

The Sales and Marketing program satisfies the requirements for the first year of the Management degree, Sales and Marketing option.

Students entering autumn semester may complete the program in two semesters as outlined below. Students entering spring should meet with advisor prior to selecting courses.

Autumn Entry:

First Year	A	S
ACTG 101 (ACC 132T) Accounting Procedures I	4	-
ACTG 201 (ACC 133T) Principles of Financial Accounting	-	4
BUS 109T Visual Merchandising and Display	-	3
BUS 112T Professional Sales	2	-
BUS 113T Psychology of Selling	-	3
BUS 125T Principles of Marketing	3	-
CAPP 120 (CRT 100) Introduction to Computers	2	-
CRT 172 Introduction to Computer Modeling	-	3
HMR 110T Introduction to Public Relations	-	3
M 115 (MAT 117) Probability and Linear Math	3	-
WRIT 101 (WTS 101) College Writing I	3	-
Total	17	16

Medical Information Technology- A.A.S. Degree

Brian Larson, Interim Director

The Medical Information Technology program provides three options for students with the flexibility of choosing a career in health information coding specialty, medical administrative assisting or medical transcription. The course of study includes general as well as administrative duties of a medical facility. These duties involve scheduling appointments, interacting with patients, submitting patient insurance claims using current coding procedures, and maintaining medical and financial records. Additionally, students are exposed to the principles of medical ethics and medical legal issues facing health providers. All Students in the Medical Information Technology degree options acquire work-related skills through internship experiences. Students successfully completing this program are awarded the Associate of Applied Science degree.

Health Information Coding Specialty Option

Students are trained to analyze health records and to accurately abstract and code procedures and diagnoses utilizing legal and regulatory standards. An understanding of anatomy, medical terminology and disease processes will provide students with the necessary tools to determine correct codes and sequences.

Upon completion of this program, students are eligible to sit for national certification examinations offered through American Health Information management Association. Students entering autumn semester may complete the program in four semesters as outlined below. Students entering spring should meet with advisor prior to selecting courses.

Autumn Entry:

First Year	A	S
CAPP 120 (CRT 100) Introduction to Computers	-	2
M 115 (MAT 117) Probability and Linear Math	-	3
MED 152T Insurance Processing for Coding Specialists	-	2
MED 154T Beginning Medical Terminology	2	-
MED 155T Medical Software Applications	-	1
MED 161T Medical Administrative Procedures	4	-
MED 165T Healthcare Data and Content	-	2
PSYX 100S (PSY 110S) Introduction to Psychology		
SCN 201N-202N Anatomy and Physiology I	4	
SCN 202N Anatomy and Physiology II		4
WRIT 121 (WTS 115) Introduction to Technical Writing	3	
Total	17	14
Second Year	A	S
BIOL 106N Medical Microbiology	-	3
COM 150S Interpersonal Communications	-	3

MED 210T Basic ICD Coding	3 -
MED 217T Terminology for Health Professions	3 -
MED 220T Basic Ambulatory Coding	3 -
MED 240T Intermediate ICD Coding	- 3
MED 250T Intermediate CPT Coding	- 3
MED 290 Internship (180 hours)	- 3
PHA 160T Survey of Pharmacy Products	3 -
WRIT 240E (WTS 240E) Argument and Contemporary Issues	3 -
Total	15 15

Medical Administrative Assisting Option

Medical administrative assistants are trained to effectively greet patients, supervise office personnel, schedule appointments, post charges and payments, submit insurance claims using current coding procedures, maintain patient records, calculate payroll, create and update the office procedures manual, assist in improving work flow and office efficiencies, and transcribe letters and patient chart notes. Students successfully completing the program are awarded the Associate of Applied Science degree. Students may enter either autumn or spring semester.

Autumn Entry:

	First Year	A S
BUS 106T Records and Information Management	2 -	
BUS 140T Customer Service	- 4	
CAPP 120 (CRT 100) Introduction to Computers	2 -	
CAPP 134 (CRT 108) Basic MS Word	2 -	
CAPP 115T (CRT 115T)MS Word	- 3	
M 115 (MAT 117) Probability and Linear Math	- 3	
MED 153T Insurance Processing	- 3	
MED 154T Beginning Medical Terminology	2 -	
MED 155T Medical Software Applications	- 1	
MED 161T Medical Administrative Procedures	4 -	
SCN 115 Anatomy	- 3	
WRIT 121 (WTS 115) Introduction to Technical Writing	3 -	
Total	15 17	

	Second Year	A S
ACTG 100 (ACC 131T)Essentials of Accounting	4 -	
ACTG 180 (ACC 134T) Payroll Accounting	- 3	
BUS 240T Administrative Support for the Automated Office	2 -	
BUS 243T Psychology of Management and Supervision	4 -	
COM 150S Interpersonal Communications	3 -	
COM 160A Oral Communications	- 3	
CRT 172 Introduction to Computer Modeling	- 3	
MED 165T Healthcare Data and Content	- 2	
MED 217T Terminology for Health Professions	3 -	
MED 290T Medical Information Internship	- 3	
Total	16 14	

Spring Entry:

	First Year	S
BUS 106T Records and Information Management	- 2	
CAPP 120 (CRT 100) Introduction to Computers	- 2	
M 115 (MAT 117) Probability and Linear Math	- 3	
MED 154T Beginning Medical Terminology	- 2	
SCN 115 Anatomy	- 3	
WRIT 121 (WTS 115) Introduction to Technical Writing	- 3	
Total	- 15	
	Second Year	A S

ACTG 100 (ACC 131T) Essentials of Accounting	- 4
BUS 140T Customer Service	- 4
BUS 240T Administrative Support for the Automated Office 2	-
COM 150S Interpersonal Communications	3 -
COM 160A Oral Communications	3 -
CAPP 134 (CRT 108) Basic MS Word	2 -
CAPP 115T MS Word	- 3
MED 153T Insurance Processing	- 3
MED 155T Medical Software Applications	- 1
MED 161T Medical Administrative Procedures	4 -
MED 165T Healthcare Data and Content	- 2
MED 217T Terminology for Health Professions	3 -
Total	17 17

Third Year

A

ACTG 180 (ACC 134T) Payroll Accounting	3 -
BUS 243T Psychology of Management and Supervision	4 -
CRT 172 Introduction to Computer Modeling	3 -
MED 290T Medical Information Internship	3 -
Total	13 -

Medical Transcription Option

Medical transcriptionists are trained to work in a variety of settings utilizing an understanding of medical terminology along with administrative and transcription skills. Preparation includes transcription of medical charts, reports and correspondence as well as administrative office duties for maintaining patient records and complying with legal policies and HIPAA guidelines.

Student successfully completing the program are awarded the Associate of Applied Science degree. Students may enter either autumn or spring semester.

Autumn Entry

First Year

A S

BUS 106T Records and Information Management	- 2
BUS 120T Transcription and Text Editing	- 2
COM 150S Interpersonal Communications	3 -
CAPP 120 (CRT 100) Introduction to Computers	2 -
CAPP 134 (CRT 108) Basic MS Word	2 -
CRT 115T Advanced Document Production	- 3
M 115 (MAT 117) Probability and Linear Math	- 3
MED 154T Beginning Medical Terminology	2 -
MED 161T Medical Administrative Procedures	4 -
MED 165T Healthcare Data and Content	- 2
SCN 115 Anatomy	- 3
WRIT 121 (WTS 115) Introduction to Technical Writing	3 -
Total	16 15

Second Year

A S

ACTG 100 (ACC 131T) Essentials of Accounting	4 -
CRT 172 Introduction to Computer Modeling	3 -
MED 217T Terminology for Health Professions	3 -
MED 256T-257T Medical Transcription I, II	3 3
MED 290T Medical Information Internship	- 3
PHA 160T Survey of Pharmacy Products	3 -
PSYX 161S (PSY 110S) Fundamentals of Organizational Psychology	- 3
WRIT 240E (WTS 240E) Argument and Contemporary Issues	- 3
Directed electives	- 3
Total	16 15

Directed Elective Options

BUS 103S Principles of Business	3
---------------------------------	---

BUS 240T Administrative Support for the Automated Office	2
CAPP 156 (CRT 180T) MS Excel	3
MED 152T Insurance Processing for Coding Specialists	2
MED 155T Medical Software Applications	1

Spring Entry:

First Year	S
CAPP 120 (CRT 100) Introduction to Computers	- 2
CAPP 134 (CRT 108) Basic MS Word	- 2
M 115 (MAT 117) Probability and Linear Math	- 3
MED 154T Beginning Medical Terminology	- 2
SCN 115 Anatomy	- 3
WRIT 121 (WTS 115) Introduction to Technical Writing	- 3
Total	- 15

Second Year	A S
ACTG 100 (ACC 131T) Essentials of Accounting	- 4
BUS 106T Records and Information Management	- 2
BUS 120T Transcription and Text Editing	2 -
COM 150S Interpersonal Communication	3 -
CAPP 115T (CRT 115T) MS Word	3 -
MED 161T Medical Administrative Procedures	4 -
MED 165T Healthcare Data and Content	- 2
MED 256T Medical Transcription I	- 3
MED 217T Terminology for Health Professions	3 -
PHA 160T Survey of Pharmacy Products	3 -
WRIT 240E (WTS 240E) Arguments and Contemporary Issues	- 3
Total	18 14

Third Year	A
CRT 172 Introduction to Computer Modeling	3 -
MED 257T Medical Transcription II	3 -
MED 290T Medical Information Internship	3 -
PSYX 161S (PSY 110S) Fundamentals of Organizational Psychology	3 -
Directed elective	3 -
Total	15 -

Directed Elective Options	
BUS 103S Principles of Business	3
BUS 240T Administrative Support for the Automated Office	2
CAPP 156 (CRT 180T) MS Excel	3
MED 152T Insurance Processing for Coding Specialists	2
MED 155T Medical Software Applications	1

Medical Reception-Certificate of Applied Science

Brian Larson, Interim Director

The Medical Reception curriculum provides students with the skills needed to provide exceptional service to patients in a medical setting. In this role the essential duties performed include scheduling appointments, screening telephone calls, obtaining and entering patient registration information, releasing appropriate medical information, maintaining medical records and managing patient flow. Medical Reception students are instructed in the financial transactions of a practice and will have a clear understanding of all the activities in the billing and collection cycle. Students are provided a broad overview of medical law and the principles of medical ethics as well as the guidelines established by HIPAA.

Students successfully completing the program are awarded a Certificate of Applied Science.

Autumn Entry:

First Year	A S
ACTG 100 (ACC 131T)Essentials of Accounting	4 -

BUS 106T Records and Information Management	- 2
BUS 140T Customer Service	- 4
CAPP 120 (CRT 100) Introduction to Computers	2 -
CAPP 134 (CRT 108) Basic MS Word	2 -
M 115 (MAT 117) Probability and Linear Math	- 3
MED 153T Insurance Processing	- 3
MED 154T Beginning Medical Terminology	2 -
MED 155T Medical Software Applications	- 1
MED 161T Medical Administrative Procedures	4 -
PSYX 161S (PSY 110S) Fundamentals of Organizational Psychology	- 3
WRIT 121 (WTS 115) Introduction to Technical Writing	3 -
Total	17 16

Spring Entry:

First Year		S
BUS 106T Records and Information Management	- 2	
CAPP 120 (CRT 100) Introduction to Computers	- 2	
M 115 (MAT 117) Probability and Linear Math	- 3	
PSYX 161S (PSY 110S) Fundamentals of Organizational Psychology	- 3	
WRIT 121 (WTS 115) Introduction to Technical Writing	- 3	
Total	- 13	

Second Year		A S
ACTG 100 (ACC 131T) Essentials of Accounting	4 -	
BUS 140T Customer Service	- 4	
CAPP 134 (CRT 108) Basic MS Word	2 -	
MED 153T Insurance Processing	- 3	
MED 154T Beginning Medical Terminology	2 -	
MED 155T Medical Software Applications	- 1	
MED 161T Medical Administrative Procedures	4 -	
Total	12 8	

Paralegal Studies-A.A.S. Degree

Tom Stanton, Director

This program is approved by the American Bar Association. The Paralegal Studies program prepares students for challenging and diverse careers in private law practices and in the law-related areas of business, industry, and government. The goals of the Paralegal Studies program are to enable students, through theoretical and practical legal education, to understand the function of law, to work as paralegal's in the effective delivery of legal services, and to enhance the legal profession. This program is designed to equip students with skills to analyze legal issues and to perform a variety of activities including drafting legal documents, interviewing clients, conducting legal research, and preparing cases for trial. Students utilize current technology through Internet research and legal and general office software applications. Paralegal studies students receive the necessary legal training to take advantage of new career opportunities in all sectors of the economy. Students are exposed to the principles of legal ethics and are cautioned regarding restrictions against the unauthorized practice of law by layperson's.

The Associate of Applied Science degree is awarded upon successful completion of the program.

Students entering autumn semester may complete the program in four semesters as outlined below. Students entering spring should meet with advisor prior to selecting courses.

Students attend classes on both the Mountain and East campuses.

Autumn Entry:

First Year		A S
ACTG 100 (ACC 131T)Essentials of Accounting	- 4	
CAPP 120 (CRT 100) Introduction to Computers	2 -	
CAPP 134 (CRT 108) Basic MS Word	- 2	
LEG 183T Contracts	- 2	

LEG 184T Legal Ethics	2 -
LEG 185T Introduction to Paralegal Studies	3 -
LEG 186T Introduction to Legal Research	2 -
LEG 187T Legal Research/Writing I	- 2
LEG 188T Principles of Real Estate	- 2
LEG 189T Criminal Procedures	- 3
M 105 (MAT 107) Contemporary Math	3 -
PSCI 210S (PSC 100S) Introduction to American Government	- 3
PSYX 161S (PSY 110S) Fundamentals of Organizational Psychology	3 -
WRIT 101 (WTS 101) College Writing I	3 -
Total	18 18
Second Year	
A S	
COM 160A Oral Communications	3 -
CRT 188T Computers and Law	3 -
LEG 270T Civil Litigation	3 -
LEG 282T Contemporary Legal Issues	- 3
LEG 283T Trial Preparation	- 3
LEG 285T Family Law	- 3
LEG 286T Legal Research/Writing II	2 -
LEG 287T Legal Research/Writing III	- 2
LEG 288T Estate Administration	- 2
LEG 290T Paralegal Studies Internship	- 2
SOCI 101S (SOC 110S) Introduction to Sociology	3 -
WRIT 240E (WTS 240E) Argument and Contemporary Issues	3 -
Total	17 15

Courses

U = for undergraduate credit only. R after the credit indicates the course may be repeated for credit to the maximum indicated after the R. Credits beyond this maximum do not count toward a degree.

Accounting (ACTG)

U 100 (ACC 131T) Essentials of Accounting 4 cr. Offered autumn and spring. Introduction to basic double-entry accounting. Emphasis on analyzing, journalizing, and posting transactions; trial balance, worksheet, financial statements, and adjusting/closing procedures, cash control and completing the accounting cycle.

U 101 (ACC 132T) Accounting Procedures I 4 cr. Offered autumn and spring. basic double-entry accounting. Emphasis on analyzing, journalizing, and posting transactions; trial balance, worksheet, financial statements, and adjusting/closing procedures, accounting systems, and cash control.

U 180 (ACC 134T) Payroll Accounting 3 cr. Offered autumn and spring. Prereq., ACTG 101 (ACC 132T) with competency test score of 75% or greater. Comprehensive payroll course including computation/preparation of paychecks, completing deposits and payroll tax returns, informational returns and issues relating to identification and compensation of independent contractors. Includes state and federal payroll law. Introduction to Montana's Department of Labor and Industry, Unemployment Insurance Division, an State Compensation Insurance Fund.

U 191 (ACC 195T) Special Topics Variable cr. (R-6) Offered intermittently. Experimental offerings of visiting professors, experimental offerings of new courses, or one-time offerings of current topics.

U 201 (ACC 133T) Principles of Financial Accounting 4 cr. Offered autumn and spring. Prereq., ACTG 101 (ACC 132T) with competency test score of 75% or better. Expansion of ACTG 101 (ACC 132T) including receivables, inventories, plant and intangible assets, and expanded liabilities. Includes partnerships, corporations, long-term liabilities, investments in debt and equity securities, and the statement of cash flow.

U 202 (ACC 234T) Principles of Managerial Accounting 3 cr. Offered autumn. Prereq., ACTG 101-201 (ACC 132T-133T or ACTG 201 or consent of instr. Continuation of accounting series with a focus on managerial accounting topics. Includes cost classification, variable and absorption costing, job order costing and standard costing. JIT, total quality management, quality costs and activity-based costing also will be addressed. Credit not allowed for both ACTG 202 (ACC 234T) and ACCT 202.

U 211 (ACC 236T) Income Tax 4 cr. Offered autumn. Prereq., ACTG 180 (ACC 134T) with a "C" grade or better. An introduction to taxation concepts, principles and theory. Extensive tax return preparation emphasizing sole proprietorships and individuals.

U 215 (ACC 232T) Foundations of Government and Not for Profit Accounting 3 cr. Offered spring. Prereq., ACTG 101-201 (ACC 132T-133T) or ACTG 201, or consent of instr. Continuation of accounting series with a focus on managerial accounting topics. These topics include cost classification, variable and absorption costing, job order costing and standard costing. JIT, total quality management, quality costs and activity-based costing included.

U 237 Strategies for Business Entities 3 cr. Offered autumn. Prereq., ACTG 101 (ACC 132T) or consent of instr. Legal, accounting, and tax strategies relating to corporations, partnerships, sole proprietorships, LLCs and LLPs. Includes tax preparation projects.

U 250 Accounting Capstone 4 cr. Offered spring. Prereq., ACTG 202, 211, 237 (ACC 234T, 236T, 237T), or equivalent. and consent of instr. Capstone class integrating accounting software, income and payroll tax preparation, financial statement preparation, ratio analysis, financial report writing and presentation.

U 291 (ACC 295T) Special Topics Variable cr. (R-6) Offered intermittently. Experimental offerings of visiting professors, experimental offerings of new courses, or one-time offerings of current topics.

U 298 (ACC 290T) Accounting Internship 2 cr. Offered autumn and spring. Prereq., last semester in program, minimum grade of "C" in all ACC courses, and approval of program director. On-the-job training in positions related to the accounting field. This experience increases students' skills, prepares them for initial employment, and increases occupational awareness and professionalism. Students work a minimum of 90 hours at an approved site and attend scheduled one-hour seminars.

Business (BUS)

U 103S Principles of Business 3 cr. Offered autumn and spring. Introduction to the world of business. Examines capitalism, the economic environment, the types of business organizations, management, marketing, production, labor, financing, and business/governmental relations. Credit not allowed for both BUS 103S and BADM 100S.

U 105T Deciding Majors and Careers 2 cr. Offered autumn and spring. Develop skills to implement major and career decisions within the University and in transition to business and industry.

U 106T Records and Information Management 2 cr. Offered autumn and spring. Introduction to alphabetic filing techniques and electronic database records management. Current technical developments utilizing automated records systems, biometric access control devices, electronic file organization, ergonomics, the Internet, image technology, and integrated security systems.

U 109T Visual Merchandising and Display 3 cr. Offered spring. Introduction to various techniques used by retailers in the merchandising and displaying of goods. Analysis of different approaches and methods for effectiveness in actual retail settings. Includes display principles of balance, color, and focal point statements.

U 112T Professional Sales 2 cr. Offered autumn. Includes the steps in opening, presenting, demonstrating, handling objections, and closing the sale. Students gain expertise through role-playing activities and written presentations.

U 113T Psychology of Selling 3 cr. Offered spring. Development of selling techniques which are used by many of the world's best companies and explanation of why they work. Includes the psychological reasons that prevent a prospect from purchasing a product or service and the techniques to motivate a prospect to buy.

U 120T Transcription and Text Editing 2 cr. Offered autumn and spring. Prereq., WRIT 121 (COM 115), CAPP 134 (CRT 108). Techniques of accurate and rapid transcription from taped material. Computers are used as input devices. Includes making formatting and printing decisions with various types of business correspondence. Increases competency in spelling, grammar, and punctuation.

U 125T Principles of Marketing 3 cr. Offered autumn. An overview of marketing activities including the consumer buying decision process, distribution channels, the planning process, and new marketing trends. Students learn how to introduce a new product into the marketplace, target markets, and promote products through advertising and package design.

U 135T Business Law 3 cr. Offered spring. An overview of law as it applies to business transactions. Topics include the nature and source of law; courts and procedure; contracts, sales, and employment; commercial paper; bailment's; property; business organizations; insurance; wills and estate planning; consumer and creditor protection; torts; criminal law; and agency law. Credit not allowed for both BUS 135T and BADM 257.

U 140T Customer Service 4 cr. Offered spring. Designed to prepare employees and managers to meet customers' expectations. Review of customer service philosophy and techniques. Services marketing, quality issues, service design and delivery, customer interaction systems, complaint handling and service recovery, customer relationships, loyalty management, and operations are addressed.

U 160S Issues in Sustainability 3 cr. Offered autumn and spring. This literature-intensive course is intended to expose the student to a variety of essays addressing the balance of economic development with the principles of sustainability and social equity. The student is offered an introduction to sustainability concepts, natural systems/cycles and environmental economics. Natural capitalism and triple bottom line maximization is explored, along with the role of corporations and small businesses in sustainable development. A survey of issues surrounding corporate social responsibility and sustainability-driven innovation will be conducted.

U 195T Special Topics 1-6 cr. (R-6) Offered intermittently. Experimental offerings of visiting professors, experimental offerings of new

courses, or one-time offerings of current topics.

U 196T Independent Study Variable cr. (R-9) Offered intermittently.

U 224T Advertising and Promotion 3 cr. Offered spring. Exposure to the history and fundamentals of advertising; in-depth exploration of advertising media, budget plans, ad campaign designs, and in-house promotion designs; and the production of actual radio, television, and print advertising.

U 240T Administrative Support for the Automated Office 2 cr. Offered autumn. Prereq., CAPP 134 (CRT 108). Overview of the procedures and scope of the administrative assistant's role in today's automated office, including traditional and electronic communications, operation of multi-media equipment, and managing office technology.

U 242T Supervision 3 cr. Offered spring. The supervisor's role in management, organizing, staffing, and training of personnel as well as managing problem performance. Includes motivating employees, improving departmental productivity as well as the legal concerns of supervision.

U 243T Psychology of Management and Supervision 4 cr. Offered autumn. Management theory, research, and the practice of management. Topics covered include leadership styles and techniques, effective communication approaches, time management, decision making, delegation, and the basic functions of supervisory skills.

U 250T Entrepreneurship 3 cr. Offered spring. Prereq., CAPP 120 (CRT 100). An overview of the skill areas and business principles needed to start and operate a small business. Includes developing a business plan, identifying sources of capital formation, managing growth, and marketing issues related to new ventures.

U 290T Management Internship 2 cr. Offered autumn and spring. Prereq., consent of instr. On-the-job training in positions related to each student's career goal in management. This experience increases students' skills, prepares them for initial employment, and increases occupational awareness. Students work a minimum of six hours each week at an approved site and attend a weekly one-hour seminar.

U 296T Independent Study Variable cr. (R-9) Offered intermittently.

Culinary Arts (CUL)

U 151T Introduction to Food Service Industry 5 cr. Offered autumn. Introduction to fundamentals in food handling practice, history, cooking methods, tool and equipment skills, safety and sanitation, recipe and menu development.

U 156T Dining Room Procedures 3 cr. Offered autumn and spring. Prereq., CUL 151T with a "C" or better. Introduction to foundations of dining room service and protocol. Includes techniques in dining room service. Personal hygiene, applied math, basic culinary terminology, beverage management, and table side cooking methods are practiced.

U 157T Pantry and Garde-Manger 3 cr. Offered autumn and spring. Prereq., CUL 151T with a "C" or better. Identification of fresh greens, vegetables, and fruits, general and specific uses, standards of quality, preparation, and presentation. Covers entrée salads, cold sauces, appetizers, finger sandwiches, pâtés, gelatins, mousses, ice carvings, as well as banquet and buffet presentation.

U 158T Short Order Cookery 4 cr. Offered autumn and spring. Prereq., CUL 151T with a "C" or better. Hands-on experience in all facets of short order cookery. Emphasis on coordination, speed, presentation, and basic food preparation as well as cooking methods.

U 160T Soups, Stocks, and Sauces 3 cr. Offered autumn and spring. Prereq., CUL 151T with a "C" or better. Hands-on preparation of basic soups, stocks, sauces, glazes, thickening agents, and garnishes.

U 161T Meats and Vegetables 3 cr. Offered autumn and spring. Prereq., CUL 151T with a "C" or better. Hands-on experience with the fundamental cooking methods for meats, vegetables, grains, legumes, and pastas.

U 165T Baking and Pastry 3 cr. Offered autumn and spring. Prereq., CUL 151T, M 095 (MAT 100D) with a "C" or better or consent of instr. Introduction to various ingredients and how they affect the finished product. Covers six basic functions of ingredients and the techniques of scaling, pan preparation, sifting, chocolate, and pastry bag work.

U 175T Food Service Sanitation 2 cr. Offered fall. Introduction to fundamentals in safe and sanitary food handling practices. Emphasis on development of a well-designed food safety program centered on Hazard Analysis Critical Control Point (HACCP)

U 195T Special Topics 1-6 cr. (R-6) Offered intermittently. Experimental offerings of visiting professors, experimental offerings of new courses, or one-time offerings of current topics.

U 196T Independent Study 1-6 cr. (R-6) Offered intermittently.

Food Service Management (FSM)

U 180T Nutritional Cooking 3 cr. Offered spring. Prereq., CUL 151T, M 108 (MAT 114T) or consent of instr. Principles of healthy and

nutritious culinary procedures. Adjustment of classic methods to suit preparations designed to extend variety on “lighter” menus.

U 195T Special Topics 1-6 cr. (R-6) Offered intermittently. Experimental offerings of visiting professors, experimental offerings of new courses, or one-time offerings of current topics.

U 196T Independent Study 1-6 cr. (R-6) Offered intermittently.

U 270 Purchasing and Cost Controls 5 cr. Offered autumn. Prereq., CUL 151T, M 095 (MAT 100D); or consent of instr. Principles of purchasing foods and materials based on needs, specifications, availability, and seasonality. Costs of doing business including products, labor, facilities, and preparing financial statements.

U 271 Food Service Management Capstone 4 cr. Offered spring. Prereq., FSM 270, coreq., CRT 205T. Coordinates with computer applications course to create virtual food establishments. Includes capstone experience integrating menu planning/design, facilities, publicity, labor, purchasing, and kitchen preparation culminating in a formal, multi-course dinner.

U 275T Patisserie 2 cr. Offered spring. Prereq., CUL 165T, M 095 (MAT 100D) or consent of instr. Advanced principles and techniques in preparing custard sauces, pastry cream, puddings, custards, mousses, Bavarians, soufflés, ices, crepes, fruits, and dessert sauces. Emphasis on presentation of plated desserts.

U 290T Internship 4 cr. Offered spring. Prereq., enrolled in final semester of program, minimum of “C” in all CUL and FSM courses, or recommendation of Culinary Program Director. On-the-job training in position related to each student’s career goal. This experience increases students’ skills, prepares them for initial employment, and increases occupational awareness and professionalism. Students work a minimum of twelve hours each week at an approved site and attend scheduled one-hour seminars.

U 295T Special Topics 1-9 cr. (R-9) Offered intermittently. Experimental offerings of visiting professors, experimental offerings of new courses, or one-time offerings of current topics.

Human Resources (HMR)

U 110T Introduction to Public Relations 3 cr. Offered autumn and spring. Introduction to the origin, scope, and nature of public relations activities. Investigation of policies, strategies, and procedures available to an organization in establishing and controlling its communications. Exploration of the impact of public relations and media through case studies and writing exercises.

U 290T Administrative Management Internship 2 cr. Offered autumn and spring. Prereq., last semester in program, minimum of “C” in program courses, and approval of program director. On the job training in positions related to each student's career goal in the administrative field. This experience increases students' skills, prepares them for initial employment and advancement on the job, and increases occupational awareness and professionalism. Students work 90-hours at an approved site and attend a weekly one hour seminar.

U 295T Special Topics 1-6 cr. (R-6) Offered intermittently. Experimental offerings of visiting professors, experimental offerings of new courses, or one-time offerings of current topics.

Paralegal Studies (LEG)

U 183T Contracts 2 cr. Offered spring. Sources of law affecting the formation, enforceability, and interpretation of contracts. Includes the necessary elements of a contract, the basic doctrines of contract law, and practical approaches to drafting a contract.

U 184T Legal Ethics 2 cr. Offered autumn. Introduction to ethics for the paralegal, including confidentiality, paralegal-attorney relationship, fee arrangements, Code of Professional Conduct, attorney-client privilege, fiduciary responsibilities, and public service.

U 185T Introduction to Paralegal Studies 3 cr. Offered autumn. Introduction to the paralegal career including ethical and professional standards. Overview of the American legal system, substantive areas of practice, legal analysis and investigation, law office administration and related terminology.

U 186T Introduction to Legal Research 2 cr. Offered autumn. Prereq., acceptance into program or consent of instr. Introduction to legal research focusing on how to find, use, understand, and correctly cite law library resources.

U 187T Legal Research and Writing I 2 cr. Offered spring. Prereq., LEG 186T. Advanced legal research focusing on how to find, use, understand, and correctly cite legal resources. Electronic research methods are presented. Application of legal research to writing is introduced.

U 188T Principles of Real Estate 2 cr. Offered spring. Prereq., LEG 185T or consent of instr. The study of property law focusing on the nature and ownership of real property, title insurance, legal descriptions, and the transactional aspects of financing methods involving trust indentures, mortgages, and contracts for deed, with closing and recording procedures.

U 189T Criminal Procedures 3 cr. Offered spring. Criminal prosecution and defense representation with an overview of criminal law principles. Training in criminal procedure involving felonies and misdemeanors in federal, Montana, and municipal courts.

U 195T Special Topics 1-6 cr. (R-6) Offered intermittently. Experimental offerings of visiting professors, experimental offerings of new

courses, or one-time offerings of current topics.

U 196T Independent Study 1-6 cr. (R-6) Offered intermittently.

U 270T Civil Litigation 3 cr. Offered autumn. Prereq., LEG 185T. Introduction to rules governing civil litigation involving the general nature of how lawsuits arise including client interviews and data gathering, pleading and practice from the filing of suit to file preparation for trial, and core considerations of ethics and professionalism.

U 282T Contemporary Legal Issues 3 cr. Offered spring. Prereq., LEG 270T or consent of instr. Capstone experience designed to investigate topical legal issues of immediate importance. Although the course has delineated structure, the nature of the course will allow both relevant concentrated focus as well as traditional disciplined examination of numerous areas of law practice and theory. The various pedagogical modules will offer students the opportunity to explore statutory structure, analyze case law, and draft legal forms.

U 283T Trial Preparation 3 cr. Offered spring. Prereq., LEG 270T. Case and claim analysis, collecting and preserving evidence, locating witnesses, jury selection, trial notebook development, posttrial assistance, and investigative techniques with emphasis on concluding litigation and postjudgment procedures.

U 285T Family Law 3 cr. Offered spring. Prereq., LEG 185T or consent of instr. Study of Montana law relating to marriage, husband and wife, parent and child, termination of marriage, adoption, joint and sole custody arrangements and modifications, child support guidelines, and juvenile issues. Includes preparation of standard family law documents.

U 286T Legal Research and Writing II 2 cr. Offered autumn. Prereq., LEG 187T. Advanced legal research and writing with emphasis on drafting and composing legal memoranda; legal research skills and development of legal writing ability.

U 287T Legal Research and Writing III 2 cr. Offered spring. Prereq., LEG 286T. Continued development of legal research and writing skills including advanced legal theory/case law synthesis, drafting correspondence, pleadings, discovery documents, persuasive writing. Upon completion of this course, the student will be able to: research, analyze, synthesize, and prioritize law cases, treatises, doctrines, theory of the law, legal rules, and other information and draft appropriate correspondence, pleadings, motions, briefs, discovery documents or memoranda relating to that information as would be anticipated in a law office.

U 288T Estate Administration 2 cr. Offered spring. Prereq., LEG 185T or consent of instr. This course provides an overview of the law as it applies to wills, trusts, and other estate matters. Topics include the nature and sources of the law relating to wills, trusts, and estates, estate planning, intestate succession, family protection, probate, and estate taxes.

U 290T Paralegal Studies Internship 2 cr. Offered autumn and spring. Prereq., last semester in program, minimum of "C" in LEG courses, and approval of program director. On-the-job experience as a paralegal trainee under the supervision of an employer, attorney, or court official. This experience increases students' skills, prepares them for initial employment and advancement on the job, and increases occupational awareness and professionalism. Students work a minimum of 90 hours at an approved site and attend a weekly one-hour seminar.

U 295T Special Topics 1-6 cr. (R-6) Offered intermittently. Experimental offerings of visiting professors, experimental offerings of new courses, or one-time offerings of current topics.

Medical Information Systems & Medical Assisting (MED)

U 152T Insurance Processing for Coding Specialists 2 cr. Offered spring. Prereq., MED 161T Introduction to insurance claim processing for the major medical insurance programs. Emphasis on completing universal insurance forms to maximize reimbursement as well as troubleshoot denied or underpaid claims.

U 153T Insurance Processing 3 cr. Offered autumn and spring. Prereq. or coreq., MED 161T or consent of instr. An introduction to insurance claim processing for the major medical insurance programs. Basic knowledge of CPT and ICD-9 procedural and diagnostic coding. Emphasis on completing universal insurance forms to maximize reimbursement as well as trouble shoot denied or underpaid claims.

U 154T Beginning Medical Terminology 2 cr. Offered autumn and spring. Introduction to a medical word building system using Greek and Latin word roots, combining forms, suffixes, and prefixes.

U 155T Medical Software Applications 1 cr. Offered spring. Prereq., MED 153T; prereq. or coreq. MED 161T; or consent of instr. A medical software package is used to enter and update patient data, enter charges, payments and adjustments, and generate management reports, insurance forms, and patient statements.

U 161T Medical Administrative Procedures 4 cr. Offered autumn. An introduction to the necessary skills and qualities required to function successfully in the medical arena. Emphasis on medicolegal and ethical responsibilities, records management and financial management of the medical practice, and interpersonal communications to include patient reception, telephone techniques and appointment scheduling.

U 165T Healthcare Data and Content 2 cr. Offered spring. In-depth study of origin, use, content and structure of health records; storage and retrieval systems; numbering and filing systems; documentation requirements; use and structure of health care data sets; and how these components relate to primary and secondary record systems. Additional topics include gathering, compilation and computing of healthcare

related statistics, use of research and statistical methods for developing healthcare data into information for various requesters.

U 201T Medical Assisting Clinical Procedures I 4 cr. Offered autumn. Prereq., M 090 (MAT 005D), SCN 201N-202N. Skill development necessary to assist health care practitioners in all aspects of patient care in the medical office clinical setting. Includes achieving competency in prepping patients for a physical examination, charting, medication administration, basic medical laboratory skills.

U 202T Medical Assisting Internship I 1 cr. Offered autumn. Prereq., consent of instructor. Placement in a medical office for a guided experience providing the student with a practical application of learned medical office administrative skills. Direct supervision will be the responsibility of a designated person at the site. The students will spend six hours per week to total 90 hours in assigned clinical rotations.

U 203T Medical Assisting Clinical Procedures II 3 cr. Offered spring. Prereq., MED 201T. Continuation of MED 201T. Continued skill development in assisting health care practitioners in all aspects of patient care in the medical office clinical setting. Includes achieving competency in aseptic technique, diagnostic procedure techniques, and patient education.

U 204T Medical Assisting Internship II 3 cr. Offered spring. Prereq., MED 201T; coreq., MED 203T. Placement in selected physicians' offices and clinics for a guided learning experience providing the student with a practical application of knowledge and skills acquired in the classroom and laboratory setting. The student will be provided the opportunity to perform various clinical procedures under supervision. The students will spend 12 hours per week to total 180 hours in assigned clinical rotations.

U 210T Basic ICD Coding 3 cr. Offered autumn. Prereq., MED 153T, MED 165T or consent of instr. Introductory foundation for utilizing the International Classification of Diseases coding for classification of morbidity and mortality information for statistical purposes and for indexing medical records by disease and operation.

U 216T Terminology for Health Professions I 2 cr. Offered autumn. Prereq., MED 154T; prereq. or coreq., SCN 115 or SCN 201N-202N. A system approach to medical word building including pathology of body systems, abbreviations, and special procedures including radiographic, surgical, and laboratory.

U 220T Basic Ambulatory Coding 3 cr. Offered autumn. Prereq., MED 153T, MED 165T or consent of instr. Foundation for utilizing the CPT coding system to increase compatibility and comparability of medical data among users and providers.

U 240T Intermediate ICD Coding 3 cr. Offered spring. Prereq., MED 210T or consent of instr. Comprehensive foundation for utilizing the International Classification of Diseases coding for classification of morbidity and mortality information for statistical purposes and for indexing medical records by disease and operation.

U 250T Intermediate CPT Coding 3 cr. Offered spring. Prereq., MED 220T or consent of instr. Comprehensive application of the CPT coding system to assign codes for services, supplies and equipment for comparative analysis, research and reimbursement.

U 256T Medical Transcription I 3 cr. Offered autumn and spring. Prereq., CAPP 134 (CRT 108); prereq. or coreq., MED 216T. An introduction to the transcription of authentic physician-dictated medical reports in a variety of medical specialties. Emphasis on the development of accuracy and speed in interpreting, transcribing and editing medical dictation for content and clarity.

U 257T Medical Transcription II 3 cr. Offered autumn and spring. Prereq., MEDC 256T. Advanced medical transcription of realistic physician-dictated medical reports in a variety of medical specialties. Emphasis on production and increased speed in interpreting, transcribing and editing medical dictation for content and clarity.

U 270T Terminology for Health Professions II 2 cr. A systems approach to medical word building including pathology of body systems, pharmacology, abbreviations, and special procedures including cardiovascular, pulmonary and gastrointestinal.

U 280E Ethics in Health Professions 3 cr.

U 290T Medical Information Technology Internship 3 cr. Offered autumn and spring. Prereq., last semester in program, minimum of "C" in MED courses, and approval of program director. On-the-job training in positions related to each student's career goal in the medical information field. This experience increases students' skills, prepares them for initial employment and advancement on the job, and increases occupational awareness and professionalism. Students work a minimum of 135 hours at an approved site and attend a weekly one-hour seminar.

U 296T Independent Study 1-6 cr. (R-6) Offered intermittently.

College of Technology

Barry Good, Dean

Lynn Stocking, Associate Dean

Alan Fugleberg, Associate Dean

Our mission, as the two-year college of The University of Montana, is to provide open access to higher education that expands opportunities

for Montana residents. We are a gateway to comprehensive education, delivering high quality, student-centered, professional, technical, transfer, and workforce programs and courses.

The College of Technology offers programs and services on two campuses-the East Campus at 909 South Avenue West and the West Campus at 3639 South Avenue West. Enrollment Services, Financial Aid Office, Registrar's Office, Career Services Office, and administrative offices are located at the East Campus. All business technology programs, applied computing and electronics programs, culinary arts programs, health professions programs, as well as the branch of the Mansfield Library, The Bookstore at the College of Technology, and a dining room are located on the East Campus. All industrial programs are located on the West Campus.

Students may attend courses at three campus sites. Courses are scheduled at a variety of times between 7 a.m. and 10 p.m., Monday through Saturday. Department chairs and/or program directors may be contacted for specific scheduling information.

Associate of Applied Science and Certificate of Applied Science Programs

The Associate of Applied Science degree and Certificate of Applied Science programs offered in the College are designed to lead an individual to employment in a specific career or career cluster. In some instances, particularly in Health Professions, the degree or certificate is a prerequisite for taking a licensing examination. The Associate of Applied Science degree is not typically considered a transfer degree, although opportunities do exist in The University of Montana and some other baccalaureate degree-granting institutions for continuing in programs such as the University's Bachelor of Applied Science degree program.

The College's Surgical Technology and Respiratory Care programs are reviewed by their respective Joint Review Committees and accredited by the Commission on Accreditation of Allied Health Education Programs. The Food Service Management program is accredited by the American Culinary Federation Educational Institute Accrediting Commission, the Paralegal Studies program is approved by the American Bar Association, and the Nursing programs are approved by the Montana Board of Nursing.

Associate of Arts Degree Program

The Associate of Arts Degree is a general education transfer degree and does not officially include a major or minor course of study. To receive an Associate of Arts degree all students must successfully complete all the general education requirements as described by Montana Board of Regents policy 301.10 Appendix 1. Students seeking the AA are not required to sit for the upper-division writing proficiency assessment. The minimum grade average for the 60 credits required for the AA is 2.0.

Bachelor of Applied Science Degree Program

A Bachelor of Applied Science degree is offered by The University of Montana in Missoula through the College of Arts and Sciences in collaboration with the UM College of Technology. The initial contact for this degree is the College of Technology. This degree program is available for students who have completed approved Associate of Applied Science degrees. See the College of Arts and Sciences/Applied Science section of this catalog.

Credit Applicable Toward an Associate of Arts and Baccalaureate Degrees

The following College of Technology courses have been approved to count as elective credit, and/or General Education credit for the Associate of Arts and baccalaureate degrees. With departmental approval, some may count toward major or cognate requirements. With departmental approval, up to 10 additional credits from courses not on this list may be counted. Refer to the sections on Technical Courses and Credit Maximums in this catalog. See index.

- AASC 100, 101
- BUS 103S
- COM 150S, 160A, 217A, 242, 260S
- CAPP120 (CRT 100), 134(CRT 108)
- CRT121, 122E, 172, 203, 260, 270, 280
- EET 232, 260
- FSM 270, 271
- M 095 (MAT 100D), 115 (MAT 120), 121 (MAT 117), 122 (MAT 118), 151 (MAT 119), 162 (145)
- NUR all courses (except 295T)
- PSYX 100S (PSY 100S), 161S (PSY 110S), 230S (PSY 201)
- SCN 100N, 115, 150, 175N, 201N, 202N
- WRIT 101 (WTS 101), 121 (WTS 115), 221 (WTS 215), 240E (WTS 240E)
- LIT 110L (WTS 120L), 120L (WTS 121L)
- WRIT 184A

Academic Support Services

Services designed to increase the success of students enrolled at The University of Montana College of Technology are available at the College. Such services include the Academic Support Center's tutoring and computer-based academic learning tools, study skills workshops, basic skills developmental courses, disability services for students, academic and financial aid reinstatement and follow-up assistance, individual student retention services, and other learning support activities.

Faculty

- Nick Arthur B.S., University of North Texas, 1997 (Health Professions)
- Thomas Campbell, Certified Executive Chef, 1990 (Business Technology)
- Dora Cardillo, B.S., TTR, CPFT, Boise State University, 1985 (Health Professions)
- Cathy Corr, M.Ed., Montana State University, 1989 (Applied Arts and Science, Chair)
- Josef Crepeau, M.A., University of Montana, 1994 (Applied Arts and Science)
- Anne Delaney, M.B.A., University of Montana, 2002 (Health Professions, Chair)
- Tammy Dutton, MSN, University of Phoenix, 2007 (Health Professions)
- Deborah Fillmore, M.E., University of Montana, 2000, R.N. (Health Professions)
- Cheryl Galipeau, M.E., University of Montana, 1999 (Business Technology)
- Cec Gallagher, Ed.D., Montana State University, 1998 (Academic Support)
- Patty Gauthier, M.S., Montclair State College, 1986 (Health Professions)
- Tom Gallagher, M.S. Western Washington University, 1996 (Applied Computing and Electronics, Chair)
- James Headlee, M.E., Northern Montana College, 1987 (Industrial Technology)
- Colin Henderson, Ph.D., University of New Mexico, 1985 (Applied Arts and Sciences)
- Karen Hill, M. A., University of Montana , 1998, R.N. (Applied Arts and Sciences)
- Penny Jakes, M.E., University of Montana, 1981 (Applied Computing and Electronics)
- Daneen Jeppson, F.N.P., M.S.N., University of Utah, 1980 (Health Professions)
- Brian Larson, (Business Technology, Chair)
- Mary McHugh, PharmD, University of Montana, 2007 (Health Professions)
- Mark Medvetz, M.F.A., University of Montana, 1989 (Applied Arts and Sciences)
- Carrie W. Miller, M.S.N., University of Phoenix, 2006 (Health Professions)
- Ed Moore, M.E., University of Montana, 1988 (Applied Arts and Sciences)
- Mary Nielsen, M.S.N., Clarkson College, 2000, R.N. (Health Professions)
- Sue Olson, M.E., University of Montana, 1996 (Business Technology)
- Tim Olson, M.B.A., University of Montana, 1997, C.P.A. (Business Technology)
- Mark Raymond, AWS Certified Welding Inspector, BS, University of Montana, 2007 (Industrial Technology)
- Steven Rice, M.E., Northern Montana College, 1991 (Applied Computing and Electronics)
- Niki Robinson, M.E., University of Montana, 2000 (Business Technology)
- Bob Shook, M.S., Utah State University, 1989, American Welding Society Certified Welding Inspector, 1989 (Industrial Technology)
- Deborah Sloan, Ph.D., University of Montana, 2005 (Applied Arts and Sciences)
- Thomas Stanton, J.D., University of Cincinnati, 1991 (Business Technology)
- Steve Stiff, B.S., M.Ed., University of Montana, 2001, 2007 (Applied Computing and Electronics)
- Thomas Siegel, Certified Executive Chef, 1994 (Business Technology)
- Lynn Stocking, M.E., University of Montana, 1987 (Associate Dean; Director, Academic Computing; Business Technology)
- Linda Strelnik, B.S., University of Montana, 1976, CST/CFA (Health Professions)
- Lisa Swallow, M.S., California State University, Chico, 1990, C.P.A., C.M.A. (Business Technology)
- Rhonda Tabish, Certificate, 1974 (Applied Computing and Electronics)
- John Walker, M.B.A., University of Montana, 1990 (Industrial Technology)

Adjunct Faculty

- John Anderson, M.S., Seattle University, 1974 (Applied Arts and Sciences)
- Susan Anderson, M.B.A., University of Oregon, 1989 (Business Technology)
- Aimee Ault, B.A., Pacific University, 2002. A.A.S., University of Montana, 2007 (Business Technology)
- Donna Bakke, M.A., University of Montana, 2005 (Business Technology)
- Elias Baied, C.S.T., University of Montana, 2007 (Health Professions)
- Kristi Bailey, C.S.T./C.F.A., College of Technology, 1994 (Health Professions)
- B.J. Banister, A.A.S., University of Montana, 1999 (Health Professions)
- Richard Bayless, M.S., Ohio University, 1984 (Applied Arts and Sciences)
- Anthony Becker, M.B.A., University of Montana, 2003 (Business Technology)
- Michelle Boller, M.A., George Washington University, 2004 (Business Technology)
- Alysia Braddock, A.A.S., University of Montana, 2001 (Health Professions)
- Susann Bradford, M.S., University of Montana, 1992 (Applied Arts and Sciences)
- Kathy Brauer, B.A. Ed., University of Montana, 1984 (Health Professions)
- Nicholas Burk, B.A., Washington State University, 2000 (Applied Arts and Sciences)
- Dianne Burke, M.S., University of Houston, 1984 (Applied Computing and Electronics)
- Debra Burleigh-Gilbert, M.S.N., Loyola University of New Orleans, 2007 (Health Professions)
- Bridget Carson, M.F.A., University of Montana, 2006 (Applied Arts and Sciences)
- Peter Costello, B.A., University of Montana, 1985 (Applied Computing and Electronics)
- Jeff Crews, D.Ed., University of Montana, 2008 (Applied Computing and Electronics)
- Andrew Darland, M.A., Central Michigan University, 2005 (Applied Computing and Electronics)
- Janet Derrington, M.S.N., University of Pennsylvania, 1977 (Health Professions)
- Mark Dickson, B.S., University of Nevada-Reno, 1997 (Applied Computing and Electronics)
- Creg Diezger, A.A.S., ITT Technical Institute, 1993 (Applied Computing and Electronics)
- Colleen Dowdall, J.D., University of Montana, 1981 (Business Technology)
- Mary Jeanne Doyle, M.S., Eastern Kentucky University, 1985 (Applied Arts and Sciences)

- Ted Etter, M.T.E., Eastern Oregon State College, 1993 (Applied Computing and Electronics)
- Ethan Eyestone, A.A.S., University of Montana, 2001 (Health Professions)
- Rodney Frost (Industry Technology)
- Bill Gillespie, M.I.S.M., University of Phoenix, 2006 (Applied Computing and Electronics)
- Scott Grasky, B.S., The University of Montana-Western, 2002 (Industrial Technology)
- Jim Harris (Industrial Technology)
- Kerry Haney, B.S. Pharmacy, University of Wyoming, 1998 (Health Professions)
- Brooke Hewes, M.A., University of Montana, 2006 (Applied Arts and Sciences)
- Wally Higgins, B.A., University of Montana, 1974 (Applied Computing and Electronics)
- Colleen Holmquist, A.A., University of Montana, 1994 (Health Professions)
- Dale Horton, M.S., University of Montana, 1976 (Applied Computers and Electronics)
- Andrea Johnson, M.A., Appalachian State University, 2004 (Applied Arts and Sciences)
- Lois Johnson, B.S.N, Montana State University, 1992 (Health Professions)
- Scott Johnson, B.S., University of Montana, 1981 (Business Technology)
- Brian Kerns, M.S., Northwestern University, 1981 (Applied Computing and Electronics)
- Kim Larson (Business Technology)
- Donnie Laughlin, B.A., University of Montana, 1968 (Industrial Technology)
- Scott Louis, RTT California Community College for Health Sciences (Health Professions)
- James Mason, B.S. University of Montana, 2001, B.S., University of Montana-Western, 2008 (Industrial Technology)
- Elizabeth McLemore, M.Ed., University of Montana, 2008 (Applied Arts and Sciences)
- Linda McManus, B.S.N., Montana State University, 1987 (Health Professions)
- Stephanie Metcalf, B.S.N., University of Colorado, 1988 (Health Professions)
- Elizabeth Micklus, M.I.S., University of Montana, 2005 (Applied Arts and Sciences)
- Lori Mitchell, B.S.N., Montana State University, 2005 (Applied Arts and Sciences)
- David Morris, C.S.T., College of Technology, 1986 (Health Professions)
- David Neu, M.F.A., University of Montana, 1993 (Industrial Technology)
- Brad Platts (Industrial Technology)
- Ashley Preston, Ph.D., The University of Montana, 2001 (Applied Arts and Sciences)
- Swarna Reddy, Ph.D., Byelorussian State University, 1994 (Applied Arts and Sciences)
- Larry Reinholz, , A.A.S. Diesel Technology, 2005, Fork Lift Certification, 2003, CDL Class A Interstate (Industrial Technology)
- Kim Reiser, M.A., University of Montana, 2000 (Applied Arts and Sciences)
- Troy Savage, B.S., Montana State University, 1982 (Applied Computing and Electronics)
- Leif Schneider, B.S., Oregon State University, 2006 (Applied Computing and Electronics)
- Tammie Slater-Smith, M.F.A., University of Montana, 2000 (Applied Arts and Sciences)
- Todd Stedl, Ph.D., University of Washington, 2003 (Applied Arts and Sciences)
- Michael Steffenson, A.A.S., Alexandria Technical College, 1990 (Industrial Technology)
- Linda Eagleheart Thomas, Ph.D., University of Montana, 2002 (Applied Arts and Sciences)
- Megan Tenney, A.A.S, University of Montana, 1997 (Health Professions)
- Teresa Thompson, J.D., University of Montana, 1986 (Business Technology)
- Lucy Threlkeld, B.S.N., Winston Salem State University, 1997 (Health Professions)
- Laurie Trudeau, A.S., Spokane Falls Community College, 1998 (Health Professions)
- Bonnie Weglin, A.A.S., Apollo College of Medical and Dental Careers, 1994 (Health Professions)
- Carol Wenderoth, M.S., Montana State University, 1983 (Business Technology)
- Christopher Wheeler, B.B.A., University of Montana, 2000 (Business Technology)
- Jeff Wongstrom, B.S., University of Michigan, 1986 (Applied Computing and Electronics)
- Alex Wood, A.A.S., ITT Technical Institute, 1991 (Applied Computing and Electronics)
- Kim Zupan, M.F.A., University of Montana (Industrial Technology)

Department of Health Professions

- [Special Degree Requirements](#)
- [Courses](#)

Anne Delaney, Chair

Special Degree and Certificate Requirements

The Health Professions Department of the University of Montana seeks to prepare students to be health practitioners who are technically competent and who are effective in a variety of clinical, agency and community settings. The Health Professions Department offers five Associate of Applied Science (A.A.S.) Degrees, one Associate of Science (A.S.) Degree, and one Certificate of Applied Science (CAS) program with courses and learning experiences that contribute to understanding the health needs of individuals and society. Clinical affiliations and on-site experiences are essential elements of all programs; local communities, their agencies, and organizations are a valuable resource and provide cooperative learning experiences in health delivery systems.

The goals of the Health Professions Department are:

1. To provide programs of study which integrate a variety of health-related disciplines to prepare students for careers in health professions.

2. To contribute to the liberal education of students through courses designed to provide an understanding of human health, fitness and health delivery systems.
3. To meet the continuing education needs of health professionals.

The Health Professions Department offers A.A.S. degrees in Medical Assisting, Practical Nursing (PN), Radiologic Technology, Respiratory Care, Surgical Technology, an A.S. degree in Registered Nursing (ASRN), and a Certificate in Applied Science (CAS) in Pharmacy Technology. Admission to a specific Health Professions (HP) program requires documented completion of the Associate of Arts (AA) prerequisite courses as required by the specific HP program to which the student is applying. **The AA prerequisite courses are different for each HP program and are listed in the specific program description in this catalog.** A prerequisite course may be attempted a maximum of two (2) times. Any general prerequisite course required for an HP program must be taken prior to acceptance into the program. Additional requirements for admission to each of the HP programs vary and are also listed in the specific program descriptions.

Students enter The University of Montana as AA General Studies majors and select courses from the required prerequisite courses **after conferring with an HP advisor.** Assessment of writing for placement in writing courses follows University guidelines and is offered during orientation and at various times during the semester. Math placement is determined by a placement test. Placement testing assures that students are enrolled in the appropriate course to ensure success in writing and math studies.

Admission to a health program requires a completed application for the specific program to which the student is applying, with documented completion of the program specific prerequisite courses. For program specific admission requirements and grade point average (GPA) expectations, please refer to the individual program descriptions or contact the specific HP Program Director. Applications can be obtained on the respective HP Program webpage. Students must submit a separate application to each HP program they desire admission to. If a student is accepted to multiple programs, the student can only accept admission to one HP program and must decline admission to the other program(s). Deadlines for applications are April 1 and November 1.

Students provide proof of the following health requirements prior to beginning the clinical portion of HP programs:

1. Tuberculosis testing using the purified protein derivative (PPD) or chest x-ray (positive results will require a physician's letter before a student can continue in clinical settings).
2. Hepatitis B vaccine (HBV) for clinical experiences with potential exposure to blood-borne pathogens. A three-injection series is required and may be obtained at Curry Health Center or other health care providers. Students are urged to begin this series as soon as notified of acceptance into an HP program. An acceptable level of hepatitis B immunity must be demonstrated by a post vaccination titer test performed by a medical laboratory.
3. American Heart Association adult, child and infant CPR certification for health care providers.
4. Eye exams are required for surgical technology students due to work with lasers in surgery.
5. Respiratory care students must pass neonatal resuscitation (NRP) prior to their neonatal clinical experience. Respiratory care students are also required to have a physical exam, a ten-panel drug screen, and a police backgrounds check prior to entering clinical experiences.

Many licensing bodies/employing institutions in health care have increasingly stringent requirements and background checks as conditions for licensing or employment. If students have a concern about this they should contact the licensing board for their specialty (contact information may be obtained from appropriate HP Program Director).

Course Fees and Supplies

Most programs in the Health Professions Department include courses with course fees and special supplies requirements. To obtain a complete listing of these additional items and costs, call the College of Technology Admissions Office at 406- 243-7865.

Health Professions AA Prerequisites

The groups of courses are different for each HP program and are listed in the specific program description. Some program courses may not be offered in all semesters. Consult the HP Program Director or Program Advisor regarding which courses to take and when to enroll.

There are other courses which will enhance HP program studies and improve a student's ability to provide quality health care. Students may take these additional courses prior to acceptance to a HP program. Courses should be selected with the assistance of an approved HP program advisor, as taking too many courses may adversely affect financial aid. These courses include, but are not limited to:

- BIOL 106N Elementary Medical Microbiology
- CHMY 121N (CHEM 151N) Introduction to General Chemistry
- CHMY 122N (CHEM 152N) Introduction to General Chemistry Laboratory
- CHMY 124N (CHEM 154N) Introduction to Organic and Biological Chemistry Laboratory
- M 115 (MAT 117) Probability and Linear Mathematics
- M 121 (MAT 118) College Algebra
- MED 154T Beginning Medical Terminology
- MED 280E Medical Ethics
- PSYX 100S (PSY 100S) Introduction to Psychology
- PSYX 161S (PSY 110S) Organizational Psychology
- PSYX 230S (PSY 201) Developmental Psychology (prereq. PSY 100S)

- SCN 150 Nutrition
- SCN 175N Integrated Science
- SCN 220 Human Physiology
- SOCI 101S (SOC 110S) Introduction to Sociology

Medical Assisting-A.A.S. Degree

Students in Medical Assisting are trained in front office administrative skills and back office clinical skills to assist healthcare practitioners in administering to the needs of patients. Students gain skills in scheduling, medical office accounting systems, medical coding and billing, transcription, phone triage and are trained to assist with medical examinations and treatment and to work as a team member in the medical office environment. Students learn to take medical histories and obtain vital signs, give medications and injections (under supervision), draw blood, perform diagnostic tests and office laboratory procedures, sterilize instruments and maintain equipment. Additionally, Medical Assisting students are exposed to the principles of medical ethics and medical legal issues facing health care providers. Students successfully completing the program are awarded the Associate of Applied Science degree..

Students must earn a "C" or better in all courses in order to continue in the program. A course maybe attempted a maximum of two times. As some courses are offered fall or spring semester only, it is important to obtain advising with the Program Director each semester prior to registering for the next semester. Students may apply for either autumn or spring semester program admission.

Upon award of the A.A.S. degree in Medical Assisting, students are eligible to take the Registered Medical Assistant (RMA) national registration exam administered by the American Medical Technologists upon completion of the program. Students are responsible for filing required forms, associated fees, and grade transcripts.

First Year	A	S
ACTG 100 (ACC 131T) Essentials of Accounting	-	4
BS 140T Customer Service.	4	-
COM 150S Interpersonal Communications	-	3
CAPP 120 (CRT 108) Introduction to Computers or competency 2	-	-
CAPP 134 (CRT 108) Basic MS Word	-	2
M 105 Contemporary Math	3	-
MED 154T Beginning Medical Terminology	2	-
MED 195T Terminology for Health Professions	-	3
PSYX 100S (PSY 100S) Introduction to Psychology	4	-
SCN 201N Anatomy and Physiology	-	4
WRIT 121 (WTS 115) Introduction to Technical Writing	3	-
Total	18	16
Second Year	A	S
MED 153T Insurance Processing	3	-
MED 155T Medical Software Applications	-	1
MED 201T Medical Assisting Clinical Procedures I	4	-
MED 202T Medical Assisting Internship I	1	-
MED 203T Medical Assisting Procedures II	-	3
MED 204T Medical Assisting Internship II	-	3
MED 256T Medical Transcription I	-	3
MED 280E Medical Ethics	-	3
PHA 160T;Pharmacological Products	3	-
PSYX 230 (PSY 201) Developmental Psychology	-	3
SCN 202N Anatomy and Physiology	4	-
Total	15	16

Pharmacy Technology-Certificate

Mary McHugh, Program Director

In the Pharmacy Technology Program at the University of Montana-College of Technology, students are prepared to function in hospital-based pharmacies and retail pharmacies. The two semesters and wintersession of the program include classroom, lab, and clinical site learning opportunities. Lab and internship hours allow students to integrate their classroom knowledge into the practical setting. Students are required to rotate to clinical sites and some may be outside the Missoula area.

The Pharmacy Technology Program is an Autumn entry program. Applicants to the Pharmacy Technology program must complete the program specific application packet and achieved required writing, math, and computer skills. Students should place in Level 3 or higher in the ALEKS Math Assessment, and should attain a 7 or better on the E-Write assessment. Students who do not score high enough on

assessments should consult with an advisor to arrange enrollment in the necessary courses to build their skills. Students must either complete the Into to Computers (CAPP 120) or pass the challenge for CAPP 120.

Once accepted into the program, all students are expected to complete the PHA classes with a B or higher to proceed to the next semester.

After successfully completing the program, students are awarded a Certificate of Applied Science and are well prepared and encouraged to sit for the national technician certification examination such as that offered through the Pharmacy Technician Certification Board (PTCB). The Pharmacy Technology program is accredited by the American Society of Health System Pharmacists (ASHP).

Conviction of a crime (misdemeanor or felony) could leave an individual ineligible for participation in the certifying test and/or becoming registered in Montana as a certified pharmacy technician. Additionally, the Montana State Board of Pharmacy Application for Pharmacy Technician Registration includes a number of questions regarding personal history, including but not limited to criminal charges. Please contact the PTCB (Pharmacy Technician Certification Board), ptcb.org, and the Montana State Board of Pharmacy (<http://mt.gov/kli/bsd/>) if this is a potential problem.

Current salary range in Montana is from \$9 per hour to \$20 per hour, depending on employer, job duties, and experience.

Pharmacy Technology Program Curriculum:

First Year	A	S
PHA 100T Introduction to Pharmacy Practice	3	-
PHA 101T Pharmacy Calculations	3	-
PHA 102T Pharmacology	6	-
PHA 103T Hospital and Community Practice*	-	6
PHA 105T Internship	-	5
Total	15	14

*In order to facilitate access to the laboratory, PHA 103, Hospital and Community Practice, is offered during the January Wintersession. The program director will provide a complete schedule at the beginning of the autumn semester.

Practical Nursing-Certificate

Mary Nielsen, Program Director

The College of Technology offers an Associate of Applied Science degree (AAS) in Practical Nursing. Applicants for the PN program must have a high school diploma or equivalency, have completed the AA prerequisite courses with a minimum grade of C, except in SCN 201N and 202N which requires a B or higher grade, and possess a cumulative GPA of at least 2.75.

Admission to the program also requires completion of the application which can be obtained on the UM COT Nursing webpage. Application deadlines are April 1 and November 1. A student may apply while enrolled in the AA prerequisite courses with acceptance to the program to be determined after the currently completed semester grades are finalized.

The 20 students who meet the selection criteria will be accepted into the Nursing program. Applicants must prove computer literacy either by successfully passing a challenge examination, transferring in an equivalent course or passing CAPP 120.

Students learn practical nursing skills through independent study, lectures, simulation demonstrations, and practice in a nursing skills lab. Under instructor supervision, students also provide patient care in a variety of health care settings. The program is approved by the Montana State Board of Nursing.

Students must provide proof of having met the following health requirements to the Nursing Program Administrative Associate, on or before the first day of class:

1. Tuberculosis testing using the PPD (Purified Protein Derivative) or chest x-ray (positive results will require a physician's letter before a student can continue in clinical settings);
2. Hepatitis B vaccine, (HBV, a three injection series that may be obtained at Curry Health Center and other health care providers);
3. Measles, mumps and rubella (MMR) immunization (for those born before 1956 and not required to have an MMR a titer must be completed);
4. Tetanus shot; and
5. CPR training for health care providers.

Many licensing bodies and employing institutions in health care have increasingly stringent requirements and background checks as conditions for licensing or employment. If a student has concerns about this, she/he should contact the licensing board for nursing at dlibsdnur@mt.gov.

Practical Nursing program graduates are eligible to write the National Council Licensing Examination (NCLEX) for Practical Nurses. After licensure, graduates typically find employment in hospitals, nursing homes, physician offices and other health care agencies. They work

under the supervision of a registered nurse, physician, dentist, osteopath or other health care provider as specified in the State of Montana Nurse Practice Act.

A.A. Prerequisite Courses

A.A. prerequisite courses must be completed prior to application to the program. An AA prerequisite course may be attempted a maximum of two (2) times.

PN Prerequisites	A/S
CHMY 121N (CHEM 151N) Introduction to General Chemistry	3
CHMY 122N (CHEM 152N) Introduction to General Chemistry Laboratory	1
M 121 (MAT 118) College Algebra (requires a placement test)	3
NUR 101 Introduction to Nursing	1
PSYX 100S (PSY 100S) Introduction to Psychology	4
SCN 150 Nutrition (Suggested prerequisite is SCN 100N, Issues in Biology)	3
SCN 201N-202N Anatomy and Physiology	8
WRIT 101 (WTS 101) College Writing I (requires a placement test)	3

Students must prove competence with computer technology in one of the following three ways: Acceptable transfer credit for CAPP 120 (CRT 100); Pass the challenge exam for CAPP 120 (CRT 100); Take and pass CAPP 120 (CRT 100).

Students who have begun the PN program under an earlier catalog will have a slightly different course of study. Please see a program advisor for the correct schedule of courses.

Scope and Sequence of the Practical Nursing Program:

First Year Start in Spring	A S
NUR 110 (NUR 103) Fundamentals of Nursing	- 7
NUR 125 (NUR 154) Pharmacology I	- 3
NUR 146; Gerontology	- 2
NUR 155 Core Concepts of Mental Health Nursing	2 -
NUR 156 (NUR 155) Core Concepts of Adult Nursing	7 -
NUR 168 (NUR 160) Core Concepts of Maternal/Child Nursing	3 -
NUR 173 (NUR 169) Leadership Issues	2 -
NUR 170 NCLEX Review (elective)	2 -
Total	16 12

First Year Start in Autumn	A S
NUR 110 (NUR 103) Fundamentals of Nursing	7 -
NUR 125 (NUR 154) Pharmacology I	3 -
NUR 146; Gerontology	2 -
NUR 155 Core Concepts of Mental Health Nursing	- 2
NUR 156 (NUR 155) Core Concepts of Adult Nursing	- 7
NUR 168 (NUR 160) Core Concepts of Maternal/Child Nursing	- 3
NUR 173 (NUR 169) Leadership Issues	- 2
NUR 170 NCLEX Review (elective)	- 2
Total	12 16

Registered Nursing-Associate of Science Degree

Mary Nielsen, Program Director

The Associate of Science degree program articulates with the PN program and requires at least two additional semesters of fulltime study. Applicants must have completed a PN program with the AA prerequisite courses listed in the practical nursing course of study, and have a cumulative GPA of at least 2.75, submit three letters of reference from employers or former instructors, produce a proctored essay and possibly meet with an interview committee prior to being accepted into the A.S. program. The number of students accepted into the A.S. program is limited to 10 each autumn and spring. Application deadlines are April 1 and November 1. All candidates who meet the admission requirements will be considered. The A.S.N. degree program is approved by the State Board of Nursing.

The requirements for all students entering the program are:

1. Tuberculosis testing using the PPD (Purified Protein Derivative) X 2 testing or chest x-ray (positive results will require a physician's

- letter before a student can continue in clinical settings)
2. Hepatitis B vaccine (HBV, a three injection series that may be obtained at Curry Health Center and other health care providers)
 3. Measles, mumps and rubella (MMR; for those born before 1956 and not required to have an MMR, a titer must be completed)
 4. Tetanus shot, and;
 5. CPR training for health care providers.

There is further advanced learning and skill development in the A.S.N. degree program, in lecture, lab and clinical settings. Upon completion, graduates earn an Associate of Science degree in Nursing (ASRN) and are eligible to write the NCLEX for Registered Nurses. Graduates are prepared for employment as registered nurses in acute care facilities, geriatric care centers, industrial setting, and in public and private health care agencies.

Prerequisite courses	A S
Have completed all PN Prerequisites	
BIOL 106N Elementary Medical Microbiology	3 -
SCN 220 Human Physiology (required if student has not taken SCN 202)	4 -
SOCI 101S (SOC 110S) Introduction to Sociology	- 3

RN First Year Start in Autumn	A S
NUR 273 (NUR 240) LPN to RN Transition	2 -
NUR 230 Pathophysiology	3 -
NUR 255 (NUR 250) Complex Mental Health Nursing	2 -
NUR 268 (NUR 260) Complex Care Maternal/Child Nursing	3 -
NUR 265 Advanced Adult Physiological Needs	- 4
NUR 275 Management, Ethics and Internship	- 2
Total	10 6

RN First Year Start in Spring	A S
NUR 273 (NUR 240) LPN to RN Transition	- 2
NUR 230 Pathophysiology	- 3
NUR 255 (NUR 250) Complex Mental Health Nursing	- 2
NUR 268 (NUR 260) Complex Care Maternal/Child Nursing	- 3
NUR 265 Advanced Adult Physiological Needs	4 -
NUR 275 Management, Ethics and Internship	2 -
Total	6 10

Radiologic Technology-A.A.S. Degree

Anne Delaney, Program Director

A Radiologic Technologist uses critical thinking and independent judgment to obtain a diagnostic imaging study while maintaining quality patient care and minimizing radiation exposure. Technologists are employed in acute care settings, ambulatory care settings, physicians' offices, in education, and in management or sales positions. With additional education and training, radiographers may be employed in radiation therapy, computed tomography, mammography, magnetic resonance imaging, diagnostic medical sonography, nuclear medicine, special vascular imaging and cardiac catheterization.

The Associate of Applied Science degree in Radiologic Technology requires students to successfully complete the AA prerequisite courses prior to applying to the program. Students admitted to the University of Montana may enroll in the AA prerequisite courses. Students must pass SCN 201N-202N with a minimum grade of 'B' and have a minimum cumulative GPA of 2.75 in the AA prerequisite courses to apply to the Radiologic Technology program. A course may be attempted a maximum of two times. As some courses are offered autumn or spring semester only, it is important to obtain advising with the Program Director each semester prior to registration. Application to the program is required spring semester the year prior to the autumn semester program start. Students may apply while enrolled in the AA prerequisite courses with acceptance to the program to be determined after spring grades are finalized. The program classes begin autumn semester each year with four semesters consisting of classroom and clinical education. A ten-week summer clinical rotation is required between the first and second years and consists of 40 hour per week of clinical instruction.

Once accepted in the program, all students are expected to complete SCN 202N and all courses with a RAD rubric with a minimum grade of "B" to continue in the program.

The Radiologic Technology program is approved by the American Registry of Radiologic Technologists (ARRT) and accredited by the Northwest Association of Schools and Colleges. When all requirements for the associate degree are completed, the student will be eligible to take the national certification examination administered by the American Registry of Radiologic Technologists. Upon successful completion of this examination, the student becomes a Registered Radiologic Technologist , R.T.(R)ARRT.

Students entering the program are required to rotate to clinical sites outside the Missoula area on a periodic basis. These rotations will take place during any term or session of the second year. These sites may include, but are not limited to, Ronan, Hamilton, and Polson, Montana.

Transportation and housing are the student's responsibility.

AA Prerequisite Courses

To be successfully completed prior to application to the program. An AA Prerequisite course may be attempted a maximum of two (2) times:

M 115 (MAT 117) Probability and Linear Math or M 121 (MAT 118)College Algebra	3
SCN 175N Integrated Physical Sciences	3
SCN 201N Anatomy and Physiology	4
WRIT 121 (WTS 115) Introduction to Technical Writing or WRIT 101 College Writing	3
Total	13

Students must prove competence with computer technology in one of the following three ways: Acceptable transfer credit for CAPP 120; Pass the challenge exam for CAPP 120; Take and pass CAPP 120.

Radiologic Technology Program Curriculum

	First Year	A	S
COM 160A Oral Communications		-	3
PSYX 161S (PSY 110S)Organizational Psychology or PSYX 100S (PSY 100S) Introduction to Psychology	3	-	
RAD 110 Introduction to Radiology and Patient Care	3	-	
RAD 111 Radiological Procedures I	3	-	
RAD 121 Radiographic Imaging I		-	4
RAD 151 Radiographic Clinical Education I		-	8
RAD 112 Radiological Procedures II		-	3
SCN 202N Anatomy and Physiology	4	-	
Total		13	18
	Summer Session	A	S
RAD 161 Radiographic Clinical Education II		12	
Total		10	
	Second Year	A	S
MED 280E Ethics in Health Professions		-	3
RAD 222 Radiographic Imaging II		3	-
RAD 241 Radiographic Protection		2	-
RAD 245 Radiographic Analysis		-	2
RAD 251 Radiographic Clinical Education III		8	-
RAD 261 Radiographic Clinical Education IV		-	9
Total		13	14

Respiratory Care-A.A.S. Degree

Nicholas Arthur, Program Director

Respiratory Care is an allied health specialty. It is an important part of modern medicine and health care. Respiratory Care encompasses the care of patients with respiratory problems in the hospital, clinic, and home.

Respiratory therapists, as members of a team of health care professionals, work to evaluate, treat, and manage patients of all ages with respiratory illnesses and other cardiopulmonary disorders in a wide variety of clinical settings. Respiratory therapists must behave in a manner consistent with the standards and ethics of all health care professionals. In addition to performing respiratory care procedures, respiratory therapists are involved in clinical decision-making (such as patient evaluation, treatment selection, and assessment of treatment efficacy) and patient education. The scope of practice for respiratory therapist includes, but is not limited to:

- acquiring and evaluating clinical data;
- assessing the cardiopulmonary status of patients;
- performing and assisting in the performance of prescribed diagnostic studies, such as drawing blood samples, performing blood gas analysis, pulmonary function testing, and applying adequate recording electrodes using polysomnographic techniques;
- utilizing data to assess the appropriateness of prescribed respiratory care;
- establishing therapeutic goals for patients with cardiopulmonary disease;
- participating in the development and modification of respiratory care plans;
- case management of patients with cardiopulmonary and related diseases;
- initiating ordered respiratory care, evaluating and monitoring patients' responses to such care, modifying the prescribed respiratory

- therapy and cardiopulmonary procedures, and life support endeavors to achieve desired therapeutic objectives;
- initiating and conducting prescribed pulmonary rehabilitation;
- providing patient, family, and community education;
- promoting cardiopulmonary wellness, disease prevention, and disease management;
- participating in life support activities as required; and
- promoting evidence-based medicine, research, and clinical practice guidelines.

Starting salaries are excellent with premiums paid for evening, night, and weekend shifts. Jobs are plentiful throughout the United States. Graduates are eligible to take the credentialing examinations administered by the National Board for Respiratory Care (NBRC) which lead to the Registered Respiratory Therapist (RRT) credential. Licensure requirements in the state of Montana also are met by successful completion of the NBRC Entry Level (CRT) examination.

The program is 4 ½ semesters in length which includes the AA prerequisite courses and a summer session. The Respiratory Care program is accredited by the Commission on Accreditation of the Allied Health Education Programs (CAAHEP), 35 East Wacker Drive, Suite 1970, Chicago, IL 60601, (312) 553-9355. Graduates receive the degree of Associate of Applied Science in Respiratory Care.

Students accepted to the program are required to rotate to clinical sites outside the Missoula area on a periodic basis. These rotations take place during the spring semester, summer session and autumn semester of the second year. These sites may include, but are not limited to: Kalispell, Ronan, Polson, Butte, Billings, Bozeman, Hamilton, Helena, Coeur d'Alene and Lewiston, Idaho and Spokane, Washington.

Transportation and housing are the student's responsibility.

Program Admission Requirements

1. Completion of all general health core courses with a minimum 2.75 GPA in the core courses.
2. Minimum grade of B minus in SCN 201N and a minimum grade of C in SCN 202N.
3. Previous health care experience is preferred. Applicants are required to "job shadow" a Respiratory Care practitioner in the workplace. Consult the Respiratory Care Program Director for details.
4. Submit completed application packet to the HP Administrative Assistant by April 1 for autumn entry into the program.

Note: If a student has not completed the general health core courses until the end of summer session, he/she should still apply in spring semester and request a provisional acceptance contingent upon successful completion of general health core courses during the summer session.

AA Prerequisite Courses

To be successfully completed prior to application to the program. An AA prerequisite course may be attempted a maximum of two (2) times.

M 115 (MAT 117) Probability and Linear Mathematics Probability and Linear Math or M 121 (MAT 118)College Algebra	3
PSYX 161S (PSY 110S)Organizational Psychology	3
SCN 201N-202N Anatomy and Physiology	8
WRIT 121 (WTS 115) Introduction to Technical Writing or WRIT 101 (WTS 101) College Writing I	3
Total	17

Respiratory Care Program Curriculum

Autumn Entry	A	S
RES 120T Ethics and Health Care Communication	2	-
RES 129T Patient Care and Assessment	4	-
RES 131T Respiratory Care Fundamentals	6	-
RES 133T Respiratory Care Pharmacology	3	-
RES 150T Respiratory Care Laboratory I	1	-
RES 231T Respiratory Critical Care	-	4
RES 232T Respiratory Pathology and Disease	-	3
RES 235T Cardiopulmonary Anatomy and Physiology	-	3
RES 250T Respiratory Care Laboratory II	-	2
RES 255T Clinical Experience I	-	5
Total	16	17

Summer Session

RES 260T Respiratory Care Laboratory III	1
RES 265T Clinical Experience II	6
Total	7

Autumn Semester	A
RES 241T Perinatal and Pediatric Respiratory Care	3
RES 242T Respiratory Management	1
RES 252T Respiratory Care Review	2
RES 270T Respiratory Care Laboratory IV	2
RES 275T Clinical Experience III	7
Total	15

Surgical Technology-A.A.S. Degree

Debbie Fillmore, Program Director

Students in the program are educated to be Surgical Technologists who work as part of the surgical team to ensure the operative procedure is conducted under optimal conditions. The ST is responsible for three phases (preoperative, intraoperative, and postoperative) of patient care with minimal direction. All surgical team members must adhere to the principles of asepsis and the practice of sterile technique. The ST normally functions in a sterile capacity by passing instruments, equipment and supplies to the surgeon during the surgical procedure but may also perform many non-sterile duties throughout the workday.

Students admitted to The University of Montana enter as Associate of Arts (AA) General Studies majors and select the specific prerequisite courses required for their chosen area of study after meeting with the program advisor.

The Associate of Applied Science Degree (AAS) in Surgical Technology requires students successfully complete, or be in the process of completing, the A.A. prerequisite courses at the time of program application. Students must apply to the ST program by November 1. Students may apply while enrolled in the A.A. prerequisite courses with acceptance to the program to be determined after the Autumn semester grades are finalized. The course, SCN 201N, Anatomy and Physiology I, must be passed with a grade of B (3.0). All other prerequisite courses must be passed with a grade of C (2.0). The program-specific courses begin spring semester.

Once accepted to the program, a student must complete each Surgical Technology-specific course (those courses with a SUR prefix) with a minimum grade of 'C' (80%) in order to continue in the ST program. All other required courses must also be passed with a grade of "C".

Course grading scales may vary. If a student does not pass the required courses, he/she will not be able to continue in the program and will need to apply for readmission. If a student is re-admitted, he/she will be required to complete skills labs, SUR 102T and SUR 202T, to ensure sterile technique skills are acceptable for patient care. A student may take any required course a maximum of two (2) times.

A student will become a member of the Association of Surgical Technologists (www.ast.org) during the first year in the program. A student anticipating program completion will write the National Certification Exam prior to graduation. A student who successfully completes the ST program is awarded an A.A.S. degree in Surgical Technology. The credential of Certified Surgical Technologist (CST) will be awarded to a student upon passing the National Certification Exam and graduation from the ST program. The credential of Certified is awarded by the National Board of Surgical Technology and Surgical Assisting (NBSTSA).

Students are required to rotate sites during the clinical portion of their education. **During the last semester of the program, internships may be outside the Missoula area. Transportation and housing are the student's responsibility.**

The University of Montana College of Technology Surgical Technology Program also has Outreach campuses in Butte and Billings. The Butte site is the Montana Tech of The University of Montana College of Technology campus in collaboration with St James Healthcare. The Billings site is the Montana State University-Billings College of Technology campus in collaboration with St Vincent Healthcare and Billings Clinic. Students at those sites take the equivalent A.A. prerequisite courses on their respective campuses. The Surgical Technology-specific courses begin spring semester. Students must apply to the ST program by November 1. Students may apply while enrolled in the A.A. prerequisite courses with acceptance to the program to be determined after fall grades are finalized. The classroom portion of the ST program curriculum is delivered in web-based format using the Blackboard course delivery system from the Missoula campus. Lab and clinical courses are conducted on each Outreach campus. Outreach students are required to travel to Missoula to write the National Certification Exam and to participate in Commencement exercises. Prospective students may contact the Outreach Office at 406-243-7871 for more information regarding the ST Program on the Butte and Billings campuses. Please refer to the specific course catalogs on the Butte and Billings campuses for prerequisite requirements.

The ST program is accredited by the Committee on Accreditation of Allied Health Education Programs (CAAHEP), 1361 park St., Clearwater, FL 33756; phone 727-210-2350, www.caahep.org.

AA Prerequisite Courses

A student may apply to the program either following completion of the AA prerequisite courses or during the semester completing the courses. Any required course may be attempted a maximum of two (2) times.

WRIT 121 (WTS 115) Introduction to Technical Writing or WRIT 101 (WTS 101) College Writing I	3
CAPP 120 (CRT 100) Computer Applications	2
M 105 Contemporary Math	3

MED 154T Beginning Medical Terminology	2
PSYX 100S (PSY 100S)Introduction to Psychology	4
SCN 201N Anatomy and Physiology I	4
Total	18

Surgical Technology Program Curriculum:

First Year	A
BIOL 106N Elementary Microbiology	- 3
SCN 202N Anatomy and Physiology II	- 4
ST 100 Introduction to Safe Patient Care	- 3
ST 115 Surgical Lab I	- 2
ST 154 Surgical Pharmacology	- 3
Total	- 15
Second Year	A S
ST 200 Operating Room Techniques	5 -
ST 201 Surgical Procedures I	4 -
ST 215 Surgical Lab II	2 -
ST 250 Surgical Clinical I	4 -
MED 280 Ethics in Health Professions	3
ST 202 Surgical Procedures II	- 5
ST 251 Surgical Clinical II	- 5
ST 298 Surgical Internship	- 5
Total	18 15

Please note: Surgical Technology course numbers, titles and rubrics have changed.

Courses

U = for undergraduate credit only. R after the credit indicates the course may be repeated for credit to the maximum indicated after the R. Credits beyond this maximum do not count toward a degree.

Nursing (NUR)

U 101 Introduction to Nursing 1 cr. Offered each semester. This online course is a prerequisite to the Practical Nursing program. Student will be presented with an introductory level of the core concepts of nursing practice and other issues such as the legal concerns and ethical/cultural issues that face professional nurses on a consistent basis.

U 110 Fundamentals of Nursing 7 cr. Offered autumn and spring. Prereq: acceptance into the Practical Nursing Program. Introduces learners to the clinical skills essential for the nursing role. Also includes complex concepts and behaviors of nursing roles within the context of the nursing process, holistic care and health care. Emphasizes the theoretical and practical concepts of nursing skills required to meet the needs of clients in a variety of settings.

U 125 Pharmacology 3 cr. Offered autumn and spring. Prereq: acceptance into the Practical Nursing Program. Students learn a structured systematic approach to the study of drug therapy through caring, communication, professionalism, critical thinking, and clinical judgment. Medications are studied according to drug classes, and therapeutic families. Students will learn to apply the nursing process to drug therapy with an emphasis on accessing relevant information to ensure client safety.

U 146 Gerontology 2 cr. Offered autumn and spring. Prereq: acceptance into the Practical Nursing Program. Introduces the student to the skills and knowledge needed to provide nursing care to aging clients. Topics explored include current trends (including legal and ethical issues) in gerontological nursing, developmental stages and transitions associated with aging, expected age-related physiological changes, and assessment findings, recognition and management of acute and chronic illness that commonly occur in the older adult population, promotion of health for the older adult client, end-of-life issues and care.

U 155 Core Concepts of Mental Health Nursing 2 cr. Offered autumn and spring. Prereq: successful completion of semester 1 of the PN nursing program. Exploration of physiological, psychological, sociocultural, spiritual, and environmental factors associated with mental health/illness affecting individuals and families. Focus will be placed on basic concepts of psychiatric nursing, therapeutic modalities, as well as psychiatric disorders including psychopharmacological management.

U 156 Core Concepts of Adult Nursing 7 cr. Offered spring and autumn. Prereq: successful completion of semester 1 of the PN nursing program. Prepares the student to care for clients experiencing common, well-defined health alterations in settings where stable clients are anticipated. Students are introduced to standardized nursing procedures and customary nursing and collaborative therapeutic modalities.

U 166 Clinical Capstone Experience 2 cr. Offered intermittently. Prereq: all first semester practical nursing courses and consent of instr. Capstone course that allows the student to work collaboratively with an identified LPN preceptor, performing the role expectations for care in that workplace setting.

U 168 Core Concepts of Maternal/Child Nursing 3 cr. Offered autumn and spring. Prereq: successful completion of semester 1 of the PN nursing program. Information about fetal development and prenatal and postnatal care of the mother and newborn emphasizing caring, communication, professionalism, and critical thinking. Role of the nurse in meeting the needs of the family is emphasized. Clinical application of caring for the mother and newborn will allow the student to demonstrate acquired knowledge.

U 170 NCLEX Review 2 cr. Offered autumn and spring. Prereq: Successful completion of all courses in the first semester of the practical nursing program. Preparation for the national test for LPN licensure.

U 173 Leadership Issues 2 cr. Offered autumn and spring. Prereq: successful completion of semester 1 of the PN nursing program. Capstone course that provides the Practical Nursing student information regarding the current status of vocational nursing. There is a forty-five hour clinical/precepted component to provide the student opportunity to apply theoretical knowledge in the long-term care setting.

U 196T Independent Study 1-6 cr. (R-6) Offered intermittently.

U 230 Pathophysiology 3 cr. Offered spring and autumn. Prereq: successful acceptance into the ASRN Nursing Program. An introduction to the basic principles and processes of pathophysiology including cellular communication, genes and genetic disease, forms of cellular injury, fluid and electrolyte/acid base balance, immunity, stress coping and illness, and tumor biology. Pathophysiology of the most common alterations according to body system will also be discussed as well as the latest developments in research related to each area.

U 255 Complex Care Needs of the Mental Health Client 2 cr. Offered spring and autumn. Explores physiological, psychological, sociocultural, spiritual and environmental factors associated with mental health/illness. Focus is placed on psychotherapeutic management in the continuum of care, milieu management and special populations with emphasis on individuals, families and communities.

U 265 Advanced Adult Physiological Needs II 4 cr. Offered spring and autumn. Prepares the student to provide nursing care to adult clients experiencing acutely changing conditions in settings where outcomes are less predictable. Emphasis is placed on the nurse's response to emergent/life-threatening/rapidly changing conditions. Topics covered include collaborative therapeutic modalities related to acute/complex neurological, cardiac, respiratory, hematological, endocrinological events, shock, sepsis/SARS, complex burns, etc.

U 268 Complex Care Needs-Maternal/Child 3 cr. Offered spring and autumn semester. Prepares the student to provide care to maternal/child clients experiencing acutely changing conditions in settings where outcomes are less predictable. Topics include care of the client during childbirth, high-risk pregnancies, obstetrical emergencies, neonatal emergencies, and infants and children requiring complex collaborative care.

U 273 PN to RN Transition 4 cr. Offered autumn and spring. Prereq: admission to the registered nursing program and current unencumbered LPN license. Focus on the role transition from LPN to RN in relation to the concepts and principles of holistic nursing care. Focus is on the continuing development of roles and responsibilities of the RN as defined by the scope of practice standards, nursing theory and conceptual models.

U 275 Management, Ethics, & Internship 2 cr. Prereq: Successful completion of first semester of the registered nursing courses and current unencumbered LPN license. Focuses on the principles of professional nursing management, leadership and ethics. Students develop knowledge and skills in decision making as staffing, directing and controlling. Emphasis is on the use of leadership knowledge and skills in affecting change. Integration of knowledge of ethical factors as they relate to health and illness.

Pharmacy Technology (PHA)

U 100 Introduction to Pharmacy Practice 3 cr. Offered autumn. Introduction to pharmacy practice as a career. Includes history and personnel relating to pharmaceutical services and ethical standards of the occupation. Introduction to federal and state laws regulating pharmacy practice with emphasis on Montana State Pharmacy Law regulating pharmacy technicians. Preparation, maintenance, and storage of pharmacy records. Basic concepts of computer operations with emphasis on software designed for use in pharmacy. Development of skills necessary for the pharmacy technician to communicate effectively in the following ways: 1) as a representative of the profession of pharmacy, 2) as an intermediary between the pharmacist and patient, and 3) as an intermediary between the pharmacist and other health care professionals.

U 101 Pharmacy Calculations 3 cr. Offered autumn. Calculations used in pharmacy practice; includes various systems of weights and measures, dosage determinations, percentage preparations, reducing and enlarging formulas, dilution, and concentration.

U 102 Pharmacology 6 cr. Offered autumn. Prereq., admission into Pharmacy Technology program. Study of the properties, reactions, and therapeutic value of the primary agents in the major drug classes.

U 103 Hospital and Community Practice 6 cr. Offered spring. Prereq., PHA 100T, PHA 101T. Practices in hospital and community pharmacy settings. In addition to lectures, students receive hands-on experience in dispensing prescriptions, computer order entry, labeling, patient profiles, non-sterile compounding, and sterile IV admixture preparation. Guest speakers and video presentations supplement lectures and skills practice. Good communication skills are emphasized.

U 105 Pharmacy Technology Internship 5 cr. Offered spring. Prereq., PHA 100T, 101T, 102T. Training and experience in a variety of hospital and community pharmacy settings under supervision of a pharmacist. Emphasizes practical experience in outpatient dispensing, inpatient dispensing, unit-dose systems, IV admixture systems, bulk and sterile compounding, purchasing and inventory control, and effective communications.

U 160 Survey of Pharmaceutical Products 3 cr. Offered autumn. Fundamental principles of pharmacology and the implications of medication use. Includes the law as it pertains to drug use, dosage forms, routes of administration as well as the pharmacologic actions and uses of drugs.

U 195 Special Topics 1-6 cr. Experimental offerings of visiting professors, experimental offerings of new courses, or one-time offerings of current topics.

U 196 Independent Study 1-6 cr. (R-6) Offered intermittently.

Radiologic Technology (RAD)

U 110 Introduction to Radiology and Patient Care 3 cr. Offered fall. Introduction to the field of radiology and its mix of technical equipment, lab work, hospital environment, patient care and team work.

U 111 Radiographic Procedures I 3 cr. Offered fall. Preparation in the procedures associated with radiology in standard radiographic environments.

U 112 Radiographic Procedures II 3 cr. Offered spring. Knowledge and skills necessary to perform standard and specialty radiographic procedures. Emphasis on radiographic specialty procedures, pathology, and advanced imaging.

U 121 Radiographic Imaging I 4 cr. Offered spring. Introduction to fundamental physics principles underlying radiology and diagnostic ex-ray production. Topics include electromagnetic waves, electricity and magnetism, electrical energy, and power and circuits as they relate to radiography. Factors of image quality and exposure methods: density, contrast, recorded detail, distortion, technique charts, manual and automatic exposure control, and tube rating charts.

U 151 Radiographic Clinical Education I 8 cr. Offered spring. Introduction to patient management and basic radiographic procedures in the clinical setting. Emphasis on mastering positioning of the chest and extremities, manipulating equipment, and applying principle of ALARA.

U 161 Radiographic Clinical Education II 12 cr. Offered summer. Additional experience in patient management and more complex patient procedures. Emphasis on positioning of the spine, pelvis, head and neck, and thorax and adapting procedures to meet patient variations.

U 222 Radiographic Imaging II 3 cr. Offered autumn. Offers students more technical and detailed information on the use of image receptor systems, processing principles, advanced digital imaging systems and imaging modalities used in radiology.

U 241 Radiographic Protection 2 cr. Offered autumn. Principles of radiation protection and radio biology. Topics include the effects of ionizing radiation on body tissues, protective measures for limiting exposure to the patient and personnel, and radiation monitoring devices.

U 245 Radiographic Analysis 2 cr. Offered spring. An overview of imaging concepts as a review for the national boards. Topics include a systematic approach for image evaluation, patient care, radiation protection and the physics of radiographic imaging.

U 251 Radiographic Clinical Education III 8 cr. Offered autumn. Experience in patient management specific to fluoroscopic and advanced radiographic procedures. Emphasis on applying appropriate technical factors to all studies and positioning of gastrointestinal and urological studies.

U 261 Radiographic Clinical Education IV 9 cr. Offered spring. Continuation of instruction in all basic radiographic procedures and experience in advanced areas. Emphasis on equipment operation, pathological recognition, pediatric and geriatric variations, and radiation protection requirements.

Respiratory Care (RES)

U 120T Perspectives in Health Care Communications 2 cr. Offered autumn. Introduction to oral and written health communications as well as a brief overview of ethical and legal implications of respiratory care practice.

U 129T Patient Care and Assessment 4 cr. Offered autumn. Prereq., SCN 201N-202N. Introduction to nursing- related knowledge and skills with emphasis on application of microbiology to aseptic technique. Assessment of the respiratory system with cardiopulmonary diagnostic and laboratory tests interpretation.. Medical terminology integrated throughout the course. Peer and instructor review of selected clinical competencies in a laboratory setting.

U 131T Respiratory Care Fundamentals 6 cr. Offered autumn. Prereq., acceptance into the Respiratory Care program. Orientation to basic respiratory care science including the application of principles of physics. Emphasis on theory, operation and troubleshooting of equipment used at the entry level of practice. Microbiology in relation to equipment processing, pulmonary rehabilitation and home care