We are a 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. Our college focuses on developing competencies in oral communications, effective writing, critical thinking, quantitative reasoning, and the effective use of technology for decision-making. We emphasize basic business disciplines and foster an international perspective, which enables our students to compete regionally, nationally and in a dynamic, global environment.

Our faculty engage in applied and instructional research that enhances the educational experience of our students. Further, our faculty are committed to service that supports the university and strengthens the bond of the university with 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.

Student Services Office

The College of Business Student Services Office is located in McD 216, 657-2914. Undergraduate business majors and other students taking business courses utilize the Center to obtain information and advice on College of Business courses and programs, and to facilitate their registration.

Coordination of Internships

Internships provide COB students with the opportunity to gain valuable business work experience as it relates to their option. The COB Student Services Office provides the coordination for the preparation of paperwork needed for approval for acceptance. The Guidelines for Approval are outlined by the College of Business and are available in the office.

Assignment of Advisors

Freshman, sophomore and transfer students are advised at the Advising Center in McMullen Hall, Room 100. All COB students who have gained admission to upper division standing in the COB will be assigned a COB faculty advisor based on their option. This office assigns the advisors and maintains an advisee list for each of the COB faculty members.

The College of Business Student Services Office maintains the student advising files and assists students in the advising process.

Course/Class Questions

COB students with questions regarding course/class selection, scheduling, cancellation, or closing should be directed to the COB Student Services Office. Also, questions relating to other concerns regarding courses can also be effectively addressed.

Grade Requirements in Required Business Core and Option

All courses counting toward fulfillment of Required Business Core and Option Requirements must be a grade of "C" or better.

Advising Information

All new, transfer and readmitted students are encouraged to visit the Advising Center in McMullen Hall Room 100 to meet with an academic advisor. New students will receive information regarding General Education requirements and Plan of Study worksheets related to their major and minor programs. Transfer and readmitted students will work with an advisor to complete a transcript evaluation and to develop a Plan of Study.

Students majoring in programs in the College of Business will work with an advisor in the Advising Center for the first two years of their program.

After achieving junior status, Business Administration majors are assigned to a faculty advisor through the Student Services Center of the College of Business. 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.

Accounting Help Lab

An Accounting Help Lab is available to assist students in most accounting courses. The lab is open approximately two hours each weekday 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.

Information Systems Help Lab

The Information Systems Help Lab assists students with application software needs. The lab is coordinated by the Information Systems faculty and staffed by upper level Information Systems students. The lab is located in the College of Business Computer Lab, McD 308, and is open one to two hours each weekday during the fall and spring semesters.

Support Services and Allied Programs

See the Academic Support section for details concerning resources and opportunities the College of Business provides students and the public. These include the Center for Business Enterprise, the Small Business Institute and the Student Services Center.

College of Business Committees

Undergraduate and graduate students are actively involved in the policy making and governance of the College of Business. College committees typically have a combined student and faculty membership. The Academic Policy Committee and the Graduate Program Committee are the policy making bodies academic and curriculum matters within the College of Business. At

least one student member is chosen from business majors and graduate students each year. These students work with faculty on the key academic issues of the College.

Business Advisory Board

The College of Business has established a Business Advisory Board consisting of executives from around the United States. This Board 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 its student placement activities and keep its programs attuned to the needs of the business community.

Student Advisory Board

The Student Advisory Board is a Board of student leaders representing the breath of the College of Business student body. The Board meets on a regular basis with the Dean and the administrative group of the College to advise on the academic and student service issues of the College.

General Requirements for Baccalaureate Degree Programs in Business Administration

Credits

General Education Requirements 37

The following General Education courses also satisfy requirements in the major: ECON 200, ENGL 301, and MATH 121 (or MATH 112). Students should consult with an academic advisor before registering for General Education courses in order to maximize the number of elective credits allowed in the degree.

Quantitative Methods

*STAT 241 Statistical Methods.....4
*MATH 121 Finite Mathematics.....4
Total credit required 8

Required Business Core

ACCT 233 Principles of Accounting I.....3
ACCT 234 Principles of Accounting II 3
BUS 205 Business Law 3
BUS 315 Applied Business Decisions.....3
*ECON 200 Principles of Microeconomics.....3
*ECON 201 Principles of Macroeconomics.....3
*ENGL 301 Business Communication 3
FIN 351 Principles of Financial Management..... 3
MIS 225 Introduction to Productivity Application Software..... 3
MGMT 321 Principles of Management 3
MGMT 322 Operations Management 3
MGMT 488 Business Strategy 3
MKT 340 Principles of Marketing 3
Total credits required 39

Option Requirements
(see listing by area).....27-33
Total credits required for major.....66-80

Unrestricted Electives 6-14

Total minimum credits required for degree 120

*May satisfy General Education 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.

Quantitative Methods

*MATH 121 Finite Mathematics 4
*STAT 241 Statistical Methods 4
Total credit required..... 8

English

*ENGL 150 College Composition 3

Required Core

ACCT 233 Principles of Accounting I..... 3
ACCT 234 Principles of Accounting II..... 3
*ECON 200 Principles of Microeconomics..... 3

*ECON 201 Principles of Macroeconomics.....3
MIS 225 Introduction to Productivity Application Software.....3

*May satisfy General Education requirements.

Accounting Options

In addition to the Quantitative Methods, English and the core courses, options in accounting require the following courses before admission to upper division standing:
ACCT 301 Intermediate Accounting I.....3
ACCT 302 Intermediate Accounting II 3
ACCT 343 Cost Accounting.....3

These courses should be completed in the second year of study. Exceptions to these requirements must be approved by the Student Services Center. The following accounting courses are exempt from these requirements and may be taken in the second year of study, (provided students have the necessary accounting prerequisites) even though all required preparatory courses have not been completed:
ACCT 303 Intermediate Accounting III and Theory.....3
ACCT 342 Government and Not-For-Profit Accounting.....3

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.

The Department of Business Academic Programs

Mr. Michael Campbell,
Chairperson
McD 109, 657-1651
mcampbell@msubillings.edu

The Department of Business Academic Programs consists of the following options: Accounting, Finance, Information Systems, Management, and Marketing.

Director of Student Services: Dr. Lorrie Steerey

Professors: Brown, Campbell, Farsio, A. Heiat, N. Heiat, Hinthorne, McNally, Michels, Steerey
Associate Professors: Harris, Larsen
Assistant Professor: Johnson, Leonard, Mancuso, Otjen, Sah, Wheeling
Lecturers: Fazel, Gurney, Holman
Emeritus: Bieber-Moses, Gaghen, Howard, Sheridan, Spicer, Veraldi.

Bachelor of Science in Business Administration with options in:

- Accounting
- Finance
- Information Systems
- Management
- Marketing

Bachelor of Science in Business Administration - online

Minors

Business Administration, Business Geographic Information Systems, Information Systems

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. Traditionally, most students have taken the CPA Exam in the Spring of their fourth year. 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 office automation systems. Graduates are employed as application programmers, systems analysts, data base administrators, 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 emphasize systems analysis and design and business system computer programming. To emphasize a particular area, appropriate elective courses should be selected. In particular, students with an interest in programming should consider computer science courses offered by the Department of Mathematics.

Management Option

The Management Option is designed for students seeking management careers in a variety of organizations both public and private. Students in management are introduced to the structural design of organization, human factors in organizations, principles of leadership, and the requirements for effective performance measurement and control. Students in management have many opportunities for growth and challenge as they face constant change in society and the business environment. This program may be completed in the evening.

Marketing Option

The Marketing Option prepares students to enter a customer focused business environment that is a growing and dynamic sector of the American economy. Marketing option graduates are prepared for positions such as marketing managers, sales managers, account managers, marketing representatives, professional salespersons, and advertising staff.. Students completing this option will understand strategic marketing planning, environmental forces affecting markets, the marketing mix, fundamental concepts of market research, the essentials of customer relationship management and the financial implications of marketing within firms. The integrated sequence of course enables students to obtain a broad education in the area of marketing decision-making.

Bachelor of Science in Business Administration
Major in Business Administration
Accounting Option

	Credits
General Education Requirements	**37**

The following General Education courses also satisfy requirements in the major: ECON 200, ENGL 301, and MATH 121 (OR MATH 112). Students should consult with an academic advisor before registering for General Education courses in order to maximize the number of elective credits allowed in the degree.

Quantitative Methods (see page 210)	**8**
Required Core (see page 210)	**39**

Option Requirements

ACCT 301 Intermediate Accounting I	3
ACCT 302 Intermediate Accounting II	3
ACCT 303 Intermediate Accounting III and Theory	3
ACCT 342 Government and Not-for-Profit Accounting	3
ACCT 343 Cost Accounting	3
ACCT 405 Business Law for Accountants	3
ACCT 421 Accounting Systems and Controls	3
ACCT 428 Auditing and Assurance Services	3
ACCT 433 Income Tax	3
ACCT 438 Advanced Accounting	3
Select one course from the following:	**3**
ACCT 344 Advanced Cost Accounting	3
ACCT 385 Computer Applications for Accountants	3
ACCT 429 Advanced Auditing Assurance Services	3
ACCT 434 Advanced Income Tax	3
Option Requirements Total	**33**
Total credits required for major	**77**
Electives	**V 6-14**
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
Bachelor of Science 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.

First Year	**F**	**S**
ACCT 233	3	
ACCT 234		3
ENGL 150	3	
MIS 225		3
MATH 121		4
General Education	9	6
Total	**15**	**16**

Second Year	**F**	**S**
ACCT 301	3	
ACCT 302		3
ACCT 342		3
BUS 205		3
ECON 200	3	
ECON 201		3
STAT 241	4	
General Education	4	3
Total	**14**	**15**

Third Year	**F**	**S**
ACCT 303	3	
ACCT 343		3
ACCT 433	3	
BUS 315	3	
ENGL 301	3	
MGMT 321	3	
MGMT 322	3	
General Education		3
Electives		6
Total	**15**	**15**

Fourth Year	**F**	**S**
ACCT 421		3
ACCT 428	3	
ACCT 438	3	
FIN 351	3	
MGMT 488		3
MKT 340	3	
Electives	3	6
Option Electives		3
Total	**15**	**15**

Bachelor of Science in Business Administration
Major in Business Administration
Information Systems Option

	Credits
General Education Requirements	**37**

The following General Education courses also satisfy requirements in the major: ECON 200, ENGL 301, and MATH 121. Students should consult with an academic advisor before registering for General Education courses in order to maximize the number of elective credits allowed in the degree.

Quantitative Methods (page 210)	**8**
Required Core (page 210)	**39**

Option Requirements

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 330 Principals of Management Information Systems	3
MIS 352 Microcomputer Database Design and Implementation	3
MIS 365 Database Management	3
MIS 410 Systems Analysis and Design	3
Total	**21**

Select two courses from the following	**6**
MIS 350 Cobol Programming	3
MIS 355 Object Oriented Programming	3
MIS 372 Advanced Database Programming	3
MIS 424 Information Resource Management	3
MIS 472 Business Geographic Information Systems	3
MIS 480 Applied Systems Development	3
MIS 491 Independent Study	3
MIS 492 Seminar (limit 2-6 cr.)	3
BUS 490 Internship	3

Select one courses from the following	**3**
ACCT 343 Cost Accounting	3
MGMT 422 Project Management	3
MKT 448 Market Research	3
Total credits required for major	**77**
Electives	**V 6-16**

The number of courses a student elects to take that fulfill both General Education requirements and the major requirements will determine the total number of elective credits required for the degree. Electives should be chosen in consultation with an academic advisor.

Total minimum credits required for degree	**120**

Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.

SUGGESTED PLAN OF STUDY
Bachelor of Science 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.

First Year	**F**	**S**
ECON 200	3	
ECON 201		3
ENGL 150	3	
MIS 225	3	
BUS 205		3
MATH 121		4
General Education	6	4
Total	**15**	**14**

Second Year	**F**	**S**
ACCT 233	3	
ACCT 234		3
MIS 244	3	
MIS 245		3
MIS 310	3	
ENGL 301		3
STAT 241	4	
General Education	3	6
Total	**16**	**15**

Third Year	**F**	**S**
BUS 315	3	
MIS 330	3	
MIS 352	3	
MIS 365		3
MGT 321	3	
MGT 322		3
MKT 340		3
General Education		3
Electives	3	3
Total	**15**	**15**

Fourth Year	**F**	**S**
MIS 410	3	
FIN 351	3	
MGMT 488		3
Electives	6	6
Option Electives	3	6
Total	**15**	**15**

Bachelor of Science in Business Administration
Major in Business Administration
Finance Option

Credits

General Education Requirements 37
The following General Education courses also satisfy requirements in the major: ECON 200, ENGL 301, and MATH 121. Students should consult with an academic advisor before registering for General Education courses in order to maximize the number of elective credits allowed in the degree.

Quantitative Methods 8
(see page 210)
*MATH 121 Finite Mathematics 4
*STAT 241 Statistical Methods 4

Required Core (see page 210) 39

Option Requirements
ECON 324 Intermediate Microeconomic Theory 3
ECON 325 Intermediate Macroeconomic Theory 3
ECON 443 Business and Economic Forecasting 3
ECON/FIN 352 Money, Capital Markets, and Institutions 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
ECON 331 International Economics
OR
MGMT 456 International Business 3
ECON 457 Economics of Organizations 3
ECON/FIN 480 Research in Finance and Economics 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 General Education requirements and the major requirements will determine the total number of elective credits required for the degree. Electives should be chosen in consultation with an academic advisor.

Total minimum credits required for degree 120

*May satisfy General Education requirements.

SUGGESTED PLAN OF STUDY
Bachelor of Science 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.

First Year	**F**	**S**
ENGL 150	3	
MATH 121		4
ECON 200		3
General Education	9	8
Electives	3	
Total	**15**	**15**

Second Year	**F**	**S**
ACCT 233	3	
ACCT 234		3
BUS 205		3
ECON 201		3
MIS 225	3	
ENGL 301	3	
STAT 241		4
General Education	4	4
Total	**16**	**14**

Third Year	**F**	**S**
ECON 324	3	
ECON 325		3
FIN 316	3	
FIN 351	3	
BUS 315	3	
MGMT 321	3	
MGMT 322		3
MKT 340		3
Electives		3
Option Electives		3
Total	**15**	**15**

Fourth Year	**F**	**S**
FIN 352	3	
FIN 451	3	
ECON 443		3
MGMT 488		3
Electives	6	6
Option Electives	3	3
Total	**15**	**15**

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
Management Option

Credits

General Education Requirements 37
The following General Education courses also satisfy requirements in the major: ECON 200, ENGL 301, and MATH 121. Students should consult with an academic advisor before registering for General Education courses in order to maximize the number of elective credits allowed in the degree.

Quantitative Methods (page 210) 8

Required Core (page 210) 39

Option Requirements
MGMT 353 Organizational Behavior 3
MGMT 422 Project Management 3
MGMT 438 Small Business and Entrepreneurship 3
MGMT 452 Human Resources Management 3
MGMT 456 International Business 3
MKT 344 Professional Selling 3
MKT 448 Market Research 3

Select 3 from following 9
ACCT 343 Cost Accounting 3
BUS 440 Business and the Environment 3
BUS 450 Business and Society 3
BUS 490 Internship 3
ECON 443 Business and Economic Forecasting 3
FIN 451 Investments 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 475 Services Marketing/Management 3

Option Requirements Total 30

Total credits required for major 77

Electives ..... V 6-16
The number of courses a student elects to take that fulfill both the General Education requirements and the major requirements will determine the total number of elective credits required for the degree. Electives should be chosen in consultation with an academic advisor.

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
Bachelor of Science 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.

First Year	**F**	**S**
ACCT 233	3	
ENGL 150	3	
MIS 225	3	
General Education	6	9
ACCT 234		3
MATH 121		4
Total	**15**	**16**

Second Year	**F**	**S**
ECON 200	3	
ENGL 301	3	
STAT 241	4	
General Education	3	
Elective	3	
BUS 205		3
ECON 201		3
General Education w/Lab		7
Electives		3
Total	**16**	**16**

Third Year	**F**	**S**
BUS 315	3	
FIN 351	3	
MGMT 321	3	
MKT 340	3	
Elective	3	
MGMT 322		3
MKT 344		3
Electives		9
Total	**15**	**15**

Fourth Year	**F**	**S**
MGMT 353	3	
MGMT 438	3	
MGMT 422	3	
MKT 448	3	
Elective	3	
MGMT 452		3
MGMT 456		3
MGMT 488		3
Electives		3
Total	**15**	**12**

Requirements – Double Option in Management and Marketing

NOTE: Students seeking to complete options in both Marketing and Management must complete the following:

Required core in each option
Three courses from the Restricted Elective courses in the Management option and ***three different*** courses from the Restricted Elective courses in the Marketing option.

Bachelor of Science in Business Administration
Major in Business Administration
Marketing Option

Credits

General Education Requirements 37
The following General Education courses also satisfy requirements in the major: ECON 200, ENGL 301, and MATH 121. Students should consult with an academic advisor before registering for General Education courses in order to maximize the number of elective credits allowed in the degree.

Quantitative Methods (page 210) 8

Required Core (page 210) 39

Option Requirements
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

Select 2courses from the following 6
MKT 343 Integrated Marketing Communications 3
MKT 365 e-Commerce 3
MKT 370 Supply Chain Management 3
MKT 443 Applied Marketing Communications 3
MKT 475 Service Marketing/Management 3
MKT 480 National Advertising Campaign 3
MKT 491 Independent Study 3
MKT 492 Seminar 3
BUS 490 Internship 3

Select 1 course from the following 3
ECON 443 Forecasting 3
MGMT 422 Project Management 3
MGMT 452 Human Resource Management 3

Continued…

SUGGESTED PLAN OF STUDY
Bachelor of Science in Business Administration, Marketing 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.

First Year	**F**	**S**
ENGL 150	3	
MIS 225	3	
MATH 121		4
General Education	9	11
Total	**15**	**15**

Second Year	**F**	**S**
ACCT 233	3	
ACCT 234		3
BUS 205		3
ECON 200	3	
ECON 201		3
STAT 241	4	
ENGL 301		3
Electives	5	3
Total	**15**	**15**

Third Year	**F**	**S**
BUS 315	3	
FIN 351		3
MGMT 321	3	
MGMT 322		3
MGMT 353	3	
MKT 340	3	
MKT 341		3
MKT 344	3	
Electives		3
Option Electives		3
Total	**15**	**15**

MIS 310 Web Design, Development and Implementation 3
MIS 352 Microcomputer Database..... 3
Option Requirements Total 30

Total credits required for major 77

Electives ..... V 6-16
The total number of courses a student elects to take that fulfill both the General Education requirements and the major requirements will determine the total number of elective credits required for the degree. Electives should be chosen in consultation with an academic advisor.

Total minimum credits required for degree 120

Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.

Fourth Year	**F**	**S**
MKT 448	3	
MKT 449		3
MGMT 438	3	
MGMT 456		3
MGMT 488		3
Electives	6	3
Option Electives	3	3
Total	**15**	**15**

Bachelor of Science in Business Administration
Major in Business Administration Online

	Credits
General Education Requirements	**37**

The following General Education courses also satisfy requirements in the major: ENGL 150, ENGL 301, ECON 200, MATH 121, and PHIL 314. Students should consult with an academic advisor before registering for General Education courses in order to maximize the number of elective credits allowed in the degree.

Quantitative Methods (see page 210)

*STAT 241 Statistical Methods	4
*MATH 121 Finite Mathematics	4
Total	**8**

Required Core (see page 210)

ACCT 233 Principles of Accounting I	3
ACCT 234 Principles of Accounting II	3
ACCT 347 Accounting for Business Decision Making	3
BUS 205 Business Law	3
BUS 485 Business Case and Simulation Capstone	3
*ECON 200 Principles of Microeconomics	3
*ECON 201 Principles of Macroeconomics	3
*ENGL 301 Business Communication	3
FIN 351 Principles of Financial Management	3
MGMT 321 Principles of Management	3
MGMT 322 Operations Management	3
MIS 225 Introduction to Productivity Application Software	3
MKT 340 Principles of Marketing	3
Total	**39**

Additional Requirements for Major (no option)

BUS 440 Business and the Environment	3
FIN 316 Quantitative Methods in Business and Economics	3
MGMT 422 Project Management	3
MGMT 438 Small Business Management and Entrepreneurship	3
MGMT 456 International Business	3
MIS/CMP 262 Microsoft Access	3
MIS 310 Web Design, Development and Implementation	3
MIS 330 Principles of Management Information Systems	3
MKT 341 Consumer Behavior	3
MKT 365 e-Commerce	3
*PHIL 314 Business Ethics	3
Total	**33**

Total credits required for major	**80**
Unrestricted Electives	**3**
Total minimum credits required for degree	**120**

*May satisfy General Education requirements.

SUGGESTED PLAN OF STUDY

B.S. in Business Administration Online

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.

X - Summer

First Year	**F**	**S**	**X**
ACCT 233	3		
ACCT 234		3	
ENGL 150	3		
ECON 200			3
ECON 201			3
MIS 225	3		
MATH 121		4	
General Education	3	5	
Total	**12**	**12**	**6**

Second Year	**F**	**S**	**X**
BUS 205		3	
STAT 241	4		
ENGL 301		3	
MIS/CMP 262			3
PHIL 314	3		
General Education	4	6	3
Elective	1		
Total	**12**	**12**	**6**

Third Year	**F**	**S**	**X**
FIN 316	3		
FIN 351		3	
MGMT 321	3		
MGMT 322		3	
ACCT 347			3
MKT 340		3	
MKT 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 438	3		
MGMT 456		3	
MGMT 422	3		
MKT 365	3		
Electives		6	6
Total	**12**	**12**	**6**

Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.

Minor in Accounting

Intended for students with non-business majors who desire sufficient accounting knowledge to enable them to use effectively accounting information and understand income tax consequences in making business and personal financial decisions.

	Credits
Required courses	
*ECON 200 Principles of Microeconomics	3
ACCT 233 Principles of Accounting I	3
ACCT 234 Principles of Accounting II	3
ACCT 301 Intermediate Accounting I	3
ACCT 347 Accounting for Business Decision Making	3
MGMT 321 Principles of Management	3
Accounting Elective	3
Accounting or Business Elective	3
Total credits required for minor	**24**

*May satisfy General Education requirements.

Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.

Minor in Business Administration

	Credits
Required courses	
ACCT 233 Principles of Accounting I	3
ACCT 234 Principles of Accounting II	3
*ECON 200 Principles of Microeconomics	3
*ECON 201 Principles of Macroeconomics	3
FIN 351 Principles of Financial Management	3
MIS 103 Introduction to Electronic Spreadsheets	1
MIS 225 Introduction to Productivity Application Software	3
MGMT 321 Principles of Management	3
MKT 340 Principles of Marketing	3
Additional 300- and 400- level College of Business electives	5
Total credits required for minor	**30**

*May satisfy General Education 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	**10**
GEOG 201 Mapping Techniques	3
MIS 352 Microcomputer Database Design and Implementation	3
BUS 486 Advanced Business Geographics	3
At least 3 credits from the following	**3**
GEOG 301 Principles of Geographic Information Systems	3
MIS 472 Business Geographic Information Systems	3
Electives – Choose 8 credits from the following	**8**
BUS 490 Internship	V
GEOG 301 Principles of Geographic Information Systems	3
GEOG 490 Internship	V
GEOG 491 Independent Study	V
GEOG 492 Seminar	V
MIS 365 Database Management	3
MIS 424 Information Resource Management	3
MIS 472 Business Geographic Information Systems	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 credits required for minor	**20**

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	
*ECON 200 Principles of Microeconomics	3
*ECON 201 Principles of Macroeconomics	3
FIN 316 Quantitative Methods in Business and Economics	3
FIN 351 Principles of Financial Management	3
FIN 352 Money, Capital Markets, and Institutions	3

FIN 451 Investments.....3
FIN 453 Intermediate Financial Management 3
Finance Elective.....3
Total credits required for minor 24

*May satisfy General Education requirements.

Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.

Minor in Information Systems

Intended for students with non-business majors 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
ACCT 233 Principles of Accounting I 3
MGMT 321 Principles of Management.....3
MIS 225 Introduction to Productivity Application Software 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 Micro Computer Database.....3
Information Systems Elective.....3
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
ACCT 233 Principles of Accounting I 3
*ECON 200 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

Marketing Elective.....3
Choose three credits from the courses below:
MKT 343 Integrated Marketing Communications.....3
MKT 365 e-Commerce 3
MKT 370 Supply Chair Management..... 3
MKT 443 Applied Marketing Communications 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 General Education 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 certification in a content major, the following minor leads to endorsement. All students desiring certification to teach are required to file an Application for Admission to the Teacher Education Program (see page 228).

Credits

Required courses
*ECON 200 Principles of Microeconomics..... 3
^ECON 201 Principles of Macroeconomics 3
ECON 324 Intermediate Microeconomic Theory 3
ECON 325 Intermediate Macroeconomic Theory..... 3
EDCI 312 Teaching Social Studies in the Middle and Secondary School 3
GEOG 202 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 General Education requirements for Secondary/K-12 majors. Please refer to limitations on General Education Requirements (see page 70). Limited to two (2) courses per discipline.

*May satisfy General Education requirements.

Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.

The College of Education

Dr. Mary Susan Fishbaugh,
Acting Dean
COE 106, 657-2285
mfishbaugh@msubillings.edu

Advising Information

All new, transfer, and re-admitted students are encouraged to visit the Advising Center in McMullen Hall, Room 100, to meet with an academic advisor. New students will receive information regarding General Education requirements and Plan of Study worksheets related to their major and minor programs. Transfer and readmitted students will work with an advisor to complete a transcript evaluation and to develop a Plan of Study. 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 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 in the areas of teacher education. 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
- Special Education (P-12)

Special Education majors are available to candidates completing an elementary broadfield major or a secondary teaching option. See dual majors page 244.

Bachelor of Science or Bachelor of Arts Degree with Teaching Licensure Option is available.

MSU-Billings no longer offers a Bachelor of Science in Education (BSED) degrees in Art (K-12), Biology, Chemistry, English, History, Mathematics, Music (K-12), Social Science (Broadfield), and Spanish (K-12). Students now receive either a Bachelor of Arts or Bachelor of Science in the content area with a Teaching Licensure Option. Students must earn a teaching major and teaching minor, or an extended major in order to complete degree and teacher licensure requirements.

See Teacher Licensure Options for the following areas in the College of Arts & Sciences (see page 110)

- Art (K-12)
- Biology
- Chemistry
- English
- History
- Mathematics
- Music (K-12)
- Social Science (Broadfield)*
- Spanish (K-12)

* The previous secondary education major "Social Science (Broadfield)" is no longer offered. It is recommended that students interested in pursuing this avenue, choose a major in history (licensure option) with a teaching minor in political science, with an endorsement in social science (broadfield). This plan will expand your employment potential. Please consult the College of Arts & Sciences for specific information (see page 110).

Teaching Minors

For students who are gaining teacher licensure in a content major the following minors lead to additional endorsement. A teaching minor (or extended major) is required for secondary level degree and teacher licensure requirements.

- Art (K-12)
- Biology
- Chemistry
- Earth Science
- Economics
- English
- Geography
- Health Education (5-12)
- Health and Physical Education (K-12)
- History
- Mathematics
- Physics
- Political Science

Psychology
Reading (K-12)
Sociology
Spanish (K-12)
Speech Communication
Theatre Arts

Non-Teaching Minors and Concentrations
Early Childhood Studies
Special Education

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, Research, and Research Compliance
Montana State University-Billings
1500 University Drive
Billings, Montana 59101-0298
(406) 657-2238
email: gradstudies@msubillings.edu

Post-Baccalaureate Program
The Post-Baccalaureate Program is a non-degree program leading to initial or advanced teacher licensure and/or subject area endorsements or student enrichment.

Teaching Endorsement Program
The Teaching Endorsement Program is a non-degree program leading to endorsement in one or more of the areas in which MSU-Billings offers a teaching major or minor.

Master of Education (M.Ed.) with Options in:
Curriculum and Instruction K-8
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 advisors, in the following departments of the College of Education:
Educational Theory and Practice
Special Education, Counseling, Reading, and Early Childhood

Master of Science in Special Education with Options in:
Advanced Studies in Special Education
Special Education Generalist

Supervisory Endorsements
Supervisor of Reading
Supervisor of Special Education

Academic Departments

The College of Education is comprised of the following academic departments and a public service agency:
Department of Educational Theory and Practice
Department of Special Education, Counseling, Reading, and Early Childhood
Certification and Field Experiences Office
Montana Center on Disabilities

Accreditations and Affiliations

The College of Education is proud of its accreditations and formal affiliations. The Teacher Education Program at Montana State University-Billings is accredited by the National Council for the Accreditation of Teacher Education (NCATE) for the preparation of elementary and secondary teachers through the Bachelor's degree, and school counselors, the Master of Education degree and the Master of Science in Special Education degree. The Montana State Board of Public Education accredits the Teacher Education Program.

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 services 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 that are committed to assisting each individual develop self-knowledge, designed to promote physical, social, mental, intellectual and spiritual health, and are delivered in a manner that enhances dignity and respect.

- Educational programs must 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.
- Education programs must be committed to the concept of equal opportunity.
- Educators must be committed to the ethical principles of the profession.
- Teachers need to be prepared as facilitators of learning, able to assist and direct the natural learning processes of their students.
- Professionals in education need to develop the skills and understanding necessary to assist people from different cultures and those with disabling conditions.
- Professional preparation programs must be interdisciplinary in nature.
- Professionals in education must have a comprehensive foundation in the liberal arts.
- Professional preparation programs must have sequential and increasingly intense supervised field experience to allow for the guided demonstration of clinical skills.
- Research conducted by the academic community must be directed toward the search for solutions to specific human problems.
- Faculty must be 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 via the graduate and community education programs.

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.

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.

Montana State University Cooperative Program Centers

The Montana State University campuses at Billings and Bozeman have developed cooperative program centers to better serve students who want to earn endorsements and degrees not offered through the authorized curricula on either campus. At 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. At 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. The Teacher Education Committee coordinates this effort.

The Teacher Education Committee is comprised of the Dean of the College of Education, the Dean of the College of Arts and Sciences, faculty representing various teaching fields, K-12 school representatives, and students. It is the charge of the Teacher Education Committee to guide, monitor and review all aspects of Montana State University-Billings' Teacher Education Program.

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 they must also 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 of teachers 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 teachers.

Certain requirements are of major importance: (1) a broad background in general education in the traditional liberal arts; (2) in-depth content preparation in specific teaching fields; (3) mastery of professional education knowledge and skills, and dispositions, and (4) demonstration of the competencies of the Initial Conceptual Framework through the portfolio.

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 general education 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. The supervised field-based components of the pre-service teacher education program are a hallmark of the College of Education. Throughout their program of study, teacher education candidates document their progress by developing a professional portfolio based upon the Teacher Education Conceptual Framework.

Clinical and 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 provide students opportunities to apply principles and theories from the professional knowledge base in supervised environments. Through a sequence of field-based experiences students develop skills that allow them to assume full responsibility as a beginning professional. Site and University personnel supervise clinical and field-based experiences.

All 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 an insurance policy.

Clinical and field-based experiences are arranged through the Certification and Field Experiences Office, first floor, COE Room 114, 657-2336.

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.

Placement for Student Teachers is arranged by the Certification and Field Experiences Office, first floor COE Room 114.

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. Placement arrangements are made through the Certification and Field Experiences Office, first floor COE Room 114, 657-2336

Application Process

In order to provide the highest quality field experience placements for students majoring in elementary, secondary, or special 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, the Certification and Field Experiences Office must have sufficient lead-time. As a general rule, applications will not be accepted after the deadline with the exception of bona fide emergencies or arrangements receiving prior written approval. Application deadlines are posted throughout the College each semester.

Transfer Credits

Transfer credits in student teaching are accepted at Montana State University-Billings. However, a minimum of 3 semester hours (5 quarter hours) of credit in student teaching is required of each student completing graduation requirements at MSU-Billings. 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 Dean 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 Dean of the College of Education. As of July 1, 1983, all new secondary endorsements have covered grades five through twelve. State regulations specify that emphasis must be placed on the following:

1. Student growth, development, and behavior.
2. Reading and writing skills.
3. Student teaching and observation, when combined, must cover both the seven through twelve and five through six grade levels.

To meet these requirements, the following courses and/or experiences have been included in the Bachelor of Science in Education (Secondary Education Majors):

EDF 225 Human Development in Education
OR
EDF 530 Advanced Human Development and Learning

RD 310 Reading and Writing Across the Curriculum
OR
RD 520 Content Area Reading and Writing

Secondary Education majors meet the requirement in grades five and six during their student teaching experience with 30 hours of observation in a 5th or 6th grade classroom.

Licensed secondary teachers wishing to extend their level from grades 7-12 to grades 5-12 through MSU-Billings must complete the following:

RD 310/520 Reading and Writing Across the Curriculum
EDF 225/ 530 Human Development
An observation for a total of thirty (30) contact hours

Processing Procedures for Licensure and Endorsement

1. Direct all applications for licensure to the Certification Officer in the Certification and Field Experiences Office.
2. All applications for teaching licensure, teaching endorsements, and supervisory endorsements must be reviewed and receive final approval by the Certification Officer prior to institutional recommendation and final consideration by the State Licensure Office in Helena, Montana.
3. The same regulation as stated in item two above 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 after December 31, 1972, 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."

The requirement may be met at Montana State University-Billings by completing HHP 201 Core Concepts in Health or HHP 411 Drug and Alcohol Education.

Native American Studies for Teachers

(State Regulations)
In the State of Montana, any board of trustees for an elementary or secondary school district located on or in the vicinity of an Indian Reservation may require its 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. This must be a local district requirement, and the enforcement and administration are solely the responsibility of the local board of trustees.

As of 1986, 10 semester hours in Native American Studies are required of all licensed teachers in Montana to be eligible to teach Native American Studies. However, the utilization of a qualified Native American resource person under the supervision of a licensed teacher may be used in lieu of the credit requirement.

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:

	Credits
*NAMS 181 Introduction to Native American Studies	3
*NAMS 211 Social Issues of the Native American	3
NAMS/ENGL 303 Literature of the American Indian	3
NAMS/POLS 314 The Indian and the Law	3
NAMS 327 Montana Indian Groups Prior to 1862	3
NAMS 328 Montana Indian Groups From 1862 to the Present	3
NAMS/PHIL 413 Native American Philosophies and Religion	3
NAMS/ART 439 Survey of American Indian Art	3

*May satisfy General Education 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. Student application forms are available in the Certification and Field Experiences Office, COE Room 114, 657-2336. Approval of this application is necessary prior to registration for Professional Teacher Education courses at the 300 and 400 levels.

Admission to the Teacher Education Program is granted through the Certification and Field Experiences Office, first floor COE Room 114, 657-2336. The Director notifies each student upon acceptance in the program. All students must meet the following requirements for admission to the Teacher Education Program:

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 General Education Requirements (see page 70) at MSU-Billings, or from another regionally accredited institution of higher education, earning a minimum grade point average of 2.65 with a minimum grade of "C." General Education requirements include:
   *COMT 101 Fundamentals of Communication
   OR
   *COMT 110 Interpersonal Communication
   OR
   *COMT 130 Introduction to Public Speaking 3

   *ENGL 150 College Composition 3

   *HIST 204 United States History to 1877
   OR
   *HIST 205 United States History since 1877 3

   A science course chosen from those approved for General Education 4

A math course chosen from those approved for General Education.....3

*NAMS 181 Introduction to Native American Studies
OR
*NAMS 211 Social Issues of the Native American 3

*May satisfy General Education 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

*EDF 100 Educated Persons in a Democratic Society
OR
EDF 120 Society, Schools and Teachers 3
EDF 225 Human Development in Education.....3
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 course, the student must provide a federal background check, including finger printing, with successful, 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 the school district/organization, on a "need to know" basis, to secure the candidate's field experience placement(s). Field experience placements include sophomore and junior practica, and student teaching. In addition, candidates must understand that the MSU-Billings College of Education is a guest in the districts, schools and organizations in which we place our candidates, and that as guests, we cannot guarantee candidate placements.

5. Students must successfully complete the field experiences that are part of EDF 225 and SPED 260 with a passing grade.

6. With their application for Admission to Teacher Education, the student will submit their portfolio to their faculty advisor. The portfolio should be seventy-five percent (75%) complete in Level 1, including an appropriate writing sample. The portfolio and appropriate writing sample must receive acceptable ratings from the faculty advisor. (Transfer and/or graduate students must meet with their faculty advisor for guidance on preparing their portfolios and writing samples.)

7. Students will personally deliver their completed Admission to Teacher Education Application with their portfolio to their faculty advisor for review and approval signature.

8. If any Teacher Education prerequisites are not completed, the student's faculty advisor may choose to negotiate a contract with the student allowing for a "provisional" admittance designation. If the student does not successfully complete the requirements stipulated in their "provisional" contract by the end of the semester, the student must meet with his/her faculty advisor and discuss a second provisional contract, or alternative career choices. The student is required to provide a copy of his/her "provisional" admittance contract to the Director of the Certification and Field Experience Office. A copy will also be place in the student's file, and the student may keep a copy for his/her records.

   If the student's GPA is 2.65 or better, and the student is lacking **only one** Academic Foundations course **OR one** Professional Core Prerequisite, a contract with the student's faculty advisor may be negotiated for "provisional" admittance to the Teacher Education Program for a period not to exceed one semester. The student must take the required prerequisite, but may also be approved by his/her faculty advisor to take upper division courses.

   If the student's GPA in the Academic Foundations or Professional Core prerequisites is below 2.65, classes must be retaken to bring the GPA to a 2.65 or above **before** the student's Admission to Teacher Education Application can be considered for approval. If the student's cumulative GPA is below 2.65, the courses with low grades must be retaken in order to raise the student's cumulative GPA to at least the minimum standard. The courses to be retaken will be designated by the student's faculty advisor, and agreed to by the student.

9. The Admission to Teacher Education Application materials and provisional contracts, as applicable, approved by the faculty advisor, will be submitted to the Certification and Field Experience Office for final review. If approved for admittance to Teacher Education, the Certification and Field Experience Office will send a letter of acceptance to the student, faculty advisor, student file, and the Registrar for transcript adjustment.

10. If the application is incomplete or does not meet the above listed criteria, the Certification and Field Experience Office will deliver the student's Admission to Teacher Education Application, with a listing of the identified deficiencies, to the appropriate Department Chair, who will return it to the student's faculty advisor.

11. **APPLICATION DEADLINE**
To have all required paperwork processed and be admitted to the Teacher Education Program in sufficient time to register for classes, students must submit their completed Admission to Teacher Education Applications, signed by their faculty advisor, to the Certification and Field Experience Office by no later than two weeks PRIOR to the opening of registration for the following term. Students who do not meet the deadline will only be able to register for Teacher Education Classes when the application process is completed, and as seats are available.

12. Admission to Teacher Education, and the completion of course work and field experiences doe not guarantee the candidate a teaching licensure by the State of Montana.

13. If the candidate disagrees with his/her faculty advisor's, or the Certification and Field Experience Office's determinations, the candidate may appeal to the College of Education's Teacher Education Committee's (TEC) Appeals Subcommittee.

Teacher Education Program Appeals

Candidates proposing a deviation from the Teacher Education Program must petition the Dean of the College of Education through the Teacher Education Committee's (TEC) Appeals Subcommittee. Candidates may obtain the required petition forms from the Certification and Field Experience Office, located on the first floor of the College of Education, Room 114.

Petitions must be completed with accurate information and include supporting documentation such as a working transcript, a current course schedule, letters of support, and any other appropriate documentation the candidate deems necessary to support his/her position. Candidates must develop their petitions with the assistance of their faculty advisor. The candidate, the candidate's faculty advisor, and the department chair of the candidate's major area must sign all petitions.

The TEC Appeals Subcommittee meets once per month, usually on the second Tuesday, on an "as needed" basis. To ensure timely consideration, candidates must submit their completed, signed petitions, including supporting documentation, to the Certification and Field Experience Office by not later than the last Friday of the month preceding the month for which TEC Appeals Subcommittee consideration is requested.

Petitioners will be notified in writing of the date, time and place their petition is scheduled for consideration, and are strongly encouraged to appear before the TEC Appeals Subcommittee to explain their petitions. The TEC Appeals Subcommittee makes recommendations to the Dean, who has final decision authority with regard to disposition of petitions. Petitioners are notified of the Dean's decision within 10 working days following receipt of the TEC Appeals Subcommittee's recommendation in the Dean's Office. Substance and disposition of the petitions is presented to the full Teacher Education Committee.

Courses Restricted by Admission to Teacher Education

No student will be allowed to register for upper division courses in Teacher Education without formal admission to the Teacher Education program. This includes 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 424 Teaching English

EDCI 319 Teaching Foreign Languages K-12
EDCI 385 Junior Field Experience
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 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 Collaboration and Individualization in Education
SPED 484 Special Education Student Teaching
SPED 492 Seminar

Initial Conceptual Framework

Montana State University - Billings

College of Education

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-Billing's intellectual philosophy, and distinguishes our graduates from the graduates of other institutions.

The Initial Conceptual Framework provides the basis for coherence among curriculum, instruction, field experiences, clinical practice, assessment, and evaluation. It makes explicit our collective professional commitments, including the commitment to acquire and use knowledge on behalf of P-12 students. It reflects our commitment to diversity and the preparation of educators who help all students learn. Finally, the Initial Conceptual Framework provides a context for aligning professional and state standards with the with the knowledge, skills and dispositions expected by the unit for the preparation of educators.

The three levels articulated in our Initial Conceptual Framework represent the anticipated development of knowledge, skills, and dispositions by our candidates as they move toward becoming professional educations of P-12 students. Successful movement through these levels prepares a candidate for the lifelong learning required of professional educators. At the **emerging** level the *initial foundations* for identified knowledge, skills, and dispositions are established. At the **developing** level, the *application* of knowledge, skills, and dispositions becomes the focus of preparation for candidates. Finally, at the **basic** level, pre-professional practice under the supervision and guidance of a mentoring professional teacher takes place. Upon completion of the teacher education program the candidate will have the *basic* knowledge, skills and dispositions require to become a beginning professional educator. Through the candidate's professional practices he/she will continually build upon his/her knowledge, skills and dispositions in an effort to become an expert educator.

Initial Conceptual Framework

Framework Area # 1: Human Development and Learning

INTASC Standards indicated by number where applicable.

	Level I: Emerging Competence	Level II: Developing Competence	Level III: Basic Competence
1.1 Individual Development	a. Understand theories and levels of human development. (#2)	a. Apply theories of human development when planning educational practice. (#2)	a. Provide opportunities that support all students' intellectual, personal, and social development. (#2)
1.2 Learning	a. Understand how all students learn. (#2) b. Understand how students may differ in their approaches to learning. (#3) c. Understand individual and group motivation and behavior. (#5)	a. Apply theories of leaning when planning educational practice. (#2) b. Apply various instructional strategies to meet diversity among students when planning educational practice. (#3) c. Apply theories of motivation and behavior when planning educational practice. (#5)	a. Provide opportunities that support all students' intellectual, personal, and social development. (#2) b. Create instructional opportunities adapted to students' differences in learning. (#3) c. Create a leaning environment that encourages positive social interaction and active engagement in learning and self-motivation. (#5)

Framework Area # 2: Social Responsibility

INTASC Standards indicated by number where applicable.

	Level I: Emerging Competence	Level II: Developing Competence	Level III: Basic Competence
2.1 Ethics and Moral Development	a. Understand the development of ethics and morality at the level of the individual. (#2) b. Understand the ethical, cultural, and societal issues related to technology. (#6)	a. Apply considerations of ethics and moral development as they relate to professional studies. (#2) b. Practice responsible use of technology. (#6)	a. Incorporate ethics and moral principles in educational practice. (#2) b. Incorporate ethical and responsible use of technology into educational practice. (#6)
2.2 Diversity	a. Understand diversity as it relates to professional practice. (#2 and #3)	a. Apply knowledge of diversity in planning professional practice. (#2 and #3)	a. Respond to issues of diversity in professional practice. (#2 and #3)
2.3 Historical, Philosophical, Legal, Social, and Political Foundations	a. Understand the historical, philosophical, legal, social, and political concepts that form the foundation of educational policies and practices. (#7)	a. Analyze the historical, philosophical, legal, social, and political concepts that form the foundation of educational policies and practices. (#7)	a. Incorporate the historical, philosophical, legal, social, and political concepts that form the foundation of educational policies and practices. (#9)
2.4 Social Consciousness and Service	a. Understand the role of volunteerism and community involvement. (#10)	a. Show evidence of community service. (#10)	a. Foster student participation in the community. (#10)

Framework Area # 3: Content and Pedagogy

INTASC Standards indicated by number where applicable.

	Level I: Emerging Competence	Level II: Developing Competence	Level III: Basic Competence
3.1 Discipline Content	a. Understand the structure of content area disciplines and key concepts. (#1) b. Understand the content area tools of inquiry. (#1) c. Understand how disciplinary content can be modified for teaching. (#1)	a. Gain a repertoire of disciplinary knowledge that supports conceptual understandings. (#1) b. Demonstrate an ability to investigate areas of inquiry within a discipline. (#1) Select and organize into lesson/unit formats appropriate content for P-12 students. (#1)	a. Develop a process for keeping current in content knowledge. (#1) b. Develop a process for keeping current in unique areas of inquiry. (#1) c. Analyze and adapt appropriate content knowledge. (#1)
3.2 Instructional Practices (Pedagogy)	a. Understand pedagogical research regarding "best practices" in teaching and leaning. (#4) b. Understand a range of pedagogical strategies. (#4) c. Understand the impact of classroom grouping choices. (#5) d. Understand the use of computer technologies for personal learning. (#6)	a. Recognize "best practices" during classroom observations. (#4) b. Plan and create activities, lessons, and units that integrate a range of pedagogical strategies. (#4) c. Develop classroom learning experiences that utilize a variety of student grouping arrangements. (#5) d. Organize and develop activities and lessons in which computer technologies are integrated to enhance student learning. (#6)	a. Employ "best practices" while engaged in professional practice. (#4) b. Analyze learning situations and adapt pedagogical strategies in professional practice. (#4) c. Use appropriate grouping strategies in professional practice. (#5) d. Implement teaching and learning activities in which computer technologies are used to enhance learning. (#6)
3.3 Curriculum Planning and Implementation	a. Understand a range of curriculum theories. (#7)	a. Develop lesson and unit plans that reflect a range of curriculum theories. (#7)	a. Analyze the classroom setting and lessons and adapt for effectiveness in professional practice. (#7)

Framework Area # 4: Professionalism

INTASC Standards indicated by number where applicable.

	Level I: Emerging Competence	Level II: Developing Competence	Level III: Basic Competence
4.1 Collegiality	a. Develop collaborative learning relationships with other candidates. b. Understand how one's actions affect others. (#10)	a. Understand the process of collaboration with professionals, students, and parents. (#10)	a. Practice strategies for collaboration and professional relationship building. (#10)
4.2 Self-Reflection	a. Understand the importance of self-reflection for personal and professional development. (#9)	a. Reflect on professional and personal practice. (#9)	a. Adjust personal and professional practice based on self-reflection. (#9)
4.3 Professional Development	a. Display an interest in and commitment to their education.	a. Understand the need and methods for engaging in ongoing professional development. b. Become involved in professional activities outside the unit. (#9)	a. Demonstrate commitment to lifelong learning. b. Seek out opportunities for professional growth. (#9)
4.4 Dispositions	a. Understand the dispositions of a professional. b. Understand that technology can be used to collaborate and interact with other candidates. (#6)	a. Demonstrate the dispositions of a professional in academic activities with other candidates and professionals. b. Use computer technologies to collaborate with other candidates and professionals. (#6)	a. Demonstrate the dispositions of a professional in the education field. b. Apply collaborative technologies in order to nurture student learning. (#6)

The Department of Educational Theory and Practice

Dr. Anton Hecimovic,
Chairperson
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Professors: Davison+, Hecimovic, Lord^, Metheny+, Miller
Associate Professor: Barfield+, Hobbs, McEnany
Assistant Professor: Dell, Hadden
University Lecturers: Ballard, Holt*, Schwalbe, Trewhella
Professors Emeritus: Dunlop, Gruber, Heywood, Hopkins, LaCounte, Lee, Warne, Waterman

^Joint Appointment with the Department of Rehabilitation and Human Services
*Joint Appointment with the Office of Certification and Field Experience
+Joint Appointment with the College of Arts and Sciences

Mission

The Mission of the Department of Educational Theory and Practice is to prepare 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 courses is intended to prepare 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

Portfolio

The process of developing a portfolio helps candidates make connections between course work and practice. The portfolio is a baseline of performance that allows for continuing reflection and professional development. Through this comprehensive approach, candidates demonstrate their growth in knowledge, skills and dispositions as outlined in the College of Education's Conceptual Framework.

Students are encouraged to meet with their faculty advisor each semester to confirm that their Plan of Study is accurate and complete and that each portfolio benchmark has been met. 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, co-operative 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, Plan of Study, and portfolio completion.

Students need to bring to advising sessions their College of Education Initial portfolio. The portfolio is a collection of artifacts collected by the students that is based on the Initial Conceptual Framework developed by the faculty.

Academic advising services for freshmen education majors are provided through the Advising Center in McMullen Hall, Room 100. During the sophomore year, education majors will be assigned to a faculty advisor in their department for upper division advising. Advising files for upper division students are maintained by the student's faculty advisor 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
Broadfield Major in Elementary Education
Elementary Option
Secondary Option

Bachelor of Science or Bachelor of Arts Degree with Teaching Licensure Option is available. See Teacher Licensure Options for the following areas in the College of Arts & Sciences (see page 110) and in the College of Allied Health Professions (see page 82).
Art (K-12)

Biology
Chemistry
English
Health and Physical Education (K-12)
History
Mathematics
Music (K-12)

Teaching Minors

For students who are gaining teacher licensure in a content major the following minors lead to endorsement:
Art (K-12)
Biology
Chemistry
Earth Science
Economics
English
Geography
Health Education
Health & Physical Education (K-12)
History
Mathematics
Physics
Political Science
Psychology
Reading (K-12)
Sociology
Spanish (K-12)
Speech Communications
Theatre Arts

Secondary or K-12 Education Majors

In addition to successfully completing the major course of study, secondary level teaching majors are required to successfully complete several specific courses in the General Education requirements (see page 228), the Professional Core (see page 240), and an approved teaching minor. Approved teaching majors and minors are listed in the individual departments under the College of Arts and Sciences, the College of Business, and the College of Allied Heath Professions.

Graduate Degrees

Master of Education with options in:
Curriculum and Instruction K-8
Educational Technology
Interdisciplinary Studies
Interdisciplinary Studies (Teacher Licensure, elementary (K-8), secondary (5-12)

Post-Baccalaureate Program

The Post-Baccalaureate Program is a non-degree program leading to initial teacher certification and/or subject area endorsements or student enrichment.

Portfolio

All Post-Baccalaureate students are required to complete the College of Education Initial Portfolio. The portfolio is a collection of students' work based on the Conceptual Framework developed by the faculty. For other details concerning the graduate degree and post-baccalaureate program, see the Graduate Catalog. Graduate Catalogs may be obtained from the Office of Graduate Studies and Research Compliance, McMullen Hall, Room 200, Montana State University-Billings, 1500 University Drive, Billings, MT 59101-0298, (406) 657-2238.

The process of developing a portfolio helps candidates make connections between course work and practice. The portfolio is a baseline of performance that allows for continuing reflection and professional development. Through this comprehensive approach, candidates demonstrate their growth in knowledge, skills and dispositions as outlined in the College of Education's Conceptual Framework.

Students are encouraged to meet with their faculty advisor each semester to confirm that their Plan of Study is accurate and complete and that each portfolio benchmark has been met. 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, co-operative education placements and/or experiential learning opportunities that will enhance the student's academic program. In addition, faculty advisors provide assistance in selecting elective courses that support the student's interests, career plans, Plan of Study, and portfolio completion.

Students need to bring to faculty advising sessions their College of Education Initial portfolio. The portfolio is a collection of artifacts collected by the students that is based on the Initial Conceptual Framework developed by the faculty.

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 which are sensitive to individual, gender, and cultural differences; assisting students in developing instructional strategies which emanate from several theoretical bases; and, limiting the size of classes to promote maximum individual attention for students.

Bachelor of Science in Education Degree Broadfield Major in Elementary Education

Credits

General Education Requirements 37

The General Education 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 General Education program for elementary majors is similar to the General Education program established for all students at Montana State University-Billings. A complete description is on page 70. Students should select General Education courses in consultation with their academic advisors.

Category I. Writing
*ENGL 150 College Composition.....3
*ENGL 226 Research Writing.....3

Category II. Oral Skills
*COMT 110 Interpersonal Communication
OR
*COMT 101 Fundamentals of Communication
OR
*COMT 130 Introduction to Public Speaking.....3

Category III. Mathematics
*MATH 202 Math for Elementary Education II.....3
(MATH 201, a prerequisite to MATH 202, is required in the Content Cognate of the Elementary Education Major)

Category IV. Natural Science
*PSSC 101 Physical World Around Us.....3
*PSSC 102 Physical World Around Us Lab.....1
and
*BIOL 101 Survey of Biology.....3
and/or
*BIOL 115 Survey of Biology Lab.....1

Category V. Social Science
*POLS 101 Introduction to Government.....3
OR
*POLS 212 United States Government.....3
*PSYC 101 General Psychology.....3

Category VI. History
*HIST 204 United States History to 1877.....3
OR
*HIST 205 United States History since 1877.....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**
ENGL 150	3	
EDF 120	3	
EDF 225		3
COMT 110 or 101 or 130	3	
HIST 105		3
MATH 201	3	
MATH 202		3
MUSC 100		3
PSSC 101		3
PSSC 102		1
PSYC 101	3	
Total	**15**	**16**

Second Year	**F**	**S**
ART 101		2
BIOL 101	3	
EDF 250		3
ENGL 226	3	
GEOG 120 or POLS 221		3
HHP 201	3	
HIST 204 or 205		3
NAMS 181 or 211		3
SPED 260	3	
Minor	4	
General Education		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
HHP 314		3
Minor	6	6
Total	**16**	**17**

Category VII. Cultural Diversity
*NAMS 181 Introduction to Native American Studies 3
OR
*NAMS 211 Social Issues of the Native American 3

Category VIII. Fine Arts
*MUSC 100 Music Appreciation 3

Category IX. Integrated Humanities 3
Select from list on page 70.

Professional Core for Elementary Education 32
EDF 120 Society, Schools and Teachers 3
EDF 225 Human Development in Education 3
EDF 250 Educational Psychology 3
SPED 260 Introduction to Teaching Exceptional Learners 3
HHP 201 Core Concepts in Health 3
EDCI 300 Curriculum Theory and Design 3
EDCI 385 Junior Field Experience 2
EDCI 485 Student Teaching 9-12
EDF 450 Philosophical, Legal and Ethical Issues in Education 3

Content Cognate 8
*ART 101 Fundamentals of Art for Elementary Teachers 2
*GEOG 120 Environment and Culture
OR
*POLS 221 International Relations 3
MATH 201 Mathematics for Elementary Education I 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 Practice in Reading/Language Arts 4

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
Bilingual/Multicultural
Broadfield Science
Chemistry
and Performing Arts
Early Childhood
Global Studies
Humanities
Mathematics/Science
Native American Studies
Philosophy
Teaching Endorsement in Art (K-12)
Teaching Endorsement in Health and Creative Physical Education (K-12)
Teaching Endorsement in Reading(K-12)
Teaching Endorsement in Spanish (K-12)
Teaching Endorsement in Special Education (P-12)

Total minimum credits required for degree 124

Fourth Year	**F**	**S**
EDCI 305	3	
EDCI 306	3	
EDF 450		3
RD 401	4	
Minor	6	
Elective	2	
EDCI 485 Student Teaching		9
Total	**18**	**12**

Apply to Student Teach Fall Semester.
Apply to Graduate Fall Semester.
Apply for Certification Spring Semester.

*May satisfy General Education requirements.

Teaching Certificate 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	
^EDF 100 Educated Persons for a Democratic Society	3
EDF 225 Human Development in Education	3
EDF 250 Educational Psychology	3
HHP 201 Core Concepts in Health	3
SPED 260 Introduction to Teaching Exceptional Learners	3
EDCI 310 Teaching in the Middle and Secondary Schools	3
RD 310 Reading and Writing Across the Curriculum	3
Content Area Methods Course	3-4
EDF 450 Philosophical, Legal & Ethical Issues in Education	3
EDCI 484 Student Teaching K-12	
OR	
EDCI 486 Student Teaching Secondary	9
Total Professional Core credits	**36-37**

^Also satisfies General Education Requirements, EDF 120 may be substituted for EDF 100, but EDF 120 does not satisfy General Education 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, conduct and evaluation, curriculum design and implementation, performance skills, management of classrooms and direction of students, professional responsibilities, ethical issues, and similar variables affecting teacher effectiveness. The Professional Core presents students with principles that provide integrity for practice across the diverse paradigms that individuals use to organize their understanding of education's undergirding intellectual foundations and professional knowledge and skills.

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; 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, intuition, guessing, opinion, and other means, 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 and structures all students' present and future educational endeavors. 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.

The courses needed to satisfy the Professional Educational Core requirements for the Broadfield Major in Elementary Education or the Secondary Education major follow:

Bachelor of Science in Education
Professional Core

NOTE: The Professional Core is listed in the sequential order in which students will take the courses.

	Credits
Elementary Education Required Courses	
EDF 120 Society, Schools and Teachers	3
EDF 225 Human Development in Education	3
EDF 250 Educational Psychology	3
HHP 201 Core Concepts in Health	3
SPED 260 Introduction to Teaching Exceptional Learners	3
EDCI 300 Curriculum Theory and Design	3
EDCI 385 Junior Field Experience	2
EDF 450 Philosophical, Legal & Ethical Issues in Education	3
EDCI 485 Student Teaching (Elementary)	9
Total Required Credits (Elementary)	**32**

Bachelor of Science in Education

Professional Core

Continued

Secondary and K-12 Required Courses

^EDF 100 Educated Persons for a Democratic Society 3
EDF 225 Human Development in Education 3
EDF 250 Educational Psychology 3
HHP 201 Core Concepts in Health 3
SPED 260 Introduction to Teaching Exceptional Learners 3
EDCI 310 Teaching in the Middle and Secondary Schools 3
RD 310 Reading and Writing Across the Curriculum 3
Content Area Methods Course 3-4
EDF 450 Philosophical, Legal & Ethical Issues in Education 3
EDCI 484 Student Teaching K-12
OR
EDCI 486 Student Teaching Secondary 9
Total Professional Core credits 36-37

^Also satisfies General Education Requirements; EDF 120 may be substituted for EDF 100, but EDF 120 does not also satisfy General Education Requirements.

The Department of Special Education, Counseling, Reading, and Early Childhood

Dr. Katharin Kelker, Chairperson
COE 234, 657-2338
kkelker@msubillings.edu

Professors: L. Christensen, Fishbaugh, Nowlin, Sexton, Yazak*
Associate Professors: Gregory, de Silva, Streeter
Assistant Professors: Siring, Kelker
Lecturers: Allard, A. Christensen
Professors Emeritus: Card, Gilliland, Lauson, Peery, Schulz, Self

Undergraduate Degrees and Majors

Bachelor of Science in Education
Elementary Education/Special Education (P-12) (Double Major)
Secondary Education/Special Education (P-12) (Double Major)

Associate of Arts Programs of Study in:
Education (Early Childhood/Special Education)

Minor
Early Childhood Studies

Teaching Minor
Reading (K-12)

Endorsements
Reading (K-12)
Special Education (P-12)
School Counseling

Supervisory Endorsements
Reading
Special Education

Graduate Degrees

Master of Science Degree in Special Education with Options in:
Advanced Studies in Special Education
Special Education Generalist

Master of Education with Options in:
Early Childhood Studies
Interdisciplinary Studies
Reading
School Counseling K-12

For details concerning the graduate degrees, see the Graduate Bulletin. Graduate Bulletins may be obtained from the Office of Graduate Studies, Research, and Research Compliance, McMullen Hall, Room 200, Montana State University- Billings, 1500 University Drive, Billings, MT 59101-0298.

The Department of Special Education, Counseling, Reading, and Early Childhood is committed to preparing professionals who evidence the knowledge, skills and dispositions needed to promote individual potential within a wide range of individual differences. Specifically, the Department provides students with experience and perspective with regard to the views of individual development and appropriate instruction in those areas under its rubric. The Department offers students a wide range of course work and clinical opportunities that facilitate professional development in those areas and extend professional influence in the field.

Advising Information

Students are required to meet with their faculty advisor each semester before registering to confirm that their Plan of Study is accurate and complete and to review their College of Education Portfolio. 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, co-operative education placements and/or experiential learning opportunities to enhance the student's academic program.

Academic advising services for freshmen education majors are provided through the Advising Center in McMullen Hall, Room 100. During the sophomore year, education majors will be assigned to a faculty advisor in their department for upper-division advising. Advising files for upper-division students are maintained by the department. Although advisors are available to assist students in designing their Plans of Study, students are ultimately responsible for meeting degree requirements.

Online Availability

Special Education (P-12) Endorsement, the Special Education Supervisory Endorsement, and the Special Education Graduate degrees are made available to students on a two year online rotation. The AA in Education, to include the Early Childhood and Special Education options, is scheduled for online delivery beginning in the Spring of 2005. For further information on the availability of online courses and degrees within the Department of Special Education, Counseling, Reading, Early Childhood, contact the Department.

Bachelor of Science in Education
Elementary Education/Special Education (P-12) Double Major

This program leads to certification 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).

Credits

General Education Requirements 37

The General Education requirements for elementary education majors have been designed to prepare pre-service educators in a liberal arts curriculum that: stimulates scholarship; promotes a critical understanding of human concepts; fosters individual fulfillment; nurtures the development of free, rational, and responsible professionals, 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 other cultures, with an aim toward developing a clearer understanding of other peoples. The General Education program for elementary majors is similar to the General Education program established for all students at Montana State University-Billings (see page 70). Students should select General Education courses in consultation with their academic advisors.

Category	**Credits**
I. Writing	
*ENGL 150 College Composition	3
*ENGL 226 Research Writing	3
II. Oral Skills	
*COMT 110 Interpersonal Communication	
OR	
*COMT 101 Fundamentals of Communications	
OR	
*COMT 130 Introduction to Public Speaking	3
III. Mathematics	
*MATH 202 Math for Elementary Education II	3
(MATH 201, a prerequisite to MATH 202, is required in the Content Cognate of the Elementary Education Major)	
IV. Natural Science	
*PSSC 101 Physical World Around Us	3
*PSSC 102 Physical World Around Us Lab	1
and	
*BIOL 101 Survey of Biology	3
V. Social Science	
*POLS 101 Introduction to Government	3
OR	
*POLS 212 United States Government	3
and	
*PSYC 101 General Psychology	3
VI. History	
*HIST 204 United States History to 1877	
OR	
*HIST 205 United States History Since 1877	3

SUGGESTED PLAN OF STUDY

Bachelor of Science in Education Elementary Education/ Special Education (P-12) Double Major

This sample schedule is a suggested plan for students to follow in completing the **double major of Elementary Education and Special Education**. Due to course changes and staff assignments, students may not be able to follow the plan exactly. Students should consult with their faculty advisors to plan classes before registering each semester.

First Year	**F**	**S**
ART 101		2
ENGL 150	3	
EDF 120	3	
COMT 110 or 101 or 130	3	
General Education	3	
HIST 105		3
MATH 201	3	
MATH 202		3
MUSC 100		3
PSSC 101 with Lab		4
PSYC 101	3	
SPED 260		3
Total	**18**	**18**

Second Year	**F**	**S**
BIOL 101	3	
EDF 225	3	
EDF 250		3
ENGL 226	3	
GEOG 120 or POLS 221		3
HHP 201	3	
HIST 204 or 205		3
NAMS 181 or 211		3
SPED 310	3	
SPED 311		3
SPED 312		3
Total	**15**	**18**

Apply for Admission to Teacher Education Program Spring Semester.

Continued…

VII. Cultural Diversity (select one of the following)
*NAMS 181 Introduction to Native American Studies 3
*NAMS 211 Social Issues of the Native American 3
VIII. Fine Arts
*MUSC 100 Music Appreciation 3
IX. Integrated Humanities 3
(Select one from the approved list on page 70)

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 & Ethical Issues in Education 3
HHP 201 Core Concepts in Health 3
SPED 260 Introduction to Teaching Exceptional Learners 3
Total Professional Education Core Credits 32

Content Cognate
*ART 101 Fundamentals of Art for Elementary Teachers 2
*GEOG 120 Environment and Culture
OR
*HIST 105 History of World Civilization Since 1500 3
MATH 201 Mathematics for Elementary Education I 3
Total Content Cognate Credits 8

Required Elementary Courses
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
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 Practice in Reading/Language Arts 4
Total Elementary Education Required credits 26

Required Special Education 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 Teaching Students with Emotional Disturbance 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

Continued…

Third Year	**F**	**S**
EDCI 300	3	
EDCI 301	4	
EDCI 302	3	
EDCI 303		3
EDCI 304		3
EDCI 385		2
HHP 314		3
RD 401	4	
SPED 375		3
SPED 400		3
SPED 405	3	
SPED 420	3	
Total	**19**	**17**

Fourth Year	**F**	**S**
EDCI 305	3	
EDCI 306	2	
EDF 450	3	
EDCI 485 Student Teaching		9
RD 417	3	
(Note: RD 401 is a prerequisite for RD 417)		
SPED 415	3	
SPED 484 Student Teaching		8
Total	**17**	**17**

Apply to Student Teach Fall Semester.
Apply to Graduate Fall Semester.
Apply for certification Spring Semester.

SPED 415 Individualizing Curriculum (Preschool-12th Grade).....3
SPED 420 Collaboration & Individualization in Education 3
SPED 484 Special Education Student Teaching.....8
Total Special Education Required credits 35

Total minimum credits required for double major 101

Total minimum credits required for degree with double major.....138

*May satisfy General Education requirements.

Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.

Bachelor of Science in Education Secondary Education/Special Education (P-12) Double Major

	Credits
General Education Requirements	**37**

Professional Core

^EDF 100 Educated Persons for a Democratic Society	3
EDF 225 Human Development in Education	3
EDF 250 Educational Psychology	3
HHP 201 Core Concepts in Health	3
SPED 260 Introduction to Teaching Exceptional Learners	3
EDCI 310 Teaching in the Middle and Secondary Schools	3
RD 310 Reading and Writing Across the Curriculum	3
Content Area Methods Course	3-4
EDF 450 Philosophical, Legal & Ethical Issues in Education	3
EDCI 484 Student Teaching K-12	
OR	
EDCI 486 Student Teaching-Secondary	9
Total Professional Core credits	**36-37**

^Also satisfies General Education Requirements, EDF 120 may be substituted for EDF 100, but EDF 120 does not also satisfy General Education Requirements.

Special Education Major

	Credits
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 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 (Pre-school-12th grade)	3
SPED 420 Collaboration and Individualization in Education	3
SPED 484 Special Education Student Teaching	8
Total Special Education Required credits	**35**
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.

SUGGESTED PLAN OF STUDY

B. S. in Education Secondary Education/Special Education (P-12) Double Major

This sample schedule is a suggested plan for students to follow in completing the **double major of Secondary Education and Special Education**. Due to course changes and staff assignments, students may not be able to follow the plan exactly. Students should consult with their faculty advisors to plan classes before registering each semester.

First Year	**F**	**S**
ENGL 150	3	
EDF 120	3	
COMT 110 or 101 or 130	3	
NAMS 181 or 211	3	
SPED 260		3
General Education Math	3	
General Education	3	6
General Education with Lab		4
Major		6
Total	**18**	**19**
Second Year	**F**	**S**
BIOL 101	3	
EDF 225	3	
EDF 250		3
ENGL 226	3	
HHP 201		3
HIST 204 or 205	3	
SPED 310	3	
SPED 311		3
SPED 312		3
General Education		3
Major	3	3
Total	**18**	**18**
Apply for Admission to Teacher Education Program Spring Semester		
Third Year	**F**	**S**
EDCI 310	3	
EDF 450	3	
RD 310	3	
SPED 375		3
SPED 400		3
SPED 405	3	
Major	6	12
Total	**18**	**18**
Fourth Year	**F**	**S**
RD 401	4	
RD 417		3
SPED 415	3	
SPED 420	2	
EDCI Methods Course	3	
Major	6	
EDCI 486		9
SPED 484 Student Teaching		8
Total	**18**	**20**
Apply to Student Teach Fall Semester		
Apply to Graduate Fall Semester		
Apply for Certification Spring Semester		

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

General Education Requirements 37
Students should consult with their faculty advisors to determine if specific courses are necessary in order to satisfy the General Education requirements leading to a degree in Education.

Required Courses
EDF 225 Human Growth and Development.....3
SPED 260 Introduction to Exceptional Learners.....3
EDCI 210 Educational Technology Applications.....2
RD 288 Foundations of Reading 3
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
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

General Education Requirements 37
Students should consult with the Early Childhood faculty advisors to determine if specific courses are necessary in order to satisfy the General Education 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
EDF 225 Human Growth and Development.....3
SPED 260 Introduction to Exceptional Learners.....3
EDCI 210 Educational Technology Applications.....2
RD 288 Foundations of Reading 3
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
Total Required Credits 23

* Co-register with EC 292 Seminar
** Co-register with EC 290 Internship

Special Education

General Education Requirements..... 37
Students should consult with the Special Education faculty advisors to determine if specific courses are necessary in order to satisfy the General Education requirements leading to a degree in Education or to specific employment requirements in special needs work settings.

Required Courses
EDF 225 Human Growth and Development 3
SPED 260 Introduction to Exceptional Learners 3
EDCI 210 Educational Technology Applications 2
RD 288 Foundations of Reading..... 3
SPED 210 Adult/Child Interaction Skills..... 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 The 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 endorsement requirements listed below are for students who desire to specialize in reading. Teacher licensure with a Reading Endorsement requires that a K-12 minor be earned by all new applicants. This regulation allows a person to serve in a school district as a reading specialist for kindergarten through grade 12.

Credits

Required Courses
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
SPED 310 Teaching Students with Learning Disabilities 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
ENGL 381 Adolescent Literature 3
RD 431 Storytelling 3
RD 490 Internship 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 approved by the Department Chair and placed on file in the Department of Special Education, Counseling, Reading, and Early Childhood with final approval from the Certification and Licensure Officer.

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 Collaboration and Individualization in Education 3
SPED 484 Special Education Student Teaching 8
Total Credits for Teaching Endorsement 38

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 244 and 247, and this requires additional credits. Students interested in selecting an elective course below which would later be considered in an endorsement must discuss this with their faculty advisor.

Courses **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 Collaboration and Individualization in Education 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
SPED 312 Teaching Students with Developmental Disabilities 3
RD 412 Emergent Literacy.....3
RD 417 Diagnostic Teaching of Reading 3
(Note: RD 401 is a prerequisite for RD 417)
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. Kirk Lacy, Interim Dean
klacy@msubillings.edu
208 N. Broadway, Downtown Billings
896-5890

Undergraduate Degrees and Majors

Bachelor of Science in Liberal Studies at a Distance

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.

Advising Information

All new, transfer, and readmitted students are encouraged to visit the Advising Center in McMullen Hall, Room 100, to meet with an academic advisor. New students will receive information regarding General Education requirements and Plan of Study worksheets related to their major and minor programs. Transfer and readmitted students will work with an advisor to complete a transcript evaluation and to develop a Plan of Study. Students majoring in bachelor's degree programs in the College of Professional Studies and Lifelong Learning will be advised through the Advising Center until their sophomore year.

MSU-Billings Online University

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.

Degrees

Through the MSU-Billings Online University, you can:

Get started on a degree by taking online courses that fulfill General Education Requirements common to ANY degree program at MSU-Billings & other Universities.

Complete a degree through any of these fully online academic programs:

Online Certificate Programs Earn your Office Assistant or Accounting Assistant Certificate through our fully online certification programs.

Online Associate's Degree Programs Earn your Associate in Applied Science (A.A.S.) Degree in Accounting Technology or customize your own fully online Associate of Arts (A.A) Degree.

Online Bachelor's Degree Programs Earn any of the following, fully online:

Bachelor of Applied Science (B.A.S.) Degree Program

Bachelor of Arts (B.A.) in Communication with Major options in Organizational Communication and Mass Communication.

Bachelor of Science (B.S.) in Public Relations

Bachelor of Science in Liberal Studies (BSLS) Degree Completion Program with concentrations in:

- Management & Organizational Communication
- Management & Public Relations
- Management & Mass Communication
- Mass Communication & Public Relations
- Organizational Communication and Public Relations
- Organizational Communication and Accounting Technology
- Health Administration and Organizational Communication
- Health Administration and Public Relations

A Computer Assistant Certificate, Human Resources Certificate, and Associate of Science Degree in Human Resources are also available in online format. Please visit msubonline.org for more information.

Take individual online courses for professional development, to transfer to another institution, to apply toward one of the MSU-B Online University degree programs, 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 advisor@msubonline.org.

Online General Education Requirement Courses

Through the MSU-Billings Online University, you can easily get started on a degree by taking online courses that fulfill **General Education Requirements** common to **ANY** degree program at MSU-Billings. These courses may also be transferred to a degree program at any other accepting college or University. Students wishing to transfer courses to another institution are encouraged to gain prior approval from their advisor.

The information below provides an overview of the online courses currently available for fulfilling General Education Requirements at MSU-Billings.

General Education Category		Course #	Course Title	Cr.
I	**Writing**	ENGL 150	College Composition	3
		ENGL 226	Research Writing	3
		ENGL 301	Business Communication	3
		ENGL 140	Business Writing	3
		ENGL 145	Technical Communication	3
II	**Oral Skills**	COMT 110	Interpersonal Communication	3
		COMT 130	Introduction to Public Speaking	3
		COMT 109	Human Relations	3
III	**Mathematics**	FIN 201,202,203	Personal Financial Planning	3
		MATH 106	College Algebra	3
		MATH 121	Finite Mathematics	3
		STAT 241	Statistical Methods	4
IV	**Natural Sciences**	BIOL 101 / 115	Survey of Biology with Lab	4
		PHYS 101 / 102	Earth, Air, Fire & Water with Lab	4
V	**Social Sciences**	BUS 101	Introduction to Business	3
		ECON 200	Principles of Microeconomics	3
		ECON 201	Principles of Macroeconomics	3
		PSYC 101	General Psychology	3
		SOCL 101	Introduction to Sociology	3
		SOCL 221	Social Problems	3
VI	**History**	HIST 104	History of Western Civilization to 1648	3
		HIST 105	History of Western Civilization since 1648	3
		HIST 204	U.S. History to 1877	3
		HIST 205	U.S. History since 1877	3
VII	**Cultural Diversity**	GEOG 102	World Geography	3
		GEOG 120	Environment & Culture	3
		NAMS 181	Introduction to Native American Studies	3
		NAMS 211	Social Issues of the Native American	3
VIII	**Fine Arts**	COMT 150	Introduction to Theatre and Performance	3
		ENGL 160	Reading & Responding to Literature	3
		ENGL 204	Fundamentals of Creative Writing	3
IX	**Integrated Humanities**	ART 132	Art History Survey	3
		PHIL 115	Ethics	3

Students are encouraged to work with an advisor in selecting courses toward fulfillment of General Education Requirements to ensure that they 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 .

Online Certificate Programs

Through the MSU-Billings Online University, you can earn an **Office Assistant** or **Accounting Assistant** Certificate through our fully online certification programs.

The information below provides an overview of the online courses currently available for fulfilling these online certificate programs.

Office Assistant Certificate Program

Required Courses	**Cr**
CTBU 112 Keyboarding Applications	3
CTBU 113 Transcription	3
CTBU 114 Ten-Key Procedures	1
CTBU 131 Records Management	3
CTBU 132 Office Procedures	3
COMT 109 Human Relations	3
CTCM 130 Introduction to Public Speaking	3
ENGL 140 Business Writing	3
CTDP 105 Introduction to Computers	3
CTDP 112 Database Management	3
CTDP 118 Word	3
MATH 104 Business Mathematics	3
Subtotal	**34**
Restricted Electives chosen in consultation with academic advisor	3
Total minimum credits required for certificate	**37**

Accounting Assistant Certificate Program

Required Courses	**Cr**
CTBU 101 Accounting Procedures I	4
CTBU 102 Accounting Procedures II	4
CTBU 105 Computerized Accounting	3
CTBU 112 Keyboarding Applications	3
CTBU 114 Ten-Key Procedures	1
COMT 109 Human Relations	3
CTCM 130 Introduction to Public Speaking	3
ENGL 140 Business Writing	3
CTDP 105 Introduction to Computers	3
MATH 104 Business Mathematics	3
Subtotal	**30**
Restricted Electives chosen in consultation with academic advisor	6
Total minimum credits required for certificate	**36**

Online Associate Degree Programs

Through the MSU-Billings Online University, you can earn your Associate in Applied Science (A.A.S.) Degree in Accounting Technology or customize your own fully online Associate of Arts (A.A) Degree.

The information below provides an overview of the online courses currently available for fulfilling these online Associate degree programs.

Associate of Applied Science in Accounting Technology

Students can earn the Associate's in Applied Science (A.A.S.) Degree in Accounting Technology by completing the following requirements.

Required Courses	**Cr**
ACCT 233 Principles of Accounting I	3
ACCT 234 Principles of Accounting II	3
CTBU 101 Accounting Procedures I	4
CTBU 102 Accounting Procedures II	4
CTBU 103 Payroll Accounting	3
CTBU 105 Computerized Accounting	3
CTBU 112 Keyboarding Applications	3
CTBU 114 Ten-Key Procedures	1
BUS 205 Business Law	3
CTBU 171 Introduction to Business	3
COMT 109 Human Relations	3
COMT 130 Introduction to Public Speaking	3
ENGL 140 Business Writing	3
CTDP 105 Introduction to Computers	3
CTDP 112 Database Management	3
CTDP 118 Word	3
CTDP 119 Excel	3
MATH 104 Business Mathematics	3
Subtotal	**57**
Restricted Electives chosen in consultation with academic advisor	12
Total minimum credits required for degree	**69**

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-B Online University Advisor at inquiry@msubonline.org.

Associate of Science Degree Self-Designed Option

The Associate of Science (A.S.) degree serves as a very strong foundation for students that may wish to continue their education and pursue a bachelor's degree. To complete a self-designed A.S. degree, students should complete the following requirements in consultation with an academic advisor.

Associate of Science Degree Requirements

1. Earn at least 60 credits with a cumulative GPA of 2.0 or better.
2. Satisfy the General Education Requirements of MSU-Billings, 37 credits (see page 70).
3. Earn a minimum of 20 credits at Montana State University-Billing with at least a 2.0 grade point average.

Students completing 37 credits of General Education requirements and 23 credits of electives will fulfill the 60 credits required for the Associate of Science degree.

Online Bachelor of Applied Science Degree Program

Through the MSU-Billings Online University, you can earn a **Bachelor of Applied Science (B.A.S.) Degree** fully online. The information below provides an overview of the online courses currently available for fulfilling this degree program.

Requirements for the Bachelor of Applied Science Degree

1. Complete an Associate of Applied Science (AAS) degree from an accredited institution.

2. Satisfy the General Education requirements of Montana State University-Billings (see page 70).

3. Earn a minimum of 30 credits at Montana State University-Billings, of which 24 credits must be upper division credits.

4. 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.

5. Earn a grade of "C" or higher in all courses in the Thematic Concentration.

Some examples of currently online Thematic Concentrations include:

- Management & Organizational Communication
- Management & Public Relations
- Management & Mass Communication
- Mass Communication & Public Relations
- Organizational Communication and Public Relations
- Communication & Accounting Technology
- Health Administration & Organizational Communication
- Health Administration & Public Relations
- Other self-designed concentrations may be created in consultation with an academic advisor

Self-designed Thematic Concentration

Students are encouraged to work with an advisor to design a thematic concentration. This is an opportunity for a student to develop a self-designed major that meets their academic interests and goals. The concentration must include at least 30 credits of course work, and it must have at least 15 credits from one discipline. For academic advising and course selection assistance, please e-mail the MSU-B Online University Advisor at inquiry@msubonline.org .

Online Bachelor of Arts in Communication Degree Program

Through the MSU-Billings Online University, you can earn a **Bachelor of Arts (B.A.) in Communication Degree** with Major options in Organizational Communication or Mass Communication fully online. The information below provides an overview of the online courses currently available for fulfilling these degree programs.

All students seeking to complete the B.A. in Communication degree must complete a minimum of 120 credits, including the following:

Complete the MSU-Billings General Education Requirements..... 37 Credits
Complete the Communication and Theatre Core Curriculum ..... 30 Credits
Complete a Major Option in Mass or Organizational Communication ..... 15 Credits
Complete a Language Requirement in consultation with an advisor ..... 14 Credits
Complete appropriate elective course credits in consultation with an advisor..... 24 Credits

Communication & Theatre Core Requirements

COMT 210 Group Dynamics 3
COMT 230 Public Speaking 3
COMT 150 Introduction to Theatre and Performance 3
COMT 301 Technology for Communication Majors 3
COMT 320 Media and Society 3
COMT 330 Persuasion 3
COMT 360 Communication Theory 3
COMT 460 Multicultural Communication 3
COMT 488 Senior Colloquium in Communication ..3
Communication & Theatre Core Credits 30

Mass Communication Option

Take 5 courses from the following with advisor's approval:
COMT 222 News Media.....3
COMT 326 New Technology and Communication...3
COMT 328 Essentials of Video Production 3
COMT 420 Advertising.....3
COMT 425 Media Effects 3
COMT 428 Advanced Video Production 3
Total Mass Communication Option Credits 15

Organizational Communication Option

Required Courses
COMT 310 Organizational Communication.....3
COMT 410 Advanced Interpersonal Communication.....3
COMT 414 Issues in Organizational Communication.....3
Two electives selected in consultation with advisor..6
Total Organizational Communication Option 15

Online Language Requirement
Complete 6 cr. in statistical and research methods and 9 cr. of cultural studies for a total of 15 credits, selected in consultation with an advisor.

Online Elective Courses
Complete at least 24 credits of appropriate electives selected in consultation with an advisor.

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 . Please visit this site frequently to get updated on new course offerings. If you would like more information about our online courses & degree programs,

Online Bachelor of Science in Public Relations Degree Program

Through the MSU-Billings Online University, you can earn a Bachelor of Science (B.S.) in Public Relations Degree fully online. The information below provides an overview of the online courses currently available for fulfilling this degree program.

All students seeking to complete the B.S. in Public Relations degree must complete a minimum of 120 credits, including the following:

Complete the MSU-Billings General Education Requirements.....37 Credits
Complete the Public Relations Core Curriculum.....40 Credits
Complete Public Relations Emphasis courses.....15 Credits
Complete appropriate elective course credits in consultation with an advisor.....28 Credits

Public Relations Core Requirements

COMT 210 Group Dynamics 3
COMT 222 News Media..... 3
COMT 230 Public Speaking 3
COMT 301 Technology for Communication Majors 3
COMT 320 Media and Society 3
COMT 330 Persuasion 3
COMT 420 Advertising 3
COMT 460 Multicultural Communication 3
COMT 488 Senior Colloquium in Communication . 3
MKT 340 Principles of Marketing..... 3
MKT 341 Consumer Behavior..... 3
STAT 241 Statistical Methods..... 4
Public Relations Core Credits..... 40

Public Relations Emphasis Courses

Take 5 courses from the following with advisor's approval:
COMT 326 New Technology and Communication .. 3
COMT 328 Essentials of Video Production..... 3
COMT 428 Advanced Video Production..... 3
COMT 425 Media Effects..... 3
Total Public Relations Emphasis Credits..... 15

Online Elective Courses
Complete at least 28 credits of appropriate electives selected in consultation with an advisor.

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 .

Online Bachelor of Science in Liberal Studies Degree Program

Through the MSU-Billings Online University, you can earn a **Bachelor of Science in Liberal Studies (B.S.L.S.) Degree** with Thematic Concentrations in:

- Management & Organizational Communication
- Management & Public Relations
- Management & Mass Communication
- Mass Communication & Public Relations
- Organizational Communication & Public Relations
- Communication & Accounting Technology
- Health Administration & Organizational Communication
- Health Administration & Public Relations
- Other concentrations designed in consultation with an advisor

The information below provides an overview of the online courses currently available for fulfilling these degree programs.

B.S.L.S. Online "2+2 Degree Completion Program"

Program Overview

The Bachelor of Science in Liberal Studies (BSLS) degree completion program is intended to provide online degree completion opportunities for individuals in and around the Billings area, throughout Montana, as well as other areas throughout the country and the world. More specifically, the Bachelor of Science in Liberal Studies (BSLS) degree program is designed to meet the following objectives:

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

Through our Bachelor of Science in Liberal Studies (BSLS) "2+2 Degree Completion Program," you can combine up to two years of previous college coursework with MSU-B Online University courses to complete the BSLS degree program described below.

MSU-Billings will accept students with completed AA or AS degrees as having fulfilled their MSU-Billing's General Education Requirements.

Accordingly, students who enter the program with sufficient academic backgrounds should be able to complete the program of study online within a 2-3 year time period.

Bachelor of Science in Liberal Studies (B.S.L.S.) Degree Program

Program Overview

To earn the B.S.L.S. degree, individuals will be expected to meet the following degree requirements:

1. Earn at least 120 credits with a cumulative grade point average of 2.0 or better.
2. Satisfy the General Education requirements at MSU-Billings.
3. Earn a minimum of 30 credits from MSU-Billings (This can be the 30 credit Thematic Concentration described below).
4. Complete at least 36 upper division credits, of which at least 24 must be earned from MSU-Billings (This can include the 30 credit Thematic Concentration described below).
5. 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.
6. A grade of "C" or higher is mandatory in all courses in the thematic concentration.

Sample BSLS Thematic Concentrations

The following BSLS Thematic Concentrations provide a few examples of how a student may complete the B.S.L.S. Degree program. Other Thematic Concentrations may also be approved in consultation with an advisor and course substitutions may be made in the examples provided below with advisor approval.

Sample Thematic Concentration in Management & Organizational Communication

COMT 301 Technology for Communication 3
COMT 310 Organizational Communication 3
COMT 410 Advanced Interpersonal Communication 3
COMT 414 Issues in Organizational

Communication 3
COMT 465 Communication Theory 3
MGT 321 Introduction to Management 3
MGT 322 Operations Management 3
MKT 340 Introduction to Marketing 3
MKT 341 Consumer Behavior 3
PSYC 445 Industrial/Organizational Psychology 3
Total Required Management & Organizational Communication Credits 30

Other upper division (300-400 level) online courses may be substituted for courses listed above with the approval of the student's advisor. For academic advising and course selection assistance, please contact the MSU-Billings Online University Advisor at inquiry@msubonline.org.

Sample Thematic Concentration in Management & Public Relations

Students should select at least 30 credits from the list of courses below, including at least 15 credits with a COMT prefix.

COMT 301 Technology for Communication Majors 3
COMT 320 Media and Society 3
COMT 328 Essentials of Video Production 3
COMT 330 Persuasion 3
COMT 420 Advertising 3
COMT 425 Media Effects 3
COMT 428 Advanced Video Production 3
MGT 321 Introduction to Management 3
MGT 322 Operations Management 3
MKT 340 Principles of Marketing 3
MKT 341 Consumer Behavior 3
PSYC 445 Industrial/Organizational Psychology 3
Total Required Management & Public Relations Credits 30

Other upper division (300-400 level) online courses may be substituted for courses listed above with the approval of the student's advisor. For academic advising and course selection assistance, please contact the MSU-Billings Online University Advisor at inquiry@msubonline.org.

Sample Thematic Concentration in Management & Mass Communication

Students should select at least 30 credits from the list of courses below, including at least 15 credits with a COMT prefix.

COMT 301 Technology for Communication Majors 3
COMT 320 Media and Society 3
COMT 326 New Technology and Communication 3
COMT 328 Essentials of Video Production 3
COMT 330 Persuasion 3
COMT 360 Communication Theory 3
COMT 420 Advertising 3
COMT 425 Media Effects 3
COMT 428 Advanced Video Production 3
MGT 321 Introduction to Management 3
MGT 322 Operations Management 3
MKT 340 Introduction to Marketing 3
MKT 341 Consumer Behavior 3
PSYC 445 Industrial/Organizational Psychology 3
Total Required Management & Mass Communication Credits 30

Other upper division (300-400 level) online courses may be substituted for courses listed above with the approval of the student's advisor. For academic advising and course selection assistance, please contact the MSU-Billings Online University Advisor at inquiry@msubonline.org .

Sample Thematic Concentration in Mass Communication & Public Relations

Students should select at least 30 credits from the list of courses below, including at least 15 credits with a COMT prefix.

COMT 301 Technology for Communication Majors 3
COMT 320 Media and Society 3
COMT 326 New Technology and Communication 3
COMT 328 Essentials of Video Production 3
COMT 330 Persuasion 3
COMT 360 Communication Theory 3
COMT 420 Advertising 3
COMT 425 Media Effects 3
COMT 428 Advanced Video Production 3
MKT 340 Principles of Marketing 3
MKT 341 Consumer Behavior 3
PSYC 445 Industrial/Organizational Psychology 3
Total Required Mass Communication & Public Relations Credits 30

Other upper division (300-400 level) online courses may be substituted for courses listed above with the approval of the student's advisor. For academic advising and course selection assistance, please contact the MSU-Billings Online University Advisor at inquiry@msubonline.org .

Sample Thematic Concentration in Organizational Communication & Public Relations

Students should select at least 30 credits from the list of courses below, including at least 15 credits with a COMT prefix.

COMT 301 Technology for Communication Majors 3
COMT 310 Organizational Communication 3
COMT 320 Media and Society 3
COMT 326 New Technology and Communication ... 3
COMT 328 Essentials of Video Production 3
COMT 330 Persuasion 3
COMT 360 Communication Theory 3
COMT 410 Advanced Interpersonal Communication 3
COMT 414 Issues in Organizational Communication 3
COMT 420 Advertising 3
COMT 425 Media Effects 3
COMT 428 Advanced Video Production 3
COMT 465 Communication Theory 3
MGT 321 Introduction to Management 3
MGT 322 Operations Management 3
MKT 340 Principles of Marketing 3
MKT 341 Consumer Behavior 3
PSYC 445 Industrial/Organizational Psychology 3
Total Required Organizational Communication & Public Relations Credits 30

Other upper division (300-400 level) online courses may be substituted for courses listed above with the approval of the student's advisor. For academic advising and course selection assistance, please contact the MSU-Billings Online University Advisor at inquiry@msubonline.org .

Sample Thematic Concentration in Communication & Accounting Technology

Students should select at least 30 credits from the list of courses below, including at least 15 credits with a COMT prefix. Students completing this concentration should also make sure that their 120 credit degree plan of study includes at least 36 upper division credits selected in consultation with an advisor.

ACCT 233 Principles of Accounting I 3
ACCT 234 Principles of Accounting II 3
CTBU 101 Accounting Procedures I 4
CTBU 102 Accounting Procedures II 4
CTBU 103 Payroll Accounting 3
CTBU 105 Computerized Accounting 3
COMT 301 Technology for Communication Majors 3
COMT 310 Organizational Communication 3
COMT 326 New Technology and Communication .. 3
COMT 410 Advanced Interpersonal Communication 3
COMT 414 Issues in Organizational Communication 3
COMT 465 Communication Theory 3
COMT 492 Leadership and Communication 3
ECON 200 Principles of Microeconomics 3
ECON 201 Principles of Macroeconomics 3
FIN 351 Principles of Financial Management 3
MGT 321 Principles of Management 3
MGT 322 Operations Management 3
PSYC 445 Industrial/Organizational Psychology 3
Total Required Communication & Accounting Credits 30

Other courses may be substituted for courses listed above with advisor approval. For advising and course selection assistance, contact the MSU-B Online University Advisor at inquiry@msubonline.org .

Sample Thematic Concentration in Health Administration & Organizational Communication

Students should complete at least 30 credits from the list of courses below, including at least 15 credits with a COMT prefix.

Health Administration Courses
Select at least five of the following courses in consultation with an advisor

HADM 210 Introduction to Health Care Systems 3
HADM 290 Internship: Field Experience in Health Administration 1
ECON 310 Health Economics 3
HADM 310 Health Care Administration 3
HADM 435 Health Law 3
HADM 450 Health Policy & Politics 3
HADM 490 Internship in Health Administration 6
Total Required Health Administration Credits . 15

Organizational Communication Courses
Complete the following courses, or approved substitutes, selected in consultation with an advisor

COMT 301 Technology for Communication 3
COMT 310 Organizational Communication 3
COMT 410 Advanced Interpersonal Communication 3
COMT 414 Issues in Organizational Communication 3
COMT 492 Leadership and Communication 3
Total Required Organizational Communication Credits 15

Other upper division (300-400 level) online courses may be substituted for courses listed above with the approval of the student's advisor. For academic advising and course selection assistance, please contact the MSU-Billings Online University Advisor at inquiry@msubonline.org .

Sample Thematic Concentration in Health Administration & Public Relations

Students should complete at least 30 credits from the list of courses below, including at least 15 credits with a COMT prefix.

Health Administration Courses

Select at least five of the following courses in consultation with an advisor

HADM 210 Introduction to Health Care Systems 3
HADM 290 Internship: Field Experience in Health Administration 1
ECON 310 Health Economics 3
HADM 310 Health Care Administration.....3
HADM 435 Health Law 3
HADM 450 Health Policy & Politics 3
HADM 490 Internship in Health Administration 6
Total Required Health Administration Credits ..15

Public Relations Courses

Select at least five of the following courses in consultation with advisor

COMT 210 Group Dynamics 3
COMT 222 News Media.....3
COMT 301 Technology for Communication.....3
COMT 320 Media and Society 3
COMT 330 Persuasion.....3
COMT 420 Advertising 3
MKT 340 Principles of Marketing.....3
MKT 341 Consumer Behavior.....3
Total Required Public Relations Credits.....15

Other upper division (300-400 level) online courses may be substituted for courses listed above with the approval of the student's advisor. For academic advising and course selection assistance, please contact the MSU-Billings Online University Advisor at inquiry@msubonline.org .

Design Your Own BSLS Degree Thematic Concentration

In consultation with an advisor, students may design their own 30-credit Thematic Concentration by selecting at least 30 credits from a myriad of courses, up to and including the list of courses below, including at least 15 credits from a single discipline area in the College of Arts and Sciences.

ACCT 233 Principles of Accounting I 3
ACCT 234 Principles of Accounting II..... 3
BUS 205 Business Law..... 3
COMT 150 Introduction to Theatre and Performance..... 3
COMT 210 Group Dynamics 3
COMT 222 News Media..... 3
COMT 230 Advanced Public Speaking 3
COMT 230 Public Speaking 3
COMT 301 Technology for Communication Majors 3
COMT 310 Organizational Communication..... 3
COMT 320 Media and Society 3
COMT 326 New Technology and Communication .. 3
COMT 328 Essentials of Video Production..... 3
COMT 330 Persuasion 3
COMT 360 Communication Theory 3
COMT 410 Advanced Interpersonal Communication 3
COMT 414 Issues in Organizational Communication 3
COMT 420 Advertising 3
COMT 425 Media Effects..... 3
COMT 428 Advanced Video Production..... 3
COMT 460 Multicultural Communication 3
COMT 465 Communication Theory 3
COMT 488 Senior Colloquium in Communication .. 3
COMT 492 Leadership and Communication 3
CTBU 101 Accounting Procedures I..... 4
CTBU 102 Accounting Procedures II 4
CTBU 103 Payroll Accounting 3
CTBU 105 Computerized Accounting 3
ECON 200 Principles of Microeconomics 3
ECON 201 Principles of Macroeconomics 3
FIN 351 Principles of Financial Management..... 3
MGT 321 Principles of Management..... 3
MGT 322 Operations Management..... 3
MKT 340 Principles of Marketing 3
MKT 341 Consumer Behavior 3
PSY 401 History and Systems of Psychology..... 3
PSY 445 Industrial/Organizational Psychology..... 3
STAT 241 Statistical Methods 4

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 inquiry@msubonline.org .

The College of Technology

Mr. John Cech, Dean
jcech@cot.msubillings.edu
COT A-009, 247-3009

For more information about College of Technology programs and faculty, please see the 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

Initially, the COT was created in 1969 by the local School District as 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 Montana State University-Billings, becoming the fifth college of the University. 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.

Top Ten Reasons To Attend The College of Technology

1. More than 90% Average Placement at Graduation
2. Practical Hands-on Training in Your Career Field
3. Affordable Tuition & Financial Aid
4. Outstanding Faculty from the "real world"
5. Personalized Attention
6. Small College with the Benefits of a Large University
7. A College on the Move (Major Expansion Planned to Open 12/31/03)
8. Tutoring Support Services for Students
9. Great Location in Montana's Largest City
10. Safe and Supportive Campus Environment

Nature of the Institution

The training programs offered at the College of Technology are continually upgraded to meet the changing dynamics of business and industry. Presently, 11 Associate of Applied Science (AAS) degree programs, two Associate of Art (AA) programs, 3 Associate of Science (AS) program and 10 certificate programs are offered. Enrollment annually exceeds 600 full-time and part-time students. Professional training and continuing education classes are provided to more than 1,000 individuals from many different industries.

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.

Areas of Continuing Development

Responsiveness and service to the community are central to the College of Technology's mission. As the COT redefines itself into a community college, we will be a major learning center for the entire community, with or without restrictions that surround formal course work in traditional institutions of higher education. The College gears its programs and services to the needs and wishes of the people it serves.

Collaborative Relationships

The College of Technology 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.

Online University & Evening College

The College offers many courses for credit through the MSU-Billings Online University and the Evening College. Those interested in evening or online courses may take one or more for employment advancement, upgrading of skills, or enrichment. Some degree programs may be completed by combining day, evening or online classes. Schedules for evening and online classes are available from the New Student Services office at the College of Technology.

Coordinated Evening/Online Studies – Your "Fast Track" to Success

The Fast Track Program is designed to accommodate the needs of adults who lead busy lives but are seriously committed to continuing their education. Students can earn an Associate of Science degree within 24 months (incorporating fall, Intersession, spring, Summer Session and the following fall semesters). They may opt to complete certificates within a 12-month period. In the Coordinated Evening/Online Studies, students will be able to complete their degrees during the evenings, weekends, and online, allowing them to maintain a full-time job and family.

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:

Associate of Arts Degree (AA)
Programs of Study in:
Business Data Processing
General Studies (Self Designed) ∇
Word Processing

Associate of Science Degree (AS)
Program of Study in:
Applied Supervision
Fire Science
General Studies (Self Designed) ∇
Human Resources General Applied Emphasis∇
Human Resource College of Business Articulated Emphasis∇
Networking Technology

Associate of Applied Science (AAS)
Accounting Technology∇
Administrative Assistant
Automotive Technology
Automobile Collision Repair and Refinishing Technology
Computer Application Development
Computer Desktop/Network Support
Computer Systems Technology
Diesel Technology
Drafting & Design Technology
Heating, Ventilation, Air Conditioning & Refrigeration Technology
Medical Administrative Assistant
Medical Assistant
Paramedic
Practical Nursing
Process Plant Technology
Radiologic Technology
Surgical Technology (in conjunction with the University of Montana College of Technology)

Certificate Programs
Accounting Assistant∇
Assistant Drafter
Automobile Collision Repair Technology
Automobile Refinishing Technology
Automotive Technology
Computer Assistant∇
Diesel Technology
Human Resource Management∇
Human Resources Management Essentials∇
Networking Technology
Office Assistant∇
Welding/Metal Fabrication Technology

∇ This program is also offered in an online format.

Transfer & Learner Support
Center of Excellence

Team Leader: Barbara Pedula

Faculty
English and Communications Instructors:
Susan Baack
Julie McDade
Karen Womack

Mathematics Instructors:
Barb Pedula
Richard Pierce

General Education Requirements for Associate of Applied Science Degrees and Certificates

The list below denotes the programs that follow the General Education requirements for the College of Technology.

AAS Degrees and Certificates:
Accounting Technology
Administrative Assistant
Automobile Collision Repair & Refinishing Technology
Automotive Technology
Computer Assistant
Computer Desktop/Network Support
Computer Systems Technology
Diesel Technology
Drafting and Design Technology
Heating, Ventilation, Air Conditioning & Refrigeration Technology
Human Resources Management
Medical Administrative Assistant
Medical Assistant
Networking Technology
Office Assistant
Paramedic
Practical Nursing
Process Plant Technology
Radiologic Technology
Welding and Metal Fabrication Technology

According to the Northwest Commission on Colleges and Universities (NWCCU), General Education is a body of knowledge which supports programs of study for which applied or specialized associate degrees are granted or programs for which certificates are granted. This body of knowledge must contain instruction in program-related areas of communication, computation, and human relations.

The objectives of the General Education curriculum include the following:

- Provide students with the opportunity to acquire and practice the skills needed for successful employment in the modern work place. (To prepare for the workplace, students must develop knowledge, skills, and abilities beyond their technical training.)

- Contribute to the development of general knowledge and critical thinking skills through courses in communication, mathematics, human relations, and computer applications.

- Help students acquire the skills, knowledge, and attitudes which give them the ability to learn throughout their lives.

In order to graduate with an Associate of Applied Science degree or certificate, all students are required to earn general education credits. **Students must refer to their program requirements to determine which general education courses are required to graduate with that Associate of Applied Science Degree or Certificate.** Different programs of study may have varied requirements for fulfillment of general education credits.

The following list outlines the courses often used to fulfill the general education requirements of certificates and AAS degrees:

Communication
COMT 109 Human Relations
COMT 130 Introduction to Public Speaking

English
ENGL 140 Business Writing
ENGL 145 Technical Communication

Mathematics
MATH 121 Finite Mathematics
MATH 122 College Math for Technology
MATH 141 Contemporary Mathematics

Technology
CMP 105 Introduction to Computers

If students are planning to continue onto a bachelor's degree, they are strongly encouraged to immediately consult with their academic advisor to determine which general education courses should be taken. Some but not all general education courses for the AAS degrees/certificates will transfer to other colleges or universities. Please consult your advisor about the transferability of the various general education courses.

General Education Requirements for Associate of Arts and Associate of Science Degrees

The list below denotes the College of Technology programs that are subject to the General Education requirements for guidelines for

AA/AS degrees

Data Processing
Word Processing
General Studies (Self-Designed)
Applied Supervision
Fire Science
Human Resources General Applied Emphasis
Human Resources College of Business Articulated Emphasis
Networking Technology.

The purpose of the General Education program at MSU-Billings is to help students acquire the skills, knowledge, and attitudes which enable them to be lifelong learners, that is, educated human beings. Lifelong learners have the capacity and propensity to think skillfully in many modes and to communicate with precision and sensitivity. They rely upon a broad background of knowledge of the many ways humans come to know, express themselves, act in the world, and find meaning in life. The General Education curriculum is designed both to promote the thinking and communication skills which support lifelong learning and to facilitate increased absorption of that broad background knowledge whereby persons come to understand themselves, others, and the world.

Students pursuing an Associate of Arts or Associate of Science Degree will be required to earn 37 semester credits in the area of General Education. Classes can be taken at both campuses of MSU-Billings. Each of the nine General Education categories contains specific courses within the array of possible choices to fulfill the areas of General Education. Students are urged to consult with their academic advisors for specific courses required within the area of General Education. These requirements serve the purpose of providing each student the opportunity to explore areas outside his/her major, through a distribution of course work in broad areas of fundamental disciplines. General Education courses usually are distinguished from those required to meet the special requirements from the academic major.

The number of credits actually taken may be counted only once toward meeting total graduation requirements. Also, no single course is allowed to count in more than one category within the General Education component. Students are expected to select General Education courses from the approved list in consultation with their academic advisors.

Since many academic units have specific course recommendations on General Education course choices most appropriate for their majors, students are strongly urged to consult with their academic advisors in planning a program of study.

NOTE: A student may not count more than two (2) courses in any one subject area (example: History) to meet the General Education requirements, except in Category IV - Natural Sciences.

All students seeking an Associate of Arts, Associate of Science, and Bachelor's degree at Montana State University-Billings are required to fulfill course work within each of the nine General Education categories as follows:

Category I Writing.....6 credits
Category II Oral Skills.....3 credits
Category III Mathematics.....3 credits
Category IV Natural Sciences
(one course with Lab)..... 7 credits
Category V Social Sciences .....6 credits
Category VI History.....3 credits
Category VII Cultural Diversity .....3 credits
Category VIII Fine Arts .....3 credits
Category IX Integrated Humanities .....3 credits
Total General Education Credits.....37 credits

Transfer Opportunities

Academic Support Center
(406) 247-3020

Associate of Arts and Associate of Science degrees

All AS and AA degrees are designed for transfer to a four-year institution and includes an approved general education core. The following AS and AA programs of study are currently offered through MSU-Billings College of Technology:

Associate of Arts Degree - Programs of Study in
Data Processing
Word Processing

Associate of Science Degrees – Programs of Study in
Fire Science
Human Resources – General Applied Emphasis
Human Resources – College of Business Articulated Emphasis

AA/AS General Studies (Self-Designed)

Requirements	**Credits**
General Education	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 General Education requirements of MSU-Billings.
・A minimum of 20 semester credits with 40 grade points must be earned at MSU-Billings.

Bachelor of Applied Science Degree

The Bachelor of Applied Science (BAS) degree is available to students with an Associate of Applied Science (AAS) degree. If a student has earned an AAS degree from a regionally accredited institution, he or she may enroll on the senior campus of MSU-Billings and other four units within the Montana University System to complete general education requirements and take upper division credits in existing areas of study which will complement the student's AAS credits already earned. Students anticipating transferring are encouraged to consult with their advisor and check the requirement of the institution into which they plan to transfer. See page 80.

Business and Industry
Center of Excellence

Team Leader: Tim Urbaniak

Faculty
Paul Bauer, Drafting and Design
Chris Brewer, Heating, Ventilation, Air Conditioning, and Refrigeration
Janet Mullaney, Business
Bob Robertus, Process Plant Technology
Randy Schmitz, Business
Tim Urbaniak, Drafting and Design
Barbara Zuck, Human Resources

Degrees and Certificates Offered
Associate of Applied Science Degrees
Accounting Technology ∇
Administrative Assistant
Drafting and Design Technology
Heating, Ventilation, Air Conditioning & Refrigeration Technology
Medical Administrative Assistant
Process Plant Technology

Associate of Arts Programs of Study
Data Processing
Word Processing

Associate of Science Programs of Study
Applied Supervision
Human Resources – General Applied Emphasis ∇
Human Resources – College of Business Articulated Emphasis ∇

Certificates
Accounting Assistant ∇
Assistant Drafter
Office Assistant ∇
Welding and Metal Fabrication

∇ - This symbol denotes programs that are offered in an online format in addition to classroom training.

Business
The Business and Information Program develops strong basic skills, technical skills, knowledge, and attitudes required for successful employment in a variety of business offices in private industry and government. Students in the program may pursue a technical certificate in Accounting or Office Applications; an Associate of Applied Science degree in Accounting Technology, or as an Administrative or a Medical Administrative Assistant; or an Associate of Science program of study in Applied Supervision or Human Resources.

Opportunities in Cooperative Education and other internship programs designed to facilitate a school-to-work transition are frequently available and students should strive to include such endeavors in their course of study.

Associate of Applied Science Degrees
Accounting Technology ∇
Administrative Assistant
Medical Administrative Assistant

Associate of Arts Programs of Study
Data Processing
Word Processing

Associate of Science Programs of Study
Applied Supervision
Human Resources – General Applied Emphasis ∇
Human Resources – College of Business Articulated Emphasis ∇

Certificates
Accounting Certificate ∇
Office Assistant ∇

∇ - This symbol denotes programs that are offered in an online format in addition to classroom training.

Industry
Program areas within Industry include AAS degrees and certificates in Drafting and Design; Heating, Ventilation, Air Conditioning and Refrigeration; Process Plant Technology; and Welding/Metal Fabrication. The courses of study range from two semesters to four semesters in length. Course content includes a study of technical skills and general/ related education principles needed for immediate and successful entry into a career in these areas. Classroom

activities include a wide range of hands-on applications supported by appropriate segments of theory. Instructors in this department are known for their personal extensive field experience, close relationships with local area businesses, and a high demonstrable skill level in their instructional areas.

A wide range of career opportunities exist for graduates who major in programs offered in these areas. Many of the skills acquired through study and practice have applicability in other occupations, as well. Opportunities to upgrade existing skills, develop new ones, and to pursue an education beyond the two-year degree should be explored with an academic advisor.

Industry Occupations

Associate of Applied Science Degrees
Drafting and Design Technology
Heating, Ventilation, Air Conditioning & Refrigeration Technology
Process Plant Technology

Certificates
Assistant Drafter
Welding and Metal Fabrication

Accounting Assistant ∇

The Accounting Assistant program is designed to prepare students for entry-level employment in accounts receivable, accounts payable, payroll, and general accounting.

Accounting Technology ∇

The technical skills of a qualified accounting professional are needed by every business in America, large or small. The Accounting Technology program provides students with the basic knowledge of accounting processes necessary for employment as accounting clerks, payroll clerks, bookkeepers, accounting technicians and accounting associates. After completing the program, students will be able to record day-to-day financial transactions and prepare summary statements of business conditions for a small business or government agency. Emphasis is placed on using microcomputers to perform accounting functions and prepare reports. As a capstone training experience, it is highly recommended that students complete a on-semester internship in an accounting technician trainee position. This internship allows students to apply competencies previously learned to on-the-job situations.

This program will prepare you for an entry-level accounting position as an account clerk, payroll clear, bookkeeper, accounting technician, or accounting associate. Accounting clerks and bookkeepers are hired by public accounting firms, private and public organizations, and large and small businesses.

A certificate is awarded upon successful completion of the required Accounting Assistant courses. All credits earned in completion of the certificate may be applied toward the Accounting Technology Associate of Applied Science Degree.

Course of study will prepare students to:

- Process daily accounting transactions, journals, and ledgers and handle other entry-level accounting functions
- Prepare financial statements
- Perform payroll functions
- Manage cash and accrual accounting
- Handle accounting for sole proprietorships, partnerships, and corporations
- Use business computer applications
- Communicate professionally, both in person and in writing
- Problem solve
- Conduct an effective job search

Administrative Assistant

Office occupations rank among the careers with the largest anticipated job growth in the next decade.

The Administrative Assistant program provides students with the technical skills and knowledge necessary for employment in a variety of office positions and for advancement toward office management positions. After completing the program students will be able to perform a variety of administrative duties in an office as well as use microcomputers and business application software to perform advanced information processing functions. Emphasis is placed on developing problem-solving and decision-making abilities in addition to technical skills. As a capstone training experience, it is highly recommended that students complete a on-semester internship in an administrative support trainee position. This internship allows students to apply competencies previously learned to on-the-job situations.

This program provides the skills necessary for an entry-level clerical position in a variety of organizations, including government agencies, private industry, banks, accounting firms, insurance companies, legal firms, medical offices, real estate agencies, court offices, utility companies, and many more. Most

graduates gain a position as a receptionist, secretary, administrative assistant, accounting clerk, word processor, or data entry clerk.

A certificate is awarded upon successful completion of the required Office Assistant courses. All credits earned in completion of the certificate may be applied toward the Administrative Assistant or Medical Administrative Assistant Associate of Applied Science Degrees and a high percentage of the coursework may be applied toward the Medical Assistant Associate of Applied Science Degree.

Course of study will prepare students to:

- Use current computer programs, including word processing, spreadsheet, and database software
- Type proficiently on a computer keyboard
- File and organize documents
- Understand basic accounting and business math
- Spell, proofread, and use proper business English
- Communicate professionally, both in writing and in person
- Maintain professionalism in a business environment
- Conduct an effective job search

Data Processing

The two-year Associate of Arts program of study in Business Data Processing prepares students in basic programming and business computer system operations.

Word Processing

The two-year Associate of Arts program in Word Processing offers an opportunity to prepare for work in word processing and office administration. The program emphasizes the use of computers and other modern office systems to prepare low-cost, high-quality office documents. After completing a two-year program, students can use the credits as a base for a four-year degree.

Applied Supervision

This program is designed to provide an educational experience to individuals preparing for, or already engaged in, supervisory or leadership positions. It focuses on the core issues of supervision in a flexible and practical way and is ideal for adults seeking career changes or those who have worked their way up from the shop or office floor as well as traditional students seeking a career in supervision.

Students completing this program will be able to understand the supervisor's evolving role, listen actively and communicate effectively with employees, create and maintain a motivating work environment, develop and maintain team momentum, conform to current legal workplace requirements, implement an organization's policies for recruitment and hiring, recognize the importance of internal and external customer service, and define leadership and describe the difference between a leader and a supervisor.

The Associate of Science Plan of Study in Applied Supervision is designed to transfer into several 4-year degree programs, including Business Administration, Health Administration, Sociology, Psychology, Communication Arts (Organizational Communication option).

The college offers the Applied Supervision courses in the Fast Track Program, which includes weekends, online, and hybrid courses, that are in the evening with an online supplement. The general education courses are also available through the Fast Track Program or online.

Human Resources ∇

The Human Resource curriculum is broad-based and designed to meet the demands of business and service organizations. Graduates of this program will have a foundation in human resource management, an overview of various laws, regulations and court decisions that determine the legal framework of EEO and a sound base for lifelong learning.
Associate of Science Emphases: 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.
Certificate: These options are available for individuals who are in the workforce or seeking quick training in basic human resources. All students, AS or certificate seeking, will be prepared for employment opportunities in human resource management.

Medical Administrative Assistant

Medical Administrative Assistants perform a variety of routine duties, depending on the nature of the employer's professional activities. Functions include scheduling appointments, establishing and maintaining patient records, processing mail, billing, collections, coding, insurance filing and reception duties. The administrative assistant is responsible for correspondence and transcription of medical reports and

letters. Medical Administrative Assistants must follow appropriate medical office policies and be cognizant of the ethical and legal responsibilities of the medical profession.

Drafting and Design Technology

The Drafting and Design Technology Program curriculum interprets basic mechanical, architectural, civil, and engineering data. Students use written/verbal directions to graphically produce detailed models and working drawings for architectural, engineering, and manufacturing purposes. The curriculum is computer-based and incorporates state-of-the-art software to prepare the student for employment in a technological office environment.

Student projects incorporate applying ANSI Standards, three-dimensional data models, Geographic Information Systems, construction estimating, structural detailing, conformance to construction and safety codes, specialized software applications, Internet use, email communication, distance learning, and network use. The program also emphasizes the development of problem-solving skills. Some fieldwork is required during sections on surveying technique, Global Positioning Systems, and group projects.

All lab computers have Internet access and all students are eligible for an email account through MSU-Billings.

Completion of the program results in award of an Associate of Applied Science degree in Drafting and Design Technology.

Students completing one year of the program may apply for an architectural or civil Drafting Certificate. This provides acknowledgement to students who have achieved a rudimentary level of training but are unable or choose not to complete the two-year program.

Heating, Ventilation, Air Conditioning and Refrigeration Technology

(HVACR is a fall start program only. See an advisor for more information)

The demand for qualified Heating, Ventilation, Air Conditioning and Refrigeration technicians continues to grow. Residential and commercial contractors are seeking employees with the type of training offered in this program of study. The College of Technology offers an Associate of Applied Science degree in Heating, Ventilation, Air Conditioning and Refrigeration Technology. The program options are described below:

HVACR Technicians install, maintain, service, and repair equipment used for heating, air conditioning, and refrigeration in private or commercial settings. Troubleshooting of controls and wiring, parts replacements, and system testing are tasks required in the field. Sheet metal installation is also an important task to master in this trade. Students will receive numerous industry certifications upon successful completion of the program.

Welding and Metal Fabrication Technology

(Welding is a fall start program only. See an advisor for more information)

The welding industry offers workers immediate tangible rewards for their efforts. Few professions allow the opportunity for creativity found in the fabrication shop. In addition, the fabrication industry represents one of the largest employment segments in our local economy. Metal fabrication technicians work from blueprints and shop drawings to lay out, shear, cut, form, and assemble weldments. Knowledge of welding and cutting processes is essential to the trade. Also involved is the ability to safely and accurately operate the variety of fabrication equipment common to the trade.

Process Plant Technology

(Process Plant is a spring start program only with graduation in December. See an advisor for more information)

Montana has numerous petroleum refineries and chemical processing industries. Previously, training in Process Plant Technology was only provided by the industry. Now, the College of Technology offers an Associate of Applied Science degree in this area. Students learn technical, mechanical and safety systems during this four-semester program offering.

Equipment Operations and process control are also discussed in detail. Plant simulators give students a realistic feel for actual industrial control room activities. A hazardous materials technician level 3 certificate is awarded as part of the safety training.

MSU-Billings Online

Director: Kirk Lacy, 657-2030
Online student advisor: inquiry@msubonline.org

Website: www.msubonline.org

Through the MSU-Billings Online University, you can complete general education requirements as well as the following certificates and degrees listed below. We are

continuously reviewing our programs to determine what we can offer in an online format. To get a current list of degrees and classes offered online, please check the online website www.msubonline.org.

College of Technology Programs currently offered online:

Degrees
Accounting Technology
Human Resources

Certificates
Accounting Assistant
Office Assistant
Computer Assistant

∇ - This symbol denotes programs that are offered in an online format in addition to classroom training.

Coordinated Evening/Online Studies Your "Fast Track" to Success

Program Manager: Amy Beatty, (406) 247-3057
abeatty@msubillings.edu

This program is designed to accommodate the needs of adults who lead busy lives but are seriously committed to continuing their education. Students can earn an Associate of Science degree within 24 months (incorporating Fall, Intersession, Spring, Summer Session and the allowing Fall semesters). They may opt to complete certificates within a 12-month period. In the Coordinated Evening/Online Studies, students will be able to complete their degrees 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:

AS Degrees
Applied Supervision
Human Resources-General Applied Emphasis
Human Resources–College of Business Articulated Emphasis

Certificate
Human Resources Management

Accounting Assistant

∇ Program also available online
Certificate

Required Courses	**Credits**
CMP 105 Introduction to Computers	3
COMT 109 Human Relations	3
CTBU 101 Accounting Procedures I	4
CTBU 102 Accounting Procedures II	4
CTBU 105 Computerized Accounting	3
CTBU 112 Keyboarding Applications	3
CTBU 114 Ten-Key Procedures	1
CTCM 130 Introduction to Public Speaking	3
ENGL 140 Business Writing	3
MATH 104 Business Mathematics	3
Subtotal	**30**
Restricted Electives chosen in consultation with academic advisor	6
Total minimum credits required for certificate	**36**

Accounting Technology

Associate of Applied Science Degree
∇ Program also available online

Required Courses	**Credits**
ACCT 233 Principles of Accounting I	3*
ACCT 234 Principles of Accounting II	3*
CMP 105 Introduction to Computers	3
CMP 111 Lotus 1-2-3	3
CMP 112 Database Management	3
CMP 116 WordPerfect	
OR	
CMP 118 Word	3
CMP 119 Excel	3
COMT 109 Human Relations	3
CTBU 101 Accounting Procedures I	4
CTBU 102 Accounting Procedures II	4
CTBU 103 Payroll Accounting	3
CTBU 105 Computerized Accounting	3
CTBU 112 Keyboarding Applications	3
CTBU 114 Ten-Key Procedures	1
CTBU 165 Business Law	3
CTBU 171 Introduction to Business	3
CTCM 130 Introduction to Public Speaking	3
ENGL 140 Business Writing	3
MATH 104 Business Mathematics	3
Subtotal	**57**
Restricted Electives chosen in consultation with academic advisor	12
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.

*ACCT 233 and ACCT 234 are offered through the College of Business.

Administrative Assistant

Associate of Applied Science Degree

Required Courses	**Credits**
CMP 105 Introduction to Computers	3
CMP 111 Lotus 1-2-3	
OR	
CMP 119 Excel	3
CMP 112 Database Management	3
CMP 116 WordPerfect	3
CMP 118 Word	3
COMT 109 Human Relations	3
CTBU 101 Accounting Procedures I	4
CTBU 102 Accounting Procedures II	4
CTBU 105 Computerized Accounting	3
CTBU 112 Keyboarding Applications	3
CTBU 113 Transcription	3
CTBU 114 Ten-Key Procedures	1
CTBU 131 Records and Information Management	3
CTBU 132 Office Procedures	3
CTBU 165 Business Law	3
CTBU 171 Introduction to Business	3
CTBU 232 Advanced Office Procedures	3
CTCM 130 Introduction to Public Speaking	3
DSGN 204 Advanced Software Applications	3
ENGL 140 Business Writing	3
MATH 104 Business Mathematics	3
Subtotal	**63**
Restricted Electives chosen in consultation with academic advisor	6
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.

Associate of Arts
Program of Study in Business Data Processing

	Credits
General Education Requirements	**37**

Students should consult with an academic advisor before registering for General Education courses in order to maximize the number of elective credits allowed in the degree. Specific courses necessary to stratify General Education requirements in this program: BUS 101, ECON 200, ENGL 150, ENGL 301, and MATH 121

Required Courses

Students will choose in consultation with their advisor, 23 credits from the courses listed below:

ACCT 233 Principles of Accounting I	3
COMP 102 Data Structures	4
*MIS 103 Introduction to Electronic Spreadsheets	1
*MIS 104 Introduction to Word Processing	1
MIS 202 Introduction to Databases	1
MIS 225 Introduction to Productivity Application Software	3
MIS 244 Operating Systems, Algorithms, Data Structures and Hardware	3
MIS 245 Introduction to Programming	3
MIS 350 COBOL Programming	3
MIS 352 Microcomputer Database Design and Implementation	3
Total Required Course Credits	**23**
Total Minimum credits required for degree	**60**

*Students can test out of MIS 103 and 104

Associate of Arts
Program of Study in Word Processing

	Credits
General Education Requirements	**37**

Students should consult with an academic advisor before registering for General Education courses in order to maximize the number of elective credits allowed in the degree. Specific courses necessary to stratify General Education requirements in this program: BUS 101, ECON 200, ENGL 150, ENGL 301, and MATH 121.

Required Courses

Students will choose in consultation with their advisor, 23 credits from the courses listed below:

ACCT 233 Principles of Accounting I	3
ACCT 234 Principles of Accounting II	3
BUS 205 Business Law	3
ECON 201 Principles of Macroeconomics	3
*MIS 103 Introduction Electronic Spreadsheets	1
*MIS 104 Introduction to Word Processing	1
MIS 202 Introduction to Databases	1
MIS 225 Introduction to Productivity Application Software	3
MIS 244 Operating Systems	3
MIS 352 Microcomputer Database Design and Implementation	3
Total Required Course Credits	**23**
Total Minimum credits required for degree	**60**

*Students can test out of MIS 103 and 104.

Associate of Science
Program of Study in Applied Supervision

Credits

General Education Requirements 37
Students should consult with an academic advisor before registering for General Education courses. Certain general education courses may be required for trajectory into particular bachelor degrees.

Core Courses
ACCT 233 Principles of Accounting I.....3
CMP 105 Introduction to Computers.....3
CTBU 166 Principles of Applied Supervision.....3
CTBU 167 Organizational Leadership Applications .3
CTBU 266 Effective Work Groups 2
CTBU 267 Applied Organizational Planning 3
CTBU 268 Customer Service 2
HR 180 Employment Law and Practices 2
HR 181 Recruitment and Selection.....2
OR
HR 282 Organizational Training and Development2
Total for core.....23

Associate of Science
Program of Study in Human Resources
General Applied Emphasis

∇ Program also available online

Credits

General Education Requirements 37
Students should consult with an academic advisor before registering for General Education courses in order to maximize the number of elective credits allowed in the degree.

Required Technical Courses
CMP 105 Introduction to Computers.....3
CTBU 101 Accounting Procedures 4
CTBU 103 Payroll Accounting.....3
HR 180 Employment Law and Practices 2
HR 181 Recruitment and Selection.....2
HR 280 Compensation and Benefits.....2
HR 281 Risk Management, Safety, and Security.....2
HR 282 Organizational Development.....2
HR 283 Human Resource Applications 2
HR 284 Field Experience.....1
Total Required Courses.....23

Total Credits 60

Associate of Science
Program of Study in Human Resources
College of Business Articulated Emphasis

∇ Program also available online

Credits

General Education Requirements..... 37
Students should consult with an academic advisor before registering for General Education courses in order to maximize the number of elective credits allowed in the degree. The following General Education Courses are required: MATH 121 in Category III (Mathematics) and ECON 200 **OR** ECON 201 in Category V (Social Sciences)

Technical Courses
ACCT 233 Principles of Accounting I 3
CMP 105 Introduction to Computers
OR
MIS 225 Introduction to Productivity Application Software 3
CTBU 103 Payroll Accounting 3
ECON 200 Principles of Microeconomics
OR
ECON 201 Principles of Macroeconomics 3
HR 180 Employment Law and Practices 2
HR 181 Recruitment and Selection 2
HR 280 Compensation and Benefits 2
HR 281 Risk Management, Safety, and Security
OR
HR 283 Human Resource Applications 2
HR 282 Organizational Development 2
HR 284 Field Experience 1
Total Required Courses..... 23

Total Credits..... 60

Human Resource Management
Certificate

∇ Program also available online

Required Courses **Credits**

General Education
Writing Category..... 6
Oral Skills Category 3
Mathematics Category 3
Total Gen Ed..... 12
Students should consult with an academic advisor before registering for General Education courses in order to maximize the number of elective credits allowed in the degree. A list of General Education courses is available in the General Bulletin and College of Technology catalog.

CMP 105 Introduction to Computers 3
CTBU 101 Accounting Procedures I..... 4
CTBU 103 Payroll Accounting 3

HR 180 Employment Law & Practices....2
HR 181 Recruitment and Selection 2
HR 280 Compensation and Benefits....2
HR 281 Risk Management, Safety and Security 2
HR 282 Organizational Development....2
HR 283 Human Resource Applications....2
HR 284 Field Experience....1
Total Required Courses 23

Total minimum credits required 35

Human Resource Management Essentials

Certificate

∇ Program also available online

This certificate is designed for students who have already earned an associate, bachelor's, or graduate degree.

Required Courses **Credits**

CMP 105 Introduction to Computers (or MIS 225)...3
CTBU 101 Accounting Procedures I....4
CTBU 103 Payroll Accounting 3
HR 180 Employment Law & Practices....2
HR 181 Recruitment and Selection 2
HR 280 Compensation and Benefits....2
HR 281 Risk Management, Safety and Security 2
HR 282 Organizational Development....2
HR 283 Human Resource Applications....2
HR 284 Field Experience....1

Total minimum credits required for certificate ..23

Medical Administrative Assistant

Associate of Applied Science Degree

Required Courses **Credits**

CMP 105 Introduction to Computers....3
CMP 111 Lotus 1-2-3
OR
CMP 119 Excel....3
CMP 112 Database Management 3
CMP 116 WordPerfect
OR
CMP 118 Word....3
COMT 109 Human Relations....3
CTBU 101 Accounting Procedures I....4
CTBU 112 Keyboarding Applications 3
CTBU 113 Transcription....3
CTBU 114 Ten-Key Procedures....1
CTBU 131 Records and Information Management ...3
CTBU 132 Office Procedures....3
CTBU 153 Medical Transcription....3
CTBU 251 Medical Office Procedures....3
CTBU 252 Medical Coding....3
CTCM 130 Introduction to Public Speaking....3
ENGL 140 Business Writing....3
HLTH 101 Basic Anatomy....3
HLTH 150 Health Occupations Terminology I 3
HLTH 250 Health Occupations Terminology II 3
MATH 104 Business Mathematics 3
Subtotal 59
Restricted Electives chosen in consultation with academic advisor.... 9
Total minimum credits required for degree 68

Students should check course descriptions for required prerequisites. Math and communication requirements are usually determined by performance on placement tests or transfer credits.

Office Assistant

Certificate

∇ Program also available online

Required Courses **Credits**

CMP 105 Introduction to Computers.... 3
CMP 112 Database Management.... 3
CMP 116 WordPerfect
OR
CMP 118 Word.... 3
COMT 109 Human Relations 3
CTBU 112 Keyboarding Applications.... 3
CTBU 113 Transcription 3
CTBU 114 Ten-Key Procedures 1
CTBU 131 Records and Information Management .. 3
CTBU 132 Office Procedures 3
CTCM 130 Introduction to Public Speaking..... 3
ENGL 140 Business Writing 3
MATH 104 Business Mathematics 3
Subtotal 34
Restricted Electives chosen in consultation with academic advisor.... 3
Total minimum credits required for certificate.. 37

Students should check course descriptions for required prerequisites. Math and communication requirements are usually determined by performance on placement tests or transfer credits.

Assistant Drafter

Certificate

The Assistant Drafter certificate can be earned in two (2) semesters by completing Part One (1) or Part Two (2) of the Assistant Drafter certificate plan.

Part One – Architectural (Students start in the spring semester)

Required Courses **Credits**

CMP 105 Introduction to Computers.... 3
COMT 109 Human Relations 3
DRFT 102 Building Construction.... 2
DRFT 109 Introduction to Technical Drawing 4
DRFT 110 Technical Drawing Lab.... 3

DRFT 128 3D Applications....3
DSGN 107 Quantity Estimating....2
DSGN 112 Architectural Lab....5
DSGN 204 Advanced Software Applications....3
ENGL 102 English Essentials for Technical Writers
OR ENGL 140 Business Writing
OR ENGL 145 Technical Communication....3
MATH 122 College Mathematics for Technology....3
Total minimum credits required for certificate ..34

Part Two – Civil
(Students start in the fall semester)

Required Courses **Credits**
CMP 105 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 138 Structural Drafting....3
DSGN 114 Civil Lab....5
DSGN 116 GIS for Civil Applications....2
DSGN 148 CAD Customization....3
ENGL 102 English Essentials for Technical Writers
OR ENGL 140 Business Writing
OR ENGL 145 Technical Communication....3
MATH 122 College Mathematics for Technology....3
Total minimum credits required for certificate ..34

Students should check the course descriptions for required prerequisites.

Drafting and Design Technology

Associate of Applied Science Degree

This degree program can be completed in four semesters.

Required Courses **Credits**
CMP 105 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
DRFT 110 Technical Drawing Lab....3
DRFT 128 3D Applications....3
DRFT 138 Structural Drafting....3
DSGN 107 Quantity Estimating....2
DSGN 112 Architectural Lab....5
DSGN 114 Civil Lab....5
DSGN 116 GIS for Civil Applications....2
DSGN 148 CAD Customization....3
DSGN 204 Advanced Software Applications....3
DSGN 218 SDS/2 Structural Detailing....3
DSGN 228 Project Development....7
DSGN 238 Programming for CAD Applications....3
DSGN 248 Computer Presentation & Animation....3
ENGL 140 Business Writing
OR ENGL 145 Technical Communication....3
MATH 122 College Mathematics for Technology....3
Total minimum credits required for degree 65

Optional, but recommended:
DRFT 108 Introduction to CAD....2
DSGN 208 Multimedia Technology....3

Before a student can be accepted into the Drafting Technician program, competency in math must be demonstrated. This may be done by:

- Receiving a passing score on the Compass Placement Test that indicates adequate preparation to enroll in MATH 122
- Transfer of appropriate credits
- Current ACT/SAT scores in the required range showing readiness to take MATH 122

If none of the above criteria are met, a student must complete the necessary prerequisite math class identified in this catalog (MATH 085).

Check with the Advisement and Support Center to determine how you can meet these requirements.

Students should check the course descriptions for required prerequisites.

Heating, Ventilation, Air Conditioning and Refrigeration Technology

Associate of Applied Science Degree

This is a Fall start program.

Required Courses **Credits**
CMP 105 Introduction to Computers....3
COMT 109 Human Relations....3
DRFT 108 Introduction to Auto CAD....3
ENGL 140 Business Writing
OR ENGL 145 Technical Communication....3
HVAC 110 Introduction to HVAC....4
HVAC 111 Heating Fundamentals....3
HVAC 125 Air Handling....3
HVAC 135 Air Conditioning....2
HVAC 175 HVAC Controls....4
HVAC 182 Hydronics....2
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....4
HVAC 275 Capstone....1

MATH 122 College Math for Technology 3
TRID 150 Environmental and Shop Practices 2
TRID 151 Welding 2
TRID 180 Electrical Systems 4

Required Restricted Electives
Taken with instructor's approval 6-9

Total for Degree 67

Before a student can be accepted into the HVACR Technician program, competency in math must be demonstrated. This may be done by:
- Passing the math Placement Test
- Transfer of appropriate credits
- Current ACT/SAT scores in the required range
- Taking the necessary prerequisite math classes identified in this catalog (MATH 085)

Check with the Advisement and Support Center to determine how you can meet these requirements. Students should check the course descriptions for required prerequisites.

Process Plant Technology

Associate of Applied Science Degree

This is a Spring start program.

Required Courses	**Credits**
CMP 204 Advanced Software and Operating Systems	3
COMT 109 Human Relations	3
CTBU 171 Introduction to Business	3
CTBU 175 Current Issues	3
CTCM 130 Introduction to Public Speaking	3
ENGL 140 Business Writing	3
ECON 200 Principles of Microeconomics	3
MATH 122 College Mathematics for Technology	3
PPT 101 Fundamentals of Processing Technology	5
PPT 120 Environmental Awareness	2
PPT 151 Process Plant Safety	2
PPT 152 Safety Investigation	1
PPT 175 Process Plant Sciences	5
PPT 201 Introduction to Process Controls	3
PPT 202 Advanced Instrument Control Systems	6
PPT 210 Equipment and Operations	6
PPT 211 Advanced Operations	3
PPT 296 Cooperative Education	3
TRID 160 Hazardous Materials Technician General Training	3
Restricted Elective (to be selected in consultation with the advisor)	6
Total minimum credits required for degree	**69**

Students should check the course descriptions for required prerequisites.

Before a student can be accepted into the Process Plant Technology Program, competency in Math and English must be demonstrated. This may be done by:
- Receiving a passing score on the Compass Placement Test that indicates adequate preparation to enroll in ENGL 140 and MATH 122
- Transfer of appropriate credits
- Current ACT/SAT scores in the required range showing readiness to take ENGL 140 and MATH 122

If none of the above criteria are met, a student must complete the necessary prerequisite English and math classes identified in this catalog (ENGL 102 and/or MATH 085).

Check with the Advisement and Support Center to determine how you can meet these requirements.

Welding and Metal Fabrication Technology

Certificate

This is a Fall start program.

Required Courses	**Credits**
COMT 109 Human Relations	3
ENGL 102 English Essentials for Technical Writers	3
MATH 085 Math Fundamentals	3
METL 101 Welding Theory/Safety	2
METL 102 Blueprint Reading and Welding Symbols	3
METL 103 Welding and Cutting	10
METL 201 Layout	3
METL 202 Metal Fabrication Theory	2
METL 203 Gas Metal Arc Welding	3
METL 204 Metal Fabrication	7
Total minimum credits required	**39**

Suggested Elective
CMP 105 Introduction to Computers 3

Students should check the course descriptions for required prerequisites.

Computer Technology and Transportation
Center of Excellence

Team Leader: Craig McKenzie

Faculty
Duane Alexander, Automobile Collision Repair Instructor
Ed Becker, Automobile Refinishing Instructor
Bruce Brumley, Computer Systems Technology Instructor
Albert Bummer, Diesel Instructor
Tex Carpenter, Diesel Instructor
Vern Gagnon, Automotive Instructors
M. Allen Kent, Computer Systems Technology Instructor
Craig McKenzie, Computer Systems Technology Instructor
Katherine Pfau, Automotive Instructor
Rebecca Richardson, Computer Systems Technology Instructor
Victor Valgenti, Computer Systems Technology Instructor

Degrees and Certificates Offered

Associate of Applied Science
Automobile Collision Repair and Refinishing Technician
Automotive Technology
Computer Application Development
Computer Desktop/Network Support
Computer Systems Technology
Diesel Technology

Associate of Science Program of Study
Networking Technology

Certificates
Automobile Collision Repair and Refinishing Technician
Automobile Collision Repair Technician
Automobile Refinishing Technician
Automotive Technology
Computer Assistant
Diesel Technology
Networking

Computer Technology
Since the 1980's, computer technology has continued to grow and influence many aspects of our lives and businesses. Today, businesses use the connectivity of the Internet and the power of personal computers to create business-to-business connections, increasing the efficiency of each transaction for the business and the consumer. Computer technology continues to have a growing impact on business, and we continue to see a demand in those individuals with the knowledge and skills to control that technology. Jobs in web design, data warehousing, server services, routing & networking, and others will be in great demand well into the future. These are high technology fields that require a large amount of dedication and interest to succeed. But for those with the drive and enthusiasm, a wondrous, challenging career awaits.

Computer Technology Options
Associate of Applied Science Degrees
Computer Application Development
Computer Desktop/Network Support
Computer Systems Technology

Associate of Science Program of Study
Networking Technology

Certificates
Computer Assistant
Networking

Computer Application Development
(Computer Application Development is a Fall start program. Please see an advisor for more information.) The Computer Application Development degree prepares students to enter industry as a junior-level software developer. The focus of the degree is hands-on coding in Java, Visual Basic .NET, Perl, and Web Development. Further, graduates will have extensive knowledge of Microsoft Applications and the Windows Operating System. These factors combine to create a powerful mix of skills valuable to a variety of businesses and business fields. Further, this course of study will prepare students for the Sun Certified Java Programmer exam as well as the Microsoft Certified Application Developer exams. At graduation, each student will have a portfolio of applications created for demonstration at job interviews.

Computer Desktop/Network Support

(CDNS is a fall start program. Please see an advisor for more information.)
A Computer Desktop/Network Support specialist interacts with individuals in business, industry, education, and government by providing technical solutions to customer-critical problems related to software applications and associated hardware. This is accomplished through problem analysis using online training, phone service support and a variety of electronic means to achieve high-level customer satisfaction and to accomplish the goals of the organization. Students who are successful in the program will be prepared to take industry exams such as A+, Net+, MCP, and MCDST.

Computer Systems Technology

(CST is a Fall start program. Please see an advisor for more information.)
The Computer Systems Technology program prepares students for an exciting career in the computer industry. Technicians provide assistance and training to system users as well as administer the computer network. Students learn techniques to investigate and resolve computer problems, both on a client computer and across an entire network; and to answer clients' inquiries concerning the use of computer hardware and software. This includes solving problems related to network access, operating systems, and trouble-shooting communication issues.

Students will gain knowledge and skills in Cisco networking, Microsoft Windows networking and management, and other related computer areas. They will receive hands-on experience via the lab component of this program. Advanced computer and networking equipment is provided for use in the labs. Approximately 40% of the classes contain hands-on training to provide the student with real world experience. Students who are successful in the program will be prepared to take industry certification tests such as CCNA, CCNP, MCP, and MCSE.

Computer Assistant

The Computer Assistant program prepares individuals for operation of software application programs and provides a basic knowledge of computer hardware. Courses are designed to provide a solid foundation for computer operation and to develop essential business skills.

Networking Technology Certificate

The Networking Technology Certificate is earned upon successful completion of the one year of courses listed below. Students may choose to sit for the Microsoft Certified Professional and the Cisco Certified Networking Associate examinations after completion of this certificate.

Associate of Science Degree Program of Study in Networking Technology

This program is the combination of the technical courses from the one year Networking Technology Certificate and the required General Education requirements for an Associate of Science degree. This will allow students with previous general education credits, or who have strong experience, to gain a more diversified degree. The mixture of the courses gives students the ability to transition smoothly into a four-year degree, or to enter employment with a well-rounded degree.

∇ - This symbol denotes programs that are offered in an online format in addition to classroom training.

Computer Application Development

Associate of Applied Science Degree

Required Courses	**Credits**
CMP 118 Word	3
CMP 119 Excel	3
CMP 135 Introduction to Web Design	3
CMP 235 Advanced Web Design and Development	3
CMP/MIS 262 Microsoft Access	3
COMT 109 Human Relations	3
CST 112 Applied Microsoft SQL Server	3
CST 115 Introduction to Game Programming	2
CST 120 Applied Introduction to Java	4
CST 121 Applied Intermediate Java	4
CST 130 Introduction to Scripting	3
CST 160 Installing, Configuring, and Administrating Microsoft Windows XP Professional	3
CST 162 Installing, Configuring, and Administrating Microsoft Windows Server 2003	3
CST 210 Applied Advanced Visual Basic .NET Programming	3
CST 211 Visual Basic .NET Capstone Project	2
CST 231 Software Design and Documentation	3
CST 232 Applied Advanced Database Concepts	3
CTBU 171 Introduction to Business	3
ENGL 145 Technical Communication	3
MATH 121 Finite Mathematics	4
MIS 210 System Analysis and Design	3
MIS 245 Introduction to Programming	3
MIS 255 Object Oriented Programming	3
Total minimum credits	**70**

Optional Electives

CST 217 Microsoft Certified Applications Developer Exam Preparation 2
CST 227 Sun Certified Java Programmer Exam Preparation 1
DSGN 248 Computer Presentation and Animation ... 3

Before a student can be accepted into the Computer Application Development degree program, competency in mathematics and computers must be demonstrated. This may be done by:

- Passing the Math Placement Test
- Transfer of appropriate credits
- Current ACT/SAT scores in the required range
- Taking the necessary prerequisite English, math, and/or computer classes identified in the catalog

Computer Desktop/Network Support

Associate of Applied Science Degree

Required Courses	**Credits**
CMP 112 Database Management	3
CMP 118 Word	3
CMP 119 Excel	3
CMP 121 Introduction to Microsoft Outlook	1
CMP 122 Introduction to Microsoft PowerPoint	2
CMP 135 Introduction to Web Design	3
CMP 235 Advanced Web Design and Development	3
COMT 109 Human Relations	3
CST 160 Installing, Configuring and Administrating Microsoft Windows XP Professional	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 182 Help Desk Support	3
CST 250 Microcomputer Hardware Maintenance	3
CST 254 Advanced Hardware Technical Support	4
CST 282 Research and Advanced Software Technical Support	4
CST 285 Help Desk Infrastructure	3
CTBU 171 Introduction to Business	3
CTCM 130 Introduction to Public Speaking	3
DSGN 208 Multimedia Technology	3
ENGL 145 Technical Communication	3
MATH 122 College Mathematics for Technology	3
Elective or CST 292 Technical Support Internship	3
Total minimum credits required for degree	**70**

Students should check course descriptions for required prerequisites. Math and communication requirements are usually determined by performance on placement tests or transfer credits.

Computer Systems Technology

Associate of Applied Science Degree

This is a Fall start program.

Required Courses	**Credits**
CMP 119 Excel	3
COMT 109 Human Relations	3
CST 160 Installing, Configuring and Administrating Microsoft Windows XP Professional	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
CST 250 Microcomputer Hardware Maintenance	3
CST 260 Planning, Implementing, Managing, and Maintaining a Microsoft Windows Server 2003 Network Infrastructure	3
CST 263 Planning, Implementing, and Maintaining a Microsoft Windows Server 2003 Active Directory Infrastructure	3
CST 268 Designing a Microsoft Windows Server 2003 Active Directory and Network Infrastructure	3
CST 270 Advanced Routing Configuration	4
CST 272 Remote Access Networks	4
CST 274 Multi-Layer Switching	4
CST 276 Network Troubleshooting	4
CST 280 Integration of Microsoft Windows 2000, Novell NetWare and Unix	3
CST 288 Network Security	3
ENGL 145 Technical Communication	3
MATH 122 College Mathematics for Technology	3
Total minimum credits required for degree	**68**

Suggested Electives

CST 200 Cisco CCNA Exam Prep 1
CST 230 Systems Analysis and Design 3
CMP/MIS 262 Microsoft Access 3
CST 296 Internship 3

Before a student can be accepted into the Computer Systems Technology program, competency in mathematics and computers must be demonstrated. This may be done by:

- passing the Math and Computer Placement test
- transfer of appropriate credits
- current ACT/SAT scores in the required range
- taking the necessary prerequisite English, math and/or computer classes identified in the catalog

Check with the Advisement and Support Center to determine how you can meet these requirements. Students should check the course descriptions for required prerequisites.

Associate of Science Degree Program of Study in Networking Technology

Credits

General Education Requirements.....37
Students should consult with an academic advisor before registering for General Education courses.

Required Technical Courses
CMP 119 Excel.....3
CST 160 Installing, Configuring and Administrating Microsoft Windows XP Professional.....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

Networking Technology

Certificate

This is a Fall start program.

Required Courses ..... Credits
CMP 119 Excel.....3
COMT 109 Human Relations.....3
CST 160 Installing, Configuring, and Administering Microsoft Windows XP Professional.....3
CST 162 Installing, Configuring and Administering Microsoft Windows 2003 Server 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
ENGL 102 English Essentials for Technical Writers 3
MATH 085 Math Fundamentals.....3
Total minimum credits required for certificate ..34

*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.
Before a student can be accepted into the Computer Systems Technology program, competency in computers must be demonstrated. This may be done by:

- transfer of appropriate credits
- computer literacy challenge test
- permission of CST faculty
- taking prerequisite course (CMP 105)

Check with the Advisement and Support Center to determine how you can meet these requirements.

Computer Assistant

Certificate

∇ Program also available online

Required Courses **Credits**
CMP 105 Introduction to Computers 3
CMP 111 Lotus 1-2-3 3
CMP 116 WordPerfect
OR
CMP 118 Word 3
CMP 119 Excel 3
CMP/MIS 262 Microsoft Access 3
COMT 109 Human Relations 3
CTBU 101 Accounting Procedures I 4
CTBU 105 Computerized Accounting 3
CTBU 112 Keyboarding Applications 3
CTBU 114 Ten-Key Procedures 1
CTBU 131 Records and Information Management .. 3
CTCM 130 Introduction to Public Speaking..... 3
ENGL 140 Business Writing 3
MATH 104 Business Mathematics 3
Subtotal 41
Restricted Electives chosen in consultation with academic advisor..... 6
Total minimum credits required for certificate.. 47

Students should check course descriptions for required prerequisites. Math and communication requirements are usually determined by performance on placement tests or transfer credits.

Transportation

Some of the fastest changing and growing occupational areas involve jobs in the Transportation fields. Qualified, trained technicians are in demand and earning above-average salaries. Training is provided using the hands-on approach. Classroom instruction is applied in the labs using the latest state-of-the-art tools and equipment. This method of training provides students with the necessary skills for entry-level jobs in their chosen occupational field.

General education is an integral part of every certificate and AAS Degree program. This provides an academic environment which encourages critical inquiry, technical and professional competency and social responsibility. The College of Technology works closely with business and industry to ensure the training the student receives is relevant to the world of work and encourages lifelong learning.

Up-to-date reference libraries are maintained in the program areas and in the library. Teaching staff come from various backgrounds with both educational and extensive field experience in their instructional areas.

Associate of Applied Science Degrees
Automobile Collision Repair and Refinishing Technician
Automotive Technology
Diesel Technology

Certificates
Automobile Collision Repair and Refinishing Technician
Automobile Collision Repair Technician
Automobile Refinishing Technician
Automotive Technology
Diesel Technology

Automobile Collision and Refinishing Technology

The ever-increasing numbers of vehicles on the highways, coupled with the high cost of original purchase and replacement, have created a demand for trained collision repair technicians. This demand is currently exceeding the supply, and future indications are that this trend will continue. A student may exit this program after completing two semesters and receive an Automobile Collision Repair Technician or Automobile Refinishing Technician certificate. For those wanting to attend four semesters, the college offers both an Associate of Applied Science degree and a certificate in Automobile Collision Repair and Refinishing. Students planning to earn a certificate will replace required math credits with MATH 085 and English credits with ENGL 102.

Automobile Collision Repair Technicians perform structural and cosmetic repairs on automobiles with unitized body construction in preparation for refinishing. Responsibilities include minor sheet metal repair, welding of mild and high-strength steels, panel replacement, and measuring with laser and mechanical measuring systems.

Automobile Refinishing Technicians prepare and refinish vehicles. Students perform panel and overall refinishing using the latest techniques and equipment. Basic knowledge and skills in refinishing are developed with hands-on practice of current techniques.

Automotive Technology

The Transportation area offers both an Associate of Applied Science degree and a Certificate in Automotive Technology. The Associate of Applied Science degree is usually completed in four semesters. The Certificate can be completed in two to three semesters. The automotive curricula emphasizes the fundamentals of all mechanical, fuel, and electronic systems found on modern vehicles, and prepares students for service and management positions in the automotive industry.

The program is NATEF and ASE certified in all eight areas of instruction. Graduates find employment in major dealerships, independent and specialty shops, government motor pools and fleet maintenance organizations. Other graduates find positions in management as service managers, shop foremen, factory representatives or diagnostic specialists. The program also has articulation agreements with the Billings Career Center and MSU-Northern to provide unique training and educational opportunities for those students who are interested and qualified.

Diesel Technology

The advent of computer-controlled machines in industry provides the College of Technology Diesel program with the challenge and opportunity to instruct students in the latest information available. Cooperation from industry has given the Diesel area the advantage of having new and/or used equipment to study, make adjustments, take scanner readings and perform repairs when needed.

Associate of Applied Science degrees are awarded to students who successfully pass the required courses. Students choosing to earn a certificate replace required math credits with MATH 085 and English credits with ENGL 102.

The program is certified in both ASE and NATEF. Current diesel employers include major truck, tractor, and auto dealerships; specialty shops; and independent garages. Diesel Technology graduates are in demand by heavy-duty construction, mining, logging, and agricultural businesses. Articulation agreements with MSU-Northern, MSU-Billings, and the Billings Career Center provide additional education for qualifying students.

Automobile Collision Repair and Refinishing Technology

Associate of Applied Science Degree
****Certificate***

Required Courses	**Credits**
ABDY 111 Basic Automotive Sheet Metal Repair	7
ABDY 112 Minor Collision Repair	6
ABDY 121 Automobile Body Structural Repair	6
ABDY 122 Automobile Collision Mechanics	4

ABDY 131 Introduction to Refinishing Principles....7
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
CMP 105 Introduction to Computers.....3
COMT 109 Human Relations.....3
ENGL 140 Business Writing.....3
MATH 122 College Mathematics for Technology....3
TRID 140 Automobile Sheet Metal and Structural MIG Welding.....2
TRID 150 Environmental and Shop Practices.....2
TRID 152 Vehicle Heating, Ventilation & Air Conditioning 3
TRID 180 Electrical Systems 4

Total minimum credits required for degree.....72

*Students planning to earn a Certificate will replace required math credits with MATH 085 and English credits with ENGL 102.

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

Required Courses **Credits**

ABDY 111 Basic Automotive Sheet Metal Repair ...7
ABDY 112 Minor Collision Repair.....6
ABDY 121 Automobile Body Structural Repair 6
ABDY 122 Automobile Collision Mechanics 4
CMP 105 Introduction to Computers.....3
COMT 109 Human Relations.....3
ENGL 102 English Essentials for Technical Writers 3
MATH 085 Math Fundamentals.....3
TRID 140 Automobile Sheet Metal and Structural MIG Welding.....2
Total minimum credits required for certificate ..37

Students should check the course descriptions for required prerequisites.

Automobile Refinishing Technology

Certificate

Required Courses **Credits**

ABDY 131 Introduction to Refinishing Techniques .7
ABDY 132 Introduction to Automotive Undercoats & Plastics 6
ABDY 141 Advanced Automobile Refinishing 6
ABDY 142 Introduction to Automotive Paint Blending and Color Matching 7
CMP 105 Introduction to Computers..... 3
COMT 109 Human Relations 3
ENGL 102 English Essentials for Technical Writers 3
MATH 085 Math Fundamentals 3
Total minimum credits required for certificate.. 38

Suggested elective
TRID 152 Vehicle Heating, Ventilation and Air Conditioning..... 3

Students should check the course descriptions for required prerequisites.

Automotive Technology

Associate of Applied Science Degree

This is a Fall start program.

Required Courses **Credits**

AUTO 110 Manual Drive Train and Axles..... 4
AUTO 140 Automotive Brake Systems..... 4
AUTO 141 Automotive Suspension and Steering Systems..... 4
AUTO 172 Automotive Engine Rebuild..... 5
AUTO 182 Automotive Diagnosis and Tune-Up..... 6
AUTO 220 Automotive Electrical/Electronic Systems..... 4
AUTO 222 Automotive Engine Performance..... 6
AUTO 255 Applied Automotive Service Operations
OR AUTO 296 Cooperative Education/Internship. 4
AUTO 257 Automatic Transmission/Transaxle..... 6
CMP 105 Introduction to Computers..... 3
COMT 109 Human Relations 3
ENGL 140 Business Writing
OR ENGL 145 Technical Communication..... 3
MATH 122 College Mathematics for Technology ... 3
TRID 150 Environmental and Shop Practices 2
TRID 151 Welding..... 2
TRID 152 Vehicle Heating, Ventilation, and Air Conditioning..... 3
TRID 170 Engine Theory 4
TRID 180 Electrical Systems..... 4
Total minimum credits required for degree 70

Automotive Technology

Certificate

This is a Fall start program.

Required Courses **Credits**

AUTO 110 Manual Drive Train and Axles..... 4
AUTO 140 Automotive Brake Systems..... 4
AUTO 172 Automotive Engine Rebuild..... 5
AUTO 182 Automotive Diagnosis and Tune-Up..... 6
ENGL 102 English Essentials for Technical Writers..... 3
MATH 085 Math Fundamentals 3
TRID 150 Environmental and Shop Practices 2
TRID 170 Engine Theory 4

TRID 180 Electrical Systems 4
Total credits required for certificate.....35

Optional courses
CMP 105 Introduction to Computers.....3
COMT 109 Human Relations.....3

Students should check the course descriptions for required prerequisites. Math and English requirements are usually determined by performance on placement tests or transfer credits.

Diesel Technology

Associate of Applied Science Degree
****Certificate***

These are Fall start programs.

Required Courses	**Credits**
CMP 105 Introduction to Computers	3
COMT 109 Human Relations	3
DIES 110 Diesel Engine Theory	4
DIES 115 Gasoline & Diesel Engine Maintenance & Overhaul	8
DIES 120 Power Trains, Chassis & Maintenance I	4
DIES 125 Power Trains, Chassis & Maintenance II	8
DIES 130 Hydraulics & Preventive Maintenance I	5
DIES 135 Hydraulics & Preventive Maintenance II	8
DIES 145 Electrical Systems	8
DIES 150 Electronic and Manual Fuel Injection Systems	6
ENGL 140 Business Writing **OR** ENGL 145 Technical Communication	3
MATH 122 College Mathematics for Technology	3
TRID 150 Environmental and Shop Practices	2
TRID 151 Welding	2
TRID 152 Vehicle Heating, Ventilation and Air Conditioning	3
Total minimum credits required for degree	**70**

* Students planning to earn a Certificate can replace required math credits with MATH 085 and English credits with ENGL 102.

Students should check the course descriptions for required prerequisites. Math and English requirements are usually determined by performance on placement tests or transfer credits.

Nursing, Health & Safety Occupations
Center of Excellence

Team Leader: Lonnie Schrag

Faculty

Audrey ConnerRosberg, Nursing and Health Occupations Instructor
Mick Ender, Radiologic Technology Director/Instructor
Susan Floyd, Nursing and Health Occupations Instructor
Patsy Frimodig, Nursing and Health Occupations Instructor
Dave Gurchiek, Paramedic Program Director/Instructor
Deanna Rieke, Medical Assistant Director/Instructor
Lonnie Schrag, Nursing and Health Occupations Instructor
Teresa Wicks, Practical Nursing Director/Instructor

Degrees Offered

Associate of Applied Science Degree
Medical Assistant
Paramedic
Practical Nursing
Radiologic Technology
Surgical Technology (U of M COT)

Associate of Science Degree
Program of Study in Fire Science

Nursing and Health Occupations Pre-Health Care AAS Core

All students who wish to pursue AAS degrees in Nursing, Medical Assisting, Paramedic, or Radiologic Technology must complete the pre-health care core prior to admission to a specific academic program.

Phase 1: Admission
Applicants will submit the following:

a. Application for admission
b. $30 Non-refundable Application Fee
c. Official High School Transcript or GED
d. Official College Transcripts, if applicable
e. SAT/ACT or COMPASS testing results which are used for placement
f. MMR immunization
g. Submit current NREMT certification - Paramedic only

Note: Applicants who have been convicted of a felony (or have pled guilty or nolo contender to a felony) should request a copy of a letter concerning their eligibility for licensure from applicable agencies. State and national licensing agencies can deny licensure if they feel such denial is in the public's interest.

	Credits
Phase 2: Preparation and Remediation, as required	
MATH 085 Math Fundamentals	3
MATH 105 Algebra for College Students	4
ENGL 102 Eng Essentials for Tech Writers	3
HLTH 101 Basic Anatomy	3

Note: Students may take remedial classes as many times as required to successfully pass.

Phase 3: Health Care Core Prerequisite Semester	
HLTH 100 Survey of Health Occupations	1
BIOL 113 Anatomy and Physiology I (see Note 4 below)	3
BIOL 114 Anatomy and Physiology I Lab	1
HLTH 150 Health Occupations Terminology I	3
ENGL 140 Business Writing **or** ENGL 145 Technical Communication	3
CMP 105 Introduction to Computers	3
MATH 141 Contemporary Math **or** STAT 141 Introduction to Statistics	3
Total	**17**

Note 1: Courses in the health care core and academic programs may be taken a maximum of twice. Any student who fails to progress (earns a D, F, or withdraws from a class twice) will be removed from all health care programs for a period of one academic year.

Note 2: Students must earn a minimum of a 'C' in each prerequisite course and earn a minimum overall GPA of 2.5 in all phase 3 courses in order to be considered for any academic program.

Note 3: Transfer credit must be approved as equivalent by the appropriate program director or advisor after an evaluation of college transcripts:

Three year transfer: CMP 105, NURS 206, NURS 120, NURS 122, NURS 201, and NURS 210 equivalent courses will be accepted if taken within the past three years provided at least a 'C' was earned in the course. If transfer is

older than three years but less than seven years a competency exam is required prior to acceptance of these credits. Any of these courses older than seven years must be retaken.

Seven year transfer: All other courses for transfer are valid for up to seven years provided at least a 'C' was earned in the equivalent course.

Unlimited time to transfer: Human Relations, English, and Basic Psychology have unlimited transferability provided at least a 'C' was earned in the equivalent course.

Note 4: COT Dual-Track Anatomy and Physiology Option: Students preparing to enter the College of Technology's Health Occupations programs are asked to select from one of the anatomy and physiology (A&P) options below. Questions regarding transferability of A&P credits to another institution should be discussed with that institution prior to deciding on an option.

Terminal degree option: Students who wish to consider the COT's health care programs terminal (in other words, they do not intend to transfer credits/courses into a four-year degree program) may enroll in and complete the 100 level A&P course offered by the COT. Credit for this course will satisfy all A&P requirements for the COT's health occupations programs; however, **it is not widely transferable to other institutions of higher education.**

Full articulation option: Students who intend to use the COT's health occupations programs as a stepping stone to advanced degree programs should first complete the 200-level A&P course and its prerequisites available at the MSU-Billings main campus. The 200-level A&P course is transferable to other institutions to fulfill program requirements.

Phase 4: Application to Specific Health Care Program

a. Submit application for specific health care program
b. Submit letters of recommendation (RT only)
c. Submit written essay (PN and RT only)
d. Complete standardized testing (PN and RT only)
e. Physical Exam (complete prior to clinicals)
f. Healthcare Provider Adult/Infant/Child CPR card (complete prior to clinicals)
g. Immunization Records (complete prior to clinicals)
   - Annual TB test
   - Diphtheria and Tetanus booster in last 10 years
   - Hepatitis B vaccine started

Note 1: Submit all documentation to the NHSO secretary.

Note 2: For Paramedic, Nursing and Medical Assisting students, completed applications must be received not later than 30 days prior to the program's first semester.

Note 3: For Radiologic Technology students, completed applications must be received not later than 90 days prior to the program's first semester.

Note 4: Students may only apply to one program at a time.

Phase 5: Health Care Committee Review
(PN and RT only)

a. All applications reviewed in light of selection criteria
b. Personal interviews conducted (RT only)
c. Program cohort selected
d. Students assigned to advisors by program directors

Phase 6: Admission to Individual Health Care Programs

Note 1: In order to graduate, students must earn a grade of 'C' or better in all required courses.

Note 2: Students must complete all courses in a given semester with a 'C' or better grade before moving on to a subsequent semester. Exceptions may be made by advisors after consultation with the appropriate instructor.

I. Medical Assisting (AAS)

The Medical Assisting program is an Associate of Applied Science degree program.

Medical assistants work in physician's offices and clinics as a team member. The assistant may perform both clinical duties, assist the primary care giver and/or work in the front office with administrative duties. They will work primarily under the guidance of physicians or podiatrists in administering to the needs of patients.

The duties of the medical assistant are quite varied depending on the medical office. The medical assistant may perform clinical skills such as vital signs, taking a patient history, EKG, lab procedures, venipuncture,

administration of medication, and setting up and assisting with exams. The medical assistant may also perform administrative skills such as scheduling, medical records management, accounting, insurance billing, database management, medical transcription, and procedural and diagnostic coding.

Due to changes in the delivery of health care, the need for medical assistants has created a growing opportunity for employment in the medical field. The health services industry is expanding due to technological advances in medicine and a growing and aging population. New methods and personnel are part of the solution to keep pace with these changes. Employment of medical assistants is projected to grow much faster than the statewide average for all occupations in Montana through 2008.

Competencies: This program will allow students to meet or exceed the following categories of competencies:

a. Administrative: Perform clerical functions, perform bookkeeping procedures, prepare special accounting entries, and process insurance claims.
b. Clinical: Fundamental principles, specimen collection, diagnostic testing, and patient care.
c. Transdisciplinary: Communication, legal concepts, patient instruction, and operational functions.

Note: If any physical limitations exist which might impair the ability of a student to fully perform required activities, a letter written by the physician attending the student should be sent to the College of Technology. The letter must state that no risk to the student or potential patient exists should the student be required to provide medical services to the patient.

Medical Assistant
Plan of Study

First Semester	**Credits**
BIOL 116 Human Anatomy and Physiology II	3
BIOL 117 Human Anatomy and Physiology II Lab	1
CMP 118 Word	3
HLTH 105 Drug Dosage Calculations	1
CTBU 131 Records and Information Management	3
CTBU 252 Medical Coding	3
NURS 102 Pharmacology I	2
Total	**16**

Second Semester	
CTBU 101 Accounting Procedures I	4
CTBU 153 Medical Transcription	3
CTBU 251 Medical Office Procedures	3
MEDA 124 Medical Assisting Clinical Procedures I	4
MEDA 125 Medical Assisting Clinical Procedures I Lab	1
CTHO 103 Basic Psychology	3
Total	**18**

Third Semester	
COMT 109 Human Relations	3
HLTH 255 Medical Law and Ethics	3
MEDA 224 Medical Assisting Clinical Procedures II	3
MEDA 225 Medical Assisting Clinical Procedures II Lab	2
MEDA 279 Externship	3
Total	**14**

II. Paramedic (AAS)

The Paramedic program is an Associate of Applied Science degree program.

Note: This is a Spring start only program. Students must have all health care core requirements completed prior to the Spring semester in which they wish to start.

The College of Technology's Paramedic program is the only regional college program that is nationally accredited by the Committee on Accreditation of Educational Programs for EMS Professions (CoAEMSP) and the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

Paramedics work under the direction of a physician through written standing orders and radio communication. Paramedics have advanced knowledge of normal human physiology, pathophysiology of acute and chronic disease, pharmacology, and electrocardiology. This knowledge is used to recognize, assess and appropriately manage emergencies of acutely ill or injured patients before they arrive at the hospital.

The curriculum consists of classroom instruction with a skills laboratory, in-hospital clinical practice, and a supervised field internship to prepare students for the National Registry EMT-Paramedic Exam and entry-level paramedic practice.

Special Considerations: Students will be evaluated on their cognitive ability, psychomotor skills and behavioral characteristics throughout the program.

Students must be successful in all three domains of learning to be eligible for graduation. It should be noted that completion of the paramedic program does not guarantee state and national licensing to practice as a paramedic. Paramedics must pass appropriate licensing boards to practice as a paramedic.

Paramedic
Plan of Study

First Semester	**Credits**
BIOL 116 Human Anatomy and Physiology II	3
BIOL 117 Human Anatomy and Physiology II Lab	1
PARA 130 Paramedic Fundamentals	3
PARA 131 Paramedic Fundamentals Skills Lab	1
PARA 132 Trauma	2
PARA 133 Pulmonary	2
PARA 134 Trauma/Pulmonary Lab	1
PARA 135 Hospital Internship	5
Total	**18**

Second Semester	
PARA 240 Cardiology	4
PARA 241 Cardiology Lab	1
PARA 242 Medical	2
PARA 243 Medical Lab	1
PARA 244 Special Considerations	1
PARA 245 OB/Neonate/Pediatrics	2
PARA 246 OB/Neonate/Pediatrics Lab	1
PARA 247 Hospital Internship II	6
Total	**18**

Third Semester	
PARA 252 National Registry Exam Preparation	3
PARA 253 National Registry Exam Preparation Lab	1
PARA 254 Field Internship	8
COMT 109 Human Relations (available online)	3
Restricted Elective	3
Total	**18**

III. Practical Nursing (AAS)

The Practical Nursing program is an Associate of Applied Science degree program.

Practical nurses assist in the care of the sick, injured, or infirm and share in the rehabilitation or prevention of illness under the direction of a registered nurse, licensed physician, dentist, orthopedist, or podiatrist. The program teaches biological, physical, behavioral, psychological, and sociological concepts of the nursing process. Students will learn and perform procedures that will enable them to become proficient in administering comprehensive nursing care. The practical nurse provides direct patient care in stable medical situations and assists in complex medical situations. Competencies in these areas are acquired through a wide variety of approved health care facilities under the supervision of an RN instructor.

The basic practice nursing program utilizes a combination of didactic and clinical methods of instruction. Evaluation is a continuous process by which students and faculty measure levels of progress in personal development and academic achievement. General Education courses develop skills needed in health occupations and will enhance successful employment in the modern workplace.

Philosophy: The philosophy on which the nursing program is based considers the patient as a holistic being. It encompasses the faculty's beliefs regarding health, practical nursing practice, teaching, learning, and nursing education. These beliefs provide the basis for faculty and administrators to prepare students through planned learning experiences to function as novice practitioners of practical nursing. This educational program fosters intellectual curiosity, recognition of the need for life long learning, and supports development of the ability to use the nursing process to think critically, solve problems, and provide safe and effective nursing care.

Transferability: The College of Technology's Associate of Applied Science Program in Practical Nursing is not transferable as an articulated whole to MSU-Bozeman's College of Nursing. Some individual courses are transferable to other institutions of higher education; however, the degree is not designed specifically to facilitate transfer.

Special Considerations: If any physical limitations exist which might impair the ability of a student to fully perform required activities, a letter written by the physician attending the student should be sent to the College of Technology. The letter must state that no risk to the student or potential patient exists should the student be required to provide medical services to the patient.

Special Admission Procedures: All individuals applying for admission to the Practical Nursing program must complete the health care core prerequisite semester. However, due to limited clinical/laboratory space, only 30 students per semester will be selected to continue in the program.

The following criteria will be used to select those Practical Nursing students who will continue into the program:

a. Grade point average in prerequisite semester courses
b. Standardized test results
c. Resume of prior work/academic experience
d. Written essay

It should be noted that completion of the practical nursing program does not guarantee state licensing to practice as an LPN. Graduates must pass appropriate licensing boards to practice as an LPN.

Practical Nursing
Plan of Study

First Semester	**Credits**
BIOL 116 Human Anatomy and Physiology II	3
BIOL 117 Human Anatomy and Physiology II Lab	1
HLTH 105 Drug Dosage Calculations	1
NURS 206 Nursing Fundamentals	8
NURS 108 Intro to Normal and Clinical Nutrition	3
NURS 102 Pharmacology I	2
Total	**18**

Second Semester	
NURS 120 Medical/Surgical Nursing I	8
NURS 122 Maternal Child Nursing	4
NURS 202 Pharmacology II	2
CTHO 103 Basic Psychology	3
Total	**17**

Third Semester	
NURS 201 Psychiatric Mental Health Nursing	4
NURS 210 Medical/Surgical Nursing II	8
NURS 213 Nursing's Role and Human Relations	2
NURS 214 Basic IV Therapy	2
NURS 215 Practical Nursing Preceptorship Program	2
Total	**18**

IV. Radiologic Technology (AAS)

The Radiologic Technology program is an Associate of Applied Science degree program.

Note: This is a Fall start only program. Students must have all health care core requirements completed prior to the Fall semester in which they wish to start.

Radiology is the art and science of using radiation to capture images of the body for use in diagnosing medical problems. This program will train students to apply modern principles of radiation exposure, physics, protection, and biology to produce diagnostic images. Students will learn how to manipulate x-ray equipment to produce appropriate images. They will also learn how to assist and educate patients before, during, and after radiographic procedures.

Students will study clinical radiographic applications in a hospital radiology department. Computer skills applicable to radiographic requirements will be examined in detail. Students will also learn proper care and maintenance of patient records in accordance with applicable regulations.

Upon graduation, students will be prepared to take the certification examination administered by the American Registry of Radiologic Technologists (ARRT).

Graduates will find career positions in clinics, hospitals, physician's offices, and mobile units, as well as in research, public health, industry, and in the sales and service of radiographic equipment.

Technical Standards: Students must possess the following:

a. Visual ability: Students must have the visual acuity to see at a distance and to discriminate colors.
b. Strength: Students must possess the strength to perform physical activities including the ability to push/pull objects weighing more than 100 pounds and to transfer objects of more than 100 pounds.
c. Mobility: Students must be able to perform mobility skills such as walking, standing, bending, and pushing portable equipment throughout the hospital.
d. Communication (speech, reading and writing): Students must be able to interact with individuals and communicate promptly and effectively when required.
e. Hearing: Students must be able to receive verbal communication from patients and members of the health care team and to use/assist with monitoring devices such as cardiac monitors, stethoscopes, IV pumps, fire alarms, etc.
f. Coordination: Students must possess hand-eye coordination including the ability to align an x-ray beam with body parts and film trays. Students must be able to operate a computer/keyboard and must possess arm-hand steadiness to enable them to perform such tasks as taking blood pressure, performing venipuncture, catheterization, and/or calibration of tools and equipment.

Special Admission Procedures: All individuals applying for admission to the Radiologic Technology

program must complete the health care core prerequisite semester. **However, due to limited clinical space, only 16 students per year will be selected to continue in the clinical portion of the program which begins each Fall semester.**

The following criteria will be used to select those Radiologic Technology students who will continue into the clinical portion of the program. The selection process is divided into two phases. Phase I will be applied to all applicants. Only the top 25 applicants will move to Phase II of the selection process.

I. Phase I
Points will be awarded in each of the following categories

a. Grade point average in prerequisite semester courses
b. Letters of reference
c. Prior experience
d. Educational Degrees/Certificates
e. Self directed search
f. Work keys completion
g. Written essay
h. Completed application form

II. Phase II. Personal interviews.
The personal interview portion of the selection process will involve answering a series of questions from an RT selection committee. All applicants will be asked the same questions. Only those students selected by the committee will continue in the clinical portion of the Radiologic Technology program. The decision of the selection committee is final.

Radiologic Technology
Plan of Study

First Semester (Fall)	**Credits**
BIOL 116 Human Anatomy and Physiology II	3
BIOL 117 Human Anatomy and Physiology II Lab	1
RAD 101 Radiologic Technology I	2
RAD 102 Clinical Radiology I	5
RAD 104 Principles of Radiographic Exposure	2
Total	**13**

Second Semester (Spring)	
RAD 110 Radiation Physics and Biological Principles I	3
RAD 151 Radiologic Technology II	3
RAD 152 Clinical Radiology II	6
Total	**12**

Third Semester (Summer)	
RAD 181 Radiologic Technology III	2
RAD 182 Clinical Radiology III	4
Total	**6**

Fourth Semester (Fall)	
RAD 201 Radiologic Technology IV	3
RAD 202 Clinical Radiology IV	6
COMT 109 Human Relations	3
Total	**12**

Fifth Semester (Spring)	
HLTH 255 Medical Law and Ethics	3
RAD 251 Radiologic Technology V	2
RAD 252 Clinical Radiology V	6
RAD 271 Transition to Radiologic Technologist	1
Total	**12**

V. Surgical Technology (AAS)

The Surgical Technology program is an Associate of Applied Science degree program.

This program is a collaborative effort between the MSU-Billings' COT and the University of Montana COT. Students will take classes through MSU-Billings COT, MSU-Billings, and the University of Montana COT (online). They will perform clinical rotations in local hospitals. All course work can be completed in Billings.

To enter the surgical technology program at Billings, students must apply to the University of Montana COT in Missoula in order to get on their wait list. Students may contact the University of Montana COT at (406) 243-7882 or toll free at 1-800-542-7882 to receive an information packet and application form. When completing the application please note that you want to enroll in the "Billings Surgical Technology Program." Once the application is received by the University of Montana COT, you will receive a letter indicating they have received your application and that your name has been added to their wait list.

For more specific information regarding this program you may wish to contact the University of Montana COT Surgical Technology program director, Debbie Fillmore, RN, MEd at debbie.fillmore@mso.umt.edu or call her at (406) 243-7860.

Surgical Technologists work closely with surgeons, anesthesiologists, and registered nurses in delivering patient care pre-, intra-, and post-operatively. They function as a sterile member of the surgical team who passes equipment to the surgical team during surgical procedures. They are trained in aseptic techniques as

well as the care, cleaning, and maintenance of surgical equipment.

Students who successfully complete the program are encouraged to take the national exam to become certified. This program is accredited by the Committee on Accreditation of Allied Health Education Programs (CAAHEP).

Special Considerations: Prior to entry into the program, students must:

a. undergo a retinal eye exam performed by an ophthalmologist to determine baseline eye health. This is recommended of all personnel prior to participation in any type of laser procedures in the operating room.
b. Be tested for tuberculosis with PPD or via chest x-ray
c. Receive the hepatitis B vaccine
d. Obtain Healthcare Provider CPR training.
e. Show proof of health insurance.

Students must pass all courses with a minimum grade of 'C' in order to continue in the program and graduate**. In Anatomy and Physiology, a minimum grade of "B" or better is required.** Students are expected to take professional examinations upon completion of their program and are responsible for all required forms, associated fees, and transcripts.

For additional program information, please contact the University of Montana, College of Technology at 1-800-542-6882.

Surgical Technology

Plan of Study

This suggested plan of study denotes how and through which college the students will be taking their courses. Please remember this is a University of Montana-College of Technology degree offered in Billings and that you will only be taking a few classes through MSU-Billings, and MSU-Billings College of Technology. Ultimately your degree will be from the University of Montana-College of Technology. This suggested plan of study includes information about the origin of the courses involved in the program. This plan also suggests the normal order courses are to be taken. Upon completion of Anatomy and Physiology with a grade of "B" or better and all other required courses with a "C" or better, students will earn an Associate of Applied Science degree from the University of Montana-College of Technology, Missoula, Montana.

Course Number	Title	Credit Hours	*Location
First Year – Fall Semester			
CMP 105	Introduction to Computers	3	MSU-Billings COT
BIOL 113/114	Anatomy and Physiology I and lab	4	MSU-Billings COT
HLTH 150	Health Occupations Terminology I	3	MSU-Billings COT
MATH 105	Algebra for College Students	4	MSU-Billings COT
CTHO 103	Basic Psychology	3	MSU-Billings COT
		17	
First Year – Spring Semester			
SUR 195	Microbiology for the Surgical Technologist	3	UMCOT Online course
BIOL 116/117	Anatomy and Physiology II and lab	4	MSU-Billings COT
ENGL 150	College Composition	3	MSU-Billings
SUR 101T	Introduction to Safe Patient Care	3	UMCOT Online course
SUR 102T	Surgical Procedures Lab I	2	Hospitals
SUR 154T	Surgical Pharmacology	3	UMCOT Online course
		18	
Second Year – Fall Semester			
SUR 200T	Operating Room Techniques	3	UMCOT Online course
SUR 201T	Surgical Procedures I	4	UMCOT Online course
SUR 202T	Surgical Procedures Lab II	2	Hospitals
SUR 203T	Surgical Lab Practicum I	4	Hospitals
SUR 204E	Ethical Dimensions in Health Prof	3	UMCOT Online course
		17	
Second Year – Spring Semester			
SUR 205T	Surgical Procedures II	5	UMCOT Online course
SUR 206T	Surgical Lab Practicum II	5	Hospitals
SUR 290T	Surgical Internship	5	Hospitals
		15	
Total credits required		**66**	

***Location**

UMCOT ---------- University of Montana College of Technology course
Hospital ---------- University of Montana College of Technology course offered at the Billings hospitals
MSU-Billings COT ----- Montana State University-Billings College of Technology courses
MSU-Billings ---------- MSU-Billings senior campus course

Please note that required courses may change mid-year pending new accreditation or program requirements. For course descriptions of the online and hospital courses and to get the most updated program requirements, please contact the University of Montana-College of Technology in Missoula.

Safety Occupations

VI. Fire Science (AS)

The fire science program is an Associate of Science degree program.

The fire science program has been developed to prepare students to enter fire service careers and to prepare them for advancement opportunities within the fire service and related fields. By providing a broad educational background, the fire science associate of science degree seeks to meet the evolving needs of the fire service industry. This program trains students in: critical thinking, communication, physical skills, public relations, and numerous other technical aspects of the fire science field.

Local fire service professionals will be provided with the technical expertise and training for fire sciences. Students also do on-site training with the Billings Fire Department throughout the degree process.

Nationwide, fire departments and emergency service providers are seeking applicants with college degrees.

Associate of Science Degree
Program of Study in Fire Science

	Credits
General Education Requirements	**37**
Students should consult with an academic advisor before registering for General Education courses.	
Required Technical Courses	
CMP 105 Introduction to Computers	3
FIRE 110 Firefighter Health and Safety	3
FIRE 115 Fire Fighter I Essentials	3
FIRE 180 Incident Command	3
FIRE 214 Inspection Codes and Practice	3
FIRE 255 Cause and Origin	2
FIRE 275 Fire Service Public Safety Education and Course Development	3
TRID 160 Hazardous Materials Technician General Training	3
Technical Courses	**23**
Total minimum credits required for degree	**60**
Optional Courses	
FIRE 101 Fire Service Orientation	1
FIRE 172 Wildlands Standards for Survival	1
FIRE 240 Field Clinical	1

It is highly recommended that all students take Emergency Medical Technician (EMT) training before graduation.

Outreach & Community
Center of Excellence

Team Leader: Bruce Whittenberg

COT Outreach Team: Frank Kuehn (406) 247-3011, fkuehn@msubillings.edu
Lisa Skriner (406) 247-3055, lskriner@msubillings.edu
Amy Beatty (406) 247-3057, abeatty@msubillings.edu
Victoria Hammond (406) 896-5870, vhammond@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.

MSU-Billings Online

Many courses and training regimes can be offered in an online format; allowing companies to do training at their convenience and location.

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.

Elderhostel

Coordinator: Victoria Hammond
(406) 896-5870
vhammond@msubillings.edu

Elderhostel is America's first and the world's largest educational travel organization for adult 55 and over.

Lifelong Learning: It is a not-for-profit organization that provides exceptional learning adventures to nearly 200,000 older adults each year. Elderhostel offers over 10,000 programs a year in more than 90 countries.

Superior Value: Unlike tourist travel, or commercial tours, Elderhostel programs are all inclusive. There are no hidden expenses. In addition to accommodations, we include all meals, lectures, field trips, cultural excursions, gratuities, and medical or insurance coverage.

Register:
www.elderhostel.org
Or call toll-free Monday through Friday, 9:00am – 9:00 pm EST (877) 426-8056

Coordinated Evening/Online Studies Your "Fast Track" to Success

Program Manager: Amy Beatty, (406) 247-3057
abeatty@msubillings.edu

This program is designed to accommodate the needs of adults who lead busy lives but are seriously committed to continuing their education. Students can earn an Associate of Science degree within 24 months (incorporating Fall, Intersession, Spring, Summer Session and the allowing Fall semesters). They may opt to complete certificates within a 12-month period. In the Coordinated Evening Online Studies, students will be able to complete their degrees during the evenings, weekends and online, allowing them to maintain a full-time job and family.

College of Technology Programs currently offered in the Fast Track mode:

AS Degrees

Applied Supervision
Human Resources-General Applied Emphasis
Human Resources-College of Business Articulated Emphasis

Certificate

Human Resources Management

Special Programs and Pre-Professional Programs

Pre-Engineering and Pre-Engineering Technology

Advising Center, McM 100, 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 general education 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, McM 100, 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 100) 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, 657-2997).

Pre-Medicine

Advising Center, McM 100, 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 100).

Pre-Nursing

Advising Center, McM 100, 657-2240

The Pre-Nursing curriculum at MSU-Billings is designed in conjunction with the College of Nursing at Montana State University-Bozeman. This two year pre-nursing program fulfills the basic undergraduate general education requirements and the College of Nursing requirements WITH THE EXCEPTION OF FIVE (5) LOWER DIVISION NURSING COURSES. One of these five lower division courses is available online through MSU-Bozeman. The remaining four (4) lower division nursing courses are taught at the Bozeman Campus and are offered on a limited basis at the Billings campus.

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, 657-1730.

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 247-3000.

Pre-Pharmacy and Pre-Physical Therapy

Advising Center, McM 100, 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 in McMullen, Room 100. 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, Research, and Research Compliance. 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 230 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, **ACCT 234 Principles of Accounting I Prerequisite: ACCT 233** means that ACCT 233 must be completed before a student enrolls in ACCT 234. 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 General Education page 70).

TN designates a Technology Intensive course (See General Education page 70).

***** Designates a course that can be counted toward General Education Requirements (See General Education, page 70).

∇ Designates programs and degrees that are offered online as well as on campus (see the Online University, page 252).

Course Descriptions

Accounting

McD 300, 657-2295

ACCT 233 Principles of Accounting I 3 cr. Corequisite: MATH 105 or student has tested out of MATH 105. 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, communication skills and group activities that are necessary to use accounting information, to form conclusions about businesses and to communicate these conclusions to others will be emphasized.

ACCT 234 Principles of Accounting II 3 cr. Prerequisite: ACCT 233. 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, communication skills and group activities that are necessary to use accounting information, to form conclusions about businesses and to communicate these conclusions to others will be emphasized.

ACCT 292 Seminar V 1-3 cr. Provides students an opportunity to investigate topics pertinent to the field of Accounting.

ACCT 301 Intermediate Accounting I 3 cr. Prerequisite: ACCT 233, 234. 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.

ACCT 302 Intermediate Accounting II 3 cr. Prerequisite: ACCT 233, 234, 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.

ACCT 303 Intermediate Accounting III and Theory 3 cr. Prerequisites: ACCT 233, 234, 301, 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.

ACCT 342 Government and Not-For-Profit Accounting (WR) 3 cr. Prerequisites: ACCT 233, 234, 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.

ACCT 343 Cost Accounting 3 cr. Prerequisite: ACCT 234. 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.

ACCT 344 Advanced Cost Accounting (TN) 3 cr. Prerequisites: Admission to upper division standing and ACCT 343. Covers job order, process, and standard cost systems at an advanced level with an emphasis on the decision-making process, and theory of cost accounting. Evaluates current accounting issues as they relate to cost accounting.

ACCT 347 Accounting for Business Decision Making 3 cr. Prerequisite: Upper division standing or consent of Department Chair. Offered ONLY Online. Provides an opportunity for business and management students (non-accounting) to learn and understand the accounting, financial and tax impact of their business decisions. Focuses on improving and enhancing the student's decision-making skills.

ACCT 385 Computer Applications for Accountants (TN) 3 cr. Prerequisites: Admission to upper division standing and ACCT 301. Covers a variety of software applications utilized by professional accountants. Includes "hands on" use of all software and practice in handling accounting appropriate to each kind of software. Includes a course project to allow extensive work on a problem using software of particular interest.

ACCT 405 Business Law for Accountants 3 cr. Prerequisites: Admission to upper division standing and BUS 205. Covers legal topics of special concern to accountants, such as an accountant's legal liability and ethical issues, forms of business organization, secured transactions, debtor-creditor relationships, agency, bankruptcy, and negotiable instruments. A brief coverage of additional topics is also presented as a preparation for the law part on the Uniform CPA Examination.

ACCT 421 Accounting Systems and Controls (TN) 3 cr. Prerequisites: Admission to upper division standing and ACCT 302. Reviews the components of automated accounting systems and emphasizes control considerations in these systems.

ACCT 428 Auditing and Assurance Services 3 cr. Prerequisites: Admission to upper division standing and ACCT 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.

ACCT 429 Advanced Auditing Assurance Services (WR) 3 cr. Prerequisites: Admission to upper division standing and ACCT 428. Strengthens the student's understanding of the auditing process by building on the material presented in ACCT 428. Students perform audit case studies, are introduced to current auditing trends and techniques, and study various audit approaches.

ACCT 433 Income Tax 3 cr. Prerequisites: Admission to upper division standing and ACCT 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.

ACCT 434 Advanced Income Tax 3 cr. Prerequisites: Admission to upper division standing and ACCT 433. 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.

ACCT 435 Volunteer Income Tax Assistance (VITA) 3 cr. Prerequisites: Admission to upper division standing and ACCT 433 or consent of department. Provides practical experience preparing federal and state income tax returns for low-income taxpayers.

ACCT 438 Advanced Accounting 3 cr. Prerequisites: Admission to upper division standing, ACCT 302 and ACCT 303 or concurrent enrollment in ACCT 303. Introduces the theory and practice relative to business combinations and foreign currency transactions and translations.

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 Policy 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 (guidelines are available from the Career Services) and have it approved by CBAPC.

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.

Graduate Level Course

The following graduate level course is described in the Graduate Catalog.
ACCT 592 Seminar V 1-3 cr.

Art

LA 116, 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. (Lab fee)

*** ART 110 Art Studio Essentials for the Non-Art Major 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.

*** 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)** 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.

*** 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 and ART 161. Provides training and experience in the use of cameras and darkroom equipment 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. 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. 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) Prerequisites: ART 151 and 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) 3 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 applications. Opportunities to creatively solve visual problems are emphasized.

ART 256 Introduction to Illustrator (TN) 3 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.

ART 257 Introduction to PageMaker (TN) 3 cr. (Stu) Prerequisites: Basic computer literacy. Provides practical knowledge of Adobe PageMaker 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.

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) Preferred background: ART 151 and ART 161. Introduces the principles and techniques of painting with transparent watercolor media.

ART 272 Introduction to Painting 4 cr. (Rct 2, Stu 2) Introduces the principles and techniques of painting using media such as acrylic, oil paints.

ART 281 Introduction to Sculpture 4 cr. (Rct 2, Stu 2) Introduces the basic concepts of space and volume as they relate to sculpture as well as the basic methods of forming various materials into sculpture. (Lab fee).

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 daVinci, 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, ENGL 150. 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) 3 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.

ART 381 Intermediate Sculpture 4 cr. (Rct 2, Stu 2) Prerequisite: ART 281. Provides exploration and laboratory experience in clay, plaster, and other 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: ENGL 150. 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: ENGL 150; 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: ENGL 150: 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: ENGL 150; 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: ENGL 150; 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) 3 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 oils, acrylics and mixed media.

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. (Lec) 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, Visual 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. This class may run concurrently with ART 498 if the show is scheduled in Fall. 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

McM 100, 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 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/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/PSYC 309 Psychology of Gender Differences 3 cr. Prerequisite: PSYC 101. 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/ENGL 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.

A&SC/ART 436 History of Women in Art (WR) 3 cr. (Lec) Prerequisite: ENGL 150; 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, 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). General education course for non-science majors.

*** BIOL 115 Survey of Biology Lab (TN) 1 cr. Corequisite: BIOL 101.** Includes laboratory exercises from different areas of biology. Elementary education majors are required to take this course and they receive preferred enrollment.

*** 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 179 Biodiversity 3 cr. Prerequisites: BIOL 178. Corequisite: BIOL 189. Emphasizes the diversity of life. Covers viruses, bacteria, protists, fungi, plants and animals. Focuses on eukaryotes.

*** 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 241, and CHEM 104. Recommended: CHEM 106. 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 241 Human Physiology and Anatomy I 3 cr. Prerequisite: BIOL 101 and CHEM 104 or equivalent. Introduces basic physiological chemistry and the physiological aspects of cells, tissues, calcium metabolism, muscle physiology and neurophysiology. This is primarily a course for health science majors.

BIOL 243 Human Physiology and Anatomy I Lab 1 cr. Prerequisite: A major in the health sciences (such as nursing) or consent of the instructor. Includes laboratory exercises in cellular biology, muscle physiology and neurobiology. Anatomical studies of the skeletal and muscle systems are emphasized.

BIOL 245 Human Physiology and Anatomy II 3 cr. Prerequisite: A grade of "C" or better in BIOL 241 and BIOL 243, or consent of the instructor. Corequisite: BIOL 246. Includes the cardiovascular system, respiratory physiology, gastrointestinal system, renal physiology, endocrinology and reproduction. Lab required.

BIOL 246 Human Physiology and Anatomy Lab II 1 cr. Corequisite: BIOL 245. Includes a study of physiology of the nervous, cardiovascular, endocrine, respiratory, renal, gastrointestinal, and reproductive systems using the laboratory approach.

BIOL 251 Microbiology for the Health Sciences 3 cr. Prerequisites: BIOL 101 or BIOL 241, and CHEM 104. 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 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 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 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 301 Plant and Animal Development 3 cr. Prerequisites: BIOL 179, BIOL 189, BIOL 263. Introduces the reproductive and developmental patterns in plants and animals. Covers the embryonic and postembryonic developmental processes emphasizing cellular differentiation, the generation of form and shape, growth regulation, and developmental control mechanisms.

BIOL 302 Plant and Animal Development Lab 1 cr. Prerequisites: BIOL 179, BIOL 189, BIOL 263. Corequisite: BIOL 301. Complements the lecture material presented in the corequisite.

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 325 Plant Systematics Lab 2 cr. Corequisite: BIOL 315. This laboratory complements the lecture material presented in the corequisite.

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 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. Prerequisites: BIOL 178, CHEM 220 or CHEM 334. Corequisite: BIOL/CHEM 371. Covers structure and function of biomolecules, biocatalysis, bioenergetics, as well as metabolism and its control.

BIOL/CHEM 363 Molecular Biology 3 cr. Prerequisites: BIOL 353, BIOL 354, BIOL/CHEM 361, BIOL/CHEM 371 and CHEM 334. Corequisite: BIOL/CHEM 373. Covers the molecular basis of gene expression and inheritance in prokaryotic and eukaryotic cells. Topics include transcription, RNA processing, translation, regulation of gene expression and DNA replication. Emphasis is placed on understanding the experimental underpinnings of molecular biology.

BIOL/CHEM 371 Biochemistry Lab 1 cr. Corequisite: BIOL/CHEM 361. This laboratory complements the lecture material presented in the corequisite.

BIOL/CHEM 373 Molecular Biology Lab 1 cr. Corequisite: BIOL/CHEM 363. This laboratory complements the lecture material presented in the corequisite.

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 241/243; BIOL 245/246. Corequisite: BIOL 426. Studies the function, biochemistry, cell biology, and pathology of blood and its constituents.

BIOL 426 Hematology Laboratory 1 cr. Prerequisites: BIOL 241/243; BIOL 245/246. 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, digeneneans, cestodes, nematodes, acanthocephalans, and parasitic arthropods.

BIOL 430 Developmental Biology 3 cr. Prerequisites: BIOL/CHEM 363 or consent of instructor. Corequisite: BIOL 440. Covers the genetic and molecular control of animal and plant development. The course is organized around our current understanding of development in commonly studied model organisms.

BIOL 434 Animal Physiology Lab 1 cr. Corequisite: BIOL 424. This laboratory complements the lecture material presented in BIOL 424.

BIOL 435 Summer Clinical Laboratory 12 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.

BIOL 436 Professional Training I 13 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.

BIOL 437 Professional Training II 12 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.

BIOL 440 Developmental Biology Lab 1 cr. Prerequisites: BIOL/CHEM 363 or consent of instructor. Corequisite: BIOL 430. This laboratory complements the lecture material presented in the corequisite.

BIOL 443 Immunology 3 cr. Prerequisites: BIOL 263, BIOL 353, BIOL/CHEM 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 453 Immunology Lab 1 cr. Corequisite: BIOL 443. This laboratory complements the lecture material presented in the corequisite.

BIOL 456 Advanced Ecology 3 cr. Prerequisites: BIOL 355 and BIOL 356. Corequisite: BIOL 457. Examines advanced topics of ecology, focusing on critical discussion of theory and the literature. Content varies but may include topics from behavioral, physiological, population, community or ecosystem ecology.

BIOL 457 Advanced Ecology Lab 1 cr. Corequisite: BIOL 456. Includes laboratory exercises 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 461 Plant Morphology 3 cr. Prerequisites: BIOL 179 and BIOL 189. Corequisite: BIOL 471. Deals with the major concepts in morphology of vascular plants. Emphasis is on phylogenetic relationships, classification and terminology of all tracheophytes. Lab required.

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 464 Plant Anatomy 3 cr. Prerequisites: BIOL 179 and BIOL 189 or consent of instructor. Corequisite: BIOL 474. Examines the structure and development of plant cells, tissues and organs with emphasis on flowering plants. Integrates descriptive anatomy and experimental approaches to structure-function relationships. Lab required.

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 471 Plant Morphology Lab 1 cr. Corequisite: BIOL 461. Complements the lecture material presented in the corequisite.

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 474 Plant Anatomy Lab 1 cr. Corequisite: BIOL 464. Includes laboratory exercises related to topics discussed in BIOL 464. Examines plant structural diversity with emphasis on angiosperm anatomical organization.

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 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, 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 3 cr. Covers the nature, origin and philosophy of law and civil procedure. Introduces the law of sales and provides a comprehensive treatment of contracts.

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 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 Business Case and Simulation Capstone 3 cr. Prerequisite: All 200 and 300 level courses in the online Business degree. Covers strategic analysis and planning for managerial decision making through integration of the functional areas of business. Theoretical class work is applied through the use of both cases and a competitive business simulation. The course is the capstone business course in the online Business Administration degree. The course is restricted to students enrolled in the Bachelor of Science Business Administration online program.

BUS 486 Advanced Business Geographics 3 cr. Prerequisites: GEOG 204, MIS 352, GEOG 303 or MIS 372. Emphasizes application of business 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.

Graduate Level Courses

The following are graduate level courses. Please refer to the Graduate Catalog for the course descriptions.

IPC 510 Managerial Communication 3 cr.
IPC 520 End-User Data Management 3 cr.
IPC 530 Managerial Decision Making 3 cr.
IPC 540 Research Methods 3 cr.
IPC 550 Organizational Information Systems 3 cr.
IPC 560 Empowerment in Productive Organizations 3 cr.
IPC 570 Quality Service Through Communication 3 cr.
IPC 580 Information as a Strategic Resource 3 cr.
IPC 595 Field Experience 3 cr.
IPC 592 Seminar 3 cr.

Chemistry

SCI 110, 657-2812

*** CHEM 104 Fundamentals of General and Organic Chemistry 3 cr. Prerequisite: MATH 105 or equivalent.** Covers the fundamental definitions of chemistry, structure, chemical equations, solutions, equilibrium, oxidation-reduction, basic functional groups of organic chemistry, nomenclature and reactivities. This is primarily a course for pre-nursing and allied health students.

*** CHEM 105 Fundamentals of General and Organic Chemistry Lab (TN) 1 cr. Corequisite: CHEM 104.** Provides laboratory experiences that complement and extend the lecture materials.

CHEM 106 Fundamentals of Biochemistry 3 cr. Prerequisites: CHEM 104 and CHEM 105. Provides overview of biomolecules, biocatalysis and metabolism with clinically relevant correlations.

*** CHEM 115 General Chemistry I 3 cr. Prerequisite: MATH 105 or satisfactory math placement score. Corequisite: CHEM 118.** First course of the two semester sequence in general science for science majors/minors. 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. Restricted to science majors/minors, pre-engineering and allied health students.

CHEM 116 General Chemistry II 3 cr. Prerequisites: CHEM 115 and CHEM 118. Corequisite: CHEM 119. Continues those functions introduced in CHEM 115. Introduces kinetics and equilibria, electrochemistry, and the chemistry of inorganic and organic compounds. Lab required.

*** CHEM 118 General Chemistry I Lab (TN) 1 cr. Corequisite: CHEM 115.** Lab to accompany CHEM 115. Introduces the tools and techniques of experimental chemistry such as weighing, solution preparation, titration and standardization.

CHEM 119 General Chemistry II Lab 1 cr. Corequisite: CHEM 116. Lab to accompany CHEM 116. Introduces quantitative analysis, inorganic qualitative analysis and other topics to complement the lecture material.

CHEM 220 Principles of Organic Chemistry 3 cr. Prerequisites: CHEM 116, CHEM 119. 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.

CHEM 221 Principles of Organic Chemistry Lab 1 cr. Prerequisites: CHEM 116, CHEM 119. Introduces the basic techniques used in an organic lab to include crystallization, extraction, distillation, chromatography, and synthesis.

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.

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).

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.

CHEM 320 Quantitative Chemical Analysis 3 cr. Prerequisite: CHEM 116 and CHEM 119. Corequisite: CHEM 325. Covers the theoretical foundations of quantitative chemical analysis, common wet chemical and simple instrumental analysis techniques. Lab required.

CHEM 325 Quantitative Chemical Analysis Lab 1 cr. Prerequisite: CHEM 119. Corequisite: CHEM 320. Lab to accompany CHEM 320 covering gravimetric, titrimetric, electrochemical and spectrometric analysis techniques.

CHEM 330 Organic Chemistry I 3 cr. Prerequisites: CHEM 116 and CHEM 119. Corequisite: CHEM 331. Covers the nomenclature, structure, reactions and reaction mechanisms of organic functional groups - alkanes through simple aromatics. Lab required.

CHEM 331 Organic Chemistry I Lab 1 cr. Corequisite: CHEM 330. Develops laboratory skills and techniques and provides experiences that complement and extend the lecture materials.

CHEM 334 Organic Chemistry II 3 cr. Prerequisites: CHEM 330 and CHEM 331. Corequisite: CHEM 335. Continuation of CHEM 330. Covers the remaining functional groups: aldehydes and ketones to amines, organic spectroscopy, and organic chemistry of biologically important compound classes. Lab required.

CHEM 335 Organic Chemistry II Lab 1 cr. Corequisite: CHEM 334. Continuation of CHEM 331. Provides additional techniques and skills, complement to lecture, and experience in qualitative organic analysis.

CHEM 340 Physical Chemistry I (WR) 3 cr. Prerequisites: CHEM 334, MATH 112, MATH 113 and PHYS 220. Corequisite: CHEM 341. Introduces the fundamental concepts of equilibrium thermodynamics, equilibria and phenomenological kinetics. Lab required.

CHEM 341 Physical Chemistry I Lab (WR) 1 cr. Corequisite: CHEM 340. Demonstrates and amplifies concepts presented in CHEM 340.

CHEM 344 Physical Chemistry II (WR) 3 cr. Prerequisite: MATH 112, MATH 113, PHYS 220. Corequisite: CHEM 345. Introduces the fundamental concepts of quantum mechanics, atomic and molecular structure, and chemical bonding. Lab required.

CHEM 345 Physical Chemistry II Lab (WR) 1 cr. Corequisite: CHEM 344. Reinforces concepts of quantum mechanics as well as atomic and molecular spectroscopy.

CHEM 355 Advanced Inorganic Chemistry 3 cr. Prerequisites: CHEM 116 AND CHEM 119. Corequisite: CHEM 356. 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.

CHEM 356 Advanced Inorganic Chemistry Lab 1 cr. Corequisite: CHEM 355. Lab to accompany CHEM 355. Includes advanced techniques used in organic syntheses.

CHEM/BIOL 361 Biochemistry 3 cr. Prerequisites: BIOL 178, CHEM 220 or CHEM 334. Corequisite: CHEM/BIOL 371. Covers structure and function of biomolecules, biocatalysis, bioenergetics, as well as metabolism and its control.

CHEM/BIOL 363 Molecular Biology 3 cr. Prerequisites: BIOL 353, BIOL 354, CHEM/BIOL 361, CHEM/BIOL 371 and CHEM 334. Corequisite: CHEM/BIOL 373. Covers the molecular basis of gene expression and inheritance in prokaryotic and eukaryotic cells. Topics include transcription, RNA processing, translation, regulation of gene expression and DNA replication. Emphasis is placed on understanding the experimental underpinning of molecular of biology.

CHEM/BIOL 371 Biochemistry Lab 1 cr. Corequisite: CHEM/BIOL 361. Complements the lecture material presented in the corequisite.

CHEM/BIOL 373 Molecular Biology Lab 1 cr. Corequisite: CHEM/BIOL 363. Complements the lecture material presented in the corequisite.

CHEM 420 Instrumental Analysis 3 cr. Prerequisites: CHEM 320 and CHEM 340. Corequisite: CHEM 421. Covers the foundations of modern instrumental analysis theory and techniques. Techniques studied include instrumental design, atomic and molecular spectroscopy, electrochemistry and chromatography. Lab required.

CHEM 421 Instrumental Analysis Lab 1 cr. Prerequisite: CHEM 325. Corequisite: CHEM 420. Lab to accompany and demonstrate the techniques covered in CHEM 420.

CHEM 430 Advanced Organic Chemistry 3 cr. Prerequisites: CHEM 334 and CHEM 335. Corequisite: CHEM 431. Covers additional topics in organic synthesis, organic reaction mechanisms, and organic spectroscopy. Lab required.

CHEM 431 Advanced Organic Chemistry Lab 1 cr. Corequisite: CHEM 430. Provides advanced techniques, skills, reactions not covered in CHEM 331 and CHEM 335.

CHEM/BIOL 463 Advanced Biochemistry 3 cr. Prerequisite: CHEM/BIOL 361. Corequisite: CHEM/BIOL 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/BIOL 473 Advanced Biochemistry Lab 1 cr. Prerequisite: CHEM/BIOL 361. Corequisite: CHEM/BIOL 363. Exposes students to advanced research methodologies in biochemistry. Utilizes project-based labs to complement the lecture material in the corequisite.

CHEM 475 Senior Seminar 1 cr. Prerequisite: senior standing in a science major or consent of the instructor. Students are expected to research and give an hour seminar on a topic from chemistry or a closely related field, and write a paper on the topic as if for publication.

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.

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.

CHEM 492 Seminar V 1-3 cr. Prerequisite: Chemistry major or minor, or consent of instructor. Provides advanced students an opportunity to investigate intensively topics pertinent to the field of Chemistry.

CHEM 493 Workshop V 1-4 cr. Prerequisite: consent of instructor. Provides an opportunity for experimental study in an area of Chemistry.

CHEM 496 Cooperative Education/Internship V 1-9 cr. Provides university credit for a work experience in the area of Chemistry, supervised by faculty. Learning agreement must be completed prior to registration (restricted).

CHEM 498 Honors Thesis 1 cr. Prerequisites: Junior or Senior standing in Chemistry and/or concurrent enrollment in CHEM 499. 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.

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.

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.

Communication and Theatre

LA 600, 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 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. Introduces material related to organizational socialization, structure, climate, leadership, power, and conflict management.

COMT 320 Media Studies 3 cr. Focuses on the impact, responsibilities, conflicts and trends of the mass media. The course explores magazines, motion pictures, book publishing, news, advertising and alternative approaches to the media.

COMT 322 Principles of Public Relations 3 cr. Prerequisite: COMT 222. 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. 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. 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 222. 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. 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. 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. 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 358 Directing 3 cr. Prerequisite: COMT 250. 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. 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 310. 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 416/516 Leadership and Communication 3 cr. Offered ONLY Online. Presents material related to leadership theories, leader-participant relations, vision/mission/goals, structure and design, culture, capacity building, and social responsibility.

COMT 420/520 Media Advertising (TN) 3 cr. Provides instruction in the research composition, and the measurement of advertising messages in both commercial and public information contexts. Students will explore the appropriate media choices to accomplish the mission set forth in their communication. The course culminates with the presentation of a completely developed advertising project.

COMT 421/521 Communicating Through the Internet 3 cr. 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 422/522 Issues in Public Relations 3 cr. Prerequisite: COMT 322. 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 425/525 Media Criticism 3 cr. Prerequisites: COMT 320. Addresses the body of research and theoretical literature related to the most controversial areas of modern mass media, their presumed effects on behavior, on individual psychology, and on society.

COMT 426/526 Case Studies in Public Relations 3 cr. 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. 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. 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 450 Advanced Performance Skills 3 cr. Prerequisite: COMT 250, consent of instructor. 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 460 Intercultural Communication 3 cr. Discusses the function of communication in a multicultural world. Provides an understanding of how cultures interpret themselves through communication and how communication is influenced by culture. Reviews research on the multicultural channels of language and nonverbal cues and studies the use of these channels in a range of contexts including interpersonal, organizational, political, as well as the role of the electronic media in communication across cultures.

COMT 465 Communication Theory (WR) 3 cr. Prerequisite: consent of instructor or junior standing. Provides the student with a theoretical/conceptual framework for understanding human communication.

COMT 470/570 Applied Communication 3 cr. Prerequisite: Consent of instructor. 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. 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 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 <u>may</u> 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 3 cr.
COMT 422/522 Public Relations 3 cr.
COMT 426/526 Case Studies in Public Relations 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 565 Communication Theory 3 cr.
COMT 470/570 Applied Communication 3 cr.
COMT 588 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 Project 3 cr.
COMT 599 Thesis 6 cr.

Computer Sciences

LA 848, 657-2228

COMP 100 Topics in Computer Programming (TN) 3 cr. R-9. Prerequisite: MATH 105 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: MATH 105. 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. MATH 113 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/MATH 305 Discrete Structures I 4 cr. Prerequisite: MATH 113. Covers logic, recursion, induction and basic data models. Surveys combinatorics and the theory of algorithms with attention to design analysis and verification techniques.

COMP/MATH 306 Discrete Structures II 4 cr. Prerequisites: COMP/MATH 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/MATH 371 Numerical Computing (TN) 3 cr. Prerequisites: COMP 101, MATH 113. Presents machine arithmetic, approximate solution of equations and systems of equations, interpolation, numerical integration, and methods for the approximate solution of differential equations.

COMP/MATH 372 Scientific Computing 3 cr. Prerequisites: COMP/MATH 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/MATH 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.

Curriculum and Instruction

COE 278, 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 Certification and Field Experiences Office, first floor Room 114, 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 Certification and Field Experiences. 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 Certification and Field Experiences.

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 General Education 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 General Education or equivalencies. Includes theories and practices for teaching social studies in the elementary and middle school. Students plan for teaching social science concepts and skills using developmentally and culturally appropriate instructional practices, involvement learning strategies, and a variety of evaluation procedures. Techniques for collaborating with professional colleagues and integrating multimedia computer technologies into social studies instruction are included in the course.

EDCI 303 Teaching Mathematics in the Elementary School (TN) 3 cr. Prerequisites: Admission to Teacher Education. Corequisites: EDCI 304 and MATH 202. 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. Corequisites: EDCI 303 and completion of Category I and IV of General Education. 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 addressed as separate topics and linked to other disciplines. Includes technology, individualization/collaboration, developmentally appropriate practice, planning and assessment 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 theories and practical strategies for planning, facilitating and assessing student learning as these relate to main curricular models. Art production, history/heritage, criticism and aesthetics are addressed from age appropriate perspectives and as related to other 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.

EDCI 316 Teaching Music K-12 3 cr. Prerequisite: Admission to Teacher Education. Corequisite: EDCI 310. Provides the student with the methods and materials necessary for teaching music in a K-12 setting. Specifically, the areas to be covered are: elementary general music, elementary instrumental music, middle school instrumental and choral music, and high school instrumental and choral music. 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. Introduces 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 or 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. This course is offered as a Pass/No Pass course only.

EDCI 403 Using Technology in School Mathematics 3 cr. Perquisites: Admission to Teacher Education Program; completion of EDCI 210 or equivalent; MATH 202, 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 484 Student Teaching (K-12) 9 cr. (8 credits student teaching, 1 credit seminar). Prerequisites: Approved application to student teach and coregister 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 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 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 Certification and Field Experiences.

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 Certification and Field Experiences Office, 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 Language Arts and Children's Literature in the Schools 3 cr.
EDCI 532 Instructional Strategies in Social Studies 3 cr.
EDCI 533 Instructional Strategies in Mathematics 3 cr.
EDCI 534 Instructional Strategies in Science 3 cr.
EDCI 535 Instructional Strategies in Art 3 cr.
EDCI 536 Instructional Strategies in Music 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 History, Theory, and Research of Educational Technology 3 cr.
EDCI 573 Instructional Design 3 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/SPED 600 Facilitating Positive Behaviors in the Classroom Environment 3 cr.
EDCI 610 Curriculum Theory: Analysis and Practice 3 cr.
EDCI 648 Teaching Mathematics to Learners with Special Needs 3 cr.
EDCI 672 Instructional Materials Design 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 690 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.

Early Childhood

COE 234, 657-2338

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.

All clinical and field-based experiences are arranged through the Office of Certification and Field Experiences. 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 Certification and Field Experiences Office, Room 114, first floor COE.

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 Certification and Field Experiences. 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 Certification and Field Experiences.

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 Certification and Field Experiences 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 Certification and Field Experiences.

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 Professional Seminar in Early Childhood 3 cr.
EC 599 Thesis 6 cr.

Earth Science

SCI 110, 657-2341

*** EASC 100 Lithosphere and Hydrosphere (TN) 3 cr. Corequisite: EASC 101.** 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.

*** EASC 101 Lithosphere and Hydrosphere Lab (TN) 1 cr. Corequisite: EASC 100.** Enhances the lecture material of EASC 100 through the usage of experiential activities.

*** EASC 120 Historical Geology and Paleontology (TN) 3 cr. Corequisite: EASC 121.** 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.

*** EASC 121 Historical Geology and Paleontology Lab (TN) 1 cr. Corequisite: EASC 120.** Enhances the lecture material of EASC 120 through the usage of experiential activities.

EASC 200 Mineralogy 3 cr. Prerequisite: EASC 100. Surveys the crystallography, chemistry and physics of minerals, determinative mineralogy, mineral field occurrences and associations. Studies the mineralogical compositions of igneous, sedimentary and metamorphic rocks through the use of hand specimens. Lab included. Field trips required.

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.

EASC 220 Meteorology 4 cr. (Lec. 3; Lab 1). Presents a semi-technical approach to the elements and controls of weather. Lab required.

EASC 230 Optical Mineralogy and Petrography 4 cr. (Lec. 3; Lab 1). Prerequisite: EASC 200. Introduces the student to the polarizing microscope and identification of minerals by oil immersion and thin section analysis, identification and classification of igneous, sedimentary and metamorphic rocks through thin section analysis. Lab required.

EASC 300 Structures and Tectonics 3 cr. Prerequisite: EASC 200. 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.

EASC 320 Sedimentation and Stratigraphy 3 cr. Prerequisites: EASC 230 and EASC 300. 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.

EASC 400 Geomorphology and Quaternary Geology 3 cr. Prerequisite: EASC 300. 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.

EASC 440 Geologic Field Methods 4 cr. Prerequisite: EASC 300. 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.

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.

EASC 490 Internship 1 cr. Prerequisite: Consent of instructor. Provides instructional experience in the Earth Sciences program with an opportunity for early exploration of teaching interests.

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.

EASC 492 Seminar V 1-3 cr. Prerequisite: consent of instructor. Provides advanced students an opportunity to intensively investigate topics pertinent to the field of Earth Sciences.

EASC 493 Workshop V 1-4 cr. Prerequisite: Consent of instructor. Provides an opportunity for group study in an area of Earth Science.

EASC 496 Cooperative Education V 1-8 cr. Provides university credit for a paid work experience in the area of Earth Science supervised by faculty and requiring written assignments.

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.

Economics

McD 300, 657-2295

*** 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.

*** 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.

ECON 310 Introduction to Health Economics 3 cr. Prerequisites: ECON 200 and ECON 201 and consent of department. 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.

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.

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.

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.

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.

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.

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.

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.

ECON 457 Economics of Organizations 3 cr. Prerequisite: ECON 324 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.

ECON/FIN 480 Research in Finance and Economics 3 cr. Prerequisite: ECON 324, 325, 443 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.

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 (guidelines are available from the Career Services) and have it approved by CBAPC.

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 515 Health Care Economics 3 cr.

ECON 516 Managerial Economics for the Health Industry 3 cr.

ECON 592 Seminar V 1-3 cr.

Education

COE 116, 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 Certification and Field Experiences Office, 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 Certification and Field Experiences.

EDUC 291 Independent Study V 1-3 cr. Prerequisites: Consent of instructor and Office of Certification and Field Experiences. 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 Certification and Field Experiences.

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 Certification and Field Experiences. 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 Certification and Field Experiences.

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 Certification and Field Experiences 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. In-field contact time is 45 hours per semester credit. Field placements are arranged through the Office of Certification and Field Experiences.

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 Certification and Field Experiences.

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 584 Student Teaching (K-12) 6 cr.
EDUC 585 Student Teaching (Elementary) 6 cr.
EDUC 586 Student Teaching (Secondary) 6 cr.
EDUC 596 Cooperative Education/Internship V 1-9 cr.

Educational Foundations

COE 278, 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.

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 Certification and Field Experiences Office, Room 114, first floor COE.

*** EDF 100 Educated Persons for a Democratic Society 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 Certification and Field Experiences.

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 Certification and Field Experiences.

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.

Graduate Level Courses

The following are graduate level courses. Please refer to the Graduate Catalog for the course descriptions.

EDF 501 Research Design and Interpretation 3 cr.
EDF 505 Education: Law and Policy 2 cr.
EDF 515 Social, Philosophical, and Legal Issues in Education 3 cr.
EDF 530 Advanced Human Development and Learning 3 cr.
EDF 550 Supervision and Instruction 3 cr.
EDF 551 School Finance 3 cr.
EDF 552 General School Administration 3 cr.
EDF 560 Educational Leadership 3 cr.
EDF 590 Internship V 1-6 cr.
EDF 591 Independent Study V 1-6 cr.
EDF 592 Seminar V 1-6 cr.
EDF 593 Workshop V 1-6 cr.
EDF 594 Clinic V 1-6 cr.
EDF 597 Capstone in Educational Foundations V 1-3 cr.
EDF 599 Thesis 6 cr.
EDF/EDCI 698 Directed Research Project 3 cr.

English

LA 437/400, 657-2348

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 the English Placement Test, (SAT, ACT) and faculty recommendation. Credits count toward graduation requirements but do not count toward General Education. (Not applicable to English major or minor.)

*** ENGL 150 College Composition 3 cr. Prerequisite: Satisfactory passing score on Placement Examination or grade of "C" or better in ENGL 100.** 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.)

*** 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).

*** ENGL 204 Fundamentals of Creative Writing 3 cr. Prerequisite: ENGL 150.** 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 210 Technical Writing (TN) 3 cr. Prerequisite: ENGL 150.** Introduces students to the creation and evaluation of several kinds of written technical communication.

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 226 Research Writing (TN) 3 cr. Prerequisite: ENGL 150.** 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.

*** 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.

*** 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.

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.

*** 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.

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 301 Business Communication (TN) 3 cr. Prerequisite: ENGL 150.** Provides instruction in the preparation of business memos, letters, reports, oral presentations, and computer assisted writing in business contexts.

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.

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.

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/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: ENGL 150 or consent of instructor. Provides guidance and practice in all stages of the magazine article writing process from idea through publication. Completed articles will be the primary basis for student evaluation and the objectives of the course will be met through submission/publication of at least one article.

ENGL 324 Playwrighting 3 cr. Prerequisite: ENGL 204. Provides extensive practice in the writing of scenes and plays. Develops various playwrighting skills such as convincing dialogue, believable and interesting characterization, correct pacing of plot and action, and appropriate use of setting. Develops analytical skill through discussion of selected professional and student-produced work. ($10 photocopying fee).

ENGL 325 Survey of Literary Criticism 3 cr. Prerequisite: ENGL 260. Surveys the leading literary critics and theorists from Plato and Aristotle to the Formalists of the mid- twentieth century.

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 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.

ENGL 355 American Literature I 3 cr. Prerequisite: ENGL 260. Provides intensive study and discussion of selections from major American writers from the colonial period through the end of the Civil War.

ENGL 356 American Literature II 3 cr. Prerequisite: ENGL 260. Provides intensive study and discussion of selections by major American writers from the post-Civil War period through 1965.

ENGL 361 British Literature I 3 cr. Prerequisite: ENGL 260. 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.

ENGL 362 British Literature II 3 cr. Prerequisite: ENGL 260. Provides intensive study and discussion of selections from major British writers from the Restoration through the Romantic period.

ENGL 363 British Literature III 3 cr. Prerequisite: ENGL 260. Provides intensive study and discussion of selections from major British writers from the Victorian period to 1965.

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.

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.

ENGL 390 Peer Tutoring 1 cr. R-6. Prerequisites: English major or minor and approval of director of the Writing Lab. Provides practical experience imparting basic language skills to fellow students in the Writing Lab. (English teaching majors must complete a minimum of 3 cr. of ENGL 390/490).

ENGL 394 Internship 1cr. R-6. Prerequisites: English major, Upper-division status and approval of department chair. Places the upper-division English student in a section of ENGL 150 College Composition, 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 certification 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.

EDCI 424 Teaching English 3 cr. Prerequisites: Admission to Teacher Education program and 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.

ENGL 425 Senior Portfolio (WR) 3 cr. Prerequisites: ENGL 226 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.

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 444 Shakespeare 3 cr. Prerequisite: ENGL 361 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.

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.

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.

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.

ENGL 464 Studies in Medieval Literature V 1-3 cr. R-6. Prerequisite: ENGL 260 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.

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 471 Major Writers 3 cr. Provides advanced study of the work of a selected author or authors.

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.

Environmental Studies

LA 223, 657-2177

EVST/GEOG 201 Mapping Techniques 3 cr. Introduces map interpretation, computer cartography, spatial data and Geographic Information Systems.

EVST 230 Introduction to Environmental Studies 3 cr. Prerequisite: ENGL 226 or consent of instructor. Presents an orientation to the field of environmental studies as an academic discipline and as public service. Provides students with experiential opportunities with local agencies and organizations designed to facilitate individual interests and educational goals relative to the study and practice of environmental problem solving. Students will acquire information literacy skills through the process of identifying, accessing, analyzing, and evaluating secondary source material, audiovisual media, and computer-based information. Course requires students to complete a community-based environmental project.

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/GEOG 301 Principles of Geographic Information Systems 3 cr. Prerequisite: EVST/GEOG 201. Introduces GIS, spatial analysis, map production, and spatial data handling.

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 ENGL 150, ENGL 210, ENGL 226, or ENGL 301. 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 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 ENGL 150, ENGL 210, ENGL 226, or ENGL 301. 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, HIST 373. 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, 657-2295

*** FIN 201 Financial Planning for Everyone - Organizing and Managing Your Financial Resources 1 cr.** 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 202 Financial Planning for Everyone - Protecting Your Financial Resources 1 cr.** 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 203 Financial Planning for Everyone - Investing and Long-Term Planning 1 cr.** 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 276 Real Estate 3 cr. Prerequisite: ECON 200 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 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/ECON 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.

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/ECON 480 Research in Finance and Economics 3 cr. Prerequisites: ECON 324, 325, 443 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 (guidelines are available from the Career Services) 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 515 Health Care Financial Management 3 cr.
FIN 592 Seminar V1-3 cr.

French

LA 722, 657-2232

FREN 101, 102 Elementary French I, II 4, 4 cr. A sequence course; student must pass FREN 101 before enrolling in FREN 102. Offers oral-aural methods and objectives; inductive approach to grammar necessary for simple spoken and written French; reading texts of appropriate level.

FREN 201, *202 Intermediate French I, II (WR) 3, 3 cr. Prerequisite: FREN 102 or equivalent. A sequence course; student must pass FREN 201 before enrolling in FREN 202. Presents a systematic review of French grammar, intensive oral drills, reading and discussion of one literary work per semester, compositions beginning with 202.

FREN 301, 302 Advanced French Conversation I, II 3, 3 cr. Prerequisite: FREN 202 or equivalent. Contains class discussion and oral reports on previously assigned material of contemporary and conversational nature. Course conducted in French.

FREN 311, 312 French Civilization I, II (FREN 312 - WR) 3, 3 cr. Prerequisite: FREN 202 or equivalent. Readings and lectures covering political, social, intellectual, and art history of France. FREN 311 - Beginnings to the French Revolution; FREN 312 - Napoleon to the present. Course conducted in English.

FREN 401, 402 Survey of French Literature I, II 3, 3 cr. Prerequisite: FREN 301 or 311 or equivalent, or permission of instructor. Presents readings representative of French literary movements, coordinated with reports and lectures. FREN 401 - Origins to 1800; FREN 402 - 1800 to present.

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.

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.

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.

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.

Geography

SCI 110, 657-2341; AP 123, 657-2310

*** GEOG 100 Physical Geography Lab (TN) 1 cr. Prerequisite: Taken concurrently with GEOG 101.** Enhances the lecture material of GEOG 101 through the use of experiential activities.

*** 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.

*** 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.

*** 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.

GEOG/EVST 201 Mapping Techniques 3 cr. Introduces map interpretation, computer cartography, spatial data and Geographic Information Systems.

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.

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.

GEOG/EVST 301 Principles of Geographic Information Systems 3 cr. Prerequisite: GEOG/EVST 201. Introduces GIS, spatial analysis, map production, and spatial data handling.

GEOG 320 Geography of Latin America 3 cr. Prerequisite: GEOG 202 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.

GEOG 321 Geography of Russia 3 cr. Explores the human and environmental geography of Russia and the territories of the former USSR.

GEOG 322 Geography of Europe 3 cr. Prerequisite: GEOG 120 or GEOG 202, 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.

GEOG 350 Regional Geography 3 cr. Prerequisite: One of the following: GEOG 102, GEOG 120, or GEOG 202. Focuses on the human and environmental geography of one region, such as Africa, Asia, or the Great Plains of the U.S. and Canada.

GEOG 410 Geography of Montana 3 cr. Prerequisite: GEOG 220 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.

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.

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.

GEOG 493 Workshop V 1-3 cr. Prerequisite: Consent of instructor. Provides an opportunity for advanced study in an area of Geography.

German

LA 722, 657-2232

GERM 101, 102 Elementary German I, II 4, 4 cr. A sequence course; student must pass GERM 101 before enrolling in GERM 102. Introduces modern German. Presents the vocabulary and grammar necessary for simple spoken and written German.

GERM 201, *202 Intermediate German III 3, 3 cr. Prerequisite: GERM 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.

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 421, 422 Culture and Civilization of German Speaking Countries I, II 3, 3 cr. Prerequisite: GERM 202 or equivalent. Involves readings and discussions on the political, socio-economic, intellectual, and art history of Germany, Austria, and Switzerland. Added emphasis on current events. Materials will be supplemented with up-to-date news and figures. Conducted in German.

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).

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.

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.

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.

GERM 493 Workshop 3 cr. Prerequisite: consent of instructor. Provides an opportunity for experimental study in an area of German Language and Literatures.

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.

GERM 499 Senior Paper 1 cr. Prerequisite: Senior standing in German. Major research paper to be defended in German.

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.

Health Administration

AP 119, 657-2115

HADM 210 Introduction to Health Care 3 cr. Provides an introduction to the health care system in the United States and an overview of the professional, political, social, and economic forces that have shaped it in the past and will continue to determine health care in the future.

HADM 290 Internship V 1-5 cr. Prerequisite: Consent of instructor. Provides students with a supervised experience in health administration. In-field contact time is 45 hours per semester credit. Field placements are arranged through the Health Administration office.

HADM 291 Independent Study V 1-3 cr. Prerequisite: Consent of instructor. Provides opportunities for freshmen and sophomores to explore material not offered through regular courses.

HADM 292 Seminar V 1-3 cr. Prerequisite: HADM 210. Provides students an opportunity to intensively investigate topics in Health Administration.

HADM 296 Cooperative Education/Internship V 1-9 cr. Provides university credit for a sophomore work experience in the area of Health Administration supervised by faculty. Learning agreement must be completed prior to registration (restricted).

HADM 310 Health Care Administration 3 cr. Prerequisites: HADM 210, HADM 290 or consent of instructor. Emphasizes the operation of health care organizations, and includes organizational structure, governance, management and behavior, business ethics in the healthcare environment, leadership, planning and quality.

HADM 435 Health Law 3 cr. Prerequisites: HADM 210, HADM 290, HADM 310 or consent of instructor. Examines the system of laws governing health care delivery. Topics include anti-trust laws, malpractice, managed care, physician autonomy, patient rights informed consent, tax laws, corporate reorganization and merger.

HADM 450 Health Policy and Politics 3 cr. Prerequisites: HADM 210, HADM 290, HADM 310 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 455 Rural/Frontier Health Care Delivery 3 cr. Prerequisites: HADM 210, HADM 290, HADM 310 or consent of instructor. Familiarizes students with issues facing health care providers and administrators in rural/frontier settings such as governance, financing, management, variety and quality of health care services and the recruitment and retention of health care professionals.

HADM 460 Long Term Delivery 3 cr. Prerequisites: HADM 210, HADM 290, HADM 310 or consent of instructor. Examines contemporary issues in long term care administration including finance, management, retention of health care providers, and the nursing home environment.

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 V 1-9 cr. Provides university credit for a work experience in the area of Health Administration, 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.

HADM 596 Cooperative Education/Internship V 1-9 cr.
HADM 605 Accessing and Evaluating Health Information Resources 1 cr.
HADM 607 Health Care Information Systems 1 cr.
HADM 610 Health Care Systems 3 cr.
HADM 620 Operational Issues in Health Care Organizations 3 cr.
HADM 630 US Health Policy and Politics 3 cr.
HADM 635 Health Law and Ethics 3 cr.
HADM 640 Epidemiology 3 cr.
HADM 651 Rural-Frontier Health Care Administration 2 cr.
HADM 660 Long Term Care Administration 1 cr.
HADM 671 Managed Care 1 cr.
HADM 685 Research Methodology for Health Administration 3 cr.
HADM 687 Planning for Health Care Organizations 3 cr.
HADM 690 Internship V 1-6 cr.
HADM 691 Independent Study V 1-6 cr.
HADM 692 Seminar V 1-6 cr.
HADM 693 Workshop V 1-6 cr.
HADM 697 Capstone V 1-6 cr.

Health and Human Performance

PE 116, 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 Certification and Field Experiences. 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 Certification and Field Experiences Office, Room 114, COE

HHP 100 Exercise Science for Healthy Living 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 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 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 174 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 176 Softball 1 cr.

HHP 180 Judo 2 cr. Promotes lifelong health skills through presenting judo history, philosophy, and etiquette. Specific throwing and grappling skills designed to improve strength and endurance are presented. Also the course seeks to provide the student with some personal self-defense skills. Teaches how to fall safely in judo play or in self-defense situations. Develops understanding of body mechanics through the study of techniques sport-specific to judo such as grip, Kumikata; throwing, Nagewaza; falling, Ukemi; and grappling skills, Katamewaza.

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 anerobic 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 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 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 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 Coaching Youth Sports 3 cr. Covers a wide variety of coaching topics especially unique to youth athletics. Topics include developing a coaching philosophy, basic sport psychology, sport physiology, basic sports medicine, basic legal aspects and how to deal with parents. Methods of becoming a more effective coach are discussed and applied. Course includes a 1 credit practicum.

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 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 Certification and Field Experiences.

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 260 or approval of instructor. 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 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 Competitive Team and Individual Sports 2 cr. Identifies developmentally appropriate skills, techniques, strategies, and teaching progressions for soccer, volleyball, basketball, tennis, badminton, track and field, softball, and baseball.

HHP 345 Lifelong Leisure Team and Individual Sports 2 cr. Identifies developmentally appropriate skills, techniques, and teaching progressions for racquetball, tennis, golf, Frisbee games, inline and ice skating, leisure cycling, table tennis, and cross-country skiing.

HHP 346 Rhythms, Dance, and Game Activities 2 cr. Identifies culturally and developmentally appropriate skills, techniques, and teaching progressions for various types of dance, gymnastics, tumbling, low organized games, and Native American games.

HHP 347 Elementary Health Enhancement Activities 2 cr. Identifies developmentally appropriate skills, techniques, and teaching progressions for fundamental locomotor, non-locomotor, and manipulative skills including dance and rhythms.

HHP 348 Fitness and Wellness Activities 2 cr. Identifies developmentally appropriate skills, techniques, and teaching progressions for aerobic dance, fitness walking, fitness circuit training, yoga, fitness nutrition, behavioral management, stress management, and fitness program design.

HHP 349 Basic Strength and Conditioning 2 cr. Identifies developmentally appropriate skills, techniques, and teaching progressions for weight training, periodization, aerobic and anaerobic conditioning, plyometrics, power lifting, machine and free weight lifting, and program design for specific areas of strength and conditioning.

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 390 Junior Field Experience 0 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 Certification and Field Experience.

HHP 405 Outdoor and Camping Education 2 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 Drug and Alcohol Education 3 cr. Prerequisite: Junior standing. Provides basic information about drugs, the potential for abuse and possible causes. Its primary focus is on the preventive aspects of drug abuse by the school age child, and it centers on the approaches which are the most effective. (Meets State Teacher Certification requirement for Drug and Alcohol Abuse Class).

HHP 420 Global Health Issues 3 cr. Explores the relationship 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. The effective examination of factors and mechanisms that contribute to the quality of health of both individuals and communities is best facilitated through an interdisciplinary approach. The variety of contemporary health issues that impact daily human existence will provide the content areas for this course. Class sessions will focus on specific health concerns, including environmental health, health and gender, disease control, preventable causes of morbidity and mortality, the role of the media, and political and economic issues in health. The objective of class meetings will be to study these issues by contrasting their origins, manifestations, and possible resolutions in developed and less developed nations.

HHP 430 Exercise Physiology 3 cr. 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 433 High Level Wellness Through Decision Making 3 cr. Introduces the concept of wellness and presents strategies for adoption of a wellness life-style.

HHP 436 Stress Management and Emotional Health 3 cr. Examines the interrelationship of human stress and emotions on health and performance. Explores theories, research and strategies to enhance human performance and manage stress.

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 430. Examines the anatomy and mechanics of human motion with the goal of improving efficiency in sport, dance, and exercise.

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 490 Internship/Practicum V 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 Certification and Field Experiences.

HHP 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.

HHP 492 Seminar V 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 Certification and Field Experiences.

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 3 cr.
HHP 540 Foundations of Sport Leadership 3 cr.
HHP 550 Psychological Principles 3 cr.
HHP 560 Sport Marketing 3 cr.
HHP 562 Graduate Athletic Training I 3 cr.
HHP 563 Graduate Athletic Training II 3 cr.
HHP 565 Lower Extremity Evaluation 3 cr.
HHP 566 upper Extremity Evaluation 3 cr.
HHP 570 Sport Organizations and Governance 3 cr.
HHP 575 Therapeutic Modalities 3 cr.
HHP 576 Rehabilitation Techniques 3 cr.
HHP 590 Internship V1-9 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.

History

LA 836, 657-2119

*** HIST 104 History of World Civilization to 1500 3 cr.** Surveys the political, cultural, social, economic, and religious developments in world civilizations from the beginnings in the ancient world through the 15th century.

*** HIST 105 History of World Civilization Since 1500 3 cr.** Surveys the political, cultural, social, economic and religious developments in world civilizations from the 16th century to the present.

*** 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.

*** 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.

*** 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.

*** 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.

*** 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.

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).

HIST 309 Creating Empire and Identity in the Atlantic World 1492-1763 3 cr. Prerequisite: HIST 204 or HIST 105. 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.

HIST 312 The American Revolutionary Era, 1750-1789 3 cr. Prerequisite: HIST 204 suggested or permission of instructor. Examines the origins of the American revolution, the establishment of a unique American identity, the birth of the United States, the struggle for independence from Great Britain, the problems and challenges of a new nation, and the creation of the United States constitution.

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.

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.

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.

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.

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.

HIST 332 Ancient History: 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.

HIST 333 Ancient History: Rome 3 cr. Covers the history of ancient Rome from its earliest point through the years of the Republic and Empire.

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.

HIST 336 The Renaissance 3 cr. Prerequisite: HIST 104 or equivalent. Covers the Renaissance from the waning of the Middle Ages to the eve of the Protestant and the Catholic Reformations. It includes the impact of the Hundred Years War; the bubonic plague; the rise and impact of humanism on artistic, literary, and political thought; and the rise of the modern nation state.

HIST 337 Reformation Europe, 1517-1648 3 cr. Explores social, political, cultural, and religious issues from the beginning of Luther's protest to the end of the religious wars in Europe. The background, development, and effects of the Protestant Reformation (and the basic theological issues) are central themes, and special emphasis is laid on popular belief and everyday religiosity, and on the geopolitical causes and effects of the religious wars. Moreover, this course examines many diverse aspects of sixteenth- and early seventeenth-century European history.

HIST 338 Baroque Culture, Absolute Monarchy, the Enlightenment, and the French Revolution Europe, 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.

HIST 340 Industrialization, Nationalism, and Liberalism in 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."

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."

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.

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.

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 Myceneans (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.

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.

HIST/POLS 423 Constitutional Law: Civil Liberties 3 cr. Prerequisite: HIST 204 or POLS 212. 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.

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.

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.

HIST/POLS 427 Constitutional Law: Powers and Structures 3 cr. Prerequisite: HIST 204 or POLS 212. 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.

HIST 445 Everyday Life and Popular Culture in Late Medieval and Early Modern Europe 3 cr. Explores aspects of everyday life and popular culture up to the eighteenth century, including: witchcraft, sexuality and family life, carnival, social disgrace, military life, drinking, religiosity, living standards, and demography. A central theme is the methods that historians have used to investigate the lives and beliefs of the lower classes ("people without history").

HIST 447 The Holocaust in Nazi Occupied Europe 3 cr. Prerequisite: HIST 105 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.

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.

*** 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.

*** 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.

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.

HIST/HON 460 The 1960s 3 cr. Prerequisite: HIST 205 or HIST 319 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.

HIST 461 The History of Germany, Since 1517 3 cr. Traces the various special problems and historiographical issues in German history from the Reformation to the tragedies of the twentieth century. This course focuses special attention on the recurrent problem of German political unity and identity, on the unique cultural and intellectual contributions of Germany, and on the notion of a "special path" of German history.

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.

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.

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.

HIST 490 Internship: Public History V 1-6 cr. Provides public history opportunities for students in local organizations which utilize public historians.

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.

HIST 492 Seminar 3 cr. Provides advanced students an opportunity to investigate intensively topics pertinent to the field of History.

HIST 493 Workshop 1-8 cr. Provides an opportunity for experimental study in an area of History.

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).

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.

Graduate Level Courses

The following are graduate level courses. Please refer to the Graduate Catalog for the course descriptions.
HIST 591 Independent Study V 1-5 cr.
HIST 592 Seminar V 1-6 cr.

Honors

LA 210, 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, Tom Rust, at 657-2903 or trust@msubillings.edu.

*** ^ HON 181 The Ancient and Medieval Worlds 3 cr.** Examines in conjunction with HIST 106 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 HIST 106. HIST 106 and HON 181 satisfy the General Education requirements in the History and Integrated Humanities categories, respectively.

*** ^ HON 182 The Renaissance and Modern Worlds 3 cr.** Examines in conjunction with HIST 107 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, Nietzche, Ibsen, Sartre, Wollstonecraft, and Woolf.

^The course must be taken in conjunction with HIST 107. HIST 107 and HON 182 satisfy the General Education requirements in the History and Integrated Humanities categories, respectively. However, if a student takes HIST 106/HON 181 and HIST107/HON 182, the student will also be deemed to have satisfied the Fine Arts requirements and 3 credits of the Writing requirements (either ENGL 150 or ENGL 226).

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 ENGL 150, ENGL 210, ENGL 226, or ENGL 301. 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/HIST 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 Myceneans (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/HIST 460 The 1960s 3 cr. Prerequisite: HIST 205 or HIST 319 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 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, 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, McMullen Hall, Room 114.

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, SOCL 101, and PSYC 101. Corequisite: HS 387. Provides students an initial supervised agency field experience in the human services designed to facilitate the information necessary to explore and formulate individual interests, abilities and educational goals relative to the field and practice of human services.

HS 387 Professional Seminar I in the Human Services 1 cr. Prerequisite: HS 201, SOCL 101, and PSYC 101. 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. Corequisite: HS 486. Provides students who are currently enrolled in HS 486, Supervised Field Experience I in the Human Services, with a forum for discussing their internship experiences in a supportive, confidential, and academic setting. Another important purpose of the Pro-seminar is to facilitate the active integration of a theoretical knowledge base to practical field experiences and applications. Students engage in the HS 486/487 and 488/489 sequence consecutively during their senior year after completion of a significant portion of academic course work in the Human Services discipline.

HS 488 Supervised Field Experience III in the Human Services 3 cr. Perquisite: 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 course work 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.

Humanities

LA 437, 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.

Information Systems

McD 300, 657-2295

MIS 103 Introduction to Electronic Spreadsheets (TN) 1 cr. Prerequisite: Pass competency exam. Provides an introduction to spreadsheets using a self-paced multimedia approach. Students may take a competency exam to test out of the course.

MIS 104 Introduction to Word Processing (TN) 1 cr. Prerequisite: Pass competency exam. Provides an introduction to word processing and presentation software; uses a self-paced approach. Students may take a competency exam to test out of the course.

MIS 202 Introduction to Databases 1 cr. Prerequisites: MIS 103, 104 or passing competency exams in each area. Provides an entry level data base course covering the basic concepts, use, and management of a database.

MIS 210/410 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 225 Introduction to Productivity Application Software 3 cr. Provides introductory concepts of computers, Windows operating system, Internet, spreadsheets, and word processing.

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: MATH 121. 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: MIS 225. 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/CMP 262 Microsoft Access 3 cr. Prerequisite: CMP 105 or MIS 225. Examines the process of database design using a relational model. Use of applications software focuses on data query, report generation, multiple file relationships and interface techniques.

MIS 352 Microcomputer Database Design and Implementation (TN) 3 cr. Prerequisite: MIS 103. 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 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. Prerequisites: MIS 202. 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 3cr. Prerequisites: MIS 202 and junior standing. Introduces the fundamental concepts of management information systems in business organizations.

MIS 350 COBOL Programming (TN) 3 cr. Prerequisites: Admission to upper division standing and MIS 245. Provides instruction in structured COBOL Programming techniques, including sequential file processing, data validation, sorting and table utilization, using indexed files, direct-access file handling, interactive programming and the Report Writer.

MIS 355/255 Object Oriented Programming 3 cr. Prerequisite: MIS 225. 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 472 Business Geographic Information Systems (GIS) 3 cr. Prerequisites: MIS 202, 203 and MIS 352. Explains the structure and function of business GIS's, including the properties of geographic data, attribute data, data representation techniques, user interfaces and system architectures. Includes a major project assignment to develop GIS applications in business.

MIS 480 Applied Systems Development (TN) 3 cr. Prerequisites: Admission to upper division standing and MIS 410. Application of systems design concepts, principles and practices to a development project. A team approach is used to design and document a realistic computer-based system. Use of software engineering and project management methods, CASE tools, and 4GL programming will be emphasized.

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 (guidelines are available from the Career Services) 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.

Languages

LA 722, 657-2232

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 FREN 102 or GERM 102 or SPAN 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).

EDCI 319 Teaching Foreign Languages K-12 3 cr. Prerequisites: Admission to Teacher Education program and junior standing in major/minor, EDCI 310 or concurrent enrollment. 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.

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.

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 FREN 202 or GERM 202 or SPAN 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.

Management

McD 300, 657-2295

MGMT 321 Principles of Management 3 cr. Prerequisite: Admission to upper division 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 452 Human Resources 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 (guidelines are available from the Career Services) 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 515 Organizational Management 3 cr.
MGMT 516 Strategic Planning for Health Administration 1 cr.
MGMT 592 Seminar V1-3 cr.

Marketing

McD 300, 657-2295

MKT 340 Principles of Marketing (TN) 3 cr. Prerequisite: Admission to upper division 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 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 (guidelines are available from the Career Services) 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.

Mathematics

LA 848, 657-2228

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 apply toward graduation requirements but do not fulfill General Education requirements.

MATH 105 Algebra for College Students 4 cr. Prerequisite: MATH 101 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 apply toward graduation requirements but do not fulfill General Education requirements.

MATH 106 College Algebra 3 cr. Prerequisite: MATH 105. Covers polynomial, rational, exponential, and logarithmic functions.

*** MATH 107 Precalculus 5 cr. Prerequisite: MATH 105.** Includes polynomial, rational, exponential and logarithmic functions, sequences and series, systems of equations, trigonometric functions, mathematical induction and an introduction to complex numbers.

MATH 110 Mathematical Computing 1 cr. Corequisite: MATH 107 or higher. Introduces the use of computer algebra systems to solve mathematical problems.

*** MATH 112 Calculus I 4 cr. Prerequisite: MATH 107. Corequisite: MATH 110.** Covers differentiation, integration and some applications to the computation and approximation of functions, geometry and extremum problems.

MATH 113 Calculus II 4 cr. Prerequisite: MATH 112. Includes techniques and applications of integration, analytic geometry and the theory of sequences and series. This course is a continuation of MATH 112.

*** MATH 121 Finite Mathematics 4 cr. Prerequisite: MATH 105 or equivalent.** Studies applications of combinatorics and systems of linear equations to problems of optimization, decision theory, and mathematics of finance. Introduces differentiation.

*** MATH 141 Contemporary Mathematics 3 cr. Prerequisite: MATH 105 or three years of high school mathematics.** Introduces the student to areas of interest in applied and pure mathematics. Content may vary.

*** MATH 161 Math for Health Sciences 4 cr. Prerequisite: MATH 105 or equivalent.** Covers systems of measurements and their relations. Treats thoroughly the mathematics of pharmacology. Introduces elementary functions as models of biological behavior.

MATH 201 Mathematics for Elementary Education I 3 cr. Prerequisite: MATH 105 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.

*** MATH 202 Mathematics for Elementary Education II 3 cr. Prerequisite: MATH 201.** Focuses on geometry, measurement, computer programming for elementary mathematics, and utilization of computer software for geometry.

MATH 292 Seminar V 1-3 cr. Provides students an opportunity to investigate intensively topics pertinent to the field of Mathematics.

MATH 293 Workshop V 1-8 cr. Provides an opportunity for experimental study in an area of Mathematics.

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).

MATH 301 Applied Linear Algebra 4 cr. Prerequisite: MATH 113. 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 302 Intermediate Differential Equations 3 cr. Prerequisite: MATH 312. 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.

MATH/COMP 305 Discrete Structures I 4 cr. Prerequisite: MATH 113. Covers logic, recursion, induction and basic data models. Surveys combinatorics and the theory of algorithms with attention to design analysis and verification techniques.

MATH/COMP 306 Discrete Structures II 4 cr. Prerequisites: MATH/COMP 305. Discusses algorithm design in the context of graph theory. Introduces automata and formal languages. Covers logic, computability, artificial intelligence and robotics.

MATH 311 Geometry (WR) 3 cr. Prerequisite: MATH 301 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.

MATH 312 Multivariable Calculus 4 cr. Prerequisite: MATH 301. 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.

MATH 320 Trends in Elementary Mathematics 3 cr. Prerequisites: MATH 202 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.

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

MATH/STAT 341 Probability 3 cr. Prerequisite: MATH 113. Includes discrete and continuous random variables, expectation, moment generating functions, and the limit theorems of probability.

MATH/STAT 342 Stochastic Processes 3 cr. Prerequisite: MATH/STAT 341. Includes Markov chains, Poisson processes, birth and death processes, renewal theory, Brownian motion, and simulation.

MATH/COMP 371 Numerical Computing (TN) 3 cr. Prerequisites: COMP 101 and MATH 113. Presents machine arithmetic, approximate solution of equations and systems of equations, interpolation, numerical integration, and methods for the approximate solution of differential equations.

MATH/COMP 372 Scientific Computing 3 cr. Prerequisites: MATH/COMP 371. Introduces computer modeling of both deterministic and random phenomena, including dynamical systems. Topic emphasis may vary from year to year.

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.

MATH 412 Mathematical Analysis I 3 cr. Prerequisite: MATH 312. Presents the basic theorems of one and multivariable analysis as a basis for higher analysis and its applications.

MATH 413 Mathematical Analysis II 3 cr. Prerequisite: MATH 412. Covers topics in multivariable calculus and/or complex variables.

MATH 420 Implementing the NCTM Standards 3 cr. Prerequisites: MATH 202 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.

MATH 421 Algebraic Structures 3 cr. Prerequisite: MATH 301. Covers groups, rings, fields and vector spaces. Exact topics may vary from year to year.

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.

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.

MATH 493 Workshop V 1-3 cr. Provides an opportunity for experimental study in an area of Mathematics.

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).

MATH 498 Capstone Seminar 1 cr. Prerequisite: Senior Standing in Math. Provides an opportunity to intensively investigate specific topics pertinent to the fields of mathematics. Also provides a forum for students to present results of independent research projects and topics as assigned. Exit course that integrates and synthesizes knowledge and experience developed through the various courses in the mathematics program.

Graduate Level Courses

The following graduate level course is described in the Graduate Catalog.
STAT 541 Applied Statistics 3 cr.

For MIS courses see *Information Systems,* page 354.

Music

CI 119, 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: permission of instructor. 1/2 hour lesson per week.

MUSC 105 Applied Voice 1 cr. R-4. Prerequisite: permission of instructor. 1/2 hour lesson per week.

MUSC 106 Applied Piano 1 cr. R-4. Prerequisite: permission of instructor. 1/2 hour lesson per week.

MUSC 107 Applied Flute 1 cr. R-4. Prerequisite: permission of instructor. 1/2 hour lesson per week.

MUSC 108 Applied Oboe 1 cr. R-4. Prerequisite: permission of instructor. 1/2 hour lesson per week.

MUSC 109 Applied Clarinet 1 cr. R-4. Prerequisite: permission of instructor. 1/2 hour lesson per week.

MUSC 110 Applied Saxophone 1 cr. R-4. Prerequisite: permission of instructor. 1/2 hour lesson per week.

MUSC 111 Applied Bassoon 1 cr. R-4. Prerequisite: permission of instructor. 1/2 hour lesson per week.

MUSC 112 Applied Horn 1 cr. R-4. Prerequisite: permission of instructor. 1/2 hour lesson per week.

MUSC 113 Applied Trumpet 1 cr. R-4. Prerequisite: permission of instructor. 1/2 hour lesson per week.

MUSC 114 Applied Trombone 1 cr. R-4. Prerequisite: permission of instructor. 1/2 hour lesson per week.

MUSC 115 Applied Euphonium 1 cr. R-4. Prerequisite: permission of instructor.1/2 hour lesson per week.

MUSC 116 Applied Tuba 1 cr. R-4. Prerequisite: permission of instructor. 1/2 hour lesson per week.

MUSC 117 Applied Violin or Viola 1 cr. R-4. Prerequisite: permission of instructor. 1/2 hour lesson per week.

MUSC 118 Applied Cello or Bass 1 cr. R-4. Prerequisite: permission of instructor. 1/2 hour lesson per week.

MUSC 119 Applied Percussion 1 cr. R-4. Prerequisite: permission of instructor. 1/2 hour lesson per week.

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: permission of instructor and upper division status. 1/2 hour lesson per week.

MUSC 305 Applied Voice 1 cr. R-4. Prerequisite: permission of instructor and upper division status. 1/2 hour lesson per week.

MUSC 306 Applied Piano 1 cr. R-4. Prerequisite: permission of instructor and upper division status. 1/2 hour lesson per week.

MUSC 307 Applied Flute 1 cr. R-4. Prerequisite: permission of instructor and upper division status. 1/2 hour lesson per week.

MUSC 308 Applied Oboe 1 cr. R-4. Prerequisite: permission of instructor and upper division status. 1/2 hour lesson per week.

MUSC 309 Applied Clarinet 1 cr. R-4. Prerequisite: permission of instructor and upper division status. 1/2 hour lesson per week.

MUSC 310 Applied Saxophone 1 cr. R-4. Prerequisite: permission of instructor and upper division status. 1/2 hour lesson per week.

MUSC 311 Applied Bassoon 1 cr. R-4. Prerequisite: permission of instructor and upper division status. 1/2 hour lesson per week.

MUSC 312 Applied Horn 1 cr. R-4. Prerequisite: permission of instructor and upper division status. 1/2 hour lesson per week.

MUSC 313 Applied Trumpet 1 cr. R-4. Prerequisite: permission of instructor and upper division status. 1/2 hour lesson per week.

MUSC 314 Applied Trombone 1 cr. R-4. Prerequisite: permission of instructor and upper division status. 1/2 hour lesson per week.

MUSC 315 Applied Euphonium 1 cr. R-4. Prerequisite: permission of instructor and upper division status. 1/2 hour lesson per week.

MUSC 316 Applied Tuba 1 cr. R-4. Prerequisite: permission of instructor and upper division status. 1/2 hour lesson per week.

MUSC 317 Applied Violin or Viola 1 cr. R-4. Prerequisite: permission of instructor and upper division status. 1/2 hour lesson per week.

MUSC 318 Applied Cello or Bass 1 cr. R-4. Prerequisite: permission of instructor and upper division status. 1/2 hour lesson per week.

MUSC 319 Applied Percussion 1 cr. R-4. Prerequisite: permission of instructor and upper division status. 1/2 hour lesson per week.

*** 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 l 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 motels 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.

Native American Studies

LA 836, 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 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/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/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 327 Montana Indian Groups Prior to 1862 (WR) 3 cr. Provides a description and analysis of Indian tribes and groups which lived in, used, or migrated through the area which is now Montana from at least 10,000 B.C. to 1862 A.D. Attention is given to the basic characteristics of Montana Indian groups, intercultural relations, and culture change, including prehistory and protohistory, the impact of Euro-American exploration, the fur trade, and early Westward expansion. Attention is paid to methods and findings derived from archaeology, oral traditions, ethnographic studies, and historical sources.

NAMS 328 Montana Indian Groups From 1862 to the Present 3 cr. Provides a description and analysis of Indian tribes and groups which lived in, used, or migrated through the area which is now Montana from 1862 to the present. Attention is given to the basic characteristics of the Montana Indian groups, intercultural relations, culture change, and the persistence and revival of Indian culture, including the impact of Euro-American expansion in connection with gold discovery, Indian wars, development of the reservation system, World Wars I and II, citizenship, the New Deal, the War on Poverty, civil rights movement, urbanization, and other contemporary issues. Attention is paid to methods and findings derived from oral traditions, ethnographic studies, historical sources, and contemporary media.

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/PSYC 385 Native American Psychology 3 cr. Prerequisite: PSYC 101 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/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, 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/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, Aristole, 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.

Physical Science

SCI 110, 657-2341

*** PSSC 101 The Physical World Around Us (TN) 3 cr. Corequisite: PSSC 102.** Elementary Education majors only. 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. 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.

Physics

SCI 110, 657-2341

*** PHYS 101 Earth, Air, Fire & Water 3 cr. 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: MATH 107. 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. Prerequisite: MATH 107. Corequisite: PHYS 110.** Laboratory to complement the lecture in PHYS 110.

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 210 University Physics I 3 cr. Prerequisite: MATH 112. 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. Corequisite: PHYS 210. Laboratory to complement the lecture in PHYS 210.

PHYS 220 University Physics II 3 cr. Prerequisite: MATH 112, 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. 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 450 Advanced Topics II 3 cr. Prerequisite: 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, 657-2311

*** POLS 101 Introduction to 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.

*** 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.

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.

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.

POLS 215 American State and Local Government 3 cr. Prerequisite: POLS 212 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.

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.

*** 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.

POLS 292 Seminar V 1-3 cr. Provides freshmen and sophomores an opportunity to investigate intensively topics pertinent to the field of Political Science.

POLS 293 Workshop V 1-6 cr. Provides freshmen and sophomores an opportunity for experimental study in an area of Political Science.

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).

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.

POLS 322 United States Foreign Policy (WR) 3 cr. Prerequisites: POLS 101 and POLS 212, 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.

POLS 331 Political Philosophy 3 cr. Prerequisite: POLS 212 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.

POLS 333 Comparative Government 3 cr. Prerequisite: POLS 101 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.

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.

POLS/HIST 423 Constitutional Law: Civil Liberties 3 cr. Prerequisite: HIST 204 or POLS 212. 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.

POLS 423/523 Constitutional Law: Civil Liberties 3 cr. Prerequisite: Graduate standing. Examines major Supreme Court decisions in the field of individual rights; provides and overview of civil liberties decisions with an emphasis on the Bill of Rights, e.g., speech, religion, privacy, and administrative law.

POLS/HIST 427 Constitutional Law: Powers and Structures 3 cr. Prerequisite: HIST 204 or POLS 212. 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.

POLS 427/527 Constitutional Law: Powers and Structures 3 cr. Prerequisite: Graduate standing. Introduces the evolution and structure of the United State constitutional system, focusing on the federal relationship, the separation of powers, and judicial review, relying upon the case method. Includes aspects of administrative law.

POLS 434 Contemporary Issues in Public Administration 3 cr. Prerequisite: POLS 213 or consent of instructor. Provides for the advanced study of current trends, policies and problems in public administration.

POLS 490 Political Science Internship V 1-12 cr. Prerequisites: POLS 215, 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.

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.

POLS 492 Seminar V 1-3 cr. Provides advanced students an opportunity to investigate intensively topics pertinent to the field of Political Science.

POLS 493 Workshop V 1-6 cr. Provides an opportunity for experimental study in the area of Political Science.

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.

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.

POLS 423/523 Constitutional Law: Civil Liberties 3 cr.
POLS 427/527 Constitutional Law: Powers and Structures 3 cr.
POLS 551 Research Methods 3cr.
POLS 554 Foundations of Public Administration 3 cr.
POLS 555 Human Resource Management 3 cr.
POLS 557 Public Budgeting & Finance 3 cr.
POLS 558 Public Organization Dynamics 3 cr.
POLS 559 Program Evaluation and Policy Analysis 3 cr.
POLS 560 Ethics and Public Policy 3 cr.
POLS 562 Local Government Administration 3 cr.
POLS 576 Internship V 1-9 cr.
POLS 580 Applied Research Project 3 cr.

Psychology

LA 525, 657-2242

*** 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.

PSYC 205 Research Analysis in Psychology (TN) 3 cr. Prerequisites: PSYC 101 and STAT 141. Introduces the principles of psychological research and their applications to the analysis and statistical interpretation of experimental data.

PSYC 206 Research Design in Psychology (TN) 3 cr. Prerequisite: PSYC 101. 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.

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.

PSYC 292 Seminar 3 cr. Provides students an opportunity to investigate intensively special topics in Psychology.

PSYC 293 Workshop V 1-8 cr. Provides an opportunity for experimental study in an area of Psychology.

PSYC 296 Cooperative Education/Internship V 1-9 cr. Provides university credit for a sophomore work experience in the area of Psychology, supervised by faculty. Learning agreement must be completed prior to registration (restricted).

PSYC/A&SC 309 Psychology of Gender Differences 3 cr. Prerequisite: PSYC 101. 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.

PSYC 314 Learning and Motivation (TN) 4 cr. (Lec 3, Lab 1) Prerequisite: PSYC 101. 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.

PSYC 316 Sensation and Perception (TN) 4 cr. (Lec. 3, Lab 1) Prerequisites: PSYC 101, PSYC 205 and PSYC 206. 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.

PSYC 317 Cognitive Processes (TN) 4 cr. (Lec. 3, Lab 1) Prerequisites: PSYC 101, PSYC 205 and PSYC 206. 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.

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.

PSYC 336 Comparative Psychology 4 cr. (Lec. 3, Lab 1) Prerequisite: PSYC 101. 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.

PSYC 338 Physiological Psychology (TN) 4 cr. (Lec. 3; Lab 1) Prerequisite: PSYC 101 and PSYC 314. 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.

PSYC 345 Psychology of Business 3 cr. Prerequisite: PSYC 101. Deals with problems and theories of selection and placement, motivation, training and supervision.

PSYC 350 Forensic Psychology 3 cr. Prerequisite: PSYC 101 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.

PSYC 380 Developmental Psychology 3 cr. Prerequisite: PSYC 101. Explores prenatal development and physical, linguistic, cognitive, and social/emotional development from infancy through adolescence.

PSYC 382 Adult Psychology 3 cr. Prerequisite: PSYC 101. Considers development through adulthood. Traces the individual's emotional, cognitive, social and physical adjustment.

PSYC 383 The Psychology of Aging 3 cr. Prerequisite: PSYC 101. 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.

PSYC/NAMS 385 Native American Psychology 3 cr. Prerequisite: PSYC 101 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.

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.

PSYC 401 History and Systems of Psychology 3 cr. Prerequisite: PSYC 101. Covers the historical development of psychology and studies the development and the content of the major systems and ideas.

PSYC 410 Cognitive Learning Theories 3 cr. Prerequisites: PSYC 101 and PSYC 314, or consent of instructor. Studies the thought processes that underlie learning. Focuses on unseen mental events (such as thinking and memory) that occur during the learning process. Animals and humans use such processes to develop expectancies concerning behavior and its relationship to external events.

PSYC 428 Statistics for Psychology (TN) 4 cr. (Lec 3; Lab 1) Prerequisite: PSYC 205. 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.

PSYC 445 Industrial/Organizational Psychology 3 cr. Prerequisite: PSYC 101 or consent of instructor. Introduces students to the field of Industrial/Organizational Psychology. Surveys research and practice of psychological principles to a work setting.

PSYC 450 Psychological Testing (TN) 3 cr. Prerequisites: PSYC 101 and PSYC 205, or equivalent. Examines the conceptual foundations of psychological testing and surveys representative tests and measurement instruments.

PSYC 460 Theories of Personality 3 cr. Prerequisite: PSYC 101 or consent of instructor. Surveys the major theories of personality, with secondary attention to the lives of the theorists who formulated them.

PSYC 470 Abnormal Psychology 3 cr. Prerequisite: PSYC 101. 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.

PSYC/SOCL 471 Social Psychology 3 cr. Prerequisites: PSYC 101 or SOCL 201, 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.

PSYC 476 Introduction to Clinical Psychology 3 cr. Prerequisite: PSYC 101. Surveys the major approaches to psychotherapy, with emphasis on theoretical foundations. Also addresses the issues of treatment efficacy, common factors, eclecticism, and current controversies.

PSYC 480 Cognitive Development 4 cr. (Lec 3, Lab 1) Prerequisites: PSYC 101 and PSYC 380. 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.

PSYC 485 Senior Seminar 3 cr. Prerequisites: PSYC 401 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.

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.

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.

PSYC 492 Seminar V 1-3 cr. Provides advanced students an opportunity to investigate intensively topics pertinent to the field of Psychology.

PSYC 493 Workshop V 1-8 cr. Provides an opportunity for study in an area of Psychology.

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).

PSYC 499 Senior Thesis (WR) 1 cr. Prerequisite: Senior level standing in Psychology. Provides a vehicle for students to engage in scholarly activities in Psychology and exercise critical thinking skills. Provides for a thesis and a senior colloquium.

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 3 cr.
PSYC 530 Psychopharmacology 3 cr.
PSYC 535 Techniques of Psychotherapy 3 cr.
PSYC 540 Theories of Psychotherapy 3 cr.
PSYC 545 Stress and Health 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 234, 657-2338

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.

All clinical and field-based experiences are arranged through the Office of Certification and Field Experiences. 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 Certification and Field Experiences Office, Room 114, first floor COE.

RD 101 Reading Improvement for College Students 2 cr. Small group instruction in basic reading and comprehension skills for college students who consider their reading skills inadequate for college level reading. This is a self-improvement course and credits do not apply to any major, minor or area of specialization. Also, credits do not count toward graduation.

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 Certification and Field Experiences.

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 Practice in Reading/Language Arts 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 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 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, socio-economic, 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 Certification and Field Experiences.

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/ED/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 512 Developing Student Writing 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 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 Professional Seminar in Reading 3 cr.
RD 599 Thesis 6 cr.
RD/SPED 611 Administration and Supervision of Special Programs 3 cr.

Rehabilitation and Related Services

APS 107, 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, McMullen Hall, Room 114.

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 Medical and Psychosocial Aspects of Disability 3 cr. Acquaints the student with medical terminology, disabling conditions and disease processes. Provides an introduction to the social psychology of disability, syndromes associated with disability, and various treatment approaches.

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.

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/SCOU 506 Practicum: Counseling and Therapy Techniques 1 or 3 cr.
REHA/SCOU 507 Ethical and Professional Issues for Counselors and Family Therapists 3 cr.
REHA/SCOU 508 Practicum: Multicultural and Gender Issues in Counseling and Family Therapy 1 or 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/SCOU 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/SCOU 591 Independent Study V 1-6 cr.
REHA/SCOU 592 Seminar V 1-6 cr.
REHA/SCOU 593 Workshop V 1-6 cr.
REHA/SCOU 594 Clinical Practice I 3 cr.
REHA 595 Supervised Clinical Practice II 9 cr.
REHA 597 Capstone in Rehabilitation 1 cr.
REHA 599 Thesis 6 cr.

Sciences

SCI 110, 657-2341

*** SCIN 101 Integrated Sciences I (TN) 3 cr. 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. Lab required.

*** SCIN 102 Integrated Sciences II (TN) 1 cr. Prerequisite: SCIN 101.** Enhances the lecture material of SCIN 101 and SCIN 103 through use of experimental activities.

*** SCIN 103 Integrated Sciences III (TN) 3 cr. Prerequisites: SCIN 101 and SCIN 102.** 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 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, 657-2311

*** SOCL 101 Introduction to Sociology 3 cr.** Introduces concepts and principles of sociology. Surveys the discipline's basic ideas and orientation.

SOCL 205 Principles and Methods of Social Science Inquiry (TN) 3 cr. with 1 cr. Lab. Using a philosophy of science approach, this course introduces the basic elements of the social sciences. The course emphasizes survey research and quantitative data analysis. Using MSU-Billings' Computer Assisted Telephone Interviewing Laboratory, students will conduct the MSU-Billings Poll, a statewide telephone survey. In addition, students will be introduced to computer analysis of social science data in the laboratory portion of the course, and will work with the computer program SPSS on MSU-Billings' VAX computer system. A lab fee is charged in order to pay a portion of the costs generated by the survey.

*** 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 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.

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.

SOCL 232 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.

*** 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.

SOCL 292 Seminar V 1-3 cr. Provides freshmen and sophomores an opportunity to investigate intensively topics pertinent to the field of Sociology.

SOCL 293 Workshop V 1-6 cr. Provides freshmen and sophomores an opportunity for experimental study in an area of Sociology.

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).

SOCL 324 Criminology 3 cr. Prerequisite: SOCL 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.

SOCL 326 Juvenile Delinquency 3 cr. Prerequisite: SOCL 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.

SOCL 332 Sociology of the Family 3 cr. Prerequisite: SOCL 232 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.

SOCL 342 Social Demography and Population Studies (TN) 3 cr. Prerequisite: SOCL 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.

SOCL 344 Minority Groups in America 3 cr. Prerequisite: SOCL 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.

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.

SOCL 380 Sociology of Health, Healing and Illness 3 cr. Prerequisite: SOCL 101 or SOCL 205 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.

SOCL 423 Control of Crime 4 cr. Prerequisite: SOCL 324 or SOCL 326, or consent of instructor. Covers methods of dealing with crime and apprehended criminals by examining social organizations of police, courts, prisons, probation and parole. Field work is a required feature of this course and will consist of field trips to Montana correctional facilities such as the Montana State Prison, Pine Hills Boys School and the Yellowstone County Jail.

SOCL 425 Crime Prevention and Victimology 3 cr. Prerequisite: SOCL 324 or SOCL 326. Attempts to apply 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.

SOCL 431 Sociology of Gender Roles 3 cr. (It is desirable if students enroll in SOCL 431 after taking SOCL 232 and before enrolling in SOCL 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.

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.

SOCL 433 Dysfunctional Families 3 cr. Prerequisite: SOCL 332 or consent of instructor. Examines the causes, consequences and treatments of dysfunctional families.

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 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/PSYC 471 Social Psychology 3 cr. Prerequisite: SOCL 101 or PSYC 101, 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.

SOCL 481 History of Sociological Thought 3 cr. Prerequisite: SOCL 205 or consent of instructor. Presents the development of the ideas of the science and the formalization and changes in different theories advanced.

SOCL 482 Contemporary Sociological Theory and Theory Construction 3 cr. Prerequisites: SOCL 481 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 485 Professional Development and Assessment 1 cr. Prerequisite: Senior status. Restricted-Consent of Selected Instructor. Involves an examination of the student's basic understanding of the spectrum of the sociological knowledge that the sociology department offers. In addition topics and issues in professional development in sociology will be discussed by each of the sociology professors in his or her related sub-field. This is a Pass/No Pass course.

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 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 492 Seminar V 1-3 cr. Provides advanced students an opportunity to investigate intensively topics pertinent to the field of Sociology.

SOCL 493 Workshop V 1-6 cr. Provides an opportunity for experimental study in an area of Sociology.

SOCL 496 Cooperative Education/Internship V 1-9 cr. Provides university credit for a work experience in the area of Sociology 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.
SOCL 591 Independent Study V 1-5 cr.
SOCL 593 Workshop V 1-8 cr.

Spanish

LA 722, 657-2232

SPAN 101, 102 Elementary Spanish I, II 4, 4 cr. A sequence course; student must pass SPAN 101 before enrolling in SPAN 102. Introduces modern Spanish; an audio-lingual approach which teaches the grammar necessary for simple spoken and written Spanish.

*** 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.

SPAN 201, *202 Intermediate Spanish I, II 3, 3 cr. Prerequisite: SPAN 102 or equivalent. A sequence course; student must pass SPAN 201 before enrolling in SPAN 202. Provides a systematic review and expanded study of Spanish grammar and increased development of oral, reading, and writing skills.

SPAN 301, 302 Advanced Spanish Conversation I, II 3, 3 cr. Prerequisite: SPAN 202 or equivalent. Provides extensive oral practice to develop greater fluency and proficiency in spoken Spanish. Conducted in Spanish.

SPAN 304 Spanish for Business 3 cr. Prerequisite: SPAN 301 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.

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.

SPAN 311, 312 Hispanic Culture and Civilization I, II (WR) 3, 3 cr. Prerequisite: SPAN 202 or equivalent. Studies the culture and civilization of Spain (SPAN 311) and Latin America (SPAN 312). Readings and discussion on Hispanic history, politics, and culture. Conducted in Spanish.

SPAN 360 Spanish Phonetics 3 cr. Prerequisites: SPAN 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.

SPAN 405, 406 Spanish Composition and Grammar Review I, II (WR) 3, 3 cr. Prerequisite: SPAN 202 or equivalent. Considers various points of Spanish grammar with the goal of developing an awareness of style necessary for teaching or advanced studies.

SPAN 411, 412 Survey of Spanish-American Literature I, II 3, 3 cr. Prerequisites: SPAN 301, SPAN 311 or equivalent, or consent of instructor. Studies literary currents and selected examples of Spanish American literature throughout the ages, from the earliest "cronistas" to the present. This is a preparatory course for advanced literary studies and is conducted in Spanish.

SPAN 415, 416 Survey of Spanish Literature I, II 3, 3 cr. Prerequisites: SPAN 301, SPAN 311 or equivalent, or consent of instructor. Studies literary currents, historical background and selected examples of Spanish literature throughout the ages, from its origin to the present. This is a preparatory course for advanced literary studies and is conducted in Spanish.

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.

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.

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.

SPAN 493 Workshop 3 cr. Prerequisite: consent of instructor. Provides an opportunity for experimental study in an area of Spanish Language and Literatures.

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.

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.

Special Education

COE 234, 657-2338

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.

All clinical and field-based experiences are arranged through the Office of Certification and Field Experiences. 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 Certification and Field Experiences Office, Room 114, first floor COE.

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 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 Certification and Field Experiences.

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 children, 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 Collaboration and Individualization in Education 3 cr. Prerequisite: Admission to Teacher Education program and senior standing. Provides students with strategies to individualize education for multiple needs of a diverse student population. Discusses a collaborative approach to developing school, community and family partnerships.

SPED 484 Special Education Student Teaching 8 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 Certification and Field Experiences.

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 Certification and Field Experiences.

Graduate Level Courses

The following are graduate level courses. Please refer to the Graduate Catalog for the course descriptions.

SPED/RD/EC 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 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 9 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 Action Research Project and Seminar 3 cr.
SPED 599 Thesis 6 cr.
SPED/EDCI 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 650 Current Practices for Students with Disabilities 3 cr.
SPED 691 Directed Readings V 1-3 cr.

Statistics

LA 848, 657-2228

*** STAT 141 Introduction to Statistics 3 cr. Prerequisite: MATH 105 or equivalent.** Introduces the basic ideas of modern statistics including descriptive statistics, probability, and statistical inference.

*** STAT 241 Statistical Methods (TN) 4 cr. Prerequisite: MATH 105 or equivalent.** Covers descriptive techniques, in probability distributions, statistical inference, regression, and nonparametric methods.

STAT 242 Statistical Methods II 4 cr. Prerequisite: STAT 241. 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 292 Seminar V 1-3 cr. Provides students an opportunity to investigate intensively topics pertinent to the field of Statistics.

STAT 293 Workshop V 1-8 cr. Provides an opportunity for experimental study in an area of statistics.

STAT/MATH 341 Probability 3 cr. Prerequisite: MATH 113. Includes discrete and continuous random variables, expectation, moment generating functions, and the limit theorems of probability.

STAT/MATH 342 Stochastic Processes 3 cr. Prerequisite: STAT/MATH 341. Includes Markov chains, Poisson processes, birth and death processes, renewal theory, Brownian motion, and simulation.

STAT 441 Mathematical Statistics 3 cr. Prerequisite: STAT/MATH 341. Covers statistical models, methods of estimation, optimality, and sequential analysis.

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 492 Seminar V 1-3 cr. Prerequisite: mathematics major or minor, or consent of instructor. Investigates intensively topics pertinent to the area of Statistics.

STAT 493 Workshop V 1-3 cr. Provides an opportunity for experimental study in an 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 (Offered Only Online) 3 cr.

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 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 course work.

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 course work to plan and complete a degree program.

Advisor - A faculty member or designated person who guides students through academic questions, problems, and/or course work to plan and complete a degree program.

Allied Health Professions (College of) - This area involves course work 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 and Philosophy; Modern Languages and Literatures; History; Mathematics; Music; Psychology; and Sociology, Political Science and Native American 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 General Education requirements and requirements for a major or minor. However, the credits may not be counted twice. If, for instance, one course is used to meet requirements in General Education and the major, the credits may only be counted in one of those areas.

Education (College of) - This area involves course work 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.

General Education Requirements - A body of knowledge which, in the view of the University and its faculty, every graduate of MSU-Billings must have in addition to the specializations of the major and minor. Each student is required to take 37 semester credits of General Education courses.

Good Academic Standing - Status which denotes that a student is eligible to continue at or return to an institution.

Grade Point Average (GPA) - The grade average a student earns for each semester. It is calculated by multiplying the number of credits given for a course times the value of the grade received for the course (A=4, B=3, C=2, D=1, F=0), adding the value calculated for each class and dividing by the total number of credits. Thus, if a student has an "A" in a 4 credit course; a "B" in a 3 credit course; a "C" in a 2 credit course, and a "D" in a 2 credit course the GPA calculation would be as follows:

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 Certificate - 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 Certification Officer in the College of Education).

Teacher Endorsement - An official notation appended to the Teacher Certificate which defines the areas in which the holder of the certificate 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 course work.

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

Please see the College of Technology Catalog for College of Technology faculty

ACTON, Gary A. *Professor, Chairperson, English and Philosophy*
B.A., Morningside College, 1964; M.A., University of Iowa, 1966; Ed.D., Montana State University, 1980 (1966)

ALLARD, W. Gregory *University Lecturer, Special Education, Counseling, Reading, and Early Childhood*
B.S., Montana State University-Billings, 1970; M.S., Montana State University-Billings, 1976 (2003)

BALLARD, Jack C. *University Lecturer, Educational Theory and Practice*
B.A., Yellowstone Baptist College, 1986; M.A., Southern Baptist Seminary, 1989; M.Ed., Montana State University- Billings, 1995 (1996)

BALTER-REITZ, Susan *Assistant Professor, Communication and Theatre*
B.S., Eastern New Mexico University, 1985; M.A., University of Wyoming, 1991, Ph.D. University of Washington, 1997 (2002)

BARFIELD, Susan *Associate Professor, Educational Theory and Practice, Music*
B.A., Colorado State University, 1973; M.A., University of Colorado, 1978; Ph.D., George Mason University, 1997 (1998)

BARRON, James *Assistant Professor, Biological and Physical Sciences*
B.S, Purdue University, 1982; Ph.D., Indiana University, 1995 (2003)

BEHM, Gary *Professor, Chairperson, Music*
B.M., University of Iowa, 1958; M.A., University of Iowa, 1965; D.M.A., University of Southern Mississippi, 1992 (1979)

BENACQUISTA, Matthew J. *Professor, Biological and Physical Sciences*
B.A., Reed College, 1982; Ph.D., Montana State University, 1988 (1988)

BROWN, Douglas *Professor, Accounting*
B.S.B.A., University of Denver, 1973; M.B.A., University of Colorado, 1979; C.P.A. (1988)

BULGATZ, M. Gershon *Professor, Psychology*
A.B., University of California, Los Angeles, 1961; M.A., University of California, Los Angeles, 1964; Ph.D., University of Montana, 1968 (1968)

BUTLER, David K. *Associate Professor, Co-Chairperson, Biological and Physical Sciences*
B.S., University of Wisconsin-Madison, 1981; Ph.D., University of Wisconsin-Madison, 1991 (1996)

CAMPBELL, Michael C. *Professor, Chairperson, Business Academic Programs*
B.S., Colorado State University, 1971; M.S., Colorado State University, 1975; C.P.A. (1978)

CAST, Brian *Professor, Chairperson, Art*
B.A., Southern Illinois University, 1981; M.F.A., Indiana University, 1987 (1987)

CASTLES, Carl *Assistant 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, Special Education, Counseling, Reading, and Early Childhood*
B.S., MSU-Bozeman, 1976; M.Ed., MSU-Billings, 2002 (2004)

CHRISTENSEN, Linda *Professor, Special Education, Counseling, Reading, and Early Childhood*
B.A., Macalester College, 1970; M.Ed., University of Arizona, 1971; Ph.D., University of North Carolina, 1982 (1982)

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. *Assistant 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)

CROMLEY, Dorothea *Professor, Music*
B.M., Alverno College, 1964; M.M., Pius XII Institute, Florence, Italy, 1966 (1981)

CZYZ, Jerzy *Assistant Professor, Mathematics*
M.S., University of Warsaw-Poland, 1967; Ph.D., University of Warsaw-Poland, 1974 (1984)

DAVISON, David *Professor, Educational Theory and Practice, Mathematics*
B.A., University of Melbourne, 1958; B.Ed., University of Melbourne, 1961; Ed.M., University of Illinois, 1972; Ph.D., University of Illinois, 1974 (1977)

DELL, Cindy Ann *Assistant Professor, Educational Theory and Practice*
B.S., Eastern Montana College (Montana State University-Billings), 1989; M.S.S.E., Eastern Montana College (Montana State University-Billings), 1990; Ed.D., Montana State University-Bozeman, 2000 (2004)

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)

DIEDE, Mike *Assistant Professor, Health and Human Performance*
B.S., Brigham Young University, 1994; M.S., Indiana State University, 1995; Ph.D., University of Arizona, 2005 (2002)

DILLMAN, Rhonda *Assistant Professor, Biological and Physical Sciences*
B.S., Eastern Montana College, 1982; B.A., Eastern Montana College, 1983; Ph.D., Montana State University, 1990 (1990)

DILLON, Brian *Professor, English and Philosophy*
B.A., University of Wisconsin, Green Bay, 1976; M.A., Washington State University, 1979; Ph.D., Washington State University, 1988 (1990)

EDGERTON, Keith *Professor, History*
B.A., University of Montana, 1983; M.A., University of Montana, 1985; Ph.D., Washington State University, 1994 (1994)

ELIASON, Stephen *Assistant Professor, Native American Studies, Political Science, and Sociology*
B.A., Utah State University, 1990; M.A., Utah State University, 1992; Ph.D., Oklahoma State University, 1998 (2004)

FARSIO, Farzad *Professor, Economics*
B.A., Tehran University, 1976; M.B.A., Northrop University 1978; Ph.D., Claremont Graduate School, 1989 (1987)

FAZEL, Shokoofeh *University Lecturer, 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)

FISHBAUGH, Mary Susan E. *Acting Dean, College of Education; Professor, Special Education, Counseling, Reading, and Early Childhood*
B.S., Indiana University, 1970; M.S., Indiana University, 1972; Ed.S., Indiana, University, 1980, Ed.D, University of Houston, 1983 (1990)

FLOYD, Joe W. *Professor, Native American Studies, Political Science, and Sociology; Director, CATI Lab*
B.A., University of California, Riverside, 1967; M.A., University of California, Riverside, 1972; Ph.D., University of California, Riverside, 1977 (1978)

GILBERTZ, Susan J. *Assistant Professor, Geography; Director, Environmental Studies Program*
B.S., University of Wyoming, 1982; M.A., University of Wyoming, 1984; Ph.D., Texas A&M University, 2003 (2003)

GLOEGE, Randall *Assistant Professor, English and Philosophy; Associate Director, Environmental Studies Program*
B.A., University of Washington, 1950; M.A., University of Washington, 1963; Ph.D., Bowling Green State University, 1969 (1988)

GREGORY, Susan *Associate Professor, Special Education, Counseling, Reading, and Early Childhood*
B.Ed., Birmingham University, 1978; M.A., University of Connecticut, 1983; Ph.D., University of Connecticut, 1989 (1989)

GRETCH, Daniel *Associate Professor, Biological and Physical Sciences*
B.S., College of Great Falls, 1988; Ph.D., University of Wisconsin-Madison, 1995 (1998)

GROSS, Daniel D. *Professor and Chairperson, Communication and Theatre*
B.A., Bethel College, 1968; M.Div., Denver Theological Seminary, 1972; M.A., University of Colorado at Denver, 1983; Ph.D., University of Oregon, 1989 (1991)

GURNEY, Brian *University Lecturer, Business Academic Programs*
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HAALAND, Tami *Assistant Professor, English and Philosophy*
B.A., University of Montana, 1982; M.A., University of Montana, 1985; M.F.A., Bennington College, 2000 (1994)

HADDEN, Johanna *Assistant Professor, Educational Theory and Practice*
B.A., University of Guam, 1975; M.S. University of Utah, 1995; Ph.D. University of Utah, 2003 (2003)

HARDT, Mark D. *Associate Professor, Native American Studies, Political Science, and Sociology*
B.S., Mankato State University, 1978; M.A., University of Connecticut, 1981; Ph.D., University of Connecticut, 1989 (1995)

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 and Philosophy*
B.A., College of White Plains of Pace University, 1958; M.A., University of Montana, 1963 (1961, 1967)

HATCH, Doxey R. *Associate Professor, Psychology*
B.S., Brigham Young University, 1984; M.A., Columbia University Teachers College, 1985; Ph.D., Temple University, 1989 (1995)

HAVENS, Michael D. *Associate Professor, Chairperson, Psychology*
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HEIAT, Abbas *Professor, Information Systems*
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HOBBS, Sharon F. *Associate Professor, Educational Theory and Practice*
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HOLMAN, Patricia *University Lecturer, Management/Marketing*
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HOLT, Kathleen *University Lecturer, Educational Theory and Practice, Certification and Field Experience*
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HOOVER, Holly *University Lecturer, Mathematics*
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HOWELL, Jane *Director, Assistant Professor, Library*
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B.S., MSU-Bozeman, 1980; M.S., University of Colorado, 1985; Ph.D., Electrical Engineering, University of Colorado, 1996 (2004)

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JUSSILA, Neil R. *Professor, Art*
B.S., Montana State University, 1966; M.A.A., Montana State University, 1969 (1969)

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B.A., Seton Hall University, 1971; M.A., Seton Hall University, 1974; Ph.D., Washington State University, 1984 (1985)

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KELKER, Katharin *Assistant Professor, Chairperson, Special Education, Counseling, Reading, and Early Childhood*
B.A., Hiram College, 1965; M.S., Eastern Montana College, 1980; Ed.D., Montana State University-Bozeman, 1993

KELLER, Sarah *Assistant Professor, Communication and Theatre*
B.A., Wesleyan University, 1988; M.S., Columbia University, 1991; Ph.D., UNC-Chapel Hill, 2000 (2004)

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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)

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LARSEN, Don A. *Associate Professor, Business Academic Programs*
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LANDIS, Connie M. *Professor, Art*
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McBRIDE, Maggie *Associate Professor, Mathematics*
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McNALLY, Mary *Professor, Management*
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WARREN, Peter *Professor, Art*
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Emeritus Professors

Alterowitz, Dr. Harold S. *Professor, Physical Education* (1948-1984) *and Director, Athletics* (1948-1968)

Amunrud, Dr. Leroy R. *Professor, Mathematics* (1968-1984)

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)

Bratton, Mr. John T. *Associate Professor, Library* (1979-2002)

Card, Dr. Kenneth *Professor, Special Education* (1964-1981)

Carpenter, Dr. Bruce *President Emeritus, Professor, Biological Sciences* (1982-1994)

Christiansen, Mr. Nels *Associate Professor, Health and Physical Education* (1956-1994)

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)

Friguglietti, Dr. James *Professor, History* (1976-2000)

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Gilliland, Dr. Cleburne "Hap" *Professor, Education* (1960-1979)

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)

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Healey, Dr. James *Professor, English* (1975-1999)

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)

Henning, Dr. Daniel *Professor, Political Science* (1966-1990)

Heywood, Dr. Stanley *Professor, Education* (1966-1987)

Howard, Mr. C. Randy *Professor, Accounting* (1973-1996)

Iverson, Dr. Glenn *Associate Professor, Health and Physical Education* (1968-1993)

Kittock, Mr. Charles E. *Administrator Emeritus* (1964-1994)

LaCounte, Dr. Marlene *Professor, Educational Theory and Practice* (1982-2003)

Lauson, Dr. Marjorie D. *Professor, Education* (1964-1975)

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)

Maris Van Blaaderen, Dr. Andreas N. *Associate Professor, Sociology, Political Science and Native American Studies* (1974-1995)

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)

Miller, Mr. Frederick K. *Associate Professor, Communication and Theatre* (1959-1978)

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Mossman, Dr. Beal *Professor, Psychology* (1967-1996)

Mueller, Mr. John B. *Professor, Mathematics* (1962-66; 1969-1996)

Noyes, Dr. Robert *Professor, English* (1960-1983)

Perkins, Mr. George *Associate Professor, Music* (1959-1988)

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)

Sheridan, Joanne *Professor, Accounting* (1978-79, 1981-2002)

Smith, Dr. Kenyard E. *Professor, Music* (1987-1994)

Spicer, Dr. Janeth *Professor, Information Systems* (1972-2002)

Stannard, Dr. William *Professor, Mathematics* (1966-1984)

Steele, Mr. Ben *Professor, Art* (1959-1982)

Sutherland, Mr. Rex *Associate Professor, Music* (1963-1979)

Thompson, Mr. C. Paul *Professor, Music* (1959-1978)

Veraldi, Dr. Louis W. *Professor, Business Education and Office Administration* (1955-1982)

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)

Waterman, Dr. C. Robert *Professor, Education* (1956-1982)

Wiesner, Dr. Eugene *Associate Professor, Psychology* (1967-1991)

Willett, Dr. Flora *Associate Professor, English* (1965-1990)

Ziegler, Mr. James D. *Associate Professor, History* (1963-1991)

Directory of The Montana University System

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Lila Taylor, *2010* ..... Busby
Brian Schweitzer, *Governor* ..... Ex-Officio
Linda McCulloch, *Superintendent of Public Instruction* ..... Ex-Officio
Sheila Stearns, *Commissioner of Higher Education* ..... Ex-Officio

Local Executive Board

A Local Executive Board is appointed by the Governor for each unit of the Montana University System. The Board serves in an advisory capacity to the Chancellor. The following individuals serve on the Local Executive Board for MSU-Billings.

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Jeffrey J. Oven, *2005* ..... Billings
Carol Willis, *2004* ..... Billings

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George White, *Ed.D.* ..... Interim Provost and Academic Vice Chancellor
Terrie Iverson, *B.S., C.P.A.* ..... Administrative Vice Chancellor
Curt Kochner, *M.S.* ..... Vice Chancellor for Student Affairs
David Garloff, *Ph.D.* ..... Dean, College of Allied Health Professions
Tasneem Khaleel, *Ph.D.* ..... Dean, College of Arts and Sciences
Joseph Michels, *Ph.D.* ..... Dean, College of Business
Mary Susan Fishbaugh, *Ph.D.* ..... Acting Dean, College of Education
Kirk Lacy, *Ed.D.* ..... Interim Dean, College of Professional Studies & Lifelong Learning
John Cech, *M.N.M.* ..... Dean, College of Technology

Special Areas

Admissions and Records and Registrar, *Director* ..... Cheri Johannes, M.P.A.
Book Depot, *Manager* ..... Dennis Rea, B.B.A.
Chief Information Officer ..... Michael Barber, Ph.D.
Facilities Services, *Director* ..... Eakle Barfield, M.A.
Financial Aid and Scholarships, *Director* ..... Melina Hawkins, B.A.
Food Services, *General Manager* ..... Robert Brown
Graduate Studies, Research, and Research Compliance, *Director* ..... George White, Ed.D.
Human Resources/EEO/AA, *Director* ..... Janet Simon, M.S.
Intercollegiate Athletics, *Director* ..... Gary Gray, Ed.D.
KEMC/KBMC, *General Manager* ..... Marvin F. Granger, B.A.
Library, *Director* ..... Jane Howell, M.A.L.S.
Marketing, *Director* ..... Ron Lambert, M.S.
Montana Center on Disabilities, *Interim Director* ..... Marsha Sampson, M.S.
Purchasing ..... Nancy Voorhees
Residential Life and Orientation, *Director* ..... Jeannie McIsaac-Tracy, M.Ed.
Security, *Police Chief* ..... Barbara R. Hagel, B.S.
University Honors Program, *Director* ..... Tom Rust, M.E., M.A.
University Relations, *Director* ..... Shelley Van Atta, B.A.
Center for Applied Economic Research, *Director* ..... Scott Rickard, Ph.D.

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