

Health Professions Track

1. Successful completion of a degree in a clinical health professions-related field (i.e. Nursing) and completion of CSCI 172 or equivalent.
2. Completion of the following courses with a minimum grade of a C-: CSCI 240, HIT 101, HIT 265, ITS 150, and ITS 210. (Total - 15 credits)

Area of Emphasis within the Associate of Arts Degree: Health Information Technology

Although the Associate of Arts degree does not include a major or minor course of study, students may select a specific area of interest. In collaboration with Montana Tech of The University of Montana, students at Missoula College can complete the AA degree with an area of emphasis in Health IT. Upon completion of the AA degree, students are poised for transfer to the bachelor degree in Health Care Informatics. In addition to the AA degree, students complete the Certificate of Applied Science in Computer Support through this partnership with Montana Tech. Further details on the AA degree and Certificate of Applied Science are available at <http://ace.mc.umt.edu/IT>

Information Technology - Associate of Applied Science

Thomas Gallagher, Director

The Information Technology degree program prepares students for entry-level technical support positions in the career field of Computing and Information Technology. The program provides students with a well-rounded technical background for computer support. Requirements include coursework in programming, operating systems, networking, PC hardware, data modeling, and web technologies. The "soft skills" of oral communications, written communications, and human relations required for success in the field are developed and refined through general education. All students gain work experience in their field of study through the completion of an internship. Students are also required to complete an industry certification process and a certification exam.

Information Systems Management Option

The Information Systems Management option emphasizes application development and business process. Students learn to write software using an object-oriented programming paradigm for deployment to the web and the desktop. Relational database design, structured query language (SQL), and the ability to create applications which push and pull information from databases are highlighted. Graduates seek careers as computer support specialists, help desk technicians, web developers, software developers, and database administrators.

Network Management Option

Network administrator has become a common job title across all career fields. The Network Management option provides students with a background in network administration for supporting users and computing in a networked environment. Coursework in network operating systems, server administration, routers, switches, security, and IP telephony are all embedded in the Network Management option.

The University of Montana is a Cisco Networking Academy, a CompTIA Authorized Academy, and a member of the Microsoft Developers Network Academic Alliance. Opportunities exist for professional certification from Cisco (CCNA), Microsoft and Comp TIA (A+, Network+ and Security+).

Students entering the program should be prepared with basic computing skills (keyboarding, word processing, file management, and Internet applications) and adequate preparation in mathematics (completion of M 090 or equivalent placement scores). Underprepared students should allocate an additional semester to the suggested four semester sequence.

Special Degree Requirements

The A.A.S degree in Information Technology requires completion of the following requirements with at least a "C-" in each course:

1. Mathematics. M115 (MATH 117)
2. Communications. WRIT 101 (ENEX 101, WTS 101) and COMX 111A (COM 160A)
3. Humanities. BGEN 105S (BUS 103S) and CSCI 215E (CRT 122E)
4. Computer Science/Programming. CSCI 105 (CRT 111), CSCI 110 (CRT 121), CSCI 172 (CS 172/CRT 172)
5. Information Technology Systems. ITS 150, ITS 165 (CRT 112), ITS 210, ITS 280, ITS 289, and ITS 298
6. Complete the requirements of the Information Systems Management Option: ACTG 101(ACT 132T), CSCI 120, CSCI 221, CSCI 240, (CRT 231, CRT 203, CRT 275), CRT 263 and 6 credits of approved electives from the ACTG, BUS, COM, CSCI, ITS, or WRIT rubrics; or the Network Management Option: ITS 152, ITS 212, ITS 214, ITS 222, ITS 250, ITS 252, and ITS 255

Information Systems Management Option - Suggested Schedule:

First Year	A	S
BGEN 105S (BUS 103S) Introduction to Business	3	-

COMX 111A (COM 160A) Introduction to Public Speaking	3	-
ITS 165 (CRT 112) OS Commands and Scripts	-	3
CSCI 105 (CRT 111) Computer Fluency	3	-
CSCI 110 (CRT 121) Programming with Visual Basic I	-	3
CSCI 172 (CS 172/CRT 172) Introduction to Computer Modeling	-	3
CSCI 215E (CRT 122E) Social and Ethical Issues in CS	-	3
ITS 150 (CRT 151) CCNA 1: Exploration	-	3
M 115 (MAT 117) Probability and Linear Mathematics	3	-
WRIT 101 (ENEX 101/WTS 101) College Writing I	3	-
Total	15	15

Second Year**A S**

ACTG 101 (ACC 132T) Accounting Procedures I	4	-
CRT 263 Web Design and Development	-	3
CSCI 120 (CRT 231) Programming with Visual Basic II	3	-
CSCI 221 (CRT 203) Systems Analysis and Design	-	3
CSCI 240 (CRT 275) Databases and SQL	3	-
ITS 210 (CRT 210T) Network Operating System - Desktop	3	-
ITS 280 (CRT 285T) Computer Repair and Maintenance	3	-
ITS 289 Professional Certification	-	1
ITS 298 (CRT 290T) Internship/Cooperative Education	-	2
Directed Electives	-	6
Total	16	15

Directed Electives for the Information Systems Option: A student may request substitution of other courses to fulfill the directed elective requirement provided a clear connection can be made between a course, a student's career objective, and the degree program. All substitution requests require departmental approval.

Network Management Option - Suggested Schedule:**First Year****A S**

BGEN 105S (BUS 103S) Introduction to Business	3	-
ITS 165 (CRT 112) OS Commands and Scripts	-	3
CSCI 105 (CRT 111) Computer Fluency	3	-
CSCI 110 (CRT 121) Programming with Visual Basic I	-	3
CSCI 172 (CS 172/CRT 172) Introduction to Computer Modeling	-	3
CSCI 215E (CRT 122E) Social and Ethical Issue in CS	-	3
ITS 150 (CRT 151) CCNA 1: Exploration	3	-
ITS 152 (CRT 152T) CCNA 2: Exploration	-	3
M 115 (MAT 117) Probability and Linear Mathematics	3	-
WRIT 101 (ENEX101/WTS 101) College Writing I	3	-
Total	15	15

Second Year**A S**

COMX 111A (COM 160A) Introduction to Public Speaking	-	3
ITS 210 (CRT 210T) Network Operating System - Desktop	3	-
ITS 212 (CRT 215T) Network Operating System - Server Admin	3	-
ITS 214 (CRT 216T) Network Operating System - Infrastructure	-	3
ITS 222 (CRT 222T) Enterprise Security Seminar	-	3
ITS 250 (CRT 251T) CCNA 3: Exploration	3	-
ITS 252 (CRT 252T) CCNA 4: Exploration	-	3
ITS 225 IP Telephony	3	-
ITS 280 (CRT 285T) Computer Repair and Maintenance	3	-
ITS 289 Professional Certification	-	1
ITS 298 (CRT 290T) Internship/Cooperative Education	-	2
Total	15	15

Accounting Technology-A.A.S. degree**Computer Support Option**

Students interested in a career which prepares them to work as accounting technicians with a specialty in information technology may select the Accounting Technology, Computer Support option. This program is detailed in the Business Technology Department section of this catalog.

Courses

R- before the course description 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.

Computer Applications (CAPP) - Course Descriptions

091, 120, 154, 156, 254

Computer Science/Programming (CSCI) - Course Descriptions

105, 110, 113, 120, 172, 191, 192, 215E, 221, 240

Computer Technology (CRT) - Course Descriptions

112, 188T, 205T, 260, 263

Drafting Design (DDSN) - Course Descriptions

113, 114, 116, 191, 192, 244, 245

Electronics Technology (EET) - Course Descriptions

105, 106, 113, 195T, 205, 206, 227, 232, 234T, 237, 240T, 241T, 242T, 260, 270T, 280T, 295T, 298

Sustainable Energy (NRGY) - Course Descriptions

101, 102, 191, 195, 196, 213, 214, 235, 241, 242, 243, 244, 245, 246, 250, 290, 291, 292, 298, 299

Information Technology Systems (ITS) - Course Descriptions

150, 152, 210, 212, 214, 221, 222, 250, 252, 255, 280, 289, 291, 298

Health Information Technology (HIT) - Course Descriptions

101, 265

Surveying (SRVY) - Course Descriptions

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Department of Business Technology

- . Special Degree Requirements
- . Courses

Brian Larson, Chair

The Business Technology Department of The University of Montana Missoula College collaborates with business and industry to prepare graduates to compete in and contribute to a dynamic global society. The department attracts and retains skilled faculty with the professional experience and theoretical background to utilize diverse instruction which reflects current and emerging business practices. Faculty actively engage student in the learning process by integrating experiential technical education and empowering students to adapt to an ever-changing world.

Students may choose from six Associate of Applied Science degree programs and four Certificate of Applied Science programs. Degree programs include Accounting Technology with an option in Computer Support; Administrative Management; Food Service Management; Medical Information Technology with options in Health Information Coding Specialty, and Medical Administrative Assisting; Paralegal Studies; and Management with options in Entrepreneurship, and Sales and Marketing. Certificate of Applied Science programs include Culinary Arts, Customer Relations, Medical Reception, and Sales and Marketing.

Students may attend classes on U of M Missoula College East and UM Mountain campuses. Programs may contain day, evening and weekend classes.

Special Degree and Certificate Requirements

General education requirements are integrated into the following programs. Refer to the Academic Policies and Procedures section of this catalog for the specific requirements.

Accounting Technology-A.A.S. Degree

Brian Larson, Interim Director

Almost all organizations need either in-house financial staff or outside bookkeeping/accounting services to aid with financial data compilation and reporting. Bookkeepers and accountants maintain financial records and often participate in strategic planning and other fiscal decisions. Graduates work in small businesses as full charge bookkeepers or large businesses as members of accounting

staffs. They are required to communicate extensively with vendors, clients, and employees and are often key players in business projections, cash forecasting, and budgeting. This program provides students the marketable skills for employability in a variety of organizations including service, retail, non-profit, governmental, and accounting firms. Program graduates use technology to gather, compile and analyze data. They communicate budgetary and accounting information to non-financial colleagues and managers. Students considering this program should be analytical, detail-oriented, and enjoy using current technology.

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
ACTG 101 (ACC 132T) Accounting Procedures I		4	
ACTG 102 (ACC 133T) Accounting Procedures II			4
ACTG 180 (ACC 134T) Payroll Accounting		-	3
BGEN 105S (BUS 103S) Introduction to Business		-	3
BGEN 235 (BUS 135T) Business Law		-	3
CAPP 120 (CRT 100) Introduction to Computers		3	-
CAPP 156 (CRT 180T) MS Excel		-	3
M 115 (MAT 117) Probability & Linear Math		3	-
BGEN 160S (TASK 160S/BUS 160S) Issues in Sustainability OR CSCI 215E (CRT 122E) Social and Ethical Issues in CS		3	-
WRIT 101 (WTS 101) College Writing I		3	-
Total		16	16
	Second Year	A	S
ACTG 215 (ACC 232T) Foundations of Government and Not for Profit Accounting		-	3
ACTG 202 (ACC 234T) Principles of Managerial Accounting		3	-
ACTG 211 (ACC 236T) Income Tax Fundamentals		4	-
ACTG 250 (ACC 250T) Accounting Capstone		-	4
ACTG 298 (ACC 290T) Accounting Internship		-	2
BUS 210 Critical Analysis for Business		-	3
BUS 238T Financial Planning		3	-
COMX 111A (COM 160A) Introduction to Public Speaking		-	3
CSCI 172 (CRT 172) Introduction to Computer Modeling		3	-
ECNS 201S (ECON 111S) Principles of Microeconomics		3	-
Total		16	15

Computer Support Option

In addition to accounting technician training, students selecting this option will be prepared to manage and maintain LAN and/or WAN system, install, maintain and troubleshoot software, and train and support system users. They also will be trained to configure and diagnose workstation hardware, administer system security and upgrade, update and expand network systems.

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
ACTG 101 (ACC 132T) Accounting Procedures I		4	
ACTG 102 (ACC 133T) Accounting Procedures II		-	4
ACTG 180 (ACC 134T) Payroll Accounting		-	3
BGEN 105S (BUS 103S) Introduction to Business		3	-
CAPP 156 MS Excel		-	3
CRT 112 Operating System Fundamentals		-	3
CSCI 105 (CRT 111) Computer Fluency		3	-
ITS 150 (CRT 151T) CCNA 1: Exploration		-	3
M 115 (MAT 117) Probability and Linear Math		3	-
WRIT 101 (WTS 101) College Writing I		3	-
Total		16	16
	Second Year	A	S
ACTG 202 (ACC 234T) Principles of Managerial Accounting		3	-
ACTG 211 (ACC 236T) Income Tax Fundamentals		4	-
ACTG 250 Accounting Capstone		-	4
ACTG 298 (ACC 290T) Accounting Internship		-	2
COMX 111A (COM 160A) Introduction to Public Speaking		3	-
CSCI 110 (CRT 121) Programming with Visual Basic I		-	3
CSCI 172 Introduction to Computer Modeling		-	3
CSCI 215E (CRT 122E) Social and Ethical Issues in CS		-	3
ITS 210 (CRT 210T) Network Operating System - Desktop		3	-

ITS 280 (CRT 285T) Computer Repair and Maintenance	3 -
ITS 291 (CRT 289T) Special Topics: Professional Certification A+	- 1
Total	16 16

Administrative Management-A.A.S. Degree

Cheryl Galipeau, Director

The Administrative Management Program allows students to advance the career proficiencies acquired in the Customer Relations certificate program by earning an Associate of Applied Science Degree. The Administrative Management program prepares graduates to meet the administrative and information needs of business and industry. Students gain proficiency in computer, management, and information technologies. They complete an academic component to gain an understanding of professional responsibilities in our global society. Graduates of this program become vital members of executive teams with the ability to assume supervisory, organizational, and communication roles in the coordination of administrative services. Students are encouraged to earn Microsoft Office Specialist (MOS) certification on Microsoft Office programs. Earning a Microsoft Office Specialist certification increases job opportunities by demonstrating technical proficiency in advanced skills to potential and current employers. Interested students should discuss this opportunity with the Administrative Management Program Director. An Associate of Applied Science Degree in Administrative Management opens opportunities for graduates in a variety of business settings.

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

Autumn Entry:

	First Year	A S
BGEN 105S (BUS 103S) Introduction to Business		3 -
BGEN 235 (BUS 135T) Business Law		- 3
BUS 140T Customer Service		- 4
CAPP 120 (CRT 100) Introduction to Computers		3 -
CAPP 154* MS Word		- 3
CAPP 156* (CRT 180T) MS Excel		- 3
COMX 115S (COM 150S) Introduction to Interpersonal Communications		- 3
COMX 250 (HMR 110) Introduction to Public Relations		3 -
M 115** (MAT 117) Probability and Linear Math or M 105** (MAT 107T) Contemporary Mathematics		3 -
TASK 145 (BUS 106T) Records Management		2 -
WRIT 121** (WTS 115) Introduction to Technical Writing or WRIT 101** (WTS 101) College Writing I		3 -
Total		17 16
	Second Year	A S
ACTG 100 (ACC 131T) Essentials of Accounting or ACTG 101 (ACC 132T) Accounting Procedures I		4 -
BUS 210* Critical Analysis for Business		- 3
BMGT 216 (BUS 243T) Psychology of Management and Supervision		4 -
CAPP 254* (CRT 115T) Advanced MS Word		3 -
COMX 111A (COM 160A) Introduction to Public Speaking		- 3
CRT 260* Digital Publishing and Design		- 3
CRT 263* Web Design and Development		- 3
CSCI 172* Introduction to Computer Modeling		3 -
HMR 298 Administrative Management Internship		- 2
TASK 240* (BUS 240T) Administrative Support for the Office		3 -
Total		17 14

* Indicates prerequisite needed

** Placement in course(s) determined by placement assessment

Customer Relations-Certificate of Applied Science

Cheryl Galipeau, Director

The Customer Relations program provides students with the skills to promote excellent customer relations in business settings. Courses related to the service mix, service-level decisions, formulation of service policies, customer service management, and the development of staff is included. Students gain knowledge of customer care, effective communication, and the importance of public relations to promote a positive company image. Students develop an understanding of challenges and conflicts while servicing both internal and external customers. Emphasis in business, computers, and communications provide a solid background for customer relations positions in the current business environment.

A Certificate of Applied Science is awarded for successful completion of the program.

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
BGEN 105S (BUS 103S) Introduction to Business	3	-
BGEN 235 (BUS 135T) Business Law	-	3
BUS 140T Customer Service	-	4
CAPP 120 (CRT 100) Introduction to Computers	3	-
CAPP 154* MS Word	-	3
CAPP 156* (CRT 180T) MS Excel	-	3
COMX 115S (COM 150S) Introduction to Interpersonal Communications	-	3
COMX 250 (HMR 110) Introduction to Public Relations	3	-
M 115** (MAT 117) Probability and Linear Math or M 105** (MAT 107T) Contemporary Math	3	-
TASK 145 (BUS 106T) Records Management	2	-
WRIT 121** (WTS 115) Introduction to Technical Writing or WRIT 101** (WTS 101) College Writing I	3	-
Total	17	16

* Indicates Prerequisite Needed

** Placement in course(s) determined by placement assessment

Culinary Arts-Certificate of Applied Science

Tom Campbell, Director

The Bureau of Labor Statistics indicates the hospitality field is America's number one retail employer and predicts its growth will increase 30 percent over the next two years. Students entering the Culinary Arts Certificate program or Food Service Management degree program prepare for careers in the hospitality industry. Students develop skills to seek employment in hotels, restaurants, resorts, casinos, clubs, catering, and corporate dining. Culinary careers encompass hospitality management, sales, product development, or entrepreneurship. To meet the growing demand of the hospitality industry, two program options are available.

Students may earn a Culinary Arts Certificate of Applied Science or a Food Service Management Associate of Applied Science degree.

The Culinary Arts certificate program is three semesters and provides an introduction to the field of culinary arts. Students prepare for an entry-level position in the expanding and challenging food service industry. This program incorporates comprehensive hands-on learning experiences complemented by supportive courses designed to prepare students for a wide range of career opportunities. This program allows a seamless transition into the Food Service Management degree.

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

Students may enter the Culinary Arts certificate program autumn semester and early application is encouraged.

Autumn Entry:

First Year	A	S
CAPP 120 (CRT 100) Introduction to Computers	-	3
COMX 115S (COM 150S) Introduction to Interpersonal Communication	3	-
CULA 101 (CUL 151T) Introduction to Food Service	5	-
CULA 105 (CUL 175T) Food Service Sanitation	2	-
CULA 210 (FSM 180T) Nutritional Cooking	-	3
M 105 (MAT 107T) Contemporary Mathematics	3	-
PSYX 161S (PSY 110S) Fundamentals of Organizational Psychology	-	3
WRIT 121 (WTS 115) Introduction to Technical Writing	3	-
Food Station Experience from following courses:		
CULA 156 (CUL 156T) Dining Room Procedures		
CULA 157 (CUL 157T) Pantry and Garde-Manger		
CULA 158 (CUL 158T) Short Order Cookery		
CULA 160 (CUL 160T) Soups, Stocks, and Sauces		
CULA 161 (CUL 161T) Meats and Vegetables		
CULA 165 (CUL 165T) Baking and Pastry	-	10
Total	16	19

Food Service Management-A.A.S. Degree

Tom Campbell, Director

The Food Service Management program culminates in an Associate of Applied Science Degree. This program combines theory, practical training, and industry experience to prepare students for entry-level and management positions in the diverse and dynamic hospitality industry. The degree program is designed to continue principles taught in the Culinary Arts certificate program. The spectrum of learning is expanded to include more in-depth professional studies thereby enhancing employment options. Accreditation by the American Culinary Federation ensures graduates' eligibility for certification as an ACF "Certified Culinarian".

Technical subject areas include introduction to the industry, basic baking, patisserie, cost control, dining room service, Garde manger, nutritional cooking, fundamental cooking principles, short order cookery, a la carte stations, menu planning, supervised internship, and the recognized sanitation certificate awarded by the National Restaurant Association Educational Foundation.

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.

Autumn Entry :

First Year		A	S
CAPP 120 (CRT 100) Introduction to Computers		-	3
COMX 115S (COM 150S) Introduction to Interpersonal Communication 3		-	
CULA 101 (CUL 151T) Introduction to Food Service		5	-
CULA 105 (CUL 175T) Food Service Sanitation		2	-
CULA 210 (FSM 180T) Nutritional Cooking		-	3
M 105 (MAT 107T) Contemporary Mathematics		3	-
PSYX 161S (PSY 110S) Fundamentals of Organizational Psychology		-	3
WRIT 121 (WTS 115) Introduction to Technical Writing		3	-
Food Station Experience from following courses:			
CULA 156 (CUL 156T) Dining Room Procedures			
CULA 157 (CUL 157T) Pantry and Garde-Manger			
CULA 158 (CUL 158T) Short Order Cookery			
CULA 160 (CUL 160T) Soups, Stocks, and Sauces			
CULA 161 (CUL 161T) Meats and Vegetables			
CULA 165 (CUL 165T) Baking and Pastry		-	10
Total		16	19
Second Year		A	S
BMGT 216 (BUS 234T) Psychology of Management and Supervision		-	4
CRT 205T Food Service Management Computer Applications		-	2
CULA 270 (FSM 270) Purchasing and Cost Controls		5	-
CULA 299 (FSM 271) Culinary Arts Capstone		-	4
CULA 275 (FSM 275T) Patisserie		-	2
CULA 298 (FSM 290T) FSM Internship		-	4
Food Station Experience from following courses:			
CULA 156 (CUL 156T) Dining Room Procedures			
CULA 157 (CUL 157T) Pantry and Garde-Manger			
CULA 158 (CUL 158T) Short Order Cookery			
CULA 160 (CUL 160T) Soups, Stocks, and Sauces			
CULA 161 (CUL 161T) Meats and Vegetables			
CULA 165 (CUL 165T) Baking and Pastry		10	-
Total		15	16

Management-A.A.S. Degree

Brian Larson, Director

The Management program provides graduates with the skills required to own and operate their own businesses or become sales representatives and managers of retail organizations.

Entrepreneurship Option

Students selecting the Entrepreneurship option will focus on venture initiation, constructing business plans, generating financing, and beginning operations. Areas of study focus on the critical factors involved in accounting, sales strategy, advertising and marketing issues complemented with supervisory skills. Students gain knowledge of basic disciplines of business through both classroom and hands-on training. Computer technology and web development are added components to assist students to compete in today's changing business climate. Applications of the elements learned are included where practical. Successful graduates will depart with a comprehensive business plan and presentation skills required to approach financiers.

The Associate of Applied Science degree is awarded upon successfully completing 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.

Autumn Entry:

First Year		A	S
ACTG 101 (ACC 132T) Accounting Procedures I		4	-

ACTG 102 (ACC 133T) Accounting Procedures II	- 4
BMKT 112 (BUS 112T) Applied Sales	2 -
BMKT 114 (BUS 113T) Psychology of Selling	- 3
BMKT 225 (BUS 125T) Marketing	3 -
BGEN 235 (BUS 135T) Business Law	- 3
CAPP 120 (CRT 100) Introduction to Computers	3 -
CSCI 172 (CRT 172) Introduction to Computer Modeling	- 3
M 115 (MAT 117) Probability and Linear Math	3 -
PSYX 161S (PSY 110S) Fundamentals of Organizational Psychology	- 3
WRIT 101 (WTS 101) College Writing I	3 -
Total	18 16

Second Year

	A S
ACTG 180 (ACC 134T) Payroll Accounting	3 -
BUS 210 Critical Analysis for Business	- 3
BMKT 240 (BUS 224T) Advertising	- 3
BUS 238T Financial Planning	- 3
BMGT 216 (BUS 243T) Psychology of Management and Supervision	4 -
BMGT 299 (BUS 250T) Capstone: Entrepreneurship	- 3
BMGT 298 (BUS 290T) Management Internship	2 -
COMX 111A (COM 160A) Introduction to Public Speaking	- 3
CRT 260 Digital Publishing and Design	3 -
CRT 263 Web Design and Development	- 3
ECNS 201S (ECON 111S) Principles of Microeconomics	3 -
Total	15 18

Sales and Marketing Option

Students selecting the Sales and Marketing option combine the technical sales and promotional related courses as a foundation for seeking middle to advanced positions in the sales and marketing field. Students will be required to complete sales presentations using appropriate techniques applying consultative and negotiation selling skills. Students will study and demonstrate effective sales techniques, plan and implement effective visual displays and presentations, and develop strong record keeping skills and management of accounts. Additional emphasis in computer skills, accounting, and technical writing provide students the needed edge for this competitive career.

An Associate of Applied Science degree is awarded to students successfully completing 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.

Autumn Entry:

	First Year	A S
ACTG 101 (ACC 132T) Accounting Procedures I	4	
ACTG 102 (ACC 133T) Accounting Procedures II	4	
BMKT 109 (BUS 109T) Visual Merchandising and Display	- 3	
BMKT 112 (BUS 112T) Applied Sales	2 -	
BMKT 114 (BUS 113T) Psychology of Selling	- 3	
BMKT 225 (BUS 125T) Marketing	3 -	
CAPP 120 (CRT 100) Introduction to Computers	3 -	
CSCI 172 (CRT 172) Introduction to Computer Modeling	- 3	
COMX 250 (HMR 110) Introduction to Public Relations	- 3	
M 115 (MAT 117) Probability and Linear Math	3 -	
WRIT 101 (WTS 101) College Writing I	3 -	
Total	18 16	

Second Year

	A S
ACTG 180 (ACC 134T) Payroll Accounting	3 -
BGEN 235 (BUS 135T) Business Law	- 3
BMKT 240 (BUS 224T) Advertising	- 3
BMGT 216 (BUS 243T) Psychology of Management and Supervision	- 4
BMGT 298 (BUS 290T) Management Internship	2 -
COMX 111A (COM 160A) Introduction to Public Speaking	3 -
CRT 260 Digital Publishing and Design	3 -
CRT 263 Web Design and Development	- 3
ECNS 201S (ECON 111S) Principles of Microeconomics	3 -
PSYX 161S (PSY 110S) Fundamentals of Organizational Psychology	3 -
Total	17 16

Sales and Marketing-Certificate of Applied Science

Brian Larson, Director

Students in the Sales and Marketing program are trained in sales and supportive tasks relating to retail or wholesale organizations. They study the application of the latest counselor selling techniques to assist clients in meeting needs. The curriculum also involves marketing activities, bookkeeping functions, and merchandising skills.

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

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 102 (ACC 133T) Accounting Procedures II	-	4
BMKT 109 (BUS 109T) Visual Merchandising and Display	-	3
BMKT 112 (BUS 112T) Applied Sales	2	-
BMKT 114 (BUS 113T) Psychology of Selling	-	3
BMKT 225 (BUS 125T) Marketing	3	-
CAPP 120 (CRT 100) Introduction to Computers	3	-
CSCI 172 (CRT 172) Introduction to Computer Modeling	-	3
COMX 250 (HMR 110) Introduction to Public Relations	-	3
M 115 (MAT 117) Probability and Linear Math	3	-
WRIT 101 (WTS 101) College Writing I	3	-
Total	18	16

Medical Information Technology- A.A.S. Degree

Michelle Boller, 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 reception certificate. 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.

Autumn Entry:

First Year	A	S
AHMS 108 (MED 165T) Health Data Content & Structure (on-line spring)	-	2
AHMS 144 (MED 154T) Medical Terminology (on-line)	3	-
AHMS 156 (MED 153T) Medical Billing Fundamental (on-line)	-	3
AHMS 220 (MED 161T) Medical Office Procedures	4	-
BIOH 108 (SCN 115) Basic Anatomy	-	3
CAPP 120 (CRT 100) Introduction to Computers	3	-
CAPP 154 (CRT 108) MS Word	-	3
M 105 (MATH 107) Contemporary Mathematics or M 115 (MAT 117) Probability and Linear Math	3	-
WRIT 121 (WTS 115) Introduction to Technical Writing	-	3
Total	13	14
Second Year	A	S
AHMS 160 (MED 220) Beginning Procedural Coding	3	-
AHMS 162 (MED 210) Beginning Diagnosis Coding	3	-
AHMS 212 (MED 250T) CPT Coding	-	3
AHMS 214 (MED 240T) ICD-9 Coding	-	3
AHMS 245 Simulated Lab: Medical Support	-	3
MED 155 Medical Software Applications	-	3
AHMS 298 (MED 290T) Medical Information Internship (180 hours)	-	3

BIOM 250N (BIOL 106N) Microbiology for Health Sciences	- 3
COMX 115S (COM 150S) Introduction to Interpersonal Communications	- 3
AHMS 216 (PHA 160) Pharmaceutical Products	3 -
PSYX 100S (PSYC 100S) Intro to Psychology or SOCI 101S Introduction to Sociology	4 -
Total	16 18

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.

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
ACTG 100 (ACC 131T) Essentials of Accounting		-	4
AHMS 144 (MED 154T) Medical Terminology (on-line)		3	-
AHMS 156 (MED 153T) Medical Billing Fundamentals (on-line)		3	-
AHMS 220 (MED 161T) Medical Office Procedures		4	-
CAPP 120 (CRT 100) Introduction to Computers		3	-
CAPP 154 (CRT 108) MS Word		-	3
M 105 (MATH 107) Contemporary Mathematics or M 115 (MAT 117) Probability and Linear Math		-	3
MED 155T Medical Software Applications		-	3
BMGT 216 (BUS 243T) Psychology of Management & Supervision		-	4
TASK 145 (BUS 106T) Records Management		-	2
WRIT 121 (WTS 115) Introduction to Technical Writing		3	-
Total		16	19
Second Year		A	S
ACTG 180 (ACC 134T) Payroll Accounting		-	3
AHMS 108 (MED 165T) Health Data Content and Structure (on-line)		-	2
AHMS 298 (MED 290) Medical Information Internship		-	3
BIOH 108 (SCN 115N) Basic Anatomy		3	-
BUS 140T Customer Service		-	4
CAPP 254 (CRT 115T) Advanced MS Word		3	-
CAPP 156 MS Excel		3	-
COMX 115S (COM 150S) Introduction to Interpersonal Communications		3	-
TASK 240 (BUS 240T) Administrative Support for the Office		3	-
Total		15	12

Medical Reception-Certificate of Applied Science

Michelle Boller, 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. The training also prepares students for the position of a hospital ward secretary.

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
AHMS 144 (MED 154T) Medical Terminology (on-line)		3	-
AHMS 156 (MED 153T) Medical Billing Fundamentals (on-line)		3	-
AHMS 220 (MED 161T) Medical Office Procedures		4	-
CAPP 120 (CRT 100) Introduction to Computers		3	-
CAPP 154 (CRT 108) MS Word		-	3
M 105 (MATH 107) Contemporary Math or M 115 (MAT 117) Probability and Linear Math		-	3

MED 155 Medical Software Applications	- 3
BMGT 216 Psychology of Management & Supervision	- 4
TASK 145 (BUS 106T) Records Management	- 2
WRIT 121 (WTS 115) Introduction to Technical Writing	3 -
Total	16 19

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 paralegals 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. Paralegals may not provide legal services directly to the public, except as permitted by law.

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	3	-
CAPP 154 (CRT 108) MS Word	-	3
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 Mathematics	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	19	19
Second Year	A	S
BUS 210 Critical Analysis for Business	3	-
COMX 111A (COM 160A) Introduction to Public Speaking	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	-
Total	17	15

Courses

R- before the course description 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) - Course Descriptions

100, 101, 102, 180, 191, 192, 202, 211, 215, 250, 291, 298

Allied Health Medical Support (AHMS) - Course Descriptions

108, 144, 156, 160, 162, 191, 192, 220, 255, 256, 292, 298

Business General (BGEN) - Course Descriptions

105S, 160S, 235

Business Management (BMGT) - Course Descriptions

216, 242, 298, 299

Business Marketing (BMKT) - Course Descriptions

109, 112, 114, 225, 240

Business (BUS) - Course Descriptions

140T, 195T, 210, 238T, 291T, 296T

Culinary Arts (CULA) - Course Descriptions

101, 105, 156, 157, 158, 160, 161, 165, 191, 192, 210, 270, 275, 291, 298, 299

Human Resources (HMR) - Course Descriptions

110, 290T, 295T

Medical Information Systems & Medical Assisting (MED) - Course Descriptions

155T

Paralegal Studies (LEG) - Course Descriptions

183T, 184T, 185T, 186T, 187T, 188T, 189T, 195T 196T, 270T, 282T, 283T, 285T, 286T, 287T, 288T, 290T, 295T

Technical Administrative Skills (TASK) - Course Descriptions

145, 191, 192, 240

Missoula College*

Barry Good, Dean

Lynn Stocking, Associate Dean

Missoula College University of Montana* is the new name of the college formerly known as the University of Montana College of Technology. The renaming is a part of a Montana Board of Regents initiative for Montana's two-year colleges.

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 Missoula College offers programs and services on four campuses-the East Campus at 909 South Avenue West, the West Campus at 3639 South Avenue West, Mountain Campus at 32 Campus Drive, and the Bitterroot College University of Montana in Hamilton. Student support offices including Enrollment Services, Disability Services for Students, Financial Aid, Registrar's, Career Services, Educational Opportunity (EOC), Outreach Programming Office, Academic Advising, 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 a branch of the Mansfield Library, The Bookstore at the Missoula College, and a dining room are located on the East Campus. All industrial technology programs are located on the West Campus.

Students may attend courses at four campus sites and online. Courses are scheduled at a variety of times between 7 a.m. and 10 p.m., Monday through Saturday. The Missoula College Dean's Office, department chairs and/or program directors may be contacted for specific program and scheduling information.

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 Missoula College. The initial contact for information and degree planning for the B.A.S. degree is the Missoula College. This degree program is available for students who have completed Associate of Applied Science degrees from accredited institutions and who wish to continue toward completing a baccalaureate degree. See the College of Arts and Sciences/Applied Science section of this catalog.

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 pathway. 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 and the National League for Nursing Accrediting Commission.

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. The Associate of Arts Degree does indicate areas of emphasis and areas of concentration. To receive an Associate of Arts (AA) degree, 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 point average for the 60 credits required for the AA is 2.0.

Credit Applicable Toward an Associate of Arts and Baccalaureate Degrees

The following Missoula College 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
- . BIOB 101N
- . BIOH 108 (SCN 100N)
- . BIOH 201N (SCN 201N, lecture)
- . BIOH 202N (SCN 201N, lab)
- . BIOH 211N (SCN 202N, lecture)
- . BIOH 212N (SCN 202N, lab)
- . BGEN 105S (BUS 103S)
- . COMX 102, 115S, 111A, 140, 212, 217A, 242, 219S (COM 150S, 160A, 217A, 242, 260S)
- . CAPP120 (CRT 100), 134(CRT 108)
- . CSCI 110 (CRT121), 215E (CRT 122E), 172 (CRT 172), 221 (CRT 203), 113 (CRT 270)
- . EET 232, 260
- . ENST 230H
- . CULA 270, 299 (FSM 270, 271)
- . M 105, 115 (MAT 117), 121 (MAT 118), 122 (MAT 119), 151 (MAT 120), 162 (145)
- . NRSN (NUR) all courses, except 291 (except 295T)
- . NUTR 221N (SCN 150)
- . PSYX 100S (PSY 100S), 161S (PSY 110S), 230S (PSY 201), 238, 240
- . SCN 100N, 105N, 175N, 260N
- . WRIT 101 (WTS 101), 121 (WTS 115), 221 (WTS 215)
- . LIT 110L (WTS 120L), 120L (WTS 121L)
- . CRWR 240A (WRIT 184A, WTS 184A), CRWR 210A (WRIT 185A, WTS 185A), CRWR 211A (WRIT 186A, WTS 186A)

Academic Support Services

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

Student Support

Donna Bakke, M.A., University of Montana, 2005 (Dual Enrollment & Big Sky Pathways)

Betsy Cincoski (Academic Support Center)

Tammy Freimund, Director, Ph.D., University of Minnesota, 1993 (Academic Advising Center)

Cec Gallagher, Director, Ed.D., Montana State University, 1998 (Retention & Reinstatement)

Chelsea Rayfield, B.A., University of Montana, 2009 (Academic Advising Center)

Brandie Terpe, B.A., University of Montana, 2001 (Academic Advising Center)

Vida Wilkinson, Director, Ph.D., Colorado State University, 2008 (Outreach)

Faculty

Nick Arthur B.S., University of North Texas, 1997 (Health Professions)

Thomas Campbell, Certified Executive Chef, 1990 (Business Technology)

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)

Linda EagleHeart-Thomas, Ph.D., The University of Montana, 2002 (Applied Arts and Sciences)

Deborah Fillmore, M.E., University of Montana, 2000, R.N. (Health Professions)

Cheryl Galipeau, M.E., University of Montana, 1999 (Business Technology)

Tom Gallagher, M.S., Western Washington University, 1996 (Applied Computing and Electronics, Chair)

Patty Gauthier, M.S., Montclair State College, 1986 (Health Professions)

James Headlee, M.E., Northern Montana College, 1987 (Industrial Technology)

Colin Henderson, Ph.D., University of New Mexico, 1985 (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)

Theresa Kinney, M.S.N., University of Phoenix, 2012 (Health Professions)

Brian Larson, (Business Technology, Chair)

Bradley Layton, Ph.D., University of Michigan, 2003 (Applied Computing and Electronics)

Mary McHugh, PharmD, University of Montana, 2007 (Health Professions)

Mary Anne Moseley, B.A., University of Montana, (Health Professions)

Mark Medvetz, M.F.A., University of Montana, 1989 (Applied Arts and Sciences)

Mary Nielsen, M.S.N., Clarkson College, 2000, R.N. (Health Professions, Chair)

Tim Olson, M.B.A., University of Montana, 1997, C.P.A. (Business Technology)

Alison Pepper, Ph.D., University of Montana, 2009 (Applied Arts and Sciences)

Mark Raymond, B.S., University of Montana, 2007 (Industrial Technology)

Zachary Reddig, B.S., Montana State University-Northern, 2005 (Industrial Technology)

Kim Reiser, M.A., University of Montana, 2000 (Applied Arts and Sciences)

Niki Robinson, M.E., University of Montana, 2000 (Business Technology)

Xueying (Steve) Shen, Ph.D., University of California, Riverside, 1986 (Applied Computing and Electronics)

Deborah Sloan, Ph.D., University of Montana, 2005 (Applied Arts and Sciences)

Thomas Stanton, J.D., University of Cincinnati, 1991 (Business Technology)

Steve Stiff, M.Ed., University of Montana, 2001, 2007 (Applied Computing and Electronics)

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

Susan Anderson, M.B.A., University of Oregon, 1989 (Business Technology)

Jeffrey Arends, M.Ed., University of Montana, 2010 (Applied Arts and Sciences)

Aimee Ault, B.A., Pacific University, 2002. A.A.S., University of Montana, 2007 (Business Technology)

Kristi Bailey, C.S.T./C.F.A., Missoula College, 1994 (Health Professions)

Elizabeth Baker, M.S., Stanford University California, 2006 (Applied Computing and Electronics)

B.J. Banister, A.A.S., University of Montana, 1999 (Health Professions)

Dave Barrett, M.F.A., University of Montana, 1999 (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)

Lindsey Bow, A.A.S., Spokane Community College, 2006 (Health Professions)

Susann Bradford, Ed.D., University of Montana, 2007 (Applied Arts and Sciences)

Kathy Brauer, B.A. Ed., University of Montana, 1984 (Health Professions)

Monty Brekke, B.S., Northern State University, 1961 (Applied Arts and Sciences)

Christy Ann Brown, M.A., New York University, 2004 (Applied Arts and Sciences)

Erin Browning, B.S.N., University of Montana, 2001 (Health Professions)

Dianne Burke, M.S., University of Houston, 1984 (Applied Computing and Electronics)

Dora Cardillo, B.S., Boise State University, 1985 (Health Professions)

Wendi Carpenter (Business Technology)

Bridget Carson, M.F.A., University of Montana, 2006 (Applied Arts and Sciences)

Jennifer Corbin, Ph.D., University of Montana, 2009 (Applied Arts and Sciences)

Mary-Ellen Correia, A.A.S., Montana State University, 2011 (Health Professions)

Peter Costello, B.A., University of Montana, 1985 (Applied Computing and Electronics)

Michael Cox, M.S., Aquinas Institute of Theology, 2006 (Health Professions)

Leslie Croot, M.S., Western Washington University, 2001 (Applied Arts and Sciences)

Ann Crowley, B.A., Carroll College, 1981 (Health Professions)

Janet Derrington, M.S.N., University of Pennsylvania, 1977 (Health Professions)

Kathleen de Onis, B.S., Northwestern University, 2005 (Applied Arts and Sciences)

Creg Dieziger, A.A.S., ITT Technical Institute, 1993 (Applied Computing and Electronics)

Marya Dolezal, M.Ed., Arkansas State University, 2011 (Applied Arts and Sciences)

Jessica Dougherty-McMichael, Ph.D., University of Notre Dame, 2011 (Applied Arts and Sciences)

Mary Jeanne Doyle, M.S., Eastern Kentucky University, 1985 (Applied Arts and Sciences)

Ethan Eyestone, A.A.S., University of Montana, 2001 (Health Professions)

Jed Fiebelkorn, M.S., University of Montana, 2006 (Applied Arts and Sciences)

Garth Flint, M.A., University of Montana, 1996 (Applied Arts and Sciences)

Kirk Flynn, B.S., University of Montana, 2001 (Applied Computing and Electronics)

Wendy Frank, B.S., Montana State University-Billings (Health Professions)

Rodney Frost (Industry Technology)

Jennifer Geist, M.A., University of Montana, 2007 (Applied Arts and Sciences)

Bill Gillespie, M.I.S.M., University of Phoenix, 2006 (Applied Computing and Electronics)

Jennifer Giutarri, J.D., University of Montana, 2005 (Business Technology)

Gregory Guscio, M.S., University of Montana, 2007 (Applied Computing and Electronics)

Mark Hanson, Ph.D., University of Virginia (Health Professions)

Jim Harris (Industrial Technology)

Wally Higgins, B.A., University of Montana, 1974 (Applied Computing and Electronics)

William Hillman, A.S. Park University, 2001 (Business Technology)

Colleen Holmquist, A.A., University of Montana, 1994 (Health Professions)

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)

Todd Johnson, M.A., University of Montana, 1998, (Applied Arts and Sciences)

Elizabeth Kelsey, M.Ed., University of Montana, 2008 (Applied Arts and Sciences)

Jimmy Kendall, M.A., University of Montana, 2012 (Applied Arts and Sciences)

Brian Kerns, M.S., Northwestern University, 1981 (Applied Computing and Electronics)

Tory Kimpton, MA, University of Montana, 2009 (Applied Arts and Sciences)

Marcia Kmetz, Ph.D., University of Nevada, Reno, 2011 (Applied Arts and Sciences)

Jode Kraft, M.E., University of Montana, 2008 (Business Technology)

Kim Larson (Business Technology)

Leslie Lauren, M.F.A., University of Montana, 2009 (Applied Arts and Sciences)

Kins Loree, Ph.D., Ashford University, 2000 (Applied Arts and Sciences)

Scott Louis, RTT California Community College for Health Sciences (Health Professions)

Jennifer Luebke, BA, University of Montana, 2008 (Applied Arts and Sciences)

Patrick Marx, MPA, Harvard Kennedy School, 1998 (Applied Arts and Sciences)

James Mason, B.S. University of Montana, 2001, B.S., University of Montana-Western, 2008 (Industrial Technology)

Phyllis McCarthy, B.S., University of Nevada, Las Vegas, 1994 (Health Professions)

Flora McCormick, M.A., Western Seminary, 2008 (Applied Arts and Sciences)

Beth McHugh, M.F.A., University of Montana, 2009 (Applied Arts and Sciences)

Jacqueline McKenna, B.S., University of Montana, Western, 1991 (Applied Arts and Sciences)

Blake Miller, M.A., University of Montana, 2012 (Applied Arts and Sciences)

Charles Miller, M.S., Indiana University, 1976 (Health Professions)

Jeffrey Miller, Ph.D., University of New England, Armidale, N.S.W., Australia, 1983 (Applied Arts and Sciences)

Lori Mitchell, B.S.N., Montana State University, 2005 (Applied Arts and Sciences)

Ed Moore, M.E., University of Montana, 1988 (Applied Arts and Sciences)

David Morris, C.S.T., Missoula College, 1986 (Health Professions)

David Neu, M.F.A., University of Montana, 1993 (Industrial Technology)

Suzanne Noyd, B.S., University of South Alabama, 1990 (Business Technology)

David Optiz, (Business Technology)

Nicole Rogers-Norton, B.A., C.S.T., University of Montana (Health Professions)

Lora Parker, B.S., University of Montana, 1995 (Business Technology)

Gregory Peters, M.S., University of Montana, 2003 (Applied Arts and Sciences)

Steven Phillips, M.S., University of Arizona, 2001 (Applied Arts and Sciences)

Brad Platts (Industrial Technology)

Ashley Preston, Ph.D., University of Montana, 2001 (Applied Arts and Sciences)

Larry Reinholz, A.A.S., 2005 (Industrial Technology)

Dick Richardson, M.A., University of Montana, 2002 (Industrial Technology)

Troy Savage, B.S., Montana State University, 1982 (Applied Computing and Electronics)

Brooke Schiewek, A.A.S., Missoula College, 2001 (Health Professions)

Mandy Snook, M.A., Western Governors University, 2010 (Applied Arts and Sciences)

Erin Steele, M.A., University of Memphis, 2003 (Applied Arts and Sciences)

Michael Steffenson, A.A.S., Alexandria Technical College, 1990 (Industrial Technology)

Mona Sumner, MHA, University of Minnesota, 1983 (Applied Arts and Sciences)

Sara Thomas, B.E., University of Madras, 2000 (Applied Computing and Electronics)

Teresa Thompson, J.D., University of Montana, 1986 (Business Technology)

Lee Tickell, (Applied Computing & Electronics, Business Technology)

Sarah Topp, C.S.T., University of Montana, (Health Professions)

Brandee Tyree, BA, University of Montana, 1996 (Applied Arts and Sciences)

Russell VanPaepeghem, M.S., University of Montana, 2010 (Applied Arts and Sciences)

Krisztian Varsa, M.S., Cornell University, 2007 (Applied Computing and Electronics)

Melissa Walker, M.Ed., University of Montana, 2006 (Applied Arts and Sciences)

Lucas Whitcher, M.S., Central Washington University, 2010 (Applied Arts and Sciences)

Ana Willenbrock, A.A.S., Culinary Institute of America, 2000 (Business Technology)

David Williams, B.S., University of California, Riverside, 1981 (Applied Arts and Sciences)

Rebecca Wood, MA, University of Montana 2004, (Applied Arts and Sciences)

Janet Woodburn, M.Ed., University of Missouri, Columbia, 1975 (Applied Arts and Sciences)

Kim Zupan, M.F.A., University of Montana (Industrial Technology)

Mike Zwicker, B.S., University of Mary, 2005 (Health Professions)

Department of Health Professions

Special Degree Requirements
Courses

Mary Nielson, Chair

Special Degree and Certificate Requirements

The Health Professions Department of Missoula College of University of Montana seeks to prepare students to be health practitioners who are technically competent and who are safe and in a variety of clinical, agency and community settings. The Health Professions Department offers four 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 and regional 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 knowledge and 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 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. A minimum of a B grade must be earned in BIOH 201N/202N (SCN 201N) and BIOH 211N/212N (SCN 202N) Human Anatomy and Physiology I and II to be considered a passing grade. 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 Missoula College of University of Montana as a pre-program of their choice major. Students select courses from the required prerequisite courses after conferring with a Health Professions advisor within their major. 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 the ALEK math placement test found on the Missoula College web-page. Placement testing must be done prior to the initial advising appointment to assure that students are enrolled in the appropriate course to ensure success in writing and math studies.

Following successful completion of the prerequisite courses, 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. Two step 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, a three injection series that may be obtained at Curry Health Center or other health care providers). The Hepatitis B vaccine must be started on or before acceptance into the program so the three injection series is completed by the time clinical begins. Respiratory Care students will also be required to have a Titer after series completion;
3. Measles, mumps and rubella (MMR) immunization (for those born before 1956, it is not required to have an MMR but a titer must be completed);
4. Influenza Vaccination;
5. Varicella (Chicken Pox) Vaccination;
6. CPR (BLS) training for health care providers;
7. Proof of medical insurance;
8. Criminal Background Check
9. Eye exams are required for surgical technology students due to work with lasers in surgery.
10. Respiratory care students are also required to have police background checks completed 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 Missoula College Department of Health Professions Office at 406- 243-7868.

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 your 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:

- . BIOM 250N (BIOL 106N) Microbiology for Health Sciences
- . BIOH 201N and 202N (SCN 201N) Human Anatomy and Physiology I
- . BIOH 211N and 212N (SCN 202N) Human Anatomy and Physiology II
- . 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
- . AHMS 144 (MED 154T) Medical Terminology
- . AHMS 170E (MED 280E) Medical Ethics
- . PSYX 100S (PSY 100S) Introduction to Psychology
- . PSYX 161S (PSY 110S) Fundamentals of Organizational Psychology
- . PSYX 230S (PSY 201) Developmental Psychology (prereq. PSY 100S)
- . NURT 211N (SCN 150) Basic Nutrition
- . SCN 175N Integrated Science
- . SCN 220 Human Physiology & Lab
- . SOCI 101S (SOC 110S) Introduction to Sociology

Pharmacy Technology-Certificate

Mary McHugh, Program Director

The American Society of Health System Pharmacists (ASHP) - accredited Pharmacy Technology Program at the University of Montana-Missoula College prepares students to function in hospital-based pharmacies, community pharmacies, and a number of other types of pharmacies. The two-semester program includes classroom, lab, and experiential learning opportunities. Lab and experiential hours allow students to integrate their classroom knowledge into the practical setting. Students are required to rotate to experiential sites and some may be outside the Missoula area. Transportation and housing are the student's responsibility.

The Pharmacy Technology Program is an autumn entry program. Applicants to the Pharmacy Technology program must complete the program specific application packet which can be obtained on the UM Missoula College Pharmacy Technology webpage. Please note that application deadlines are found on this webpage. Generally, applications to the program are due April 1 during the spring semester prior to the autumn semester program start. Documentation of required assessments must be included in the application packet. Assessments are required in writing, and in math. Transcripts are not accepted in place of the assessments. 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, or provide alternate assessment scores as instructed in the application packet. 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 Intro to Computers (CAPP 120) or pass the challenge for CAPP 120 prior to enrollment in the Pharmacy Technology Program. The challenge is offered several times each year. Instructions for scheduling the challenge and assessments are found in the application on the program website: <http://www.cte.umt.edu/health/pharmacytech/>.

Once accepted into the program, all students are expected to register with the State of Montana as Pharmacy Technicians in Training. Please note the requirements of registration as a Pharmacy Technician in Training found on the application form on the Montana State Board of Pharmacy website: http://bsd.dli.mt.gov/license/bsd_boards/pha_board/pdf/pha_tech.pdf

Students must complete the required autumn PHAR classes with a B or higher to proceed to the spring semester. If a student does not pass the required courses with a B or better, he/she will not be able to continue in the program and will need to apply for readmission. A student may take any required course a maximum of two (2) times.

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 offered through the Pharmacy Technician Certification Board (PTCB). Some students may be prepared to take the PTCE as early as December of the first semester of the program, so that they may complete their experiential training as certified Pharmacy Technicians rather than Certified Technicians in Training.

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. Background checks are required prior to internships. 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), www.ptcb.org, and the Montana State Board of Pharmacy (http://bsd.dli.mt.gov/license/bsd_boards/pha_board/board_page.asp) if this is a potential problem.

Current salary range in Montana is from \$7 per hour to \$20 per hour, depending on employer, job duties, and experience.

Pharmacy Technology Program Curriculum:

	First Year	A	S
PHAR 100 (PHA 100) Introduction to Pharmacy Practice for Techs.	3	-	
PHAR 101 (PHA 101) Pharmacy Calculations	3	-	
PHAR 191 (PHA 102) Pharmacology for Technicians	3	-	
PHAR 104 (PHA 104195) Pharmacy Dispensing Lab	4	-	
BIOH 108 (SCN 115N) Basic Anatomy	3	-	
PHAR 198 (PHA 106) Internship: Pharmacy Technology Retail	-	4	
PHAR 198 (PHA 107) Internship: Pharmacy Technology Alternate	-	4	
PHAR 120 (PHA 110) Medication Safety	-	3	
AMHS 144 (MED 195T) Medical Terminology	-	3	
Total		16	14

Practical Nursing-AAS

Mary Nielsen, Program Director

The Missoula College offers an Associate of Applied Science degree (A.A.S.) in Practical Nursing (PN). 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 BIOH 201N/BIOH 211N & BIOH 211N/BIOH 212N (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 Missoula College UM Nursing webpage. The number of students accepted into the A.A.S. Program is limited to 20 each autumn and spring. Application deadlines are April 1 and November 1. A student may apply while enrolled in the final semester of the A.A.S. pre-nursing courses with acceptance to the program to be determined after the currently completed semester grades are finalized. All candidates who meet the admission requirements will be considered.

Students learn practical nursing skills through independent study, lectures, simulations, 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 (301 South Park, Helena, MT 59601).

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

1. Two step 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). The Hepatitis B vaccine must be started on or before acceptance into the program so the three injections series is completed by the time clinical begins;
3. Measles, mumps and rubella (MMR) immunization (for those born before 1956, it is not required to have an MMR, but a titer must be completed);
4. Influenza Vaccination;
5. Varicella (Chicken Pox) Vaccination;
6. BLS training for health care providers;
7. Proof of insurance;
8. Criminal Background Check

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. Completion of the A.A.S. Practical Nursing Program does not guarantee a student licensure. This is a decision of the Montana State

Board of Nursing.

After licensure, graduates typically find employment in hospitals, long term care facilities, 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.S. Pre-nursing Required Courses

A.A.S. pre-nursing courses must be completed prior to application to the program. Students are eligible to apply to the program during the semester of completing the A.A.S. pre-nursing course. An A.A.S. pre-nursing 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) or M 115 (MATH 117) Linear & Probability or M 151 (MATH 121) Pre-Calculus or M 171 (MATH 152) Calculus		3
NRSG 100 (NUR 101) Introduction to Nursing		1
PSYX 100S (PSY 100S) Introduction to Psychology		4
NUTR 221N (SCN 150) Nutrition (Suggested prerequisite is SCN 100N, Issues in Biology)		3
BIOH 201N-201N & BIOH 211N-212N (SCN 201N-202N) Anatomy and Physiology I & Lab and Anatomy and Physiology II & Lab (must be completed with a minimum of a B grade). (Suggested Pre-requisite is BIOH 108 (SCN 115) Basic Anatomy)		8
WRIT 101 (WTS 101) College Writing I (requires a placement test)		3
NRSG 197 Certified Nursing Assistant (if student is not a Certified Nursing Assistant)		4

Being certified as a CNA is a change to the A.A.S PN nursing program prerequisites starting autumn 2013. The CNA course is designed for students who do not already have a CNA. The course does not have to be completed at MC, but an active CNA Certificate must be included in the PN Nursing Program Application.

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
NRSG 130 (NUR 110) Fundamentals of Nursing and Lab	-	7
NRSG 135 (NUR 125) Nursing Pharmacology	-	3
NRSG 138 (NUR 146) Gerontology for Nursing	-	2
NRSG 140 (NUR 156) Core Concepts of Adult Nursing and Clinical	7	-
NRSG 142 (NUR 168) Core Concepts of Maternal Child Nursing and Clinical	3	-
NRSG 144 (NUR155) Core Concepts of Mental Health Nursing	-	2
NRSG 148 (NUR 173) Leadership Issues and Clinical	2	-
NRSG 147 (NUR 170) Practical Nursing NCLEX Review (elective)	2	-
Total		14 14
First Year Start in Autumn	A	S
NRSG 130 (NUR 110) Fundamentals of Nursing and Lab	7	-
NRSG 135 (NUR 125) Nursing Pharmacology	3	-
NRSG 138 (NUR 146) Gerontology	2	-
NRSG 144 (NUR 155) Core Concepts of Mental Health Nursing	2	-
NRSG 140 (NUR 156) Core Concepts of Adult Nursing and Clinical	-	7
NRSG 142 (NUR 168) Core Concepts of Maternal Child Nursing and Clinical	-	3
NRSG 148 (NUR 173) Leadership Issues and Clinical	-	2
NRSG 147 (NUR 170) Practical Nursing NCLEX Review (elective)	-	2
Total		14 14

Registered Nursing-Associate of Science Degree**Mary Nielsen, Program Director**

The Associate of Science degree (A.S.N.) program articulates with the PN program and requires at least two additional semesters of full-time study. Applicants must have completed a PN program with the A.A. pre-nursing courses listed in the practical nursing course of study, and have a cumulative GPA of at least 2.75. A.A.S. PN students are eligible to apply to the A.S.N. program during the final semester of the A.A.S. PN program. Admission to the program also requires completion of the application which can be obtained on the Missoula College UM Nursing webpage. The number of students accepted into the A.S.N. program is limited to 18 each autumn and spring. Of the 18 students accepted, 10 are on campus, face-to-face program and 8 are part of the Goodman hybrid program.

Application deadlines are April 1 and November 1. All candidates who meet the admission requirements will be considered. Students learn Registered Nursing skills through independent study, lectures, simulations, demonstrations and advanced skills practice in the nursing lab. Under instructor supervision and preceptorship, students also provide patient care in a variety of acute care settings.

The A.S.N. degree program is approved by the State Board of Nursing (301 South Park, Helena, MT 59601). The program is accredited by the National League of Nursing Accrediting Commission (NLNAC) (3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326).

The requirements for all students entering the program are:

1. Completion of A.A.S. pre-nursing courses
2. Two step 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)
3. Hepatitis B vaccine (HBV, a three injection series that may be obtained at Curry Health Center and other health care providers).
The Hepatitis B vaccine must be started on or before acceptance into the program so the three injection series is completed by the time clinical begins;
4. Measles, mumps and rubella (MMR; for those born before 1956 it is not required to have an MMR, but a titer must be completed)
5. Influenza Vaccination;
6. Varicella (Chicken Pox) Vaccination;
7. CPR training for health care providers;
8. Proof of health insurance;
9. Criminal Background Check

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.

Upon completion of the A.S.N. program, graduates earn an Associate of Science degree in Nursing (ASRN) and are eligible to write the NCLEX for Registered Nurses. Completion of the A.S.N. Program does not guarantee a student licensure. This is a decision of the Montana State Board of Nursing. 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	
BIOM 250N (BIOL 106N) Microbiology for Health Sciences (not mandatory but highly recommended due to clinical scheduling conflict)	3 -
BIOH 251N Microbiology for Health Sciences Lab (not mandatory, but highly recommended due to clinical scheduling conflict)	1 -
BIOH 211N-212N (SCN 202N) Human Anatomy and Physiology II (required if student has not taken 2 semesters of A&P (4 credits each with a lab))	4 -
SOCI 101S (SOC 110S) Introduction to Sociology (not mandatory but highly recommended due to clinical scheduling conflict)	- 3
RN First Year Start in Autumn	A S
NRSG 250 (NUR 240) Transition to Registered Nursing	3 -
NRSG 252 (NUR 268) Complex Care Maternal/Child Client and Clinical	3 -
NRSG 254 (NUR 255) Complex Care Mental Health Client and Clinical	2 -
NRSG 256 (NUR 230) Pathophysiology	3 -
NRSG 262 (NUR 256) Complex Care Needs - Adult Client and Clinical	- 4
NRSG 265 (NUR 270) Advanced Clinical Skills Lab	1 -
NRSG 266 (NUR 290) Managed Client Care and Clinical	- 4
Total	12 8
RN First Year Start in Spring	A S
NRSG 250 (NUR 240) Transition to Registered Nursing	- 2
NRSG 252 (NUR 268) Complex Care Maternal/Child Client and Clinical	- 3
NRSG 254 (NUR 255) Complex Care Mental Health Client and Clinical	- 2
NRSG 256 (NUR 230) Pathophysiology	- 3
NRSG 262 (NUR 256) Complex Care Needs - Adult Client and Clinical	4 -
NRSG 265 (NUR 270) Advanced Clinical Skills Lab	2 -
NRSG 266 (NUR 290) Managed Client Care and Clinical	4 -
Total	9 11

Radiologic Technology-A.A.S. Degree

Anne Delaney, Program Director

A Radiologic Technologist (Radiographer) 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 ultrasound, nuclear medicine, special vascular imaging and cardiac catheterization.

The Associate of Applied Science degree in Radiologic Technology requires students to successfully complete the Pre-Radiology prerequisite courses prior to applying to the program. Students admitted to the University of Montana may enroll in the Pre-Radiology prerequisite courses. Students must pass BIOH 201N-202N (SCN 201N-202N) with a minimum grade of 'B' and have a minimum cumulative GPA of 2.75 in all course work including prerequisite courses to apply to the Radiologic Technology program. 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. 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 Pre-Radiology prerequisite courses with acceptance to the program to be determined after spring grades are finalized. Students who apply twice to the program and are not accepted are strongly encouraged to contact Career Services for counseling toward another degree. 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 and classroom instruction.

Once accepted in the program, all students are expected to complete BIOH 211N-212N (SCN 202N) and all courses with an AHXR 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 beginning the second semester of the program. These sites may include, but are not limited to, Ronan, Hamilton, and Polson, Montana. Transportation and housing are the student's responsibility.

Pre-Radiology 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
BIOH 201N-202N (SCN 201N) Anatomy and Physiology I & Lab	4
WRIT 121 (WTS 115) Introduction to Technical Writing or WRIT 101 College Writing	3
Total	13

Radiologic Technology Program Curriculum

First Year		A	S
COMX 111A (COM 160A) Introduction to Public Speaking		-	3
PSYX 161S (PSY 110S) Organizational Psychology or PSYX 100S (PSY 100S) Introduction to Psychology	3	-	
AHXR 100 (RAD 110) Introduction to Diagnostic Imaging	3	-	
AHXR 121 (RAD 121) Radiographic Imaging I		-	4
AHXR 140 (RAD 111) Radiological Methods	3	-	
AHXR 195 (RAD 151) Radiographic Clinical: I		-	8
AHXR 240 (RAD 112) Radiological Methods II		-	3
BIOH 211N-212N (SCN 202N) Anatomy and Physiology II & Lab	4	-	
Total		13	18
Summer Session		A	S
AHXR 195 (RAD 161) Radiographic Clinical: II		12	
Total		12	
Second Year		A	S
AHMS 270E (MED 280E) Medical Law and Ethics		-	3
AHXR 221 (RAD 222) Radiographic Imaging II	3	-	
AHXR 225 (RAD 241) Radiobiology/Radiation Protection	2	-	
AHXR 270 (RAD 245) Radiographic Registry Review		-	2
AHXR 295 (RAD 251) Radiographic Clinical: III	8	-	
AHXR 295 (RAD 261) Radiographic Clinical: 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 goal of the program is, "To prepare graduates with demonstrated competence in the cognitive (knowledge), psychomotor (skills), and affective (behavior) domains of respiratory care practice as performed by registered respiratory therapists (RRTs)" CoARC standard 3.01.

The program is 4 ½ semesters in length which includes the AA prerequisite courses and a summer session. The Respiratory Care Program at The University of Montana Missoula College, is accredited by the Commission on Accreditation for Respiratory Care (www.coarc.com), 1248 Harwood Road, Bedford, Texas 76021-4244. 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 pre-requisite courses with a minimum 2.75 GPA in the core courses.
2. Minimum grade of B minus in BIOH 201N (SCN 201N) and a minimum grade of B minus in BIOH 202N (SCN 202N).
3. 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 spring 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
BIOH 201N-201N & BIOH 211N-212N (SCN 201N-202N) Anatomy and Physiology I & Lab and Anatomy and Physiology II & Lab	8
WRIT 121 (WTS 115) Introduction to Technical Writing or WRIT 101 (WTS 101) College Writing I	3
SCN 175N Integrated Physical Science 1	3
Total	20

Respiratory Care Program Curriculum

	Autumn Entry	A	S
AHRC 101 (RES 101T) Communication and Management	1	-	
AHRC 115 (RES 115T) Blood Gas Analysis (wintersession)	-	2	
AHRC 129 (RES 129T) Patient Care and Assessment	4	-	

AHRC 130 (RES 130T) Respiratory Care Lab 1B	1	-
AHRC 131 (RES 131T) Respiratory Care Fundamentals	5	-
AHRC 133 (RES 133T) Respiratory Care Pharmacology	-	3
AHRC 150 (RES 150T) Respiratory Care Laboratory I	1	-
AHRC 231 (RES 231T) Respiratory Critical Care	-	4
AHRC 232 (RES 232T) Respiratory Pathology and Disease	-	3
AHRC 235 (RES 235T) Cardiopulmonary Anatomy and Physiology 3	-	3
AHRC 250 (RES 250T) Respiratory Care Laboratory II	-	2
AHRC 255 (RES 255T) Clinical Experience I	-	5
Total	15	19
Summer Session		
AHRC 260 (RES 260T) Respiratory Care Laboratory III	1	
AHRC 265 (RES 265T) Clinical Experience II	5	
Total	6	
Autumn Semester		
AHRC 243 (RES 241T) Prenatal and Pediatric Respiratory Care	3	A S
AHRC 252 (RES 252T) Respiratory Care Review	2	
AHRC 270 (RES 270T) Respiratory Care Laboratory IV	1	
AHRC 275 (RES 275T) Clinical Experience III	6	
Total	12	

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 with an emphasis in the program of their choice. Students must select the specific prerequisite courses required for their chosen area of study after meeting with the program advisor. Students must apply to the program by October 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, BIOH 201N/202N (SCN 201N), Anatomy and Physiology I, and lab, 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 an AHST 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, AHST 115 (SUR 102T) and AHST 215 (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 may apply to the program 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. Prior to entering a healthcare facility for clinical experiences, a student will be required to submit a background check. Many healthcare facilities have increasingly stringent requirements. A student could be refused entry into a clinical facility based on information disclosed in a background check. If this is a concern for you, please consult the Program Director. If a student is denied agency access based on the Background Check, there will be no placement at an alternate site, and the subsequent inability of the student to complete the clinical education will result in inability to continue in the Surgical Technology program.

The University of Montana Missoula College Surgical Technology Program also has Outreach campuses in Butte and Billings. The Butte site is the Montana Tech of The University of Montana Missoula College campus in collaboration with St James Healthcare. The Billings site is the Montana State University-Billings Missoula College campus in collaboration with St Vincent Healthcare and Billings Clinic. Students at those sites take the equivalent prerequisite courses on their respective campuses. The Surgical Technology-specific courses begin spring semester. Students must apply to the ST program by October 1. Students may apply while enrolled in the 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 Moodle course delivery system from the Missoula campus. Lab and