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) Healthcare Data Content & Structure	-	2
AHMS 144 (MED 154T) Medical Terminology	3	-
AHMS 156 (MED 153T) Medical Billing Fundamental	-	3
AHMS 220 (MED 161T) Medical Office Procedures	4	-
BIOH 108 (SCN 115) Basic Anatomy	-	3
CAPP 154 (CRT 108) MS Word	-	3
CAPP 120 (CRT 100) Introduction to Computers	3	-
M 115 (MAT 117) Probability and Linear Math	-	3
PSYX 100S (PSY 110S) Introduction to Psychology	4	-
WRIT 121 (WTS 115) Introduction to Technical Writing	3	
Total	17	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 298 (MED 290T) Medical Information Internship (180 hours)	-	3
BIOM 250N (BIOL 106N) Microbiology for Health Sciences	-	3
BUS 210 Critical Analysis for Business	3	-
COM 150S Interpersonal Communications	3	-
MED 155T Medical Software Applications	-	2
PHA 160 Survey of Pharmacy Products	3	-
Total	15	14

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
AHMS 144 (MED 154T) Medical Terminology	-	3
AHMS 156 (MED 153T) Medical Billing Fundamentals	-	3
AHMS 220 (MED 161T) Medical Office Procedures	4	-
BUS 140T Customer Service	-	4
CAPP 120 (CRT 100) Introduction to Computers	3	-
CAPP 154 (CRT 108) MS Word	-	3
COM 150S Interpersonal Communications	3	-
M 115 (MAT 117) Probability and Linear Math	-	3
MED 155T Medical Software Applications	-	2
TASK 145 (BUS 106T) Records Management	2	-
WRIT 121 (WTS 115) Introduction to Technical Writing	3	-
Total	15	18
Second Year	**A**	**S**

ACTG 100 (ACC 131T) Essentials of Accounting	4	-
ACTG 180 (ACC 134T) Payroll Accounting	-	3
AHMS 108 (MED 165T) Healthcare Data Content and Structure	-	2
AHMS 298 (MED 290) Medical Information Internship	-	3
BIOH 108 (SCN 115N) Basic Anatomy	-	3
BIOH 112 (BIOL 112) Human Form and Function I	3	-
BMGT 216 (BUS 243T) Psychology of Management and Supervision	4	-
CAPP 254 (CRT 115T) Advanced MS Word	3	-
COM 160A Oral Communications	-	3
CSCI 172 (CRT 172) Introduction to Computer Modeling	-	3
TASK 240 (BUS 240T) Administrative Support for the Office	2	-
Total	16	17

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	3	-
AHMS 156 (MED 153T) Medical Billing Fundamentals	-	3
AHMS 220 (MED 161T) Medical Office Procedures	4	-
BUS 140T Customer Service	-	4
CAPP 120 (CRT 100) Introduction to Computers	3	-
CAPP 154 (CRT 108) MS Word	-	3
M 115 (MAT 117) Probability and Linear Math	-	3
MED 155T Medical Software Applications	-	2
PSYX 161S (PSY 110S) Fundamentals of Organizational Psychology	3	-
TASK 145 (BUS 106T) Records Management	2	-
WRIT 121 (WTS 115) Introduction to Technical Writing	3	-
Total	18	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	-
COM 160A Oral Communications	3	-
CRT 188T Computers and Law	3	-
LEG 270T Civil Litigation	3	-
LEG 282T Contemporary Legal Issues	-	3
LEG 283T Trial Preparation	-	3
LEG 285T Family Law	-	3
LEG 286T Legal Research/Writing II	2	-
LEG 287T Legal Research/Writing III	-	2
LEG 288T Estate Administration	-	2
LEG 290T Paralegal Studies Internship	-	2
SOCI 101S (SOC 110S) Introduction to Sociology	3	-
Total	17	15

Courses

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

Accounting (ACTG)

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

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

U 102 (ACC 133T) Accounting Procedures II 4 cr. Offered autumn and spring. Prereq., ACTG 101 with competency test score of 75% or better. Expansion of ACTG 101 including receivables, inventories, plant and intangible assets, and expanded liabilities. Includes partnerships, corporations, long-term liabilities, investments in debt and equity securities, and the statement of cash flow.

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

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

U 192 (ACC 196T) Independent Study Variable cr. Course material appropriate to the needs and objectives of the individual student.

U 202 (ACC 234T) Principles of Managerial Accounting 3 cr. Offered autumn. Prereq., ACTG 101-102 (ACC 132T-133T) or consent of instr. Continuation of accounting series with a focus on managerial accounting topics. These topics include cost classification, variable and absorption costing, job order costing and standard costing. Credit not allowed for both ACTG 202 (ACC 234T) and ACCT 202.

U 211 (ACC 236T) Income Tax 4 cr. Offered autumn. Prereq., ACTG 180 (ACC 134T) with a "C" grade or better. This class is a comprehensive overview of individual income taxation. It includes an introduction to taxation terminology, taxation principles and an overview of retirement plans/tax ramifications for small businesses/individuals. Individual taxation is taught through preparation of a series of tax returns. Course emphasis is on individuals and sole proprietorships.

U 215 (ACC 232T) Foundations of Government and Not for Profit Accounting 3 cr. Offered spring. Prereq., ACTG 101-102 (ACC 132T-133T) or consent of instr. Principles of accounting for governmental units, health care organizations, colleges and universities, and other nonprofit organizations.

U 250 Accounting Capstone 4 cr. Offered spring. Prereq., ACTG 202, 211 (ACC 234T, 236T), or equivalent. and consent of instr. Capstone class integrates accounting software, income tax preparation, financial statement preparation, ratio analysis, financial report writing: includes presentation and critical thinking skill development as well.

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

U 298 (ACC 290T) Accounting Internship 2 cr. (R 3) Offered autumn and spring. Prereq., last semester in program, minimum grade of “C” in all ACTG courses, and approval of program director. On-the-job training in positions related to the accounting field. This experience increases students' skills, prepares them for initial employment, and increases occupational awareness and professionalism. Students work a minimum of six hours each week at an approved site and attend scheduled one-hour seminars.

Allied Health Medical Support (AHMS)

U 108 (MED 165T) Healthcare Data Content & Structure 2 cr. Offered spring. In-depth study of origin, use, content and structure of health records; storage and retrieval systems; numbering and filing systems; documentation requirements; use and structure of health care data sets; and how these components relate to primary and secondary record systems. Additional topics include gathering, compilation and computing of healthcare related statistics, use of research and statistical methods for developing healthcare data into information for various requesters.

U 144 (MED 154T) Medical Terminology 2 cr. Offered autumn and spring. Introduction to a medical word building system using Greek and Latin word roots, combining forms, suffixes, and prefixes.

U 156 (MED 153T) Medical Billing Fundamentals 3 cr. Offered autumn and spring. Prereq. or coreq., AHMS 220 (MED 161T) or consent of instr. An introduction to insurance claim processing for the major medical insurance programs. Students will be provided with a basic knowledge of CPT and ICD-9 procedural and diagnostic coding. Emphasis on completing universal insurance forms to maximize reimbursement as well as trouble shoot denied or underpaid claims.

U 160 (MED 220) Beginning Procedural Coding 3 cr. Offered autumn. Prereq., AHMS 156 (MED 153T), AHMS 108 (MED 165T) or consent of instr. Foundation for utilizing the CPT coding system to increase compatibility and comparability of medical data among users and providers.

U 162 (MED 210) Beginning Diagnosis Coding 3 cr. Offered autumn. Prereq., AHMS 156 (MED 153T), AHMS 108 (MED 165T) or consent of instr. Introductory foundation for utilizing the International Classification of Diseases coding for classification of morbidity and mortality information for statistical purposes and for indexing medical records by disease and operation.

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

U 192 (MED 196T) Independent Study Variable cr. Course material appropriate to the needs and objectives of the individual student.

U 220 (MED 161T) Medical Office Procedures 4 cr. Offered autumn. An introduction to the necessary skills and qualities required to function successfully in the medical arena. Emphasis on medicolegal and ethical responsibilities, records management and financial management of the medical practice, and interpersonal communications to include patient reception, telephone techniques and appointment scheduling.

U 255 (MED 256T) Medical Transcription I 3 cr. Offered autumn and spring. Prereq., CAPP 154; prereq. or coreq., AHMS 144. An introduction to the transcription of authentic physician-dictated medical reports in a variety of medical specialties. Emphasis on the development of accuracy and speed in interpreting, transcribing and editing medical dictation for content and clarity.

U 256 (MED 257T) Medical Transcription II 3 cr. Offered autumn and spring. Prereq., CAPP 134 (CRT 108). An introduction to the transcription of authentic physician-dictated medical reports in a variety of medical specialties. Emphasis on the development of accuracy and speed in interpreting, transcribing and editing medical dictation for content and clarity.

U 292 (MED 296T) Independent Study 1-6 cr. (R-6) Offered intermittently. Course material appropriate to the needs and objectives of the individual student.

U 298 (MED 290T) Medical Information Technology Internship 3 cr. Offered autumn and spring. Prereq., last semester in program, minimum of "C" in AHMS/AHMA (MED) courses, and approval of program director. On-the-job training in positions related to each student's career goal in the medical information field. This experience increases students' skills, prepares them for initial employment and advancement on the job, and increases occupational awareness and professionalism. Students work a minimum of 180 hours at an approved site and attend a scheduled one-hour seminar.

Business General (BGEN)

U 105S (BUS 103S) Introduction to Business 3 cr. Offered every term. Nature of business enterprise; role of business in society; problems confronting business management; career opportunities in business. Open to non-business majors and business majors of freshman or sophomore standing only. Business majors are advised to register for the course their freshman year. Credit allowed for only one of BGEN 105S, MIS 100S, IS 100S, BADM 100S and BUS 103S.

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

U 235 (BUS 135T) Business Law 3 cr. Offered spring. This course provides an overview of law as it applies to business transactions. Topics include the nature and source of law; courts and procedure; contracts, sales, and employment; commercial paper; bailment's; property; business organizations; insurance; wills and estate planning; consumer and creditor protection; torts; criminal law; and agency law. Credit not allowed for both BGEN 235 (BUS

135T) and BADM 257.

Business Management (BMGT)

U 216 (BUS 243T) Psychology of Management and Supervision 4 cr. Offered autumn. Management theory, research, and the practice of management. Topics covered include leadership styles and techniques, effective communication approaches, time management, decision making, delegation, and the basic functions of supervisory skills.

U 242 (BUS 242T) Front Line Supervision 3 cr. Offered spring. Introduces basic employee development with emphasis on the responsibilities of a newly-appointed supervisor. Emphasizes organizational structure, motivation, delegation of authority, the hiring process, employee development, employee performance, evaluations, and dealing with employee conflict.

U 298 (BUS 290T) Management Internship 2 cr. Offered autumn and spring. Prereq., consent of instr. On-the-job training in positions related to each student's career goal in management. This experience increases students' skills, prepares them for initial employment, and increases occupational awareness and professionalism. Students work a minimum of six hours each week at an approved site and attend a scheduled one-hour seminar.

U 299 (BUS 250T) Capstone: Entrepreneurship 3 cr. Offered spring. Prereq., CAPP 120 (CRT 100). An overview of the skill areas and business principles needed to start and operate a small business. Includes developing a business plan, identifying sources of capital formation, managing growth, and marketing issues related to new ventures.

Business Marketing (BMKT)

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

U 112 (BUS 112T) Applied Sales 2 cr. Offered autumn. Course provides students with basic sales skills through the use of experiential training, role-playing and evaluating presentations. Includes the steps in prospecting, opening, presenting, demonstrating, handling objections, and closing the sale. Students will gain experience through role-playing activities, observations, and written presentations.

U 114 (BUS 113T) Psychology of Selling 3 cr. Offered spring. Development of selling techniques which are used by many of the world's best companies and explanation of why they work. Includes the psychological reasons that prevent a prospect from purchasing a product or service and the techniques to motivate a prospect to buy.

U 225 (BUS 125T) Marketing 3 cr. Offered autumn. An overview of marketing activities including the consumer buying decision process, distribution channels, the planning process, and new marketing trends. Students learn how to introduce a new product into the market place, target markets, and promote products through advertising and package design.

U 240 (BUS 224T) Advertising 3 cr. Offered spring. Exposure to the history and fundamentals of advertising; in-depth exploration of advertising media, budget plans, ad campaign designs, and in-house promotion designs; and the production of actual radio, television, and print advertising.

Business (BUS)

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

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

experimental offerings of new courses, or one-time offerings of current topics.

U 210 Critical Analysis for Business 3 cr. Offered autumn and spring. Prereq., WRIT 101 (ENEX 101) or equivalent, or instructor approval. This is an analysis, critical thinking, and writing course. Students will be introduced to traditional Western philosophy through study and discussion of Socrates, Plato, and Aristotle. Students analyze theories of knowledge and morality in relationship to current events within American Democracy and Law.

U 238T Financial Planning 3 cr. Offered autumn. This course deals with personal financial planning and investments. The course will focus on a variety of personal finance topics including, the time value of money, liquid asset management, federal income and estate taxes, credit cards, consumer loans, automobile purchases, and insurance. The course then looks at long-term investing. Special topics covered include stocks, bonds, mutual funds, and tax-deferred retirement plans. There are two overall goals of the course. The first goal is to provide students with knowledge that will help you avoid commonly occurring errors in the management of personal finances. The second goal is to introduce you to some of the key concepts underlying the discipline of finance.

U 291T Special Topics 1-6 cr. (R-6) Offered intermittently. Experimental offerings of visiting professors, experimental offerings of new courses, or one-time offerings of current topics.

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

Culinary Arts (CULA)

U 101 (CUL 151T) Introduction to Food Service 5 cr. Offered autumn and summer. Introduction to fundamentals in food handling practice, history, cooking methods, tool and equipment skills, safety and sanitation, recipe and menu development.

U 105 (CUL 175T) Food Service Sanitation 2 cr. Offered autumn and summer. Introduction to fundamentals in safe and sanitary food handling practices. Emphasis on development of a well-designed food safety program centered on Hazard Analysis Critical Control Point (HACCP).

U 156 Dining Room Procedures 3 cr. Offered autumn and spring. Prereq., CULA 101 (CUL 151T) and CULA 105 (CUL 175T) with a "C" or better. Introduction to foundations of dining room service: such as American, French, English and Russian style services. With buffet and tableside presentation along with beverage service and protocol for customer service, sanitation and menu design. Techniques include espresso service, fine dining service and tableside presentation. Personal hygiene, applied math, basic culinary terminology, beverage management, and tableside cooking methods are practiced.

U 157 (CUL 157T) Pantry and Garde-Manger 3 cr. Offered autumn and spring. Prereq., CULA 101 (CUL 151T) and CULA 105 (CUL 175T) with a "C" or better. Identification of fresh greens, vegetables, and fruits reviewed. General and specific knife skills and garnish techniques practiced. Standards of quality, preparation, and presentation discussed and practiced. Practice preparation of entrée salads, cold sauces, appetizers, finger sandwiches, pâtés, gelatins, mousses, ice carvings, as well as banquet and buffet presentation.

U 158 (CUL 158T) Short Order Cookery 4 cr. Offered autumn and spring. Prereq., CULA 101 (CUL 151T) and CULA 105 (CUL 175T) with a “C” or better. Hands-on experience in all facets of short order cookery. Emphasis on coordination, speed, presentation, and basic food preparation as well as cooking methods.

U 160 (CUL 160T) Soups, Stocks, and Sauces 3 cr. Offered autumn and spring. Prereq., CULA 101 (CUL 151T) and CULA 105 (CUL 175T) with a “C” or better. Hands-on preparation of basic soups, stocks, sauces, glazes, thickening agents, and garnishes.

U 161 (CUL 161T) Meats and Vegetables 3 cr. Offered autumn and spring. Prereq., CULA 101 (CUL 151T) and CULA 105 (CUL 175T) with a “C” or better. Hands-on experience with the fundamental cooking methods for meats, vegetables, grains, legumes, and pastas.

U 165 (CUL 165T) Baking and Pastry 3 cr. Offered autumn and spring. Prereq., CULA 101 (CUL 151T), CULA 105 (CUL 175T), M 095 (MAT 100D) with a “C” or better or consent of instr. Introduction to various ingredients and how they affect the finished product. Covers six basic functions of ingredients and the techniques of scaling, pan preparation, sifting, chocolate, and pastry bag work.

U 191 (CUL 195T/FSM 195T)) Special Topics 1-6 cr. (R-6) Offered intermittently. Experimental offerings of visiting professors, experimental offerings of new courses, or one-time offerings of current topics.

U 192 (CUL 196T/FSM 196T) Independent Study 1-6 cr. (R-6) Offered intermittently.

U 210 (FSM 180T) Nutritional Cooking 3 cr. Offered spring. Prereq., CULA 101 (CUL 151T) and CULA 105 (CUL 175T), M 105 (MAT 107T/MATH 107) or consent of instr. Principles of healthy and nutritious culinary procedures. Adjustment of classic methods to suit preparations designed to extend variety on “lighter” menus.

U 270 (FSM 270) Purchasing and Cost Controls 5 cr. Offered autumn. Prereq., CULA 101 (CUL 151T) and CULA 105 (CUL 175), M 095 (MAT 100D); or consent of instr. Principles of purchasing foods and materials based on needs, specifications, availability, and seasonality. Costs of doing business including products, labor, facilities, and preparing financial statements.

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

U 291 (CUL 295T/FSM 295T) Special Topics

U 298 (FSM 290T) Food Service Internship 4 cr. Offered spring. Prereq., Students must be enrolled in final semester of program and maintain a minimum "C" in all CULA (CUL & FSM) courses, or recommendation of Culinary Program Director. On-the-job training in position related to each student's career goal. This experience increases students' skills, prepares them for initial employment, and increases occupational awareness and professionalism. Students work a minimum of twelve hours each week at an approved site and attend weekly scheduled one-hour seminars.

U 299 (FSM 271) Culinary Arts Capstone 4 cr. Offered spring. Prereq., CULA 270 (FSM 270), coreq., CRT 205T. Students must be enrolled in final semester of program and maintain a minimum “C” in all CULA courses, or recommendation of Culinary Program Director. Coordinates with computer applications course to create virtual food establishments. Includes capstone experience integrating menu planning and design, facilities, publicity, labor, purchasing, and kitchen preparation culminating in a formal, multi-course dinner.

Human Resources (HMR)

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

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

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

Medical Information Systems & Medical Assisting (MED)

U 155T Medical Software Applications 1 cr. Offered spring, Prereq., AHMS 156 (MED 153T); prereq. or coreq. AHMS 220 (MED 161T); or consent of instr. A medical package is used to enter and update patient data, enter charges, payments and adjustments, and generate management reports, insurance forms, and patient statements.

Paralegal Studies (LEG)

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

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

U 185T Introduction to Paralegal Studies 3 cr. Offered spring. Prereq., LEG 185T or consent of instr. Students will develop an ability to analyze basic legal principles in real property law and practical experience increasing, organizing, and completing real estate transactions. Students in the course will develop fundamental skills; real estate, landlord-tenant, and land use law. Further, students will continue development of drafting skills, legal research, and case analysis.

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

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

U 188T Principles of Real Estate 2 cr. Offered spring. Prereq., LEG 185T or consent of instr. Students will develop an ability to analyze basic legal principles in real property law and practical experience increasing, organizing, and completing real estate transactions. Students in the course will develop fundamental skills; real estate, landlord-tenant, and land use law. Further, students will continue development of drafting skills, legal research, and case analysis.

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

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

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

U 270T Civil Litigation 3 cr. Offered autumn. Prereq., LEG 185T, LEG 187T or consent of instr. Introduction to rules governing civil litigation involving the general nature of how lawsuits arise including client interviews and data gathering, pleading and practice from the filing of suit to file preparation for trial, and core considerations of ethics and professionalism.

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

U 283T Trial Preparation 3 cr. Offered spring. Prereq., LEG 270T, or consent of instr. Case and claim analysis, collecting and preserving evidence, locating witnesses, jury selection, trial notebook development, post trial

assistance, and investigative techniques with emphasis on concluding litigation and post judgment procedures.

U 285T Family Law 3 cr. Offered spring. Prereq., LEG 185T, LEG 286T or consent of instr. Study of Montana law relating to marriage, husband and wife, parent and child, termination of marriage, adoption, joint and sole custody arrangements and modifications, child support guidelines, and juvenile issues. Includes preparation of standard family law documents.

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

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

U 288T Estate Administration 2 cr. Offered spring. Prereq., LEG 185T, LEG 286T or consent of instr. This course provides an overview of the law as it applies to wills, trusts, and other estate matters. Topics include the nature and sources of the law relating to wills, trusts, and estates, estate planning, intestate succession, family protection, probate, and estate taxes.

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

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

Technical Administrative Skills (TASK)

U 145 (BUS 106T) Records Management 2 cr. Offered autumn and spring. Introduction to alphabetic filing techniques and electronic database records management. Current technical developments utilizing automated records systems, biometric access control devices, electronic file organization, ergonomics, the Internet, image technology, and integrated security systems.

U 191 Special Topics 1-6 cr. (R-6) Offered intermittently. Experimental offerings of visiting professors, experimental offerings of new courses, or one-time offerings of current topics.

U 192 (BUS 196T) Independent Study Variable cr. (R-9) Offered intermittently.

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

College of Technology*

Barry Good, Dean

Lynn Stocking, Associate Dean

*As part of a Montana Board of Regents renaming and re-branding effort for Montana's two-year institutions, effective beginning with the 2013-2014 Academic Year, The University of Montana College of Technology name will become

Missoula College University of Montana.

Our mission, as the two-year college of The University of Montana, is to provide open access to higher education that expands opportunities for Montana residents. We are a gateway to comprehensive education, delivering high quality, student-centered, professional, technical, transfer, and workforce programs and courses.

The College of Technology offers programs and services on 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 Program in Hamilton. (NOTE: Effective with the 2013-2014 Academic Year, Bitteroot College Program in Hamilton will be become known as *Bitterroot College University of Montana*.) Enrollment Services, Disability Services for Students, Financial Aid Office, Registrar's Office, Career Services Office, Educational Opportunity office (EOC), Outreach Programming Office, and administrative offices are located at the East Campus. All business technology programs, applied computing and electronics programs, culinary arts programs, health professions programs, as well as a branch of the Mansfield Library, The Bookstore at the College of Technology, and a dining room are located on the East Campus. All industry 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 College of Technology 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 College of Technology. The initial contact for information and degree planning for the B.A.S. degree is the College of Technology. 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 include areas of emphasis and areas of concentration. To receive an Associate of Arts 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 College of Technology courses have been approved to count as elective credit, and/or General Education credit for the Associate of Arts and baccalaureate degrees. With departmental approval, some may count

toward major or cognate requirements. With departmental approval, up to 10 additional credits from courses not on this list may be counted. Refer to the sections on Technical Courses and Credit Maximums in this catalog. See index.

- AASC 100, 101,167H
- BIOH 108 (SCN 100N)
- BIOH 201N (SCN 201N, lecture)
- BIOH 202N (SCN 201N, lab)
- BIOH 211N (SCN 202N, lecture)
- BIOH 212N (SCN 202N, lab)
- BUS 103S
- 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
- CULA 270, 299 (FSM 270, 271)
- M 105, 115 (MAT 117), 121 (MAT 118), 122 (MAT 119), 151 (MAT 120), 162 (145)
- NRSG (NUR) all courses, except 291 (except 295T)
- NUTR 221N (SCN 150)
- PSYX 100S (PSY 100S), 161S (PSY 110S), 163T, 230S (PSY 201), 238
- SCN 100N, 105N, 175N, 260N
- WRIT 101 (WTS 101), 121 (WTS 115), 221 (WTS 215) , 240E (WTS 240E)
- LIT 110L (WTS 120L), 120L (WTS 121L)
- WRIT 184A, 185A, 186A (WTS 184A. 185A, 186A)

Academic Support Services

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

Faculty

Shyla Allers, B.A., Easter New Mexico University, 2005 (Health Professions)

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, Chair)

Tammy Dutton, MSN, University of Phoenix, 2007 (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)

Cec Gallagher, Ed.D., Montana State University, 1998 (Academic Support)

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)

Karen Hill, M. A., University of Montana, 1998, R.N. (Health Professions)

Penny Jakes, M.E., University of Montana, 1981 (Applied Computing and Electronics)

Daneen Jeppson, F.N.P., M.S.N., University of Utah, 1980 (Health Professions)

Brian Larson, (Business Technology, Chair)

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

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

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

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

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

Neva Oliver, M.S.N., Gonzaga University, 1997 (Health Professions)

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

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

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

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

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

Thomas Siegel, Certified Executive Chef, 1994 (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)

Mary Ann Zeisler, M.S.N., University of Phoenix, 2009 (Health Professions)

Adjunct Faculty

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

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

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

Elias Baied, C.S.T., University of Montana, 2007 (Health Professions)

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

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

Donna Bakke, M.A., University of Montana, 2005 (Business Technology)

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

Linda Barnes, M.S.N., Western Governors University, 2010 (Health Professions)

Dave Barrett, M.F.A., University of Montana, 1999 (Applied Arts and Sciences)

Richard Bayless, M.S., Ohio University, 1984 (Applied Arts and Sciences)

Anthony Becker, M.B.A., University of Montana, 2003 (Business Technology)

Michelle Boller, M.A., George Washington University, 2004 (Business Technology)

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)

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

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

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)

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

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

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

Jessica Dougherty-McMichael, B.A., University of Montana, 2001 (Applied Arts and Sciences)

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

Jennifer Edmonds, B.S.N., Montana State University, 2005 (Health Professions)

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

Teresa Farrell, M.Ed., University of Oregon, 2000 (Applied Arts and Sciences)

James Fields, M.S., Concordia University Wisconsin, 2008 (Applied Arts and Sciences)

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

Wendy Frank-Romero, 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)

Scott Grasky, B.S., University of Montana-Western, 2002 (Industrial Technology)

Jim Harris (Industrial Technology)

Staci Hemmer, M.Ed., University of Montana, 2007 (Applied Arts and Sciences)

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

Matt Hill, A.A.S., College of Technology, 2009 (Health Professions)

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)

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

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

Naomi Kimbell, M.F.A., University of Montana, 2008 (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)

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

Tamara Love, M.F.A., University of Montana, 2005 (Applied Arts and Sciences)

Merrilynne Lundahl, M.S., University of Montana, 2009 (Applied Arts and Sciences)

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

Mark Matthews, M.F.A., University of Montana, 2006 (Applied Arts and Sciences)

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

Elizabeth Micklus, M.I.S., University of Montana, 2005 (Applied Arts and Sciences)

Blake Miller, B.A., Dartmouth College, 2002 (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)

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

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

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

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

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)

Lewis Procacci, M.F.A., University of San Francisco, 2002 (Applied Arts and Sciences)

Swarna Reddy, Ph.D., Byelorussian State University, 1994 (Applied Arts and Sciences)

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

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

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., College of Technology, 2001 (Health Professions)

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

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

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

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

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

Karrie Wickman, B.S.N., Viterbo University, 1995 (Health Professions)

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)

Melissa White, A.A.S., College of Technology, 2009 (Health Professions)

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

Ashley Wurzbacher, M.F.A., Eastern Washington University, 2010 (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

Anne Delaney, Chair

Special Degree and Certificate Requirements

The Health Professions Department of the University of Montana seeks to prepare students to be health practitioners

who are technically competent and who are effective in a variety of clinical, agency and community settings. The Health Professions Department offers 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 communities, their agencies, and organizations are a valuable resource and provide cooperative learning experiences in health delivery systems.

The goals of the Health Professions Department are:

1. To provide programs of study which integrate a variety of health-related disciplines to prepare students for careers in health professions.
2. To contribute to the liberal education of students through courses designed to provide an understanding of human health, fitness and health delivery systems.
3. To meet the continuing education needs of health professionals.

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

Students enter The University of Montana as AA General Studies majors with an emphasis in the pre-program of their choice. Students select courses from the required prerequisite courses after conferring with a Health Professions advisor. Assessment of writing for placement in writing courses follows University guidelines and is offered during orientation and at various times during the semester. Math placement is determined by a placement test. Placement testing 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)
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 training for health care providers;
7. Criminal Background Check

8. Eye exams are required for surgical technology students due to work with lasers in surgery.
9. Respiratory care students are also required to have a physical exam, a ten-panel drug screen, and a police background check prior to entering clinical experiences.

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

Course Fees and Supplies

Most programs in the Health Professions Department include courses with course fees and special supplies requirements. To obtain a complete listing of these additional items and costs, call the College of Technology 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
- 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
- BIOH 260-261 (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-College of Technology 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 College of Technology Pharmacy Technology webpage. Please note application deadlines found on this webpage. 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. 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 found at 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 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, 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. 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 102 (PHA 102) Pharmacology for Technicians	6	-
PHAR 104 (PHA 104195) Pharmacy Dispensing Lab	4	-
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 191 (MED 195T) Medical Terminology or AMHS 270E (MED 280E) Medical Law and Ethics	-	3
Total	16	14

Practical Nursing-AAS

Mary Nielsen, Program Director

The College of Technology 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 (SCN 201N and 202N) which requires a B or higher grade, and possess a cumulative GPA of at least 2.75.

Admission to the program also requires completion of the application which can be obtained on the UM College of

Technology 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);
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. Varicellla (Chicken Pox) Vaccination;
6. CPR training for health care providers;
7. 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)	3
NRSG 110 (NUR 105) Dosage Calculations for Health Professions	2
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 a Certified Nursing Assistant)	4

Being certified as a CNA is a change to the A.A.S PN pre-nursing program prerequisites staring autumn 2013. NRSG 197 Certified Nursing Assistant (CNA) is being offered starting Fall semester 2012. It is designed for students who do not already have a CNA.

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

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

Scope and Sequence of the Practical Nursing Program:

First Year Start in Spring	A	S
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 UM College of Technology Nursing webpage. The number of students accepted into the A.S.N. program is limited to 10 each autumn and spring. Application deadlines are April 1 and November 1. All candidates who meet the admission requirements will be considered. 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)
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. 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)	3	-
BIOH 251N Microbiology for Health Sciences Lab (not mandatory, but highly recommended)	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)	-	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 sonography, nuclear medicine, special vascular imaging and cardiac catheterization.

The Associate of Applied Science degree in Radiologic Technology requires students to successfully complete the AA prerequisite courses prior to applying to the program. Students admitted to the University of Montana may enroll in the AA prerequisite courses. Students must pass 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 AA prerequisite courses to apply to the Radiologic Technology program. A course may be attempted a maximum of two times. As some courses are offered autumn or spring semester only, it is important to obtain advising with the Program Director each semester prior to registration. Application to the program is required spring semester the year prior to the autumn semester program start. Students may apply while enrolled in the AA prerequisite courses with acceptance to the program to be determined after spring grades are finalized. The program classes begin autumn semester each year with four

semesters consisting of classroom and clinical education. A ten-week summer clinical rotation is required between the first and second years and consists of 40 hour per week of clinical instruction.

Once accepted in the program, all students are expected to complete BIOH 211N-212N (SCN 202N) and all courses with an AHXR (RAD) rubric with a minimum grade of “B” to continue in the program.

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

Students entering the program are required to rotate to clinical sites outside the Missoula area on a periodic basis. These rotations will take place during any term or session 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.

AA Prerequisite Courses

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

M 115 (MAT 117) Probability and Linear Math or M 121 (MAT 118)College Algebra	3
SCN 175N Integrated Physical Sciences	3
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

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

Radiologic Technology Program Curriculum

First Year	A	S
COM 160A Oral Communications	–	3
PSYX 161S (PSY 110S) Organizational Psychology or PSYX 100S (PSY 100S) Introduction to Psychology	3	–
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 College of Technology, 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. Previous health care experience is preferred. Applicants are required to "job shadow" a Respiratory Care practitioner in the workplace. Consult the Respiratory Care Program Director for details.
4. Submit completed application packet to the HP Administrative Assistant by April 1 for autumn entry into the

program.

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

AA Prerequisite Courses

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

M 115 (MAT 117) Probability and Linear Mathematics Probability and Linear Math or M 121 (MAT 118)College Algebra	3
PSYX 161S (PSY 110S)Organizational Psychology	3
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
RES 101T Communication and Management	1	-
RES 115T Blood Gas Analysis (wintersession)	-	2
RES 129T Patient Care and Assessment	4	-
RES 130T Respiratory Care Lab 1B	1	-
RES 131T Respiratory Care Fundamentals	5	-
RES 133T Respiratory Care Pharmacology	-	3
RES 150T Respiratory Care Laboratory I	1	-
RES 231T Respiratory Critical Care	-	4
RES 232T Respiratory Pathology and Disease	-	3
RES 235T Cardiopulmonary Anatomy and Physiology	3	-
RES 250T Respiratory Care Laboratory II	-	2
RES 255T Clinical Experience I	-	5
Total	15	19
Summer Session		
RES 260T Respiratory Care Laboratory III	1	
RES 265T Clinical Experience II	5	
Total	6	
Autumn Semester	**A**	**S**
RES 241T Prenatal and Pediatric Respiratory Care	3	
RES 252T Respiratory Care Review	2	
RES 270T Respiratory Care Laboratory IV	1	
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.