

# Spring 2011 Bulletin: Montana Western School of Outreach Credit Classes

## Inside you'll find:

Classes for current Montana Western students seeking a degree.

Classes for professionals seeking advancement in their job.

Classes for Early Childhood Education professionals.

Rosetta Stone language immersion

New this spring — Naturalist Guide Certificate — partnership with Yellowstone Association Institute

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## For assistance and more info:

Call us at (866) 799-9140 or e-mail [outreach@umwestern.edu](mailto:outreach@umwestern.edu).

## For non-credit classes

Call us toll free for a detailed brochure at (866) 799-9140 or locally at (406) 683-7537.

## Mission

The School of Outreach of the University of Montana Western is committed to providing high quality learning opportunities to citizens of all ages. We offer alternative and innovative educational experiences at locations on-and-off campus as well as sites linked by technology. We strive to develop programs designed to enhance the overall mission of the University of Montana Western

## Three easy ways to register

### Online

Returning students should register online at [dawgs.umwestern.edu](http://dawgs.umwestern.edu) using their student ID number and alternate PIN. Contact the Registrar's Office for assistance. New students must register via phone or in person.

### In-Person

The Registrar's Office, located in the Administration Building is open for registration from 8 a.m.-5 p.m. During the first meeting of evening classes, January 10, registration may be completed between 6:30-8 p.m. at the Registrar's Office.

### By Phone

(VISA, DISCOVER, & MasterCard) Consult listing for title and number of course. Call toll-free (866) 799-9140, or (406) 683-7537. Staff will then help complete registration. Be prepared to provide information on course number, title, and credits as well as personal data, academic history, immunization and residency. Give credit card number and card expiration date when you call.

# Calendar

NOTE: Class schedule changes occur routinely, check addendum listings for current information (posted at/near the Registrar's Office, or on DAWGS at: dawgs.umwestern.edu, and at the Montana Western website: www.umwestern.edu/Academics/registrar/registration.htm).

## SPRING 2011 ACADEMIC CALENDAR

Registration (including fee payment)  
 New Student Orientation  
 DEADLINE to apply for 2011 Spring Graduation  
 1st \$40 Late Registration Fee Begins\*\*\*\*  
 Class Schedule of Non-Paid Students Canceled Beginning  
 Weekend Classes Begin  
 Martin Luther Kings, Jr Day Holiday (University Closed)  
 2nd \$40 Late Registration Fee Begins\*\*\*\*  
 President's Day Holiday (University Closed)  
 Spring Break (No Classes)  
 Fall 2011 Early Audit Graduation Application Deadline  
 Registration for 2011 Summer and Fall Classes Begins  
 Deadline to apply for 2011 Summer Graduation  
 114 Annual Commencement

Nov 15-Jan 10  
 TBA -- Contact the Office of Student Life  
 Jan 1  
 Jan 11  
 Jan 14  
 Jan 21  
 Jan 17  
 Feb 2  
 Feb 21  
 Mar 7-11  
 Mar 15  
 Apr 12  
 May 1  
 May 7

Classes Begin  
 Last Day to Register\*\*\*\* or Add (2nd day of class)  
 Last Day to Drop a Class - No Record of Enrollment  
 Class Schedules of Non-paid Students Canceled\*\*\*\*  
 Last Day to Drop a Class\*\* ('W' recorded) or Change to/from Audit Status (end 2nd week of block)  
 Deadline to Withdraw (drop ALL\*\* classes) (end 2nd week of block)  
 Spring Semester Final Exams  
 Term or Block Ends  
 Final Grades Due in Registrar's Office

PART-of-TERM - SPECIFIC DATES & DEADLINES

EXPERIENCE ONE CLASSES				FULL
BLOCK 5	BLOCK 6	BLOCK 7	BLOCK 8	SEMESTER
Jan 10	Feb 7	Mar 14	Apr 11	Jan 10
Jan 11	Feb 8*	Mar 15*	Apr 12*	Jan 21*
Jan 21	----- Jan 28 -----			
	----- Jan 14 -----			
Jan 21	Feb 18	Mar 25	Apr 22	Mar 4
Jan 21	Feb 18	Mar 25	Apr 22	Apr 22
Announced by Instructors				
Feb 2	Mar 2	Apr 6	May 4	May 4
Feb 9	Mar 9	Apr 13	May 11	May 11

\*Late fees charged for approved action after a deadline

\*\*Students may NOT drop nor withdraw from any class that has ended

\*\*\*Some charges (Registration Fee, Orientation Fee, for example) are non-refundable

\*\*\*\*Fee payment due on 1st day of semester or immediately upon late registration.

### BUILDING KEY CODE KEY

STC Swysgood Technology Center  
 MH Main Hall  
 BH Block Hall  
 LMR LaCense Montana Ranch  
 MT Tech Montana Tech, Butte  
 PE Physical Education  
 PE Physical Education Complex

+ Extension Course  
 c/i Consent of instructor required

# Registration Information & Fees

Register early. Registration will not be accepted after Jan 21, 2011.

NOTE: Registration may be cancelled for non-payment of fees. Cancellation does not necessarily eliminate registrant financial obligation. All students/individuals registering for classes at Western will pay the non-refundable \$30 registration fee each term or semester.

This non-refundable fee is included in tuition charges for the term. All first-time enrollees must pay the one-time non-refundable \$30 admission fee. A single admission file fee of \$8 will be applied for transfer students. Students taking extension or non-credit courses only do not need to apply or pay for admission.

**Library Media Endorsement Students:** Must register for courses with the “E” designation.

**Lab Fees & Distance Fees:** Some courses require an additional lab materials fee, distance delivery or online fee. These fees are to be paid along with regular fees. These costs will normally be listed under the heading “Add'l Fee”, “Lab Fee”, “Online Fee” or “Distance Fee” in the course schedule and/or description. If a textbook is required for the course, students will also be responsible for this cost. All fees must be paid by the indicated deadlines in order for the student to receive grades. Consult the college catalog for more information.

**Final Grade Reports-Student Access:** Final grade reports are normally available to students within three weeks following

the end of a term of enrollment. Students can access final grades at dawgs.umwestern.edu. Students who need official verification of course completion can request a copy of their transcript by sending a written request to the university Registrar’s Office.

**Teacher Licensure:** For information on teacher certification, contact the Field Experience Office at (406) 683-7636.

**Financial Aid:** For information on student aid, please contact The Financial Aid Office, (406) 683-7511.

**Veteran’s & Senior Citizen’s Fees:** Senior citizens and Montana veterans wishing to use the Fee Waiver must contact the Financial Aid Office at (406) 683-7511. Fee waivers not applicable for extension or non-credit courses.

**Americans with Disabilities Act:** Upon request, Montana Western provides reasonable accommodations, including written materials in alternative formats, for persons with documented disabilities. For more information, please contact Student Life at (406) 683-7565.

Visit [www.umwestern.edu](http://www.umwestern.edu) for detailed information on the following:

- Admissions
- Immunization Requirements
- Adding/Dropping Classes
- Withdrawal and Refunds
- Deferred Payment
- Bookstore
- DAWGS

## FEES

The registration fee of \$30 is included in the totals below and is non-refundable. **Fees are subject to change.** Health Insurance

Premium Fee is due unless proof of insurance is given to the Business Office by Jan 31 (the 15th day of instruction).

### Undergraduate Lower Division

RESIDENT		NON-RESIDENT	
Credits	Fee	Credits	Fee
1	229.65	1	620.00
2	357.85	2	1138.55
3	486.05	3	1657.10
4	614.25	4	2175.65
5	742.45	5	2694.20
6	870.65	6	3212.75
7	1206.85	7	3939.30
8	1335.05	8	4457.85
9	1463.25	9	4976.40
10	1591.45	10	5494.95
11	1719.65	11	6013.50
12-25	1847.85	12-25	6532.05

### Undergraduate Upper Division

RESIDENT		NON-RESIDENT	
Credits	Fee	Credits	Fee
1	275.70	1	634.70
2	449.95	2	1167.95
3	624.20	3	1701.20
4	798.45	4	2234.45
5	972.70	5	2767.70
6	1146.95	6	3300.95
7	1529.20	7	4042.20
8	1703.45	8	4575.45
9	1877.70	9	5108.70
10	2051.95	10	5641.95
11	2226.20	11	6175.20
12-25	2400.45	12-25	6708.45

### Post-Baccalaureate

RESIDENT		NON-RESIDENT	
Credits	Fee	Credits	Fee
1	285.45	1	628.60
2	469.45	2	1155.75
3	653.45	3	1682.90
4	837.45	4	2210.05
5	1021.45	5	2737.20
6	1205.45	6	3264.35
7	1597.45	7	3999.50
8	1781.45	8	4526.65
9	1965.45	9	5053.80
10	2149.45	10	5580.95
11	2333.45	11	6108.10
12-25	2517.45	12-25	6635.25

# Class Schedule: Spring 2011

CRN	New Crs #	Old Crs#	Title	Credits	Sec	Instructor	Time	Days	Location	Add'l Fee	Ext. Tuition
<b>Art (ART)</b>											
3488	191		Intermediate Glass Bead Making	1	8N0	Ollendorf	8-9:30 p.m. 10 a.m.-3 p.m.	TR Sa	AUDLL	\$55	
3293	191		Digital Photography	3	FTI	Grubbs	TBA	TBA	INT	\$45	
<b>Business (BUS)</b>											
3118	210		Career Planning	2	GTI	Knopik	TBA	TBA	INT	\$30	
3625	341		Business Finance	3	FTI	Staff	TBA	TBA	INT	\$60	
3624	347		Prin & Practices of Marketing	3	FTI	Staff	TBA	TBA	INT	\$60	
3524	351		Meth/Mater of Business Theory Subjects	2	FTI	Holland	TBA	TBA	INT	\$65	
3128	377		Investments	4	FN0	Jones	6-9:30 p.m.	T	ITW 107		
3480	410		Career Planning	2	HTI	Knopik	TBA	TBA	INT	\$30	
3218	461		Small Business Mgmt/Strategic Planning	3	FN1	F. Chilson	6-9 p.m.	T	ITW 107		
3558	461		Small Business Mgmt/Strategic Planning	3	FN2	Gilde	6-9 p.m.	T	ITW 109		
<b>Computer Applications (CAPP)</b>											
3178	CAPP 100	COMS 101	Short Courses: Computer Lit 1st half semester, 1/10-3/4	1	XTI	Staff	TBA	TBA	INT	\$15	
3478	CAPP 100	COMS 101	Short Courses: Computer Lit 2nd half semester, 3/14-5/4	1	XMI	Staff	TBA	TBA	INT	\$15	
3632	CAPP 131	COMS 135	Basic Microsoft Office	4	FTI	Holland	TBA	TBA	INT	\$60	
3633	CAPP 251	COMS 236	Adv Microsoft Office	4	FTI	Holland	TBA	TBA	INT	\$60	
<b>Computer Science (COMS)</b>											
3443	115		Computer Basics for Educators	4	FTI	Staff	TBA	TBA	INT	\$60	
3056	115		Computer Basics for Educators	4	FMI	Staff	TBA	TBA	INT	\$60	
3166	306		Business Info Systems Lab	4	XT0	Engellant	TBA	TBA	TBA		
3525	351		Meth/Mater Computer App	2	FTI	Holland	TBA	TBA	INT	\$65	
<b>Education (ED/EDU)</b>											
3024	200		Erly Chldhd Internship	6	FT0	Bullard	TBA	TBA	TBA		
3417	EDU 201	ED 120	Intro to Ed w/Field Experience (includes 2-day rural field experience in a school, 8 a.m.-3 p.m.)	4	FTI	Shipman	TBA	TBA	INT	\$60	
3409	EDU 222	ED 253	Ed Psych & Child Develop	4	FTI	Stonelake	TBA	TBA	INT	\$60	
3723	EDU 234	ED 210	Read/Writ Connections for All Learners	4	FNB	Straus	4:30-8 p.m.	M	MT Tech NRB 126	\$80	
3453	EDU 291	ED 291	Cultural Diversity in Early Childhood	3	FTI	Gilliard	TBA	TBA	INT	\$45	
3718	EDU 306		School Law & Advocacy (begins 12/16/10)	4	FMI	Howard	TBA	TBA	INT	\$60	
3717	EDU 306		School Law & Advocacy (begins 12/16/10)	4	FTI	Howard	TBA	TBA	INT	\$60	

# Class Schedule: Spring 2011

CRN	New Crs #	Old Crs#	Title	Credits	Sec	Instructor	Time	Days	Location	Add'l Fee	Ext. Tuition
3687	EDU 311	ED 425/426	Cultures, Diversity & Ethics in Global Education	4	FTI	Xanthopoulos	TBA	TBA	INT	\$60	
3263	326		Infant/Toddler Dev & Group Care	4	FTI	Gilliard	TBA	TBA	INT	\$60	
3742	340		Classroom Management	4	FNB	Shipman	4:30-8 p.m.	M	MT Tech NRB 127	\$80	
3256	341		Exceptional Learner	3	FTI	Staff	TBA	TBA	INT	\$45	
3215	354		Fostering Social Competence	3	FTI	Gilliard	TBA	TBA	INT	\$45	
3755	EDU 370	ED 234	Integrating Technology into Education	4	FTI	Holland	TBA	TBA	INT	\$60	
3758	EDU 382		Assessment, Curriculum and Instruction	4	FTB	M. Chilson	4:30-8 p.m.	R	MT Tech NRB 126	\$90	
3691	EDU 385		Math for K-8 Schools with Pedagogy I	4	FTB	Daenzer	5:30-9 p.m.	T	Butte, COT needs computer lab	\$95	
3722	EDU 391	ED 391	Creative Develop for Young Children	3	FMI	Jackson	TBA	TBA	INT	\$45	
3721	EDU 391	ED 391	Practicing Inclusion in Pre-school Programs	3	FTI	Morris	TBA	TBA	INT	\$45	
3692	EDU 397L		Methods: K-8 Language Arts & Social Studies	4	FTB	Cotton	5:30-9 p.m.	W	MT Tech Main 103	\$90	
3418	ED 431		Meth/Mater for Students w/ Learning Dis & Cgntv Delay	4	FTI	Shipman	TBA	TBA	INT	\$60	
3688	ED 434		Mgmt of Exceptional Learners	4	FTI	Howard	TBA	TBA	INT	\$60	
3212	EDU447	ED 457	Coaching & Mentoring Adults	3	FTI	Gilliard	TBA	TBA	INT	\$45	
3689/3690	EDU 448/458		Adv Lit Assessment, Diagnosis and Instruction & Practicum	4	FTI	Cotton	TBA	TBA	INT	\$60	
3211	ED 455		Child Development Research	3	FTI	Bush	TBA	TBA	INT	\$45	
3735	EDU 481		Integrating Literacy	2	FTI	Staff	TBA	TBA	INT	\$30	
3426/3427	EDU 489/459	ED 445	Research & Professionalism in Lit Ed & Practicum	4	FTI	Straus	TBA	TBA	INT	\$60	
3091	496		Early Childhood Practicum	1 to 6	FT0	Bullard	TBA	TBA	TBA		
3553	+491		Exploring "Rich" Early Childhood Environments, Mar 14-May 4	3		Bullard	TBA	TBA	INT plus week-long travel intensive		\$680
3303	+491		ADD: Info/Intervention for Effective Teaching	2	0	Jackson	TBA	TBA	INT	\$110	\$145
3313	+491		Adv Classroom Mgmt: Children as Change Agents	2	0	Jackson	TBA	TBA	INT	\$110	\$145
3314	+491		Autism & Asperger's Disorder	2	0	Winnega	TBA	TBA	INT	\$110	\$145
3298	+491		Behavior is Language: Strategies for Managing Disruptive Behavior	2	0	Jackson	TBA	TBA	INT	\$110	\$145
3304	+491		Child Abuse: Working with Abused & Neglected Children	2	0	Halverstadt	TBA	TBA	INT	\$110	\$145
3301	+491		Drugs/Alcohol in Schools: Understanding Substance Use/Abuse	2	0	Rapp	TBA	TBA	INT	\$110	\$145
3312	+491		Educational Assessment: Assessing Student Learning in the Classroom	2	0	Pillay	TBA	TBA	INT	\$110	\$145
3405	+491		Harassment, Bullying & Cyber-Intimidation in Schools	2	0	Reynolds	TBA	TBA	INT	\$110	\$145

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CRN	New Crs #	Old Crs#	Title	Credits	Sec	Instructor	Time	Days	Location	Add'l Fee	Ext. Tuition
3305	+491		Inclusion: Working with Special Needs Students in Mainstream Classroom	2	0	Luseno	TBA	TBA	INT	\$110	\$145
3300	+491		Learning Disabilities: Practical Info for Classroom Teachers	3	0	Pillay	TBA	TBA	INT	\$110	\$175
3311	+491		Reading Fundamentals #1: Intro to Scientifically-based Research	2	0	Jackson	TBA	TBA	INT	\$110	\$145
3310	+491		Reading Fundamentals #2: Laying the Foundation for Effective Reading Instruction	2	0	Jackson	TBA	TBA	INT	\$110	\$145
3309	+491		Reading Fundamentals #3: Elements of Effective Reading Instruction	3	0	Jackson	TBA	TBA	INT	\$110	\$175
3302	+491		Talented & Gifted: Working with High Achievers	2	0	Sole	TBA	TBA	INT	\$110	\$145
3308	+491		Teaching Diversity: Influences & Issues in the Classroom	2	0	Lea	TBA	TBA	INT	\$110	\$145
3306	+491		Traumatized Child: Effects of Stress, Trauma & Violence	2	0	Halverstadt	TBA	TBA	INT	\$110	\$145
3299	+491		Understanding Aggression: Coping w/Aggressive Behavior in the Classroom	3	0	Sedler	TBA	TBA	INT	\$110	\$175
3307	+491		Violence in Schools: Identification, Prevention & Intervention Strategies	2	0	Sedler	TBA	TBA	INT	\$110	\$145
3470	+491		Learning Basic Internet Skills	2	0	Bond	TBA	TBA	INT		\$240
3475	+491		Microsoft PowerPoint Version 2003	2	0	Bond	TBA	TBA	INT		\$240
3476	+491		Microsoft PowerPoint Version 2007	2	0	Bond	TBA	TBA	INT		\$240
3472	+491		Basic HTML Web Page Design	2	0	Bond	TBA	TBA	INT		\$240
	+491		Adobe Photoshop Elements 8.0	2	0	Bond	TBA	TBA	INT		\$240
3469	+491		Microsoft Word Version 2003	2	0	Bond	TBA	TBA	INT		\$240
3468	+491		Microsoft Word Version 2007	2	0	Bond	TBA	TBA	INT		\$240
3473	+491		Microsoft Excel Version 2003	2	0	Bond	TBA	TBA	INT		\$240
3474	+491		Microsoft Excel Version 2007	2	0	Bond	TBA	TBA	INT		\$240
3751	+491		Explore Windows 7	2	0	Bond	TBA	TBA	INT		\$240
<b>Environmental Science (ENVS)</b>											
3194	260		Wildlnd Skil: Camps & Camp-craft, 3/14-5/2	2	HD2	Clark	3:30-6:30 p.m.	M	BH 307	\$35	
3195	260		Wildlnd Skil: Primitive Survival Skills, 3/16-5/4	2	HD1	Clark	3:30-6:30 p.m.	W	BH 307	\$35	
3481	269		Wildlnd Skil:Map/Compass/GPS, Mar 28-Apr 20 and Apr 23 and May 1	2	XD0	Troedsson	6-9 p.m. 8 a.m.-5 p.m.	MW Sa	BH 311 TBA	\$40	
3514	269E		Wildlnd Skil: Map, Compass/GPS, Mar 28-Apr 20 and Apr 23 and May 1	2	0	Troedsson	6-9 pm 8 a.m.-5 p.m.	MW Sa	BH 311 TBA	\$40	\$230
3731	391		Geographic Info Systems Workshop, Jan 15, 22, 29, Feb 12, 19 & 26	2	XW0	Shelhammer	9 a.m.-3 p.m.	Sa		TBA	

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CRN	New Crs #	Old Crs#	Title	Credits	Sec	Instructor	Time	Days	Location	Add'l Fee	Ext. Tuition
<b>Equine Studies (EQST)</b>											
3185	222		Elements of Rodeo: Calf/Breakaway Roping, 2/16-4/27	2	XN0	Bernall	6-9 p.m.	W	LMR		
3153	291		Horseshoeing 1/28 & 29 and 2/5	1		Shannon	6-9 pm 8 a.m.-5 p.m.	F Sa	LMR	\$20	
	291		Barrel Racing (Dates TBA)	1		Else	6-9 p.m. 8 a.m.-5 p.m. 9 a.m.-1 p.m.	F Sa Su	TBA		
<b>Fine Arts (FA)</b>											
3050	FA 101		Intro to Visual & Performing Arts	4	FTI	Ulrich	TBA	TBA	INT	\$75	
<b>Geography (GPHY)</b>											
3230	GPHY 121	GEOG 102	Human Geography	4	FTI	Smith	TBA	TBA	INT	\$60	
<b>Geology (GEO)</b>											
3460	GEO 191	GEOL 191	Essentials of Geology	4	FTI	Thomas	TBA	TBA	INT	\$60	
<b>Health &amp; Human Performance (HHP)</b>											
3154	100		Can You Dig It? Volleyball For All	1	FN1	Peterson	7-9 p.m.	M	PE 155		
3124	117		Snowboarding (begins Jan 23)	1	XD0	N. Miller	9 a.m.-1 p.m.	Su	Maverick Mtn	\$185	
3125	118		Downhill Skiing (begins Jan 23)	1	XD0	N. Miller	9 a.m.-1 p.m.	Su	Maverick Mtn	\$185	
3186	222		Elements of Rodeo: Calf/Breakaway Roping, 2/16-4/27	2	XN0	Bernall	6-9 p.m.	W	LMR		
3155	231		First Aid (Jan 12-Mar 2)	1	GN0	Handlos	7-9 p.m.	W	???	\$15	
3639	231		First Aid (Mar 16-May 4)	1	HN0	Handlos	7-9 p.m.	W	???	\$15	
3169	240		Leisure Services	4	FTI	Pahut	TBA	TBA	INT	\$60	
3219	241		Prsnl/Community Health	4	FTI	M. Chilson	TBA	TBA	INT	\$60	
3452	347		Org & Admin of Health Enhancement	4	FTI	F. Chilson	TBA	TBA	INT	\$60	
<b>History (HSTR)</b>											
3738	101		Western Civilization I	4	FTI	Janus	TBA	TBA	INT	\$60	
<b>Hospitality, Tourism &amp; Recreation (HTR)</b>											
3104	112		Fundamentals of Tourism	3	FTI	F. Chilson	TBA	TBA	INT	\$45	
3315	240		Leisure Services	4	FTI	Pahut	TBA	TBA	INT	\$60	
3623	355		Meeting Planning	3	FTI	Pahut	TBA	TBA	INT	\$70	

# Class Schedule: Spring 2011

CRN	New Crs #	Old Crs#	Title	Credits	Sec	Instructor	Time	Days	Location	Add'l Fee	Ext. Tuition
<b>Library (LIB)</b>											
3631	469		Library Media Internship	3	FTI	Schulz	TBA	TBA	INT	\$45	
3753	469E		Library Media Internship	3		Schulz	TBA	TBA	INT		\$624
<b>Literature (LIT)</b>											
3757	282		Child & Young Adult Literature	4	FTI	Ulrich	TBA	TBA	INT	\$60	
3761	382		Literature for Children & Adolescents	4	FTI	Ulrich	TBA	TBA	INT	\$60	
3762	382E		Literature for Children & Adolescents	4	FTI	Ulrich	TBA	TBA	INT		\$832
<b>Music (MUSI)</b>											
3170	103		Fundamentals of Musical Creation	4	FTB	Wareham	6-9:30 p.m.	T	Hillcrest Elementary		
<b>Philosophy (PHL)</b>											
3464	101	PHIL 100	Introduction to Philosophy: Reason & Reality	4	FTI	Krank	TBA	TBA	INT	\$60	
<b>Psychology (PSYX)</b>											
3720	PSYX 100	PSY 100	Introduction to Psychology	4	FTI	Richmond	TBA	TBA	INT	\$60	
<b>Student Services</b>											
3482	291		Intro to Service, Citizenship & Community	2 to 4	5TI	Juran	TBA	TBA	INT	\$30 to \$60	
3483	291		Intro to Service, Citizenship & Community	2 to 4	6TI	Juran	TBA	TBA	INT	\$30 to \$60	
3484	291		Intro to Service, Citizenship & Community	2 to 4	7TI	Juran	TBA	TBA	INT	\$30 to \$60	
3485	291		Intro to Service, Citizenship & Community	2 to 4	8TI	Juran	TBA	TBA	INT	\$30 to \$60	
3486	291		Intro to Service, Citizenship & Community	2 to 4	XTI	Juran	TBA	TBA	INT	\$30 to \$60	
<b>Theatre (THTR)</b>											
3760	191		Introduction to Theatre	4	FTB	Brazill	5:30-9 p.m.	T	MT Tech NRB 123	\$95	

# Course Descriptions

For complete descriptions of courses not listed in this section, check out the current Montana Western catalog online at [www.umwestern.edu/registrar/catalogs](http://www.umwestern.edu/registrar/catalogs).

## FACE TO FACE

### ART

#### Intermediate Glass Bead Making (ART 191)

Lab Fee: \$55

Using the techniques and methods learned in Introduction to Glass Bead Making, students will build a necklace, bracelet, earrings or other adornment items from a drawn-up outline. Prereq: Intro to Glass Bead Making or c/i. 1 credit

### BUSINESS

#### Investments (BUS 377)

Stocks, bonds, and other investment vehicles and corresponding market institutions. Topics include the institutional structure of the market, current issues in financial markets, investment analysis, portfolio analysis, and modern portfolio theory. Students will participate in a market trading simulation. Prereq: ACTG 202. 4 credits

#### Small Business Management & Strategic Planning (BUS 461)

Analysis of the operation of small businesses and the roles they play in the economy. The following topics are included: planning, marketing, financial, production, franchising, distribution, management, legal, raising capital and developing a business plan. Prereq: ACTG 202 and Junior standing or c/i. 3 credits

### COMPUTER SCIENCE

#### Business Information Systems Lab (COMS 306)

Students further develop their expertise in maintaining computer hardware and software by working in a networked computer lab. Students must develop an independent contract with their instructor, which further develops their hardware and software expertise. Prereq: ITS 205 and c/i. 4 credits

### EDUCATION

#### Early Childhood Internship (ED 200)

Participate 20 hours per week in a supervised early childhood setting. With the instructor, students design an individualized training plan that outlines goals, activities and assessment for the internship based upon the student's needs, interests and demonstration of competence in working with children, families and staff members. 6 credits

#### Reading and Writing Connections for all Learners K-8 (EDU 234)

Distance Fee: \$80

What happens when young readers write? What happens when young writers read? Using a reading and writing workshop model designed for the K-8 setting, students in this course will be immersed in authentic, process-based experiences in responding to, analyzing, and writing about texts that are commonly used in the elementary and middle school settings. The central experiential learning outcome of this course will be an understanding of the complex ways in which the reading process supports development of writing skills, while immersion in the writing process in turn supports development of reading proficiency. Emphasis will be placed on the composing process, and students will write for a wide range of purposes. Students will carefully examine methods for the development and support of an understanding of grammar and writing conventions, in elementary age students, and in their own writing as well. Students will be assessed with quizzes, reflections on research articles, literature circles, research papers, and observation form. 4 credits

#### Classroom Management (EDU 340)

Distance Fee: \$80

Teacher education candidates examine research on classroom management, with emphasis on strategies for positive student interaction and motivation, positive behavioral interventions, and principles of universal design for learning. Candidates develop and implement Action Research. A two-week field experience in a public school setting is incorporated within the course. Candidates will remain in the field experience school for the full school day. Assessment is based on exams, a classroom management plan, self-reflections of a videotaped lesson, Action Research, and professional observation form. Prereq: Admission to TEP; course taken in semester prior to student teaching. 4 credits

#### Assessment, Curriculum and Instruction (EDU 382)

Distance Fee: \$80

Lab Fee: \$10

Teacher education candidates examine educational research on effective strategies for instruction and assessment in K-12 classrooms, including principles of universal design for learning, Action Research, and Response to Intervention (RTI). Candidates develop lessons that demonstrate professional skills in instructional design and assessment, aligned with standards for K-12 students. Candidates examine school curricula and classroom resources. Candidates develop a working knowledge of descriptive statistics and probability in relationship to standardized testing used in educational settings. Assessment is based on lesson plans, integrated unit plan, assessment design, exams, and professional observation form. Prereq: EDU 201, and EDU 222. 4 credits

#### Mathematics for K-8 Schools with Pedagogy I (EDU 385)

Distance Fee: \$80

Lab Fee: \$15

Developing mathematical thinking in K-8 students, part I. Candidates examine the research on teaching and learning mathematics. Candidates develop skills in and strategies for assisting children to develop problem-solving and computation skills, number sense and number concepts, and meanings for the operations. Candidates develop skills in assisting children to work with real and rational numbers, place value, mental computation and estimation, fractions, decimals, percents, ratio, proportion, probability, statistics, algebra, functions, and variables. Prereq: EDU 382, and admission to TEP. Must pass a mathematics assessment. 4 credits

#### Methods: K-8 Language Arts and Social Studies (EDU 397)

Distance Fee: \$80

Lab Fee: \$10

Candidates will demonstrate knowledge of the major concepts of social studies and language arts instruction in a K-8 classroom. Candidates will demonstrate skills in using developmentally appropriate practices to ensure that all students can learn in a positive environment. Candidates will incorporate social studies and language arts within lesson plans, while creating instructional frameworks for the integrated study of other subjects. Through microteaching or field experience, candidates demonstrate skills in teaching children how

# Course Descriptions

to read and write, with a focus on developing in children the joy of learning. Candidates demonstrate skills in using a variety of methods and strategies for literacy development, including the development of literacy for second language learners. Candidates learn to plan a balanced literacy program that includes integrated, thematic instruction. Multicultural topics, including issues and concepts relevant to Native American history and culture, citizenship, and guided decision making are included. Candidates are assessed through development of lesson plans and a unit plan, designed to ensure that students with diverse learning needs are successful. Other assessments include quizzes, candidate-developed assessments, peer teaching, observations of teaching K-8 children, and portfolio items. Candidates' professional skills and dispositions are also assessed using an observation form. Prereq: EDU 233, and admission to TEP. 4 credits

## **Early Childhood Practicum (ED 496)**

Provides students with a supervised field experience in the area of their emphasis. The practicum will be based upon an individualized training plan that outlines goals and activities for the practicum. 1-6 credits

## **Exploring "Rich" Early Childhood Environments (ED 491E)**

Extension Fee: \$345

Lab Fee: \$335

Students will be immersed in exploring design principles, visiting "rich" environments and developing materials that can be used to help others transform their environments into "rich" environments that are full of possibilities for children. This is a hybrid course is scheduled for March 14 through May 4, 2011 and combines online coursework with a week-long intensive. The intensive will include a tour of "rich" environments in Montana, Idaho, Washington and Oregon and will be held April 10-15, 2011. 3 credits

## **ENVIRONMENTAL SCIENCE**

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### **Wildlands Skills: Camps and Campcraft (ENVS 260)**

Lab Fee: \$35

Develop skills, understand ethics and lore for human existence in the "today" world for short periods of time, 1 to 30 days, in natural or wildland areas. Compare such skills, ethics and lore between areas requiring low impact use with those allowing traditional campcraft methods and with those where more permanent camps are maintained. Explore,

analyze and implement "Leave No Trace" techniques and ethics for human penetration into wildlands of America, and to world wilderness areas. A weekend field experience is required. 2 credits

### **Wildlands Skills: Primitive Survival Skills (ENVS 260)**

Lab Fee: \$35

Contact the instructor, Richard Clark at 683-7044 for course details. 2 credits

### **Wildlands Skills: Map, Compass & GPS (ENVS 269)**

Lab Fee: \$40

Students will develop skills in map reading, use of a magnetic compass, altimeters and Global Positioning System (GPS) receivers. Students will learn to describe a position by use of Latitude and Longitude, Universal Transverse Mercator and U.S. Public Land Survey grid systems. Students will apply learned GPS skills to execute traverses of land parcels and determine the location of private and public land ownerships. Students will develop skills in CD-ROM map programs and the downloading of GPS receiver waypoints and traverses onto CD-ROM maps. Learned skills will be practiced on local field trips. Mon & Wed, Mar 28-Apr 20, 6-9 p.m. and Sat, Apr 23 & May 1, 8 a.m.-5 p.m. 2 credits

### **Geographic Information Systems (ENVS 391)**

Lab Fee: \$170

Students will be introduced to ArcGIS 9.x and its components: ArcMap, ArcToolbox and ArcCatalog and 3D Analyst and Spatial Analyst Extensions. Students will learn how to acquire digital data off the web, data manipulation, analysis and cartographic techniques. 2 credits

## **EQUINE STUDIES**

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### **Elements of Rodeo: Calf/Breakaway Roping (EQST 222)**

Contact Olie Else, 683-7539, for course details. Feb 16-Apr 27. 2 credits

### **Horseshoeing (EQST 291)**

Lab Fee: \$20

Learn basic horseshoeing technique. Topics include anatomy of leg and foot, reasons for shoeing, selecting the proper shoe, hoof trimming, horse handling during shoeing, forge work and tools and responsibilities of the horse owner. Jan 28 & 29 and Feb 5, Fri, 6-9 p.m. and Sat 8 a.m.-5 p.m. 1 credit.

### **Elements of Rodeo: Barrel Racing (EQST 291)**

Contact Olie Else, 68307539, for course details. 1 credit. Date TBA

## **HEALTH & HUMAN PERFORMANCE**

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### **Can You Dig It? Volleyball for All (HHP 100)**

Build skills in all aspects of the game of volleyball. Make practice fun as you participate in individual and game situations. 1-2 credits

### **Snowboarding (HHP 117)**

Lab Fee: \$185

This course is an introduction to the basic skills of snowboarding. Instructional groups will be formed for beginner, intermediate and advanced snowboarders. Students are expected to demonstrate comprehension of the sport through exams and class participation. Student participation is critical to overall grade. Equipment rental is available at Maverick Mountain. Begins Jan 23, runs through Mar 6. Students must attend 5 classes. Mar 6 is a make-up session. No class Feb 13. 1 credit

### **Skiing (HHP 118)**

Lab Fee: \$185

This course offers an introduction to the basic skills of downhill skiing. Instructional groups will be formed for beginner, intermediate and advanced experience levels. Students are expected to demonstrate comprehension of the sport through exams and class participation. Student participation is critical to overall grade. Equipment rental is available at Maverick Mountain. Begins Jan 23, runs through Mar 6. Students must attend 5 classes. Mar 6 is a make-up session. No class Feb 13. 1 credit

### **Elements of Rodeo: Calf/Breakaway Roping (HHP 222)**

(See description under EQST)

### **First Aid & Safety (HHP 231)**

Lab Fee: \$15

Basic first aid and safety, adult, child and infant cardiopulmonary resuscitation utilizing the community first aid and safety course leading to certification by the American Red Cross. 1 credit

# Course Descriptions

## MUSIC

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### Fundamentals of Musical Creation (MUSI 103)

Students are introduced to the universal elements of music (such as rhythm, melody, harmony) and Western notation of music. They demonstrate basic music literacy skills through creative work such as small compositions, singing, playing instruments and through listening activities and exams. They study some history of music and learn about a variety of forms, functions, styles, instruments, composers and performers from many cultures, including traditional and contemporary music of Montana Native Americans. Students examine global issues such as censorship, the commercialization of music and the education and training of musicians. 4 credits

## THEATRE

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### Introduction to Theatre (THTR 101)

Distance Fee: \$80

Lab Fee: \$15

The basics of drama, including formal theatre, improvisational drama and narrative film and television are story, place, audience and actor. Students actively explore the relationships between these elements in a lab setting by creating scenes based on selections from literature, current and historical events, cuttings from film scripts and more. They analyze the purposes of drama and learn about a variety of "Western" as well as non-European traditions. They study the responsibilities of the actor, script writer, director and design staff in theatre and film productions. 4 credits

## ON THE INTERNET

## ART

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### Digital Photography (ART 191)

Online Fee: \$45

This course introduces some processes and techniques of digital photography. Although camera handling is discussed, students should be familiar with their equipment. Picture editing techniques and the elements of design are also covered. Students are encouraged to pursue the art of photography in the surrounding community and landscape on a daily basis. 3 credits

## BUSINESS

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### Career Planning (BUS 210)

Online Fee: \$30

Taken before the associate degree internship, this course is designed to ease transition into professional field experience and to prepare for career entry following graduation. Students will create resumes and application letters, practice interview techniques, learn job search strategies, and write goals and objectives. They will research contemporary issues in the workplace, use the World Wide Web as a job search tool, and prepare a career portfolio. Students will be evaluated by a lifetime career database, a career portfolio, a practice interview, and participation in class activities. Prereq: Sophomore standing. 2 credits

### Business Finance (BUS 341)

Online Fee: \$45

Lab Fee: \$15

This course covers elements of the finance function of the organization as well as the financial analysis of decisions including working capital management, acquisition of capital, capital budgeting, cost of capital and theories of valuation. Prereq: ACTG 202 or c/i. 3 credits

### Principles & Practices of Marketing (BUS 347)

Online Fee: \$45

Lab Fee: \$15

This course covers an in-depth understanding of marketing concepts and tools. Topics include strategic marketing planning, product and pricing policies, distribution channels, promotion, customization, marketing research, segmenting and targeting markets, services marketing, and international marketing. Using experiential learning techniques the student will gain hands-on marketing experience through case studies, presentations, and field-based audits of marketing effectiveness of selected companies. Prereq: ECNS 203, or ECNS 202 or ECNS 201. 3 credits

### Methods & Materials of Business Theory Subjects (BUS 351)

Online Fee: \$30

Lab Fee: \$35

Methods of lesson and unit planning and presentation including student assessment, test design, evaluation, audio/visual technology, and curriculum planning for general business, economics, business law, accounting, career planning, business communications, and

business mathematics. Participation in microteaching experiences is required. Prereq: TEP and Junior standing. 2 credits

### Career Planning (BUS 410)

Online Fee: \$30

Taken before or concurrent with the bachelor degree internship, this course is designed to ease transition into professional field experience and to prepare for career entry following graduation. Students will create resumes and application letters, practice interview techniques, learn job search strategies, and write goals and objectives. They will research contemporary issues in the workplace, use the World Wide Web as a job search tool, and prepare a career portfolio. Students will be evaluated by a lifetime career database, a career portfolio, a practice interview, short reports, and participation in class activities. Prereq: Junior standing. 2 credits

## COMPUTER APPLICATIONS

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### Short Courses: Computer Literacy (CAPP 100)

Online Fee: \$15

Students will become informed consumers of hardware and software products, learn basic functions to communicate through technology, and explore legal, social, and ethical computer issues. Students will also learn terminology for technology and software applications used and will be introduced to the campus computer labs, e-mail system, and Learning Management System. Students will also develop a working knowledge of the basic features of Microsoft PowerPoint. Students will be evaluated by hands-on assignments, examinations, and a portfolio. 1 credit

### Basic Microsoft Office (CAPP 131)

Online Fee: \$60

In this hands-on course, students will develop a working knowledge of word processing, spreadsheet and database management software applications in relation to business. During this course, students will use Windows for file and disk management, they will use e-mail to communicate with the instructor and other class members and they will use the Internet to research assigned topics. The course will be evaluated by hands-on assignments, examinations and a final project. 4 credits.

### Advanced Microsoft Office (CAPP 251)

Online Fee: \$60

In this hands-on course, students will further develop their competence using

# Course Descriptions

word processing, electronic spreadsheets and database features. Students will also explore the integration of computer applications. Students will be evaluated by hands-on assignments, special projects and examinations. Prereq: CAPP 131) or c/i. 4 credits

## COMPUTER SCIENCE

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### Computer Basics for Educators (COMS 115)

Online Fee: \$60

In this hands-on course, students will develop a working knowledge of word processing, spreadsheet, and database management software applications in relation to business. During this course, students will use Windows for file and disk management, they will use e-mail to communicate with the instructor and other class members, and they will use the Internet to research assigned topics. The course will be evaluated by hands-on assignments, examinations, and a final project. 4 credits

### Methods & Materials of Computer Applications (COMS 351)

Online Fee: \$30

Lab Fee: \$35

Methods of lesson planning, presentation, skill building and assessment in computer subjects such as database management, spreadsheets, desktop publishing, telecommunications, word processing, presentation graphics, multimedia, computerized accounting and programming. Students will demonstrate subject competency through their portfolios and a variety of microteaching experiences. Class discussion, team projects, microteaching, lecture and electronic media. Prereq: TEP and Junior standing. 2 credits.

## EDUCATION

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### Introduction to Education with Field Experience (EDU 201)

Online Fee: \$60

Lab Fee: \$15

The first formal course in the Teacher Education Program, this course provides an introduction to the field of education and the relationships between schools and society. Students begin to evaluate the reasons chosen to become a teacher and the effects that decision will have on their lives. Students examine social, cultural, political, legal, economic, and historical issues within schools and how these issues impact professional educators. During this course students begin

to assemble the professional portfolio, which is a requirement for entry into the Teacher Education Program (TEP). The portfolio will be maintained throughout participation in the Teacher Education Program and is an integral part of the evaluation process. Students will complete a field experience in a school setting. The field experience placement will be made by the Director of Field Experiences. 4 credits.

### Educational Psychology and Child Development (EDU 222)

Online Fee: \$60

Lab Fee: \$15

Candidates will explore, compare, contrast, and analyze major psychological theories of development and learning. Teacher candidates will apply these theories to teaching practices. The major progression of physical, social, emotional, moral, and cognitive development and the ranges of individual variation within these domains of development in children from birth to adolescence will be emphasized. The course will emphasize the diversity of all learners with regard to learning styles, multiple intelligences, gender differences, cultural expectations, and exceptionality, as well as teaching approaches to accommodate these differences as well as normal psychological development. 4 credits

### Cultural Diversity in Early Childhood (EDU 291)

Online Fee: \$45

Discover the value of multicultural perspectives and multiple worldviews in teaching approaches. Discuss utilizing student's families, cultures and communities as a basis for connecting instruction to student experiences. Create learning opportunities in which individual differences are respected and valued. 3 credits

### School Law & Advocacy for all K-12 Learners (EDU 306)

Online Fee: \$60

Candidates develop understanding of the rights and responsibilities of all stakeholders in the education of diverse students in public education: parents, educators, community and children. Candidates analyze key legislative mandates such as Title I, No Child Left Behind, and the Individuals with Disabilities Education Act and their implications for and impact on K-12 schools. In particular, candidates examine the uses of assessment in schools. Candidates examine seminal legislation such as the Civil Rights Act of 1965 and its application to education; the processes of the judicial system and the implications of landmark litigation, such as Brown v Board

of Education, Tinker v Des Moines, Rowley v Board of Education and Everson v Board of Education. Assessment is based on exams, research papers and case studies. Prereq: Admission to TEP, c/df; taken concurrently with or in the semester prior to student teaching. 4 credits

### Cultures, Diversity & Ethics in Global Education (EDU 311)

Online Fee: \$60

This is a survey course to acquaint the student with the cultural foundations of education. Special emphasis is given to the multicultural and global dimensions of education. In addition, students study educational outcomes for American Indian students. High dropout rates, over-representation in special education, substance abuse, teenage pregnancy and poor prospects for employment are endemic in this population of students. This course meets the Montana Law MCA 20-1-501 requirements. This course requires a field experience practicum of 4 or 5 days during which candidates engage in observation and practice teaching in Native American reservation schools and evening activities. Takes place in a diverse setting where exceptionality is present. Assessment is based on projects, reports, exams and field work. Prereq: Admission to TEP. 4 credits.

### Infant/Toddler Development & Group Care (ED 326)

Online Fee: \$60

Provides a basic developmental foundation for the student. Examine research, theories, issues, developmental stages and the application of these in relationship to the child from birth to 3 years. Students are required to complete a 45-hour lab component in a licensed/registered facility serving infants/toddlers. 4 credits

### Exceptional Learner (ED 341)

Online Fee: \$45

Lab Fee: \$25

This course is an introduction to learners with a range of special needs including disabilities, at-risk, gifted, and culturally different. Includes current laws and regulations, identification, services, inclusion, assessment, curriculum, and behavior management issues in the field of special education and as related to general education and special education teachers. A field experience is required. Assessment involves readings, class discussions, papers, presentations, and a field experience report. This is one of the Professional Education courses offered by the Education Department. Prereq: TEP or c/i. 3 credits

# Course Descriptions

## **Fostering Social Competence (ED 354)**

Online Fee: \$45

This course will examine the development, components and influences of social competence in the early years and explore common social difficulties. Students will develop and implement plans to enhance social competence through examining the contexts for social development, utilizing effective teaching strategies and practices and strengthening specific components found to relate to social competence. Prereq: ED 240 and ED 241. 3 credits

## **Integrating Technology into Education (EDU 370)**

Online Fee: \$60

This hands-on course is designed to prepare elementary teachers and paraprofessionals with skills and activities that can be integrated with other areas of instruction. Students will be creating technology-oriented activities to use with elementary school children. Special emphasis will be given to communication, production, and technology integration in the curriculum. Activities will also be designed to develop problem-solving and decision-making skills in elementary school children. \$10 Course Fee. Prereq: Passing score on UMW Information Technology & Literacy Exam or COMS 115; and EDU 201. 4 credits

## **Creative Development for Young Children (ED 391)**

Online Fee: \$45

This course will focus on the creative development of young children in dance, music, theatre and visual arts. The elements in each creative arts area will be explored in depth as components of facilitating the learning of these elements by young children. A national perspective will be reviewed through the national standards for arts education. Students will design and implement activities for children that promote their learning of elements in the creative arts. Connection to the national standards and state guidelines will be part of these activities. 3 credits.

## **Practicing Inclusion in Preschool Programs (ED 391)**

Online Fee: \$45

This course has been specifically developed for students who teach preschoolers in early childhood settings that may include young children with disabilities or developmental delays. Through course assignments and application of practices in current early childhood settings, students synthesize the broad base of knowledge and skills around inclusion into core principles that will serve as a guide in their roles directly with young children and as advocates and leaders in the

field of inclusion. The knowledge and skills they develop during course activities strengthen their ability to support the growth and development of each and every child in their program or group. Students will apply core inclusion principles and strategies to current teaching practices with young children in an active early childhood setting. Students will regularly participate in lab work in an early childhood program. 3 credits.

## **Methods & Materials for Students with Learning Disabilities & Cognitive Delay (ED 431)**

Online Fee: \$60

Upon completion of this course, students will have explored and used a variety of instructional strategies, curricula modifications, and adaptations in specific content areas for students with cognitive and learning disabilities. Teacher candidates will recognize and apply curricula decisions that result from formal, authentic, and ecological assessments. Attention will be paid to K-12 special needs students with emphasis given to transitioning high school students to postsecondary life. Field experience required. Prereq: ED 341, and admission to TEP or verification that student is a certified teacher. 4 credits.

## **Management of Exceptional Learners (ED 434)**

Distance Fee: \$60

Upon completion of the course, students will demonstrate knowledge of classroom management practices that foster learning for exceptional children. Effective practices for students with special needs will be included, with a special emphasis on those with behavioral or emotional disorders. Field experience required. Prereq: ED 341, and admission to TEP or verification that the student is a certified teacher. 4 credits

## **Coaching & Mentoring Adults (EDU 447)**

Online Fee: \$45

Examines adult learning theory, supervisory and mentoring models, adult development, stages in teacher development, and effective mentoring and coaching skills. Students will practice mentoring skills including relationship building, observation and conferencing, assessing early childhood skills, knowledge, and dispositions, and planning and implementing effective training sessions. Prereq: ED 144, ED 240, ED 242, ED 250, ED 320, ED 324, and ED 344; or c/i. 3 credits

## **Advanced Literacy Assessment, Diagnosis & Instruction (EDU 448)**

Online Fee: \$45

This is an advanced assessment class that will explore theories of literacy variabilities and the various forms of literacy assessment and instruction appropriate for K-12 classroom and clinical situations. Standardized tests, performance-based assessment, portfolios, and multiple forms of informal assessments will be examined. Candidates will apply their knowledge through participation in writing and conducting a case study through tutoring. Required for the Literacy Minor. Prereq: EDU 438, EDU 439 and admission to TEP or verification that student is a certified teacher. Coreq: EDU 458. 3 credits

## **Practicum: Advanced Literacy Assessment, Diagnosis & Instruction (EDU 458)**

Online Fee: \$15

Taken concurrently with EDU 448, this course provides intensive, supervised tutoring experience in a grade 5-12 literacy setting, drawing from current research and national standards in literacy education. Application of "culturally responsive teaching and learning" is emphasized. Required for the Literacy Minor. Prereq: EDU 438, EDU 439, and admission to TEP or verification that student is a certified teacher. Coreq: EDU 448. 1 credit

## **Child Development Research (ED 455)**

Online Fee: \$45

In-depth examination of current qualitative and quantitative methodology and research relating to child development from prenatal to age 8. Class is taught online in a seminar format. In this course, students develop and share a literature review and facilitate a discussion around their chosen topic. Knowledge of research methodology is also assessed through an exam. Prereq: ED 250 and Junior standing. 3 credits

## **Content Area Literacy (EDU 481)**

Online Fee: \$30

Developmentally appropriate practice and literature for teaching reading and writing in the middle and high school will be addressed to include the study of language, oral, visual, and written literacy, print and non-print media, and technology. Various methods and strategies for teaching comprehension, reading, writing, and study skills will be examined across the 5-12 curriculum. Admission to TEP or verification that student is a certified teacher. 2 credits

# Course Descriptions

## **Research & Professionalism in Literacy Education (EDU 489)**

Online Fee: \$30

This is a capstone course in literacy education that will provide methods and tools for continuing professional development of the teaching candidate. The student will choose a particular literacy focus and develop an action research project to be presented to others as a seminar or conference, also planned and implemented as a course requirement. The focus may be on literacy in the school or literacy in the community. Other research methods and resources will be explored, particularly in relation to scientifically-based methods of reading instruction. Highly participatory and interactive course in which students volunteer to work in either an elementary or secondary classroom. Required for the Literacy Minor. Prereq: EDU 448, EDU 458, and admission to TEP or verification that student is a certified teacher. Coreq: EDU 459. 2 credits

## **Practicum: Capstone Literacy Education (EDU 459)**

Online Fee: \$30

Taken concurrently with EDU 489, this course provides an intensive, supervised inquiry experience in either an elementary or secondary school setting. Grounded in current research and national standards in literacy education, this course requires candidates to volunteer, observe, and conduct informal research in a classroom setting. Major focus is on "culturally responsive teaching and learning." Coreq: EDU 489. 2 credits

The following Internet courses are taught by Sharon Bond, certified online instructor. For course and equipment requirements, contact Sharon at [slbond@bresnan.net](mailto:slbond@bresnan.net). To register, call the School of Outreach, toll free, at 1-866-799-9140. Each class is 2 credits, and the fee for each is \$240.

## **Learning Basic Internet Skills (ED 491)**

Enhance your classroom activities or boost your business efficiency! Learn to use the various components of the Internet, including World Wide Web, Electronic mail, Netnews and others. Explore the different types and uses of resources available via the Internet and discover how to perform searches for resources.

## **Microsoft PowerPoint Version 2003 (ED 491)**

Discover how to use this impressive tool for creating and designing slides. Learn techniques of inserting ClipArt into your presentation and

choosing appropriate layouts and templates. Practice modifying slides, creating graphs, deleting and inserting, rearranging, and hiding slides. Apply transitions and fade-in attributes to slides. This course is designed for users who are proficient using a mouse and are familiar with the fundamentals of using the Macintosh Computer or the fundamentals of PC Windows 95 or 98. Students must have the PowerPoint software, have connection to an Internet Service Provider and be familiar with using e-mail.

## **Microsoft PowerPoint Online Version 2007 (ED 491)**

PowerPoint 2007 has redesigned the look and feel of the user interface to make creating, presenting and sharing presentations an easier and more intuitive experience. All features of this 2007 version are contained in a streamlined, uncluttered workspace that minimizes distraction and helps you achieve results more quickly and easily. Students must have the 2007 PowerPoint software.

## **Basic HTML Web Page Design (ED 491)**

Millions of web sites crowd the Internet! Do you want to join in the fun but don't know how or where to begin? Learn how to build a basic, visually appealing web page and find your own "home on the web!" Weekly lessons guide you through the steps of learning HTML tags, adding color, graphics and sound to web pages, and uploading your first page to the World Wide Web. Web design basics will also be covered. Discover convenient links to useful HTML resources.

## **Adobe Photoshop Elements 8.0 (ED 491)**

This class gives the learner the basics in the use of Adobe Photoshop. Topics include an introduction to Photoshop and image properties. A section on working with Color, Layers, and Photographs focuses on the color selection tools and how to adjust color. Other topics include image manipulation and automation. Students must have Adobe Photoshop Elements 8.0 Software and must have some experience working with graphics software ie. Kid Pix, Microsoft Paint etc.

## **Microsoft Word Online Version 2003 (ED 491)**

Microsoft Word is a word processing program you can use to efficiently produce professional looking documents, such as letters, reports web pages, newsletters and essays. Word offers many timesaving features to help you edit a document. You can add or delete, rearrange paragraphs, and check for spelling

and grammar errors. Using formatting features such as tables or drawing, you can improve the appearance of your word processing documents.

## **Microsoft Word Online Version 2007 (ED 491)**

Earlier versions of Microsoft Word all looked alike. They had menus, toolbars, task panes and other pop-up an drop-down menus. With Word 2007, all of that is gone. Word 2007 sports no menus--it has only one tiny toolbar. Replacing the menus and toolbars is a tabbed Ribbon system. The tabs are like the menus of old, but their commands are grouped into graphical command buttons. Some buttons are commands and some buttons are menus. This setup can be overwhelming at first, but it makes it possible to do some tasks in fewer steps than with the old Word interface. The tabs, groups and command buttons also change as you take on various activities in Word. The new changes with Word 2007 are exciting and helpful. Students must have the Word 2007 software.

## **Microsoft Excel Online Version 2003 (ED 491)**

Microsoft Excel is an electronic spreadsheet program. You might have heard the terms "spreadsheet" and "worksheet". People generally use them interchangeably. To remain consistent with Microsoft and other publishers, the term worksheet refers to the row-and-column matrix sheet on which you work upon and the term spreadsheet refers to this type of computer application. In addition, the term workbook will refer to the book of pages that is the standard Excel document. The workbook can contain worksheets, chart sheets, or macro modules. Students will work with formulas and functions, create graphs, enhance the presentation of a spreadsheet and link a spreadsheet to a word document.

## **Microsoft Excel Online Version 2007 (ED 491)**

Excel has a new design that makes your work easier, faster and more efficient. The new Ribbon puts the commands you see most often in plain sight on your work surface instead of hidden in menus or dialog boxes. Ready-made cell styles let you quickly format your worksheet to make it easier to read and interpret. The new Page Layout view shows how your printed worksheet will look as you're creating it. The "big grid" of one million rows and 16,000 columns substantially increases the size of worksheets you can build. Students must have the Excel 2007 software.

# Course Descriptions

## Explore Windows 7 (ED 491)

Learn to use the exciting features of this modern, insightful program. Topics include navigating the desktop, new shortcuts and features, using libraries to organize files, keeping your system safe from spyware and viruses, setting parental controls, using Windows Media Player to watch TV and much more. Windows 7 must be installed on your computer and you must have a Java capable browser (Microsoft Internet Explorer 6.0 or higher is recommended).

## FINE ARTS

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### Introduction to Visual & Performing Arts (FA 101)

Online Fee: \$60

Lab Fee: \$15

Students explore visual arts, music, drama/theatre and dance with some attention to literature and applied arts. Students read, view, listen and participate in the arts, learning fundamental vocabulary and concepts and discussing such questions as: what are the arts; how are the arts created; how and what do arts communicate and how do the arts reflect society? The depth and quality of their arts observations and reflections, both written and oral, are assessed. 4 credits.

## GEOGRAPHY

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### Human Geography (GPHY 121)

Online Fee: \$60

Provides an introduction to major themes of human geography including settlement, culture, economic, and political organizations, and human-nature relationships. The course provides a general introduction to understanding maps and demographic features (e.g., population growth). Issues of cultural diversity with special focus on indigenous peoples both within American society and across the world will be emphasized. Students will demonstrate understanding of course content through in- and out-of-class writing assignments. Lecture and group discussion. 4 credits

## GEOLOGY

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### Essentials of Geology (GEO 191)

Online Fee: \$60

The study of geology deals with the interrelationships between biological systems, atmospheric, oceanic, crustal and deep-

Earth processes. Students will develop an understanding of these processes to better understand our impact on the planet to be able to make logical choices about how we live on the Earth. Students should come to understand the difference between critical analysis and opinion so that through respectful critical analysis they will be able to intelligently challenge what they read, see and are told--especially by the professor! NOTE: Students will need to purchase a textbook and a regional geology guidebook (Roadside Geology of Montana). In addition, to do the "Rock Project," students will need a digital camera, a rock hammer and access to a car or truck. The labs will be done over the computer, so you will not need a lab manual. However, you will need access to a computer that can operate PowerPoint, Word and Google Earth. You will need to be able to download and manipulate digital photos for your rock project and some of the labs. 4 credits

## HEALTH & HUMAN PERFORMANCE

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### Leisure Services (HHP 240)

Online Fee: \$60

This course examines the history, purpose and function of leisure services delivered by government and private agencies. An analysis of the impact of leisure on society and the economy are addressed. 4 credits

### Personal and Community Health (HHP 241)

Online Fee: \$60

Introduction to the fundamental health concepts and attitudes relating to concerns and needs of individuals and society. Structure, function, and dysfunction of the cardiovascular, respiratory, digestive, nervous, endocrine, immune, and integumentary systems will be covered in the context of specific topics including cancer, heart disease, infectious, chronic, and congenital diseases, consumer health, environmental health, safety, and choices relating to the use and abuse of alcohol, tobacco, and other drugs. Students are expected to demonstrate comprehension of course content through testing, individual and group assignments, presentations, and class participation. 4 credits

### Organization & Administration of Health Enhancement

Online Fee: \$60

Organization and administration of physical education, intramurals and health and fitness programs. Topics include ethics, law, legal liability, budgeting, evaluating

and purchasing of equipment, scheduling procedures, management and content issues and other issues that are necessary to assuring a successful program. Students will demonstrate comprehension of course content through written exams, in-class projects, special assignments and class participation. Prereq: HHP 143 or c/i. 4 credits

## HISTORY

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### Western Civilization I (HSTR 101)

Online Fee: \$60

A comprehensive introductory history of European civilization from classical antiquity to 1715. Students will be assessed on their ability to write short critical papers, on exams and on classroom participation that demonstrate critical thinking and an ability to communicate in a scholarly manner. 4 credits

## HOSPITALITY, TOURISM & RECREATION

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### Fundamentals of Tourism (HTR 112)

Online Fee: \$45

Designed to familiarize students with the tourism industry and its various components. The course will include the economic, social, cultural, and environmental impacts of the industry. 3 credits

### Leisure Services (HTR 240)

(See description under HHP)

### Meeting Planning (HTR 355)

Online Fee: \$45

Lab Fee: \$25

Comprehensive study of conventions, trade shows, and other formal gatherings from the perspectives of both the planner and the facility manager. This course will include site and facility selection, program development, program implementation, and program assessment. Students may be required to spend time at off-campus facilities. Prereq: Sophomore standing and c/i. 3 credits

## LIBRARY

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### Library Media Internship (LIB 469)

Online Fee: \$45

Supervised field experience in selected phases of library media center operations, including assessment. Prereq: 22 credits in library media coursework and c/i. 3 credits

# Course Descriptions

## LITERATURE

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### Child & Young Adult Literature (LIT 282)

Online Fee: \$60

Students survey literature for children and young adults. A critical student learning outcome is an understanding of the development in the 19th and 20th centuries of literature for youth as a distinct literary category. Students compare past works with diverse present-day content and forms, including novels, Native American literature, poetry, film and play scripts, picture books, graphic novels, periodicals, and computer games. Classic and award-winning materials are emphasized. Students develop an understanding of oral and folk traditions that preceded print and electronic publication, including indigenous oral traditions. Each student completes a reflective reading journal and an individualized research project. Students are assessed on the breadth of their reading, and the depth of oral and written presentations. Experiential learning activities include small group work, guided library research, and peer editing. 4 credits

### Literature for Children & Adolescents (LIT 382)

Online Fee: \$60

Students survey an extensive body of literature for children and adolescents. A critical student learning outcome is an understanding of the development in the 19th and 20th centuries of literature for youth as a distinct literary category. Students compare past works with diverse present-day content and forms, including novels, Native American literature, poetry, film and play scripts, picture books, graphic novels, periodicals, and computer games. Classic and award-winning materials are emphasized. Students develop an understanding of oral and folk traditions that preceded print and electronic publication, including indigenous oral traditions. Each student completes a reflective reading journal and an individualized research project. Students are assessed on the breadth of their reading, the depth of oral and written presentations, and their use of standard terms and tools of literary analysis. Experiential learning activities include small group work, guided library research, and peer editing. 4 credits

## PHILOSOPHY

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### Introduction to Philosophy: Reason & Reality (PHL 101)

Online Fee: \$60

A comprehensive survey of the history, methodology, problems, and major theories of Western philosophy. Comparisons will be made between this tradition and non-Western philosophy, with special emphasis on the philosophies of indigenous peoples. Students will demonstrate understanding of course content through in- and out-of-class writing assignments. Lecture and group discussions. 4 credits

## PSYCHOLOGY

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### Introduction to Psychology (PSYX 100)

Online Fee: \$60

A comprehensive survey of the history, methodology, and major theories of psychology. Topics include the influence of biology, individual experience, and culture on human consciousness. Students are expected to demonstrate understanding and comprehension of course content through course examinations and out-of-class writing assignments. Lecture and small group discussions. 4 credits

## STUDENT SERVICES

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### Introduction to Service, Citizenship and Community (SS 291)

Online Fee: \$30-\$60

This service class is designed to give students the opportunity to volunteer with a not-for-profit organization related to their academic field of study. The objective of this class affords students the opportunity to become engaged citizens by providing manpower for organizations in need, while at the same time providing students the valuable experience of working in their field of study. 2-4 credits

## TEACHERS, LICENSED PROFESSIONAL COUNSELORS & SOCIAL WORKERS

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The following courses, offered in partnership with Virtual Education Software, inc. are now being offered for renewal units as well as semester credits for educators.

In addition, some of the courses have been approved for CEU's for licensed professional counselors and social workers.

Courses are completed online. Fees are listed with each course description. Additional Internet access fee for each course is \$110.

Hardware requirements: Mac OS 9.x or OS 10.x or PC with Windows 2000, XP Home, Professional (or newer), 256MB of RAM and 5MB of free hard disk space, 15" or larger color monitor with a minimum resolution of 800x600, CD driver 4x minimum speed and a printer connected to your computer. Students should register and pay the credit fee at Western by calling (406) 683-7537 or toll free (866) 799-9140. To obtain software, contact VES, Inc., toll free at (800) 313-6744.

### Attention Deficit Disorder: Information and Intervention for Effective Teaching (ED 491)

This interactive, computer-based training course is designed to help you achieve a better understanding of ADD and intervention strategies to facilitate positive student change. Topics include the history of the disorder, accepted methods to assess and identify students with ADD and various treatment methods. The program guides you through the referral process that may be used for students needing more help than what is provided in the classroom. 2 credits, 30 renewal units or 30 CEU hours. Fee: \$145.

### Advanced Classroom Management: Children as Change Agents (ED 491)

Geared primarily for professionals (e.g., regular or special educators, instructional assistants, school psychologists, counselors) serving children and youths presenting behavior problems in the school or community, this course focuses on cognitive and cognitive-behavioral interventions (often lumped together under the rubric "social skills") with an emphasis on teaching students how to change and manage their own behavior. Since previous knowledge and understanding of traditional behavioral (operant) concepts and strategies is required, it is strongly recommended that you take an introductory behavior management course to learn the basic terms and concepts of behavior management prior to taking this advanced course. 2 credits or 30 renewal units. Fee: \$145.

# Course Descriptions

## **Autism and Asperger's Disorder (ED 491)**

Provides information on the characteristics of the disorder, associated learning styles, communication weaknesses and various intervention strategies that have proven to be successful when working with students with Autism spectrum disorders. Make sense of why individuals with Autism spectrum disorders act the way they do and what you can do to enhance more appropriate behavior. The course also lists resources for educators, related service personnel and parents who would like more help or information on Autism and Asperger's Disorder. 2 credits, 30 renewal units or 30 CEU hours. Fee: \$145.

## **Behavior is Language: Strategies for Managing Disruptive Behavior (ED 491)**

Learn behavioral techniques and intervention strategies that decrease disruptive behavior, reduce power struggles, increase classroom control, reduce burn-out and feelings of ineffectiveness, without increasing your work load. Improve your ability to identify and understand underlying emotional issues. Develop classroom management skills. Examine topics which include reminders, time out, calming activity, consequences, in-and-out of school suspension, debriefing, support groups, individual program adjustment and more. Gain a new perspective on students' behavior and learn effective tools to facilitate positive classroom scenarios presented in the program. 2 credits or 30 renewal units. Fee: \$145.

## **Child Abuse: Working with Abused and Neglected Children (ED 491)**

Designed to help teachers, schools counselors and other educational personnel gain strategies to reach and teach students who have been affected by child abuse or neglect. Learn the signs and symptoms for the three types of abuse—physical, emotional and sexual and the four types of neglect—physical, medical, emotional and educational. Explore how abuse and neglect affect a student's learning, cognitive brain development and social-emotional development. Discuss intervention and prevention methods. 2 credits, 30 renewal units or 30 CEU hours. Fee: \$145.

## **Drugs & Alcohol in Schools: Understanding Substance Use & Abuse (ED 491)**

Examine a basic historical perspective of substance use along with biological, psychological and social factors that comprise the disease of addiction. Gain a more comprehensive understanding of alcohol and drugs and their influences in the classroom and discover what students may be experiencing through their own substance use or the impact of substance use around them. 2 credits or 30 renewal units. Fee: \$145.

## **Educational Assessment: Assessing Student Learning in the Classroom (ED 491)**

This course is designed to further develop the conceptual and technical skills required by teachers to help them identify their educational goals, and implement meaningful instructional strategies for effective learning by students with special needs. The focus of the course is on assessment for instructional programming and will outline procedures for designing or selecting, administering and interpreting, a variety of informal assessment measures typically used in schools. The presentation of assessment information in an acceptable format to parents and teachers is also addressed. 2 credits or 30 renewal units. Fee: \$145.

## **Harassment, Bullying & Cyber-Intimidation in Schools (ED 491)**

Project PAVE (2008) in Denver, CO reports that 5 million elementary and junior high students are impacted by bullying in the United States. A 2001 AAUW study found that 58% of 8-11th grade girls reported being sexually harassed often or occasionally. Topics in this class include definitions of the personal, social and legal ramifications associated with sexual harassment, bullying and cyber-intimidation. Explore preventative strategies as well as how school staff can address these issues when they occur. A clear understanding of what constitutes harassment and the harmful effects of harassment on people and institutions is essential to providing a safe and inclusive school environment for all. 2 credits or 30 renewal units. Fee: \$145.

## **Inclusion: Working with Special Needs Students in Mainstream Classrooms (ED 491)**

Develop a better understanding of this educational reform movement advocating educating students with disabilities in the general education classroom. Examine federal legislation and court cases that have contributed to this movement. Additional topics include continuum of placements school systems can use in providing special education services to students with disabilities; the federal definition of students entitled to special education services; procedures educators can use in determining whether these students can be educated in the regular classroom and the role and responsibilities of educators in providing special education services to students educated in inclusive classrooms. 2 credits or 30 renewal units. Fee: \$145.

## **Learning Disabilities: Practical Information for Classroom Teachers (ED 491)**

Examine diverse theoretical approaches and lay the foundation for sensitive and appropriate assessment and evaluation of students. Receive direction in program planning and

implementation and in establishing positive partnerships with parents or alternative caregivers. Consider ways for ensuring that the home-school axis is effective and meaningful. Review major trends and unresolved issues in the field of learning disabilities. 3 credits or 45 renewal units. Fee: \$175.

## **Reading Fundamentals #1: An Introduction to Scientifically-Based Research (ED 491)**

The purpose of this course is to improve your knowledge of science and the scientific process. This is the first course in a three-course series. This course is designed to be an informational course with application to educational settings. The curriculum suggestions and teaching strategies explained here were designed to be used for the teaching and remediation of students in kindergarten through sixth grade and an age range from approximately five years to twelve years of age. Some alterations may be needed if working with specific populations such as gifted, ESL, or special education. 2 credits. Credit Fee: 2 credits or 30 renewal units. Fee: \$145.

## **Reading Fundamentals #2: Laying the Foundation for Effective Reading Instruction (ED 491)**

Designed to lay the foundation for effective reading instruction, this course will teach you about the elements of effective instruction and the importance of reading instruction. The purpose of this second course in this three-course series is to lay the foundation for effective reading instruction. As part of this course, you will learn about the elements of effective instruction. It is important that all teachers have a firm understanding of effective instructional procedures. Teachers benefit, and more importantly, students benefit, both in terms of their behavior and their academic performance. Further, you will learn about the importance of reading instruction and read some sobering statistics on reading performance in this country and what happens when individuals are not proficient in reading. 2 credits or 30 renewal units. Fee: \$145.

## **Reading Fundamentals #3: The Elements of Effective Reading Instruction & Assessment (ED 491)**

This course will focus on learning to read, reading to learn, and an introduction to reading assessment. As part of these two key areas of reading instruction, the five elements of effective reading instruction will be highlighted, including definitions, implications for instruction, and future directions. These five elements include instruction in: phonemic awareness, phonics, fluency, vocabulary, and text comprehension. Additionally, the course will provide information on important assessment terms and definitions and will

# Course Descriptions

explore how reading assessment fits within the Reading First Program. This analysis includes specific recommendations on 29 reading assessments. Finally, the course describes how teachers can conduct pivotal curriculum-based measurement procedures in their classrooms. 3 credits or 45 renewal units. Fee: \$175.

## **Talented and Gifted: Working with High Achievers (ED 491)**

Provides information on the history of the exceptional child in relation to education, current law, and accepted methods for referral, assessment and identification of these students. Covers major program models and methods of differentiating instruction to meet the rate and level of learning of those students identified. Gives participants an understanding of ways to meet the affective needs of the gifted and talented student in the regular classroom. 2 credits or 30 renewal units. Fee: \$145.

## **Teaching Diversity: Influences and Issues in the Classroom (ED 491)**

Designed to give teachers the knowledge, tools and dispositions to effectively facilitate a diverse classroom. This course will help teachers understand and identify differences in approaches to learning and performance, including different learning styles and ways in which students demonstrate learning. An emphasis in this course will be on understanding how students' learning is influenced by individual experiences, talents, disabilities, gender, language, culture, family and community values. Participants will be challenged to apply knowledge of the richness of contributions from our diverse society to your teaching field. 2 credits or 30 renewal units. Fee: \$145.

## **Traumatized Child: The Effects of Stress, Trauma and Violence on Student Learning (ED 491)**

This course helps teachers to recognize the signs of stress, trauma or violence in students. It also discusses the specific factors that exist in families and communities where stress and violence are common. A major emphasis in this course is on helping the participant understand the special learning needs of the student who is experiencing stress, trauma or violence in his/her life and how to meet his/her needs in the regular classroom. Working with parents and community agencies is also emphasized. 2 credits, 30 renewal units or 30 CEU hours. Fee: \$145.

## **Understanding Aggression: Coping with Aggressive Behavior in the Classroom (ED 491)**

Includes topics on violence, aggression in the classroom, youth gangs, aggression in sports and on television, how drugs and alcohol play a role in aggression and violence and "hot spots" that tend to breed aggression and violence. Provides help to school personnel in becoming more aware of the causes of aggression and ways to evaluate aggression and intervene before the aggression turns to violence in the schools. The course also speaks about aggression in our communities through driving, date, sports, television, music and how these issues are dealt with in modern society. 3 credits or 45 renewal units. Fee: \$175.

## **Violence in Schools: Identification, Prevention and Intervention Strategies (ED 491)**

This course provides a foundational understanding of violence and motivational purposes behind aggression. The correlation and impact of the media, community and family upon violence will be investigated. Learn identification and intervention approaches to working with out-of-control behaviors. In addition, each student will receive information on national resources available for both parents and teachers. Increase your understanding of violence, the motivations behind the use of violence and specific strategies to minimize violence in a school and community. 2 credits or 30 renewal units. Fee: \$145.

# Degree Partnership

## Montana Western/UM-Helena

### BS Secondary Education Degree — Industrial Technology Major

The University of Montana Western (Dillon, MT) and The University of Montana--Helena College of Technology (Helena, MT) are collaborating to offer a Bachelor of Science degree in secondary education with a major in Industrial Technology on the UM-Helena campus in Helena. Individuals in Helena and the surrounding communities can take classes through both institutions to complete their educational goal.

Students pursuing the Montana Western IT bachelor's degree in secondary education will take classes from both institutions. Some individuals may want to earn an associate degree or certificate in a related technical area (from UM-Helena) while completing requirements for the BS degree. UM-Helena will offer general education courses and some technical course requirements. Montana Western will offer industrial technology and professional secondary education coursework.

#### ADMISSION

Students wishing to enroll in this program must be admitted to Montana Western.

**New/Prospective Student** - Submit the following information to the University of Montana Western:

A completed general/uniform application for admission

Official\* transcript(s) from ALL previously attended colleges and universities. If never attended college, submit an official high school transcript or official GED scores

Proof of immunity against measles and rubella (two immunizations required, at least one month apart)

\$30 application fee (waived if student has previously attended a unit of The University of Montana)

\*Official transcripts are those sent directly from the previous college(s) to the Admissions Office.

**Current Student** - If already attending UM-Helena, submit a Request for Transmittal of Application Materials Form ([http://mus.edu/borpol/bor300/301.5.4\\_Request\\_form.pdf](http://mus.edu/borpol/bor300/301.5.4_Request_form.pdf)) to the Registrar's office at UM-Helena. Contact the Montana Western admissions staff to determine if supplemental paper work is needed to transfer your file.

**Former Student** - In order to register for classes, students who have been out of school for one semester or more must re-apply by completing the "returning student" application.

#### ADVISING

Gary Frey, Montana Western Industrial Technology professor in Helena, will advise all students in the Secondary Education Industrial Technology program.

#### REGISTRATION

Students will follow the registration procedures specific to each school.

Registration at Montana Western

Contact Gary Frey, UMW IT program coordinator in Helena, to register for classes offered by Western.

#### Registration at the University of Montana – Helena College of Technology

Contact the Registrar's Office at 444-6881.

With questions regarding tuition/fee payment, simultaneous enrollment, withdrawals, final grades, transcripts, etc., students should contact the following for direction to the appropriate office:

UM-Helena Registrar's Office  
406-444-6881

Montana Western School of Outreach  
406-683-7537

#### FINANCIAL AID

Students wishing to receive financial assistance must contact the financial aid office of their "home" institution (school at which they plan to earn their next degree) to discuss the specifics of their enrollment and financial aid options. Students who are simultaneously enrolled should also complete the "Consortium Agreement" form and submit it to the Financial Aid office at their "home" institution.

Financial Aid, UM-Helena  
406-444-6879  
Valerie Lambert  
[val.lambert@umhelena.edu](mailto:val.lambert@umhelena.edu)

Financial Aid, Montana Western  
406-683-7511  
Ricki Jones  
[e\\_jones@hotdawg.umwestern.edu](mailto:e_jones@hotdawg.umwestern.edu)

#### SPRING 2011 COURSES

##### Metals (IT 140)

Lab Fee: \$50

Students will examine metal materials and their atomic structures and applications in industry. Students will learn metallurgical processes of heat treating, casting and forming. The mechanical properties of materials under stress and thermal conditions will be examined. Other processes examined will include combining and separating ferrous metals, sheet metals, plastics and natural materials. 4 credits (UMW)

##### Plastics (IT 141)

This course acquaints the student with the various types of plastics and with the most common methods of production in the plastics industry. Upon successful completion of the course the student will be able to read a drawing and understand common terms and processes, convert a drawing into an object and vice versa, understand technical terms and their use in each area and produce plastic projects in a variety of areas using various techniques. 1 credit (UMW)

##### Small Engines (MECH 205)

Lab Fee: \$10

This course concentrates on small gasoline engines as used in the Outdoor Power Equipment industry (less than 20 horse power). Emphasis will be on the four major theories of small engines--compression, ignition, carburetion and governing. Students will disassemble, familiarize, inspect, reassemble and operate a school-owned small engine. 2 credits (UMH)

Contact Gary Frey at [gary.frey@umhelena.edu](mailto:gary.frey@umhelena.edu) for course dates, meeting times and location. Contact Gary, also, for assistance with choosing general education courses to take through UM-Helena.

# Early Childhood Education

Billings, Bozeman, Butte, Great Falls, Hamilton, Helena, Missoula and online

The University of Montana Western offers the Early Childhood Education program in cooperation with The Montana University System in numerous locations.

The program is a competency-based training and assessment program for those who work with or plan to work with young children. Western's program consists of 24 semester credits in Early Childhood Education which includes course work,

one-on-one conferencing, assessment of teaching skills, individual training plans, a national assessment and first-hand experience working with children.

These classes can be used for recertification. They are core courses for the Early Childhood Associate and Bachelor's degree as well as the Early Childhood minor. All Early Childhood students must apply for admission and pay the \$30 fee.

CRN	COURSE #	TITLE	CR	DAY	TIME	DATES	INSTRUCTOR
<b>Billings: College of Technology</b> (Section FNL)							
3287/3288	ED 324/325	EC Curriculum II & Lab \$*	2/1	Tue	6-7:40 p.m.	Jan 11-Apr 26	Karls
3285/3286	ED 344/345	EC Professional & Lab \$*	2/1	Tue	7:50-9:30 p.m. + lab	Jan 11-Apr 26	Karls
<b>Bozeman: MSU, Herrick Hall, Room 205</b> (Section FNZ)							
3610/3611	ED 324/325	EC Curriculum II & Lab \$*	2/1	Tue	6-7:40 p.m.	Jan 11-Apr 26	Hancock
3612/3613	ED 344/345	EC Professional & Lab \$*	2/1	Tue	7:50-9:30 p.m. + lab	Jan 11-Apr 26	Hancock
<b>Butte: Montana Tech, NRB 127</b> (Section FNB)							
3494/3495	ED 142/143	Intro to Early Childhood & Lab \$*	1/1	Thu	6-7 p.m.	Jan 13-Apr 28	Jensen
3496/3497	ED 250/251	Child Growth & Development & Lab \$*	3/1	Thu	7:10-9:30 p.m. + lab	Jan 13-Apr 28	Jensen
<b>Great Falls: MSU-COT , R280</b> (Section FNG)							
3289/3290	ED 144/145	Creat Environ for Learn & Lab \$*	2/1	Wed	6-7:40 p.m.	Jan 12-Apr 27	Morris
3291/3292	ED 240/241	Positive Child Discipline & Lab \$*	2/1	Wed	7:50-9:30 p.m. + lab	Jan 12-Apr 27	Morris
<b>Hamilton: Ravalli Entrepreneurship Center, 274 Old Corvallis Road</b> (Section FNA)							
3381/3382	ED 242/243	Meeting Needs of Family & Lab \$*	2/1	Wed	6-7:40 p.m.	Jan 12-Apr 27	Marose
3383/3384	ED 320/321	EC Curriculum I & Lab \$*	2/1	Wed	7:50-9:30 p.m. + lab	Jan 12-Apr 27	Marose
<b>Helena: UM-Helena, DON 206</b> (Section FNH)							
3614/3615	ED 324/325	EC Curriculum II & Lab \$*	2/1	Tue	6-7:40 p.m.	Jan 18-May 3	Palagi
3616/3617	ED 344/345	EC Professional & Lab \$*	2/1	Tue	7:50-9:30 p.m. + lab	Jan 18-May 3	Palagi
<b>Missoula: UM Missoula</b> (Section FNM)							
3283/3284	ED 324/325	EC Curriculum II & Lab \$*	2/1	Thu	6-7:40 p.m.	Jan 13-Apr 28	Adams
3281/3282	ED 344/345	EC Professional & Lab \$*	2/1	Thu	7:50-9:30 p.m. + lab	Jan 13-Apr 28	Adams
<b>EC Rural: Internet</b> (Section FNJ)							
3618/3619	ED 242/243	Meeting Needs of Family & Lab \$*	2/1	TBA	TBA	Jan 10-May 4	Lavender/
3620/3621	ED 320/321	EC Curriculum I & Lab \$*	2/1	TBA	TBA	Jan 10-May 4	Standaert

\$Lab and distance delivery fees

\*Enrollment limited. Please register early.

# Professional Development

Montana Western offers continuing education courses to professionals. These course offerings are designed to meet the on-going training needs of working professionals. Where

appropriate, the courses are offered for CEUs and may also be offered for college credit. Read specific descriptions for course fees and schedules. Contact Outreach at (406) 683-7537.

## NATURALIST GUIDE CERTIFICATE

The Yellowstone Association Institute and Montana Western's School of Outreach have joined together to offer the Naturalist Guide Certificate program.

The demand for sustainable and educational nature travel has increased dramatically in the past decade, creating a high demand for naturalist guides. Field schools, eco-tour companies, zoos, nature centers, environmental science centers, camps, travel programs, and state and national parks are all seeking people who are passionate about wild places, enjoy interacting with people, and have the practical skills necessary to share their knowledge and enthusiasm with others. They need individuals who not only have excellent communication skills, but who can also lead groups safely and comfortably in the field under changing conditions, and who have the ability to recognize and manage group and individual needs and expectations.

Through this professional level certification course, students will gain lifelong skills to be a successful naturalist, and practical experience and soft-skills that will help them share that knowledge with others. They will learn the interpretive principles, naturalist skills, safety and risk management, group management, communication and facilitation skills necessary for successfully guiding short, day-long, or multi-day interpretive programs and tours. Students will also learn how to understand and interpret the wildlife, geology, plants, and climate of a landscape. During the course students will have the opportunity to become Certified Interpretive Guides through the National Association for Interpretation and Leave No Trace Trainers through Leave No Trace, Inc.

Courses include a combination of classroom instruction, field based learning and practice. Students will be based at the Yellowstone Overlook Field Campus in Gardiner, Montana.

The program is scheduled for April 3-22, 2011 and is offered for seven semester credits. The credit fee is \$295. Additional fee: \$1,200. To register, contact the Yellowstone Association Institute at 406-848-2400 by April 1, 2011.

## ONLINE PROFESSIONAL OFFERINGS

The University of Montana - Western, School of Outreach, in partnership with ed2Go/Gatlin Education Services (GES), offers online open enrollment programs designed to provide the skills necessary to acquire professional caliber positions for many in-demand occupations. These programs are designed by a team of professionals from each respective field, who work with an existing textbook or base to provide the most effective web-based learning experience. Instructors/mentors are actively involved in the students' online learning experience. They respond to any questions or concerns as well as encouraging and motivating students to succeed. Each program has a set of lessons and tests; grades are a combination of computer-graded tests and the instructor/mentor's evaluation of the students' work. Students love the quality as well as the convenience of anytime, anywhere learning.

**Please note: Once the course is accessed either by requesting materials or viewing lessons, there are no refunds.**

To register, visit [www.umwestern.edu/academics/outreach/page2.htm](http://www.umwestern.edu/academics/outreach/page2.htm) or contact the School of Outreach at Montana Western, (406) 683-7537 or toll free, (866) 799-9140. Students will receive certificates upon completion of each program.

### Medical Transcription

Medical transcription is among the ten fastest growing occupations in the U.S. This online program provides students with a working knowledge of medical terminology as well as proficiency in the transcription of medical reports. Medical transcriptionists work with pharmacists, therapists, technicians, nurses, social workers, psychologists, chiropractors, medical doctors, and many others. All of these providers rely on legal documents created by the medical transcriptionist. Transcriber and all materials included. Fee: \$1,595.

### Administrative Medical Specialist With Medical Billing and Coding

The medical industry is experiencing a tremendous demand for individuals with knowledge of medical office operations,

which includes billing and coding, processing insurance forms, and using medical software. This program provides training on medical billing software as well as preparation for the Certified Coding Associate (CCA) national certification exam. The target audience for the Administrative Medical Specialist with Medical Billing and Coding program are individuals interested in learning job skills for medical office opportunities, changing jobs to become medical office assistants, or changing jobs to become medical coders. All materials including student version of medical billing software included. Fee: \$1,995.

### Advanced Coding for the Physician's Office

CPT, ICD-9-CM (Volumes I and II), and HCPCS Level II Coding, and much more are covered in this online, instructor-led program. This advanced program is designed for students with previous coding experience or a basic coding education or for students who have completed the GES Administrative Medical Specialist course. Students will be prepared to sit for the Certified Professional Coder (CPC) certification exam upon successful completion of this program. Fee: \$1,395.

### Medical Billing and Coding

Students can learn medical billing and coding from the comfort of their own homes with this online, instructor-facilitated program. Upon successful completion of this course, students are prepared for an entry-level position doing medical billing and/or coding in a medical office setting and are prepared to sit for the Certified Coding Associate (CCA) national certification exam. All materials included. Fee: \$1,595.

### Human Resources for Healthcare Providers

This program provides a comprehensive human resource management foundation, grounded in practice, for those who intend to work or are working in healthcare settings. All of the modules in this program instill a solid foundation in both human resources and healthcare administrative practices. Fee: \$1,995.

### Pharmacy Technician

This online program teaches the skills needed to gain employment as a pharmacy technician in either the hospital or retail setting. The objective of the Pharmacy Technician Program is to provide graduates with the skills and knowledge that will enable them to qualify for entry-level positions in pharmacies as well as

# Professional Development

prepare for national certification. This online program pairs students with an instructor for one-on-one assistance and includes a 40-hour externship. All materials included. Fee: \$1,795.

## Freight Broker/Agent

Entrepreneur Magazine has rated the freight brokerage business as one of the top home-based businesses to own, and a recent Wall Street Journal article cited freight brokering and logistics as the largest growing sector of the transportation industry. Written by freight brokerage specialists, the freight broker/agent training course will provide the student with the knowledge and resources needed to break into the \$400 billion plus shipping industry. Students will learn the "how-to's" of building up a freight brokerage or agency. From licensing to operations, to sales and marketing, students learn the basics of how to run a freight brokerage or agency. This course arms graduates with the information needed to succeed in the freight brokerage business, and can help lead to a rewarding career in this field. Fee: \$1,695.

## Project Management

This online, instructor-led program provides a comprehensive education in project management. This program teaches the basics of project management and includes preparation for the Project Management Professional national certification exam. Textbook and exam prep are included. Fee: \$1,495.

## Records Management Certificate

Gatlin's online record management certificate course is a power-packed online training program that teaches students how to manage electronic records and conquer the paper pile-up. Textbook is included. Fee: \$1,395.

## Website Design

The Website Design online training program focuses on developing the visual graphic and information design skills required to create compelling Web sites. Students learn professional applications for Adobe Photoshop, Macromedia Dreamweaver and Flash or equivalent software tools. Fee: \$5,595

## Paralegal

This online, instructor-led program prepares students to be successful in the fast growing paralegal career field. All materials included. Fee: \$1,795

## Entrepreneurship: Start-Up and Business Owner Management

This entrepreneurship course provides an excellent foundation for not just the start-up business owner, but also the business owner or manager who wants to gain a deeper understanding of some of the essential principles associated with owning and operating a start-up or ongoing business. Fee: \$2,095

## Veterinary Assistant

This online program will prepare you for an exciting new career as a veterinary assistant by teaching you the essential skills of a veterinary assistant. Textbooks included. Fee: \$1,795

## Bookkeeping the Easy Way with Quickbooks

This course is designed for students who are interested in gaining knowledge of basic bookkeeping practices in planning a more profitable future or seeking a new career. Textbook and thorough tutorial for QuickBooks are included. Fee: \$1,695

## Personal Financial Planning

The online Personal financial planning program's curriculum for better money management is unique because it teaches the psychological aspects of money management in addition to the practical mechanics of day-to-day living and spending. You will learn the step-by-step process for better money management in addition to a fast-track approach, which will be a quick reminder for you for the rest of your life. Fee: \$1,395

## Personal Fitness Trainer

Content and curriculum within each section of this unique program are designed to present the student with the knowledge, skills and abilities to implement a unique medically-based fitness model for their future or current clients. Students will also have the opportunity to take an optional field internship elective course. Materials included. Fee: \$2,095

## Chartered Tax Professional

With the innovative online chartered tax professional certificate program, students can start working and earning money while completing coursework. While they apply what they've learned and earn money as a tax preparer, students continue their studies in advanced individual tax preparation, which will enable them to serve clients with more complex tax situations and increase earning potential. Fee: \$1,795

## Graphic Design

This online program begins with the fundamentals of design and guides the student through the terms and processes they will use to turn their knowledge of design into a career. Fee: \$1,495

## Hospitality and Casino Management

The hospitality and casino management program is intended to prepare students to work in the rapidly expanding field of tribal government gaming enterprises. All materials are included. Fee: \$2,495

## Grant Writing

If you are thinking of starting a business that utilizes grants, learn the essentials in writing or acquiring grants for private, public or government use in this nationally recognized grant writing course. Fee: \$2,095

## Payroll Practice and Management

This new online program is designed to teach the solid skills and knowledge of payroll rules and regulations to the beginner and to increase or refresh the skills of the more experienced student. Fee: \$1,595

## Webmaster

This online webmaster program begins by teaching simple web page development and progresses by introducing new concepts by involving you in active web page implementation using HTML and Dynamic HTML. Textbook included. Fee: \$1,795

## Paper Mill Operations

This online training program will teach you the skills you need to gain employment as a paper mill operator. Paper mill operators are highly paid and enjoy a stable work environment. This is a unique user-friendly course designed for people who have minimal knowledge of industry, math, physics or chemistry. Fee: \$2,595

## Administrative Dental Assistant

This online program will teach you the essential administrative tasks for managing the business aspects of a dental practice. Textbooks included. Fee: \$1,595

# Professional Development

## ed2go

Comprehensive online non-credit courses in a convenient six-week format. **Over 300 course titles available.** New sessions start the second Wednesday of each month. Courses are project oriented and include lessons, quizzes, hands-on assignments, discussion areas and supplementary links. Expert instructors

lead each course and provide a supportive community of learners. Certificate of completion awarded with confirmation of passing score. **Most classes just \$95!** Check out this list of classes and visit the ed2go website for more offerings and course descriptions, [www.ed2go.com/umwestern](http://www.ed2go.com/umwestern)

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QuickBooks for Contractors 2009

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Music Made Easy

### Basic Computer Literacy

Keyboarding  
Navigating the Internet

### Child Care & Parenting

Guiding Kids on the Internet  
Understanding Adolescents  
Working Successfully with Learning Disabled Students

### Computer Applications

Introduction to Microsoft Office  
Accounting Professional 2008

### Courses for Teaching Professionals

Creating Web Pages  
Leadership  
Using the Internet in the Classroom

### Database Management & Programming

Intermediate Oracle  
Intermediate Visual Basic 2008  
Introduction to SQL

### Digital Photography & Video

Discover Digital Photography  
Introduction to Photoshop CS3  
Secrets of Better Photography

### Grant Writing & Nonprofit Management

A to Z Grantwriting  
Introduction to Nonprofit Management  
Marketing Your Nonprofit  
Writing Effective Grant Proposals

### Graphic Design

Creating Web Graphics with Photoshop CS3  
Design Projects for Adobe Illustrator CS2

### Health Care Continuing Education

Certificate in Bioenergy & Spiritual Healing  
Certificate in End of Life Care  
Certificate in Legal & Ethical Issues in Nursing

### Health Care, Nutrition & Fitness

Assisting Aging Parents  
Handling Medical Emergencies

HIPAA Compliance  
Medical Coding

### Languages

Beginning Braille Transcription  
Grammar for ESL  
Writing for ESL

### Law and Legal Careers

Business Law for the Small Business Owner  
LSAT Preparation  
Paralegal Preparation  
Real Estate Law  
Winning Strategies for the Courtroom

### Math, Philosophy & Science

Everyday Math  
Singapore Math: Number Sense & Computational Strategies

### PC Troubleshooting, Networking & Security

Introduction to PC Security  
Introduction to PC Troubleshooting  
Wireless Networking

### Personal Development

Achieving Success with Difficult People  
Become a Physical Therapy Aide  
Computer Skills for the Workplace  
Effective Business Writing  
Get Assertive  
Grammar Refresher  
Twelve Steps to A Successful Job Search

### Personal Enrichment

Genealogy Basics  
Keys to Effective Communication  
Write Your Life Story

### Personal Finance & Wealth Building

Debt Elimination Techniques that Work  
Introduction to Stock Options  
Keys to Successful Money Management

### Sales and Marketing

Effective Selling  
Marketing Your Business on the Internet  
Professional Sales Skills

### Start Your Own Business

Creating a Successful Business Plan  
Learn to Buy and Sell on eBay  
Start and Operate your Own Home-Based Business

### Test Prep

GED Preparation  
GMAT Preparation

GRE Preparation  
LSAT Preparation  
Praxis I Preparation  
SAT/ACT Preparation

### The internet

Navigating the Internet

### Web & Computer Programming

Introduction to C# Programming  
Intermediate C# Programming  
Introduction to Java Programming  
Intermediate Java Programming  
Introduction to Visual Basic 2008  
Intermediate Visual Basic 2008

### Web Graphics & Multimedia

Drawing for the Absolute Beginner  
Introduction to Flash 8  
Creating Web Graphics with Photoshop CS3

### Web Page Design

Creating Web Pages  
Creating Web Pages II  
Creating a Classroom Web Site  
Introduction to Dreamweaver 8  
Intermediate Dreamweaver CS3  
Introduction to Microsoft FrontPage 2003

### Writing & Publishing

A Writer's Guide to Descriptive Settings  
Advanced Fiction Writing  
Beginner's Guide to Getting Published  
Beginning Writer's Workshop  
Breaking into Sitcom Writing  
Forensic Science for Writers  
Fundamentals of Technical Writing  
Grammar Refresher  
Introduction to Journaling  
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