

Security+, CISSP, and Security Pro industry certifications. Prerequisite Skills: Course builds upon established skills in security, server management, and network management. Students should be working as a network manager or have completed appropriate skills-based coursework using MS Server 2008/2012 & Mware.

ITS 273 - Securing Networks

Credits: 4. Course provides advanced technical information and relevant skills to secure servers and business information. Building on existing knowledge and skills in the areas of server management, network management, and security, students will gain mastery-level knowledge of security issues and best practices. Students will examine and apply hardening techniques to operating systems and infrastructure-based applications. Strategies to ensure business continuity and data security are emphasized, including policy, data preservation, disaster preparedness, and disaster recovery. Legal guidelines and requirements, both domestic and international, are examined in the context of responsible and ethical computer use. Course content will focus on business-focused security practices to prepare students for the Security+, CISSP, and Security Pro industry certifications. Prerequisite Skills: Course builds upon established skills in security, server management, and network management. Students should be working as a network manager or have completed appropriate skills-based coursework using MS Server 2008/2012 & Mware.

ITS 275 - Border/Perimeter Network Sec

Credits: 4. Course provides advanced technical information and relevant skills to successfully secure computer networks at the public/private interface. Material focuses on hardware- and software-based techniques to prevent and monitor unauthorized or malicious access to corporate networks and servers. Building on existing knowledge of border and perimeter security, students will develop and implement best practices guidelines for boundary-related devices and software. Students will establish baseline assessments of network security from public access points and identify known and/or potential security vulnerabilities. Course content will focus on business-focused security practices to prepare students for the Security+, CISSP, and Security Pro industry certifications. Prerequisite Skills: Course builds upon established skills in security, server management, and network management. Students should be working as a network manager or have completed appropriate skills-based coursework using MS Server 2008/2012 & Mware.

ITS 277 - Software Assurance and File Sy

Credits: 4. Course provides advanced technical information and relevant skills to methodically secure software, including operating systems, custom application software, and commercially-available packages. Students will classify application software (including, but not limited to customer-facing, employee/partner, mobile/endpoint, database, and cloud-based), and perform risk analyses and common weakness assessments against these programs. Students will research various commercial, professional, and governmental security organizations and create a personalized repository of security-related checklists, toolkits, reference material, and resources. Students will investigate low-level file system structures such as master file tables, allocation tables, free space tables, file table entries, and metadata fields. Using common file signatures and checksums, students will verify internal content against external and metadata indicators. Students will examine 'hidden' disk space areas, including file, volume, and/or partition slack. Course content will focus on business-focused security practices to prepare students for Security+, CISSP, and Security Pro industry certifications. Prerequisite Skills: Course builds upon established skills in security, server management, and network management. Students should be working as a network manager or have completed appropriate skills-based coursework using MS Server 2008/2012 & Mware.

ITS 280 - Computer Repair & Maint.

Credits: 3. Offered autumn. Prereq./Co-req, ITS 150. In-depth study of personal computer hardware. Focus on field replaceable components. Topics include: storage devices, processors, system boards, memory, ports, cabling, power supplies, multimedia devices, printers, and troubleshooting. Course Attributes: Technical Course

ITS 289 - Professional Certification

Credits: 1. (R-4) Offered autumn and spring. Prereq., consent of instr. Review objectives of an information technology industry-based professional certification. Certification objectives, preparation strategies, and exam strategies included. Course can be repeated for different industry-based professional certifications. Course

Attributes: Technical Course

ITS 290 - Undergraduate Research

Credits: 1 TO 6. (R-6) Consent of instr. Independent research under the direction of a faculty member. Graded credit/no credit.

ITS 291 - Special Topics

Credits: 1 TO 6. (R-6) Offered intermittently. Experimental offerings of visiting professors, experimental offerings of new courses, or one time offerings of current topics. Course Attributes: Technical Course

ITS 292 - Independent Study

Credits: 1 TO 6. (R-6) Offered intermittently. Prereq., consent of instr.

ITS 297 - Undergraduate Research

Credits: 1 TO 10. Offered every term. Preq. consent of instr. Independent research under the direction of a faculty member. Graded credit/no credit.

ITS 298 - Internship/Cooperative Educati

Credits: 2. Offered autumn and spring. Not open to non-majors. On-the-job training in positions requiring information technology competencies. 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 weekly one-hour seminar. Course Attributes: Internships/Practicums

Sustainable Energy

NRGY 101 - Intro to Sustainable Energy

Credits: 3. Offered autumn and spring. M 090 or ALEKS score >2 recommended prior to taking course. A survey of traditional energy systems and technologies. Introduces conventional primary energy sources--coal, oil, gas, nuclear--and examines the technologies used to capture, convert, distribute, store, and utilize these energy sources. Consideration is given to physical and engineering aspects, as well as economic, social environmental, and political factors that determine the sustainability of these sources.

NRGY 102 - Intro to Sustainable Energy II

Credits: 3. Offered autumn and spring. Prereq., NRGY 101 or consent of instructor. Same as CCS 102. A survey of renewable energy systems and technologies. Addresses physical and technical aspects of wind, solar, geothermal, hydro, tidal, biological, and wave energy systems. Consideration is given to engineering, economic, social, environmental, and political factors that determine implementation and sustainability. Credit not allowed for both NRG 102 and CCS 102.

NRGY 120 - Industrial Safety and Rigging

Credits: 3. This course provides an overview of safe industrial practices and provides students with hands-on experiences in rigging for a variety of industries. Students will complete the requirements for an OSHA 10 certification, construct a scaffold system, identify equipment for shifting heavy loads such as may be used in the wind and solar industries. Load security, fall gear, arrest equipment, confined spaces, safety data sheets will be covered. Students will also learn elements of first aid, cardio-pulmonary resuscitation (CPR), and proper use of Automated External Defibrillators (AED's).

NRGY 191 - Special Topics

Credits: 1 TO 3. (R-6) Offered intermittently. Experimental offerings of visiting professors, experimental offerings of new courses, or one-time offerings of current topics.

NRGY 192 - Independent Study

Credits: 1 TO 6. (R-6) Offered intermittently. Course material appropriate to the needs and objectives of the individual student.

NRGY 195 - Practicum

Credits: 2. Offered summer only. Prereq., NRGY 101, M 121 or consent of instructor. Same as CCS 191. The practicum provides students with a supervised field experience. Students will gain hands-on experience with energy specific technologies in a fast-paced creative environment. This course increases students' occupational awareness and professionalism. Course Attributes: Internships/Practicums

NRGY 196 - Independent Study

Credits: 1 TO 6. (R-6) Offered intermittently. Course material appropriate to the needs and objectives of the individual student. Course Attributes: Service Learning/Volunteer

NRGY 235 - Building Energy Efficiency

Credits: 4. Offered Spring. Prereq., NRGY 101. Provides an overview of energy efficiency opportunities in residential buildings with an emphasis on the Passivhaus standard. Prepares the student to take the National RESNET Home Energy Rater Exam, which is a required final exam. Local home and industry tours, and hands-on exposure to HVAC controls and maintenance are also offered. Study of the analysis techniques used for reduction of energy consumption and energy management, including energy accounting and energy auditing. Residential and commercial building energy efficiency opportunities will be covered. Other topics addressed include motors, pumps, green building, and purchasing energy supplies. Career opportunities in energy efficiency will be discussed. Several local tours of energy-efficient homes will occur throughout the semester.

NRGY 241 - Alternative Fuels

Credits: 3. Offered autumn. Prereq., NRGY 101, M 121. Identifies alternative fuel sources; explores fuel characteristics; identifies and evaluates the infrastructure required to produce, store, distribute, and use them; discusses emission and conversion efficiencies; assesses social, environmental, and economic impacts.

NRGY 242 - Solar Thermal & Wind Systems

Credits: 3. Offered autumn. Prereq., NRGY 101, M 121, Prereq., or Co-req., M 122. Same as CCS 242. Introduction to the fundamentals of solar and wind energy for the design and installation of solar thermal and wind systems. Includes an overview of the physics and chemistry of the resource and the technology, and will prepare students for a career in renewable energy or for installing a renewable energy system on their own home. Credit given for NRG 242 or CCS 242, not both.

NRGY 243 - Fundmtl PV Design & Install

Credits: 3. Offered spring. Prereq., M 121, Prereq./Co-req., ETEC 105. An introduction to the fundamental principles and technologies of solar photovoltaic energy systems. Emphasis on system design and installation, including site and resource assessment, load analysis, troubleshooting, and cost analysis. The material covered prepares students for a career in renewable energy or for installing a renewable energy system on their own home.

NRGY 244 - Bioenergy

Credits: 3. Offered spring. Prereqs., SCN 175N, M 121 and NRGY 102, or consent of instructor. Investigates the physical nature of various biorenewable resources and the technologies currently employed to produce, harvest, refine and convert these into useable energy, feedstocks and products.

NRGY 245 - Fuel Cells

Credits: 3. Offered spring. Prereq., NRGY 101, M 121. An introduction to the different types of fuel cells (hydrogen, biological, metal/air, proton exchange membrane, etc.) accompanied by a critical examination of their applications, operation, efficiencies, advantages and disadvantages. Students must purchase a fuel cell kit for a laboratory component.

NRGY 246 - Geothermal Energy Technology

Credits: 3. Offered Autumn. Prereqs., NRGY 101, M 121, and NRGY 102. An introduction to the physical and technical aspects of geothermal energy systems. Topics covered include the fundamental principles of geology and hydrology, heat flow mechanisms, and a consideration of heat exchange systems including: dry steam, flash, binary systems, heat pumps, passive systems. The course also surveys political, economic, ecological, and social aspects of geothermal energy development.

NRGY 250 - Energy Finance

Credits: 3. Offered summer. An introduction to the terminology, policies, and mathematical models for financing energy technology projects. Concepts covered include time value of money, tax code, triple bottom line, and cost-benefit analysis. Microsoft Excel will be used.

NRGY 260 - Smart Grid Technology

Credits: 3. Prereq., ETEC 105 or equivalent. Provides an overview of smart grid technician opportunities at both the residential and industrial scale. Prepares the student to work in a variety of settings including programming a thermostat, monitoring a grid simulation system, building a simple timer to schedule when major appliances run, familiarity with Energy STAR appliances, and integration with both renewable and non-renewable primary energy sources. Local home and industry tours, and hands-on exposure to programmable logic circuits will be part of the course. Study of efficiency techniques used for reduction of energy consumption at the residential and industrial scale will be included. Career opportunities in a variety of industries related to grid-scale power management will be discussed. Possible projects include the building of a small circuit to coordinate the operation of a suite of appliances.

NRGY 270 - Recycling Technology

Credits: 4. Prereq., Familiarity with general materials and their properties is assumed. Students must possess basic word processing skills, be able to download and open relatively large PDF files, and perform functions such as loading software and navigating between folders and files. Familiarity with basic computing skills is a must for online courses and will significantly influence your course experience. Provides an overview of recycling opportunities at both the residential and industrial scale. Prepares the student to work with a variety of materials including cellulosic, plastic, metal, glass and electronics waste. Students will be exposed to ANSI-IREC standards as well as LEED standards for repurposing and "upcycling" materials. Local home and industry tours, and hands-on exposure to materials processors such as glass pulverizer, cardboard grinders and plastics extruders will be part of the course. Study of efficiency techniques used for reduction of virgin material consumption and waste management, including materials auditing and accessing international materials reclamation will be included. Career opportunities in a variety of industries related to materials reclamation will be discussed. Possible projects include the building of a solar thermal forge.

NRGY 290 - Undergraduate Research

Credits: 1 TO 10. Offered every term. Preq., consent of instr. Independent research under the direction of a faculty member. Course Attributes: Research & Creative Schlrshp

NRGY 291 - Special Topics

Credits: 1 TO 4. (R-6) Offered intermittently. Experimental offerings of Energy Technology faculty and visiting professors, experimental offerings of new courses, or one-time offerings of current topics.

NRGY 292 - Independent Study

Credits: 1 TO 9. (R-6) Offered intermittently. Course material appropriate to the needs and objectives of the individual student.

NRGY 295 - Practicum

Credits: 2. The practicum provides students with a supervised field experience. Students will gain hands-on experience with energy specific technologies in a fast-paced creative environment. This course increases students' occupational awareness and professionalism.

NRGY 298 - Internship

Credits: 2. Offered every term. Prereq., M 121 and consent of instructor. Same as CCS 298. Extended classroom experience providing practical application of classroom learning through on the job training in a student's field of study. This experience increases student skills, prepares them for initial employment, and increases occupational awareness and professionalism. Course Attributes: Internships/Practicums

NRGY 299 - Energy Technology Capstone

Credits: 3. (R-9) Offered spring and autumn. Students participate in an energy technology design, building, testing, and competition. Previous examples include participation in the Shell EcoMarathon and the American Society of Mechanical Engineering Human Powered Vehicle Challenge. This course is very time intensive and will require meetings outside of regularly scheduled class times. Travel to competition is strongly encouraged, but not required.

Surveying

SRVY 230 - Intro to Srvyng for Engineers

Credits: 3. Offered spring. M 090 or ALEKS score >2 recommended prior to taking course. Basic principles of civil surveying and the use of surveying equipment. Surveying introduces students to the link between field (construction) and office (design) practices. Students will become familiar with Global Positioning Systems (GPS), levels, level rods, total stations, basic survey computations, and their relationship to Computer Design Systems.

Business Technology Department

Cheryl Galipeau, Chair

The Business Technology Department of 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 with an option in Social Media 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 Missoula College's East Campus and UM's Mountain campus. Programs may contain day, evening and weekend classes.

Missoula College Catalog Year: 2015-2016

Degree Type: Associate of Applied Science Level: Major Subject: **Accounting Technology**

Total Credits: 63 Cumulative GPA Required: 2.0

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 an accounting staff. 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.

Lower Division Core

Category Name: AAS Accounting Technology Rule: All courses required.

Criterion: C- Number of Credits 60

Course Listing

ACTG 101	Accounting Procedures I	4	F,S
ACTG 102	Accounting Procedures II	4	F,S
ACTG 180	Payroll Accounting	3	F,S
ACTG 202	Principles of Mang Acct	3	F
ACTG 211	Income Tax Fundamentals	4	F
ACTG 215	Fnd of Govt & Not Profit Acct	3	S
ACTG 298	Internship	2	
BGEN 105S	Introduction to Business	3	F,S
BGEN 160S	Issues in Sustainability	3	F,S
BGEN 235	Business Law	3	F,S
BUS 238T	Financial Planning	3	F,S
CAPP 120	Introduction to Computers	3	F,S
COMX 111A	Intro to Public Speaking	3	F,S
ECNS 201S	Principles of Microeconomics	3	F
M 115	Probability and Linear Math	3	F,S
WRIT 101	College Writing I	3	
WRIT 121	Intro to Technical Writing	3	

Commentary: Pick 1 of the 2 courses: either CAPP 156 MS Excel or CSCI 172 Intro to Computer Modeling.

Degree Commentary: See Program Director for scope and sequence advising. Please refer to online schedule for online course availability.

Missoula College Catalog Year: 2015-2016

Degree Type: Associate of Applied Science Level: Major Subject: **Accounting Technology**

Option: **Computer Support**

Total Credits: 64 Cumulative GPA Required: 2.0

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.

Lower Division Core

Category Name: AAS Accounting Technology Rule: All courses required.

Criterion: C- Number of Credits 64

Course Listing

ACTG 101	Accounting Procedures I	4	F,S
ACTG 102	Accounting Procedures II	4	F,S
ACTG 211	Income Tax Fundamentals	4	F
ACTG 250	Accounting Capstone 4	S	
ACTG 298	Internship 1 To 3	F,S	
BGEN 105S	Introduction to Business	3	F,S
CAPP 156	MS Excel 3	F,S	
COMX 111A	Intro to Public Speaking	3	F,S
CSCI 105	Computer Fluency 3	F,S	
CSCI 110	Programming - VB I 3	F,S	
CSCI 172	Intro to Computer Modeling	3	F,S
CSCI 215E	Social & Ethical Issues in CS	3	F,S
ITS 150	CCNA 1: Exploration 3	F,S	
ITS 165	OS Commands and Scripts	3	S
ITS 210	Network OS - Desktop	3	F,S
ITS 280	Computer Repair & Maint.	3	F
ITS 289	Professional Certification	1	F,S
M 115	Probability and Linear Math 3	F,S	

Commentary: ACTG 298 Accounting Internship is a 2crt course

Commentary: Other Courses

Category Name: Writing Requirement Rule: Pick 1 of the 2 courses below

Criterion: C- Number of Credits 3

Course Listing

WRIT 101	College Writing I	3	
WRIT 121	Intro to Technical Writing	3	

Commentary: See Program Director for prerequisites, placement and advising.

Commentary: Degree Commentary

See Program Director for scope and sequence advising. Please refer to online schedule for online course availability.

Missoula College Catalog Year: 2015-2016

Degree Type: Associate of Applied Science Level: Major Subject: **Administrative Management**

Total Credits: 64 Cumulative GPA Required: 2.0

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.

Lower Division Core

Category Name: AAS, Administrative Management, Course Requirements Rule: All courses required

Criterion: C-

Course Listing	Number of Credits	54		
AMGT 145	Records Management	2		
AMGT 240	Admin Support for the Office	3		
BGEN 105S	Introduction to Business	3	F,S	
BGEN 235	Business Law	3	F,S	
BMGT 216	Psych of Mgmt & Supervision	4	F,S	
BMGT 245	Customer Service Management	4		
BUS 210	Critical Analysis for Business	3	F,S	
CAPP 120	Introduction to Computers	3	F,S	
CAPP 154	MS Word	3	F,S	
CAPP 254	Advanced MS Word	3	F,S	
COMX 111A	Intro to Public Speaking	3	F,S	
COMX 115S	Intro to Interpersonal Communc	3	F,S	
COMX 250	Intro to Public Relations	3	F,S	
CSCI 172	Intro to Computer Modeling	3	F,S	
HMR 290T	Adm Mgmt Internship	2	F,S	
ITS 221	Project Management	3	F	
MART 214	Digital Publishing & Design	3		
MART 232	Interactive Web II	3		

Commentary: Completion of the requirements for a Certificate of Applied Science in Customer Relations, 33 credits, is embedded within the completion of the Administrative Management courses. See Program Director for CAS advising.

See Program Director for advising regarding course prerequisites, and math and writing placement assessments.

Commentary: Other Courses

Criterion: C- Number of Credits 3

Course Listing

WRIT 101	College Writing I	3	F,S	
WRIT 121	Intro to Technical Writing	3	F,S	

Commentary: See Program Director for prerequisites, placement and advising.

Commentary: Other Courses

Category Name: Math Requirements Rule: Pick 1 of the 2 courses below

Criterion: C- Number of Credits 3

Course Listing

M 105	Contemporary Mathematics	3	F,S	
M 115	Probability and Linear Math	3	F,S	

Commentary: See Program Director for prerequisites, placement and advising.

Commentary: Other Courses

Category Name: Accounting Requirements Rule: Pick 1 of the 2 courses below

Criterion: C- Number of Credits 3

Course Listing

ACTG 100	Essentials of Accounting	4	F,S	
ACTG 101	Accounting Procedures I	4	F,S	

Commentary: Degree Commentary

See Program Director for scope and sequence advising. Please refer to online schedule for online course availability.

Missoula College Catalog Year: 2015-2016

Degree Type: Associate of Applied Science Level: Major Subject: **Administrative Management**

Option: **Social Media Management**

Total Credits: 66 Cumulative GPA Required: 2.0

Lower Division Core

Criterion: C-

Course Listing Number of Credits 66

AMGT 240	Admin Support for the Office	3	
BGEN 105S	Introduction to Business	3	F,S
BGEN 235	Business Law	3	F,S
BMGT 245	Customer Service Management	4	
BMKT 114	Psychology of Selling	3	S
BMKT 225	Marketing	3	F
BMKT 240	Advertising	3	S
BMKT 265	Social Media Strat & Mgmt	3	
CAPP 120	Introduction to Computers	3	F,S
COMX 111A	Intro to Public Speaking	3	F,S
COMX 115S	Intro to Interpersonal Communc	3	F,S
COMX 140L	Intro to Visual Rhetoric	3	F,S
COMX 250	Intro to Public Relations	3	F,S
CSCI 172	Intro to Computer Modeling	3	F,S
HMR 290T	Adm Mgmt Internship	2	F,S
JRNL 100H	Media History and Literacy	3	F
JRNL 257	Beginning Visual Journalism	3	F,S
M 115	Probability and Linear Math	3	F,S
MART 214	Digital Publishing & Design	3	
MART 232	Interactive Web II	3	

Commentary: See Program Director for advising regarding BMKT 291, Special Topics: Social Media Strategies and Management, 3 cr, offered spring. Pick 1 of 2: either WRIT 101 College Writing I or WRIT 121 Intro to Technical Writing.

Degree Commentary: See Program Director for scope and sequence advising. Please refer to online schedule for online course availability.

Missoula College Catalog Year: 2015-2016

Degree Type: Certificate of Applied Science Level: Certificate Subject: **Culinary Arts**

Total Credits: 45 Cumulative GPA Required: 2.0

The Bureau of Labor Statistics indicates that 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 the skills needed to then seek employment in hotels, restaurants, resorts, casinos, clubs, catering, and corporate dining. Culinary careers encompass hospitality management, sales, product development, and 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 also allows for a seamless transition into the Food Service Management degree.

Lower Division Core

Criterion: C- Number of Credits 44

Course Listing

CAPP 120	Introduction to Computers	3	F,S	
COMX 115S	Intro to Interpersonal Communc	3	F,S	
CULA 101	Introduction to Food Service	5	F	
CULA 105	Food Service Sanitation	2	F	
CULA 156	Dining Room Procedures	3	F,S	
CULA 157	Pantry & Garden-Manager	3	F,S	
CULA 158	Short Order Cookery	4	F,S	
CULA 160	Soups, Stocks, & Sauces	3	F,S	
CULA 161	Meats & Vegetables	3	F,S	
CULA 165	Baking & Pastry	3	F	
CULA 210	Nutritional Cooking	3	S	
M 105	Contemporary Mathematics	3	F,S	
PSYX 100S	Intro to Psychology	4		
WRIT 121	Intro to Technical Writing	3	F,S	

Commentary: Degree Commentary

See Program Director for scope and sequence advising. Please refer to online schedule for online course availability.

Missoula College Catalog Year: 2015-2016

Degree Type: Certificate of Applied Science Level: Certificate Subject: **Customer Relations**

Total Credits: 33 Cumulative GPA Required: 2.0

The Customer Relations program provides students with the skills to promote excellent customer relations in business settings. Coursework includes service-level decision making, formulation of service policies, customer service management, and the development of staff. 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. Emphases in business, computers, and communications provide a solid background for customer relations positions in the current business environment.

Lower Division Core

Category Name: CAS Customer Relations Course Requirements Rule: All courses required

Criterion: C- Number of Credits 24

Course Listing

AMGT 145	Records Management	2		
BGEN 105S	Introduction to Business	3	F,S	
BGEN 235	Business Law	3	F,S	
CAPP 120	Introduction to Computers	3	F,S	
CAPP 154	MS Word	3	F,S	
COMX 115S	Intro to Interpersonal Communc	3	F,S	
COMX 250	Intro to Public Relations	3	F,S	

Commentary: Other Courses

Category Name: Math Requirements Rule: Pick 1 of the 2 courses below

Criterion: C- Number of Credits 3

Course Listing

M 105 Contemporary Mathematics 3 F,S

M 115 Probability and Linear Math 3 F,S

Commentary: See Program Director for prerequisites, placement and advising.

Commentary: Other Courses

Category Name: Writing Requirements Rule: Pick 1 of the 2 courses below

Criterion: C- Number of Credits 3

Course Listing

WRIT 101 College Writing I 3 F,S

WRIT 121 Intro to Technical Writing 3 F,S

Commentary: See Program Director for prerequisites, placement and advising.

Commentary: Other Courses

Category Name: Computer Science Requirements Rule: Pick 1 of the 2 courses below

Criterion: C- Number of Credits 3

Course Listing

CAPP 156 MS Excel 3 F,S

CSCI 172 Intro to Computer Modeling 3 F,S

Commentary: See Program Director for prerequisites, placement and advising.

Degree Commentary: The Certificate of Applied Science in Customer Relations is available online. See Program Director for scope and sequence advising.

Missoula College Catalog Year: 2015-2016

Degree Type: Technical Certificate Level: Certificate Subject: **Entrepreneurship/Start-up**

Total Credits: 12

Cumulative GPA Required: 2.0

Lower Division Core

Category Name: Core Courses

Rule: Must complete all of the following courses:

Criterion: C- Number of Credits 12

Course Listing

ACTG 101 Accounting Procedures I 4

BMGT 299 Capstone:Entrepreneurship 3

BMKT 114 Psychology of Selling 3

BMKT 240 Advertising 3

Missoula College Catalog Year: 2015-2016

Degree Type: Associate of Applied Science Level: Major Subject: **Food Service Management**

Total Credits: 66 Cumulative GPA Required: 2.0

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.

Lower Division Core

Category Name: AAS Food Service Management Rule: All courses required.

Criterion: C- Number of Credits 66

Course Listing

BMGT 216	Psych of Mgmt & Supervision	4		F,S
CAPP 120	Introduction to Computers	3		F,S
COMX 115S	Intro to Interpersonal Communc	3		F,S
CULA 101	Introduction to Food Service	5		F
CULA 157	Pantry & Garden-Manager	3		F,S
CULA 158	Short Order Cookery	4		F,S
CULA 160	Soups, Stocks, & Sauces	3		F,S
CULA 161	Meats & Vegetables	3		F,S
CULA 165	Baking & Pastry	3		F
CULA 205	Catering Mangement	2		
CULA 210	Nutritional Cooking	3		S
CULA 270	Purchasing and Cost Controls		5	F
CULA 275	Patisserie	2		F
CULA 298	Food Service Internship	4		F,S
CULA 299	Culinary Arts Capstone	4		S
M 105	Contemporary Mathematics	3		F,S
PSYX 100S	Intro to Psychology	4		
WRIT 121	Intro to Technical Writing	3		F,S

Commentary: Degree Commentary

See Program Director for scope and sequence advising. Please refer to online schedule for online course availability.

Missoula College Catalog Year: 2015-2016

Degree Type: Certificate of Applied Science Level: Certificate Subject: **Hospitality Management**

Total Credits: 32 Cumulative GPA Required: 2.0

Lower Division Core

Category Name: Core Courses

Rule: Must complete all of the following courses:

Criterion: C- Number of Credits 32

Course Listing

ACTG 101	Accounting Procedures I	4		
ACTG 102	Accounting Procedures II	4		
BMGT 245	Customer Service Management		4	
CULA 198	Internship	1 To 6		
HTR 107	Intro to Hosp Mngmt	3		
HTR 201	Hotel Mngmt/Ops	3		
M 115	Probability and Linear Math	3		

Missoula College Catalog Year: 2015-2016

Degree Type: Associate of Applied Science Level: Major Subject: **Management** Option: **Entrepreneurship**

Total Credits: 68 Cumulative GPA Required: 2.0

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. Successful graduates will depart with a comprehensive business plan and presentation skills required to approach financiers.

Lower Division Core

Category Name: AAS Business Management, Entrepreneurship Rule: All courses required

Criterion: C- Number of Credits 68

Course Listing

ACTG 101	Accounting Procedures I	4	F,S
ACTG 102	Accounting Procedures II	4	F,S
ACTG 180	Payroll Accounting	3	F,S
BGEN 235	Business Law	3	F,S
BMGT 216	Psych of Mgmt & Supervision	4	F,S
BMGT 298	Management Internship	1 To 3	F,S
BMGT 299	Capstone:Entrepreneurship	3	S
BMKT 112	Applied Sales	2	F
BMKT 114	Psychology of Selling	3	S
BMKT 225	Marketing	3	F
BMKT 240	Advertising	3	S
BUS 210	Critical Analysis for Business	3	F,S
BUS 238T	Financial Planning	3	F,S
CAPP 120	Introduction to Computers	3	F,S
COMX 111A	Intro to Public Speaking	3	F,S
ECNS 201S	Principles of Microeconomics	3	F
M 115	Probability and Linear Math	3	F,S
MART 214	Digital Publishing & Design	3	
MART 232	Interactive Web II	3	
PSYX 100S	Intro to Psychology	4	
WRIT 101	College Writing I	3	F,S

Commentary: BMGT 298 Management Internship is a 2 crt course.

Commentary: Degree Commentary

See Program Director for scope and sequence advising. Please refer to online schedule for online course availability.

Missoula College Catalog Year: 2015-2016

Degree Type: Associate of Applied Science Level: Major Subject: **Management** Option: **Sales and Marketing** Total Credits: 67 Cumulative GPA Required: 2.0

This option combines technical sales and promotional related courses as a foundation for students seeking middle to advanced positions in the sales and marketing field. Students will be required to complete sales presentations using appropriate techniques to apply 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 emphases in computer skills, accounting, and technical writing provide students with the needed edge for this competitive career.

Lower Division Core

Category Name: AAS Business Management, Sales & Marketing Rule: All courses required

Criterion: C- Number of Credits 67

Course Listing

ACTG 101	Accounting Procedures I	4	F,S
ACTG 102	Accounting Procedures II	4	F,S
ACTG 180	Payroll Accounting	3	F,S
BGEN 235	Business Law	3	F,S
BMGT 216	Psych of Mgmt & Supervision	4	F,S
BMGT 298	Management Internship	1 To 3	F,S
BMKT 109	Visual Merchandising & Display	3	S
BMKT 112	Applied Sales	2	F
BMKT 114	Psychology of Selling	3	S
BMKT 240	Advertising	3	S
BUS 210	Critical Analysis for Business	3	F,S
CAPP 120	Introduction to Computers	3	F,S
COMX 111A	Intro to Public Speaking	3	F,S
COMX 250	Intro to Public Relations	3	F,S
CSCI 172	Intro to Computer Modeling	3	F,S
ECNS 201S	Principles of Microeconomics	3	F
M 115	Probability and Linear Math	3	F,S
MART 214	Digital Publishing & Design	3	
MART 232	Interactive Web II	3	
PSYX 100S	Intro to Psychology	4	
WRIT 101	College Writing I	3	F,S

Commentary: BMGT 298 Management Internship is a 2 crt course.

Commentary: Degree Commentary

See Program Director for scope and sequence advising. Please refer to online schedule for online course availability.

Missoula College Catalog Year: 2015-2016

Degree Type: Associate of Applied Science Level: Major Subject: **Medical Information Technology**

Option: **Health Information Coding Spec**

Total Credits: 62 Cumulative GPA Required: 2.0

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.

Category Name: Degree Core Courses Rule: All Courses Required

Criterion: C- Number of Credits 62

Course Listing

AHMS 108	Health Data Content & Struct	2	S
AHMS 144	Medical Terminology	3	F,S
AHMS 156	Medical Billing Fundamentals	3	F,S
AHMS 160	Beginning Procedural Coding	3	F,S
AHMS 164	BEG DIAGNOSIS CODING:ICD-10	3	
AHMS 191	Special Topics	1 To 6	
AHMS 212	CPT Coding	3	F,S
AHMS 213	ICD-10 CODING	3	
AHMS 216	Pharmaceutical Products	3	F
AHMS 220	Medical Office Procedures	4	F
AHMS 245	Simulated Lab	3	
AHMS 252	Computerized Medical Billing	2	
AHMS 298	Medical Info Internship	3	F,S

BIOH 112 Human Form and Function I 3
 CAPP 120 Introduction to Computers 3 F,S
 CAPP 154 MS Word 3 F,S
 CAPP 156 MS Excel 3
 COMX 115S Intro to Interpersonal Communc 3
 PSYX 100S Intro to Psychology 4 F,S
 WRIT 121 Intro to Technical Writing 3 F,S

Commentary: AHMS 291 Special Topics: Simulated Lab Medical Support is a 3 cr. course.

See program director for coding course information.

Commentary: Other Courses

Category Name: Math Requirements Rule: Pick 1 of the 2 courses below

Criterion: C- Number of Credits 3

Course Listing

M 105 Contemporary Mathematics 3 F,S
 M 115 Probability and Linear Math 3 F,S

Degree Commentary: See Program Director for scope and sequence advising. Please refer to online schedule for online course availability.

Missoula College Catalog Year: 2015-2016

Degree Type: Associate of Applied Science Level: Major Subject: **Medical Information Technology**

Option: **Medical Administrative Assist**

Total Credits: 63 Cumulative GPA Required: 2.0

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.

Lower Division Core

Category Name: Degree Core Courses

Rule: All Courses Required

Criterion: CNumber

of Credits 60

Course Listing

ACTG 100 Essentials of Accounting 4 F,S
 ACTG 180 Payroll Accounting 3 F,S
 AHMS 108 Health Data Content & Struct 2 S
 AHMS 144 Medical Terminology 3 F,S
 AHMS 156 Medical Billing Fundamentals 3 F,S
 AHMS 191 Special Topics 1 To 6
 AHMS 220 Medical Office Procedures 4 F
 AHMS 252 Computerized Medical Billing 2
 AHMS 298 Medical Info Internship 3 F,S
 BIOH 112 Human Form and Function I 3
 BMGT 216 Psych of Mgmt & Supervision 4 F,S
 BMGT 245 Customer Service Management 4
 CAPP 120 Introduction to Computers 3 F,S

CAPP 154 MS Word 3 F,S
CAPP 156 MS Excel 3 F,S
CAPP 254 Advanced MS Word 3 F,S

Missoula College Catalog Year: 2015-2016

Degree Type: Certificate of Applied Science Level: Certificate Subject: **Medical Reception**

Total Credits: 33 Cumulative GPA Required: 2.0

The Medical Reception curriculum provides students with the skills needed to provide exceptional service to patients in a medical setting. In this role, essential duties 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. This training also prepares students for the position of a hospital ward secretary.

Lower Division Core

Category Name: CAS Medical Reception Rule: All courses required.

Criterion: C- Number of Credits 33

Course Listing

ACTG 100	Essentials of Accounting	4	F,S
AHMS 144	Medical Terminology	3	F,S
AHMS 156	Medical Billing Fundamentals	3	F,S
AHMS 220	Medical Office Procedures	4	F
AHMS 252	Computerized Medical Billing	2	
BMGT 216	Psych of Mgmt & Supervision	4	F,S
CAPP 120	Introduction to Computers	3	F,S
CAPP 154	MS Word	3	F,S
TASK 145	Records Management	2	F,S
WRIT 121	Intro to Technical Writing	3	F,S

Commentary: Other Courses

Category Name: Math Requirements Rule: Pick 1 of the 2 courses below

Criterion: C- Number of Credits 3

Course Listing

M 105	Contemporary Mathematics	3	F,S
M 115	Probability and Linear Math	3	F,S

Commentary: Appropriate placement into mathematics courses required. Prerequisites may apply.

Degree Commentary: See Program Director for scope and sequence advising. Please refer to online schedule for online course availability.

Missoula College Catalog Year: 2015-2016

Degree Type: Associate of Applied Science Level: Major Subject: **Paralegal Studies**

Total Credits: 70 Cumulative GPA Required: 2.0

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

Lower Division Core

Category Name: Associate in Applied Sciences in Paralegal Studies Course Requirements Rule: All Courses Required

Criterion: C- Number of Credits 70

Course Listing

ACTG 100	Essentials of Accounting	4		S
BUS 210	Critical Analysis for Business	3		F
CAPP 120	Introduction to Computers	3		F
CAPP 154	MS Word	3		S
COMX 111A	Intro to Public Speaking	3		F
CRT 188T	Computers and Law	3		
LEG 183	Contracts	2		
LEG 184	Legal Ethics	2		
LEG 185	Introduction Paralegal Studies		3	
LEG 186	Introduction to Legal Research		2	
LEG 187	Leg Res & Wrtg I	2		
LEG 189	Criminal Procedures	3		
LEG 270	Civil Litigation	3		
LEG 282	Contemporary Legal Issues	3		
LEG 283	Trial Preparation	3		
LEG 285	Family Law	3		
LEG 286	Legal Res & Writing II	2		
LEG 287	Legal Res. & Writing III	2		
LEG 288	Estate Administration	2		
LEG 298	Paralegal Studies Internship	2		
M 105	Contemporary Mathematics	3		F
PSCI 210S	Intro to American Government		3	S
PSYX 100S	Intro to Psychology	4		
SOCI 101S	Introduction to Sociology	3		F
WRIT 101	College Writing I	3		F

Commentary: Pick 1 of 2

PSYX 100S Intro to Psychology or

BMGT 216 Psychology of Mgmt and Supervision

Degree Commentary: Two year/four semester in-step degree. If classes are taken out of sequence, or Spring enrollment, additional semesters are required for graduation. Also note, LEG prefix (legal specialty) are only offered in the semester indicated. See Program Director for scope and sequence advising. Please refer to online schedule for online course availability.

Missoula College Catalog Year: 2015-2016

Degree Type: Certificate of Applied Science Level: Certificate Subject: **Sales and Marketing**

Total Credits: 34 Cumulative GPA Required: 2.0

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.

Lower Division Core

Category Name: CAS Sales and Marketing Rule: All courses required

Criterion: C- Number of Credits 34

Course Listing

ACTG 101	Accounting Procedures I	4	F,S	
ACTG 102	Accounting Procedures II	4	F,S	
BMKT 109	Visual Merchandising & Display	3		S
BMKT 112	Applied Sales 2	F		
BMKT 114	Psychology of Selling 3	S		
BMKT 225	Marketing 3	F		
COMX 250	Intro to Public Relations	3	F,S	
CSCI 172	Intro to Computer Modeling	3	F,S	
M 115	Probability and Linear Math	3	F,S	
WRIT 101	College Writing I	3	F,S	

Commentary: See Program Director for scope and sequence advising. Please refer to online schedule for online course availability.

Health Professions Department

Nick Arthur, Chair

The Health Professions Department of Missoula College-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.

Missoula College Catalog Year: 2015-2016

Degree Type: Associate of Applied Science Level: Major Subject: **Medical Assisting**

Total Credits: 60 Cumulative GPA Required: 2.75

Students in Medical Assisting are cross-trained with skills and knowledge in front office administrative, clinical, and limited laboratory procedures that are designed to assist healthcare practitioners in administering to the needs of patients. Selected administrative skills include scheduling, medical office accounting systems, medical coding and billing, and electronic medical records. Some of the clinical skills the student will learn include assisting with medical examinations, vital signs, administering medications and injections (under supervision), sterilizing instruments and electrocardiography. Laboratory skills will include venipuncture (under supervision), and performing selected CLIA-waived laboratory tests. Additionally, Medical Assisting students will become acquainted with the laws and regulations governing medicine in the ambulatory setting, as well as ethical issues being confronted in the health care arena. The program is designed to prepare the student for an entry-level position in Medical Assisting.

Students may apply for admission by meeting with the program director. Prior to entry, the student must be able to show competency in computers. Each Spring students will have to provide documentation of vaccines, background

check, etc. as posted on the program's web page. Because some classes are only offered in a specific semester, plus some courses have pre-requisites or co-requisites, meeting with the program director before each semester is necessary to avoid problems.

Students must earn a "C" or better in all courses in order to progress and complete the program. This includes being able to pass 100% of psychomotor and affective competencies required in AHMA 260 & 262 Laboratory courses. A course may be attempted a maximum of two times. At the end of the program the student will perform a 200-hour, unpaid externship/practicum in an ambulatory facility, such as a clinic or doctor's office. The site must be approved by the Program Director. This provides the student with the opportunity to apply the knowledge and skills learned in a real world setting. Students successfully completing the program will be awarded an Associate of Applied Science degree.

Graduates who desire to obtain certification as a Medical Assistant will need to meet with the program director to discuss available options.

Lower Division Core

Category Name: Core Courses

Rule: Must complete all of the following courses

Criterion: C- Number of Credits

Course Listing

ACTG 101	Accounting Procedures I	4
AHMA 201	Med Asst Clinical Prcdrs I	4
AHMA 298	Medical Assisting Externship	5
AHMS 144	Medical Terminology	3
AHMS 156	Medical Billing Fundamentals	3
AHMS 220	Medical Office Procedures	4
AHMS 252	Computerized Medical Billing	2
BIOH 112	Human Form and Function I	3
BIOH 113	Human Form and Function II	3
CAPP 154	MS Word	3
COMX 115S	Intro to Interpersonal Communc	3
M 105	Contemporary Mathematics	3

Commentary: Degree Commentary

A minimum of a C in each Medical Assisting core course is required for graduation. Medical Assisting core courses must be completed with no more than 2 attempts. Total credits for the AAS Medical Assisting degree are 60. The student must show competence in computers to enter the Medical Assisting program.

Missoula College Catalog Year: 2015-2016

Degree Type: Certificate of Applied Science Level: Certificate Subject: **Pharmacy Technology**

Total Credits: 30 Cumulative GPA Required: 3.0

The American Society of Health System Pharmacists/Accreditation Council of Pharmacy Education (ASHP/ACPE) - 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 also found on the program webpage. Generally, applications to the program are due April 1 during the spring semester prior to the autumn semester program start. Documentation of required math and writing assessments must be included in the application packet. 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 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.

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 for 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.

Lower Division Core

Category Name: Degree Core Courses Rule: Complete all courses

Criterion: B Number of Credits 30

Course Listing

AHMS 144	Medical Terminology	3	F,S
PHAR 100	Intro Pharm Practice for Techs	3	F
PHAR 102	Pharmacology for Technicians	6	F
PHAR 104	Pharmacy Dispensing Lab	4	F
PHAR 120	Medication Safety	3	S

PHAR 198 Internship: Pharmacy 4 S

Commentary: AHMS 144 May be taken before application to the program.

There are two different sections of PHAR 198 and both are required to receive the certificate.

Degree Commentary: Math: Placement into Level 3 using a proctored ALEKS assessment Writing: Score of 7 on the E-Write assessment Computers: Completion of CAPP 120 Introduction to Computers or challenge test

Missoula College Catalog Year: 2015-2016

Degree Type: Associate of Applied Science Level: Major Subject: **Practical Nursing**

Total Credits: 52 Cumulative GPA Required: 3.0

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. 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.

Lower Division Core

Category Name: PreNursing

Rule: All courses required.

Criterion: C Number of Credits 26

Course Listing

BIOH 201N Human Anat Phys I (equiv 301) 4 F,S

BIOH 202N Human Anat and Phys I Lab 4

BIOH 211N Human Anat Phys II (equiv 311) 4 F,S

BIOH 212N Human Anat Phys II Lab 4 F,S

CHMY 121N Intro to General Chemistry 3 F,S,SU

CHMY 122 Intro to Gen Chem Lab 1 F,S

M 121 College Algebra 3 F,S,SU

NRSG 100 Introduction to Nursing 1 F,S,SU

NUTR 221N Basic Human Nutrition 3 F,S,SU

PSYX 100S Intro to Psychology 4 F,S,SU

WRIT 101 College Writing I 3 F,S,SU

Commentary: Minimum cumulative in PreNursing course of 2.75. BIOH 201N, 202N, 211N, and 212N must be completed with a 'B'. CHMY 121N, CHMY 122, BIOH 201N, BIOH 202N, BIOH 211N and BIOH 212N must be completed within 5 years of application.

Anatomy and Physiology I & II coursework, whether completed at the Missoula College or transferred from elsewhere, must have been completed within the 5 years immediately preceding application to any specific health professions program.

Commentary:

Lower Division Core

Category Name: Mathematics PreNursing

Requirement

Rule: Must complete 1 of the following courses

Criterion: C Number of Credits 34

Course Listing

M 115 Probability and Linear Math 3

M 121 College Algebra 3

M 151 Precalculus 4

M 171 Calculus I 4

Commentary: M 121 is the recommended math. Courses that substitute for M 121 College Algebra can be Probability and Linear Math, Precalculus with Algebra, or Precalculus with Trig , or Calculus.

Mathematics and Writing prerequisite coursework should have been completed no more than 10 years prior to application to any specific health professions program.

If mathematics and writing prerequisite coursework is greater than 10 years old, the student should take the writing and mathematics placement exams administered by the college (ewrite

and ALEX respectively). If the student places into a comparable level to the specific course in question then that course shall be accepted as a valid prerequisite for the intended program. If the student places below the required standard then they shall remediate as needed prior to application to any specific

Commentary:

Upper Division Core

Category Name: Practical Nursing

Rule: All courses are required

Criterion: B Number of Credits 26

Course Listing

NRSG 130 Fundamentals of Nursing 7

NRSG 135 Nursing Pharmacology 3

NRSG 138 Gerontology for Nursing 2

NRSG 140 Core Concepts of Adult Nursing 7

NRSG 142 Core Concepts of Maternal Child Nursing 3

NRSG 144 Core Concepts of Mental Health Nursing 2

NRSG 147 Practical Nursing NCLEX Review 2

NRSG 148 Leadership Issues 2

Commentary: NRSG 147 Practical Nursing NCLEX Review is an elective course.

Degree Commentary: A minimum cumulative GPA of 2.75, successful completion of prenursing courses within 2 attempts, and acceptance through an application process is needed for entrance into the Practical Nursing Program.

Total credits for the AAS Practical Nursing degree are 52. This includes prenursing credits (26 credits) and AAS Practical Nursing credits (26 credits).

Missoula College Catalog Year: 2015-2016

Degree Type: Associate of Applied Science Level: Major Subject: **Radiologic Technology**

Total Credits: 83 Cumulative GPA Required: 2.75

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 or other Radiology Faculty 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 hours per week of clinical and classroom instruction.

Once accepted into 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.

Lower Division Core

Category Name: Radiologic Technology Prerequisite Courses Rule: All courses required

Criterion: C

Course Listing		Number of Credits	13	
BIOH 201N	Human Anat Phys I (equiv 301)	4		F,S
BIOH 202N	Human Anat and Phys I Lab	4		F,S
M 115	Probability and Linear Math	3		F,S,SU
SCN 175N	Integrated Physical Science I	3		F,S,SU
WRIT 121	Intro to Technical Writing	3		F,S,SU

Commentary: Must pass A&P I with a B to apply to the program

Commentary: Lower Division Core

Category Name: Radiologic Technology Courses Rule: All courses required

Criterion: C		Number of Credits	83	
AHMS 270E	Medical Ethics	3		F,S,SU
AHXR 100	Intro to Diagnostic Imaging	3		F
AHXR 121	Radiographic Imaging I4			S
AHXR 140	Radiographic Methods	3		F
AHXR 195	Radiographic Clinical: I1 To 12S			
AHXR 221	Radiographic Imaging II	3		F
AHXR 225	Radiobiology/Radiation Protctn	2		F
AHXR 240	Radiological Methods II	3		S
AHXR 270	Radiographic Registry Review	2		S
AHXR 295	Radiographic Clinical: I1 To 9			
BIOH 211N	Human Anat Phys II (equiv 311)	4		F,S
BIOH 212N	Human Anat Phys II Lab	4		F,S
COMX 115S	Intro to Interpersonal Communc	3		F,S

PSYX 161S Fund of Organizational Psych 3 F,S,SU

Commentary: These courses cannot be taken unless accepted into the program through the application process.

AHXR 195 represents spring at 8 credits and summer at 12 credits. AHXR 295 is taken Fall at 8 credits and second year spring at 9 credits. For AHXR courses the minimum grade is a B. For all other courses it is a C.

Degree Commentary: It is preferred that students have the prerequisite core completed by the end of the semester in which they intend to apply to the program (i.e. applying to the program in the spring and completing the core by the end of that spring semester.) Students must also prove competence with computer technology prior to application to the Radiology Technology Program in one of the following three ways: a) Acceptable transfer credit for CAPP 120, b) Passing challenge exam for CAPP 120, or c) Take and pass CAPP 120