

# Fall 2005 Calendar

**PLEASE NOTE:** Class schedule changes occur routinely, check **addendum** listings for current information (posted at/near the Registrar's Office, or on DAWGS at: [www.dawgs.umwestern.edu](http://www.dawgs.umwestern.edu), and, at the UM-W web site: <http://www.umwestern.edu/Academics/registrars/registration.htm>).

## FALL SEMESTER 2005

## COMMON CALENDAR DATES & DEADLINES

New Student Orientation	August 25 - 28 — Contact the Admissions Office
DEADLINE to apply for Fall 2005 Graduation	September 1
1st \$40 Late Registration Fee Begins	August 30
Labor Day Holiday (College Closed)	September 5
Fall Semester Weekend Classes Begin	September 9/10
Summer 2006 Early-Audit Graduation Application Deadline	September 15
Class Schedules of Non-paid Students Canceled	September 19
2nd \$40 Late Registration Fee Begins	September 20
Veteran's Day Holiday (College Closed)	November 11
Registration for Spring Semester 2006 begins	November 14
Thanksgiving Recess (No Classes)	November 21-25
Thanksgiving Holiday (Offices Closed)	November 24-25

## PART-of-TERM - SPECIFIC DATES & DEADLINES

FALL SEMESTER 2005	EXPERIENCE ONE CLASSES				FULL SEMESTER
	BLOCK 1	BLOCK 2	BLOCK 3	BLOCK 4	
Classes Begin	Aug 29	Sept 26	Oct 24	Nov 28	Aug 29
Last Day to Register or Add (2nd day of block)	Aug 30	Sept 27	Oct 25	Nov 29	Sep 12
Last Day to Drop a Class - No Record of Enrollment	Sept 16	Sept 16	Sept 16	Sept 16	Sep 12
Class Schedules of Non-paid Students Canceled***	Sept 19	Sept 19	Sept 19	Sept 19	Sep 19
Last Day to Drop a Class** ('W' recorded) or Change to/from					
Audit Status (end 2nd week of block)	Sept 9	Oct 7	Nov 4	Dec 9	Oct 21
Deadline to Withdraw (drop ALL** classes) (end 2nd wk of block)	Sept 9	Oct 7	Nov 4	Dec 9	Dec 9
Fall Semester Final Exams	Announced by Instructors				Dec 19-21
Term Ends	Sept 21	Oct 19	Nov 17	Dec 21	Dec 21
Final Grades Due in Registrar's Office	Sept 28	Oct 26	Nov 24	Dec 27	Dec 27

\*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

# Fall Features

## Conferences & Workshops

- Ag Conference and Expo

## Evening Highlights

- Aquaexercise
- Self Defense
- Elements of Rodeo: Steer Wrestling
- How to Succeed by Being Yourself
- Chinese Painting and Calligraphy
- Beginning Sign Language
- Mediation
- Radio Broadcasting for the Community

## Weekend Workshops

- Pioneering Discoveries Training for Teachers
- Give Me Some Ideas, Please! Writing Across the Curriculum
- Teaching with Love and Logic
- Let's Get Organized! Fostering a Positive Learning Environment
- Wolf Ecology & Geothermal Features of Yellowstone
- Advocate Training

## Computer-Based Courses

- Autism and Asperger's
- Learning Disabilities: Practical Information for Classroom Teachers
- Behavior is Language
- Attention Deficit Disorder
- Inclusion: Working with Special Needs Students in Mainstream Classrooms
- Child Abuse: Working with Abused and Neglected Children

## Internet Courses

- Learning Basic Internet Skills
- Microsoft PowerPoint Online
- Basic HTML Web Page Design

- Adobe Photoshop Online
- Microsoft Word Online
- Microsoft Excel Online
- Content Literacy Instruction
- Children's Literature
- Introduction to Computers
- Contemporary American Indian Ed
- Early Literacy
- Math/Science for Early Childhood
- Family, Communities, Culture
- Early Childhood Assessment/Outcomes
- Personal & Community Health
- General Psychology
- Learning & Memory
- Health, Safety & Nutrition in Early Childhood

## Professional Development & Non-Credit Programs

- Paralegal & Adv Paralegal Certificate Programs
- Legal Nurse Consultant Training Course
- Medical Transcription
- Administrative Medical Specialist
- Advanced Coding for the Physician's Office
- Very, Very Basics of Computers
- Line Dancing
- Two Step
- Women & Money: Taking Charge

## Travel Programs

- Travel Learn
- Polynesian Story Theatre Tour in Hawaii

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# Course Section Code Key

For Fall 2005, course section codes will be used to convey important information about a specific course. Course offering dates (called “part-of-term”), approximate time of day the course will be offered, and course location will be identified the section code. All section codes used in UM-W class schedules (including those that appear at the [www.umwestern.edu](http://www.umwestern.edu), Dawgs [www.dawgs.umwestern.edu](http://www.dawgs.umwestern.edu), and published versions) will be three space listings and will follow the coding scheme outlined below.

**1st Space** – designates what **part-of-term** (p-o-t) the course is offered, codes used include:

- 1-4 = designate **Fall** block classes; (1=1<sup>st</sup> block, etc.)
- F = full-term class, also called a “string” class
- G = 1<sup>st</sup>-half of the semester (blocks 1 & 2)
- H = 2<sup>nd</sup>-half of the semester (blocks 3 & 4)
- X = mixture of blocks (example: first 3 or last 3 blocks of a term)\*

**2nd Space** – designates the **approximate time of day** course meets:

- A = morning (AM)
- P = afternoon (PM)
- N = night or evening
- D = all or most of the day (mix morning/afternoon/evening/night)
- W = weekend classes
- M = (2<sup>nd</sup> or) multiple sections of the same course offered during same p-o-t at same location
- T = To be announced

**3<sup>rd</sup> Space** – designates the **course location** (or special section) as follows:

- 0-9 = on campus courses
- I = Internet course
- A = Hamilton
- B = Butte (ECE, PDS, etc)
- G = Great Falls
- H = Helena
- L = Billings
- M = Missoula
- P = Pablo, Salish Kootenai College
- T = Transitory, other locations or TBA\*
- V = Havre
- Z = Bozeman
- Y = Montana Youth Challenge course
- X = Extension course (restricted enrollment)

**Exception to the three space section code scheme above:** a single “0” = zero (no other letters or numbers) section code designates multiple directed study, independent study or experimental courses that may have the same dept/rubric and same course number, but course titles/content and credits will vary.

Example:	Section Code	What part-of-term*	Time/when offered*	Where offered*
	2P0	2nd block, Fall term	Afternoon	On campus
	FTI	Full semester	All day	Internet
	GNI	First half of term	Night or evening	On campus

\*Check schedule detail in DAWGS for exact meeting dates, times and places/rooms.

# Fall 2005 Outreach Schedule

CRN	Crs #	Title	Cr	Sec	Day	Time	Room	Instructor	Add'l Fee	Extension Tuition
<b>Art (ART)</b>										
7504	391	Practical Skills in Chinese Painting & Calligraphy (8/29-11/7)~n/c	2	XN0	M	6-9 pm	MH 120	Qian	\$24	\$230
<b>Business (BUS)</b>										
7211	281	Business Law I	3	FN0	R	6-8:30 pm	MH 218	Jones		
7499/	210/	Career Planning	2	HNO	TBA	TBA	Internet	Knopik	\$30	
7373	410	(10/24-12/21)								
7183	426	Strategic Management	3	FN0	W	6-9:30 pm	MH 208	Knopik		
<b>Computer Science (COMS)</b>										
7174	101	Introduction to Computers (9/26-10/19)^	1	2N0	MTW	6-7:05 pm	STC 103	Else		
7425	101	Introduction to Computers (8/29-10/21)	1	GTI	TBA	TBA	Internet	Scott	\$15	
7371	234	Multimedia (8/29-10/21)	2	GN0	R	6-9:30 pm	MH 228	Rogstad	\$25	
7210	270	Fundmntls of Yearbook Layout	2		TBA	TBA	MH 228	Staff		
7247	339	Adv Database Management	3	FN0	T	6-9:30 pm	MH 228	Holland		
7515	+491	Learn Basic Internet Skills (8/19-12/16)	2		TBA	TBA	Internet	Bond		\$230
7517	+491	Using Windows (8/29-12/16)	2		TBA	TBA	Internet	Bond		\$230
7520	+491	Microsoft PowerPoint Online (8/29-12/16)	2		TBA	TBA	Internet	Bond		\$230
7516	+491	Basic HTML Web Page Design (8/29-12/16)	2		TBA	TBA	Internet	Bond		\$230
	+491	Adobe Photoshop Online (8/29-12/16)	2		TBA	TBA	Internet	Bond		\$230
7519	+491	Microsoft Word Online (8/29-12/16)	2		TBA	TBA	Internet	Bond		\$230
7518	+491	Micosoft Excel Online (8/29-12/16)	2		TBA	TBA	Internet	Bond		\$230
<b>Drama (DR)</b>										
7503	491	Polynesian Story Theatre Tour in Hawaii, Block 4 (11/28-12/21)	4	4T0	TBA	TBA	MH 400	Brazill		
<b>Education (ED)</b>										
7234	120	Becoming a Prof. Educator	2	FNB	W	7-9 pm	Butte MT Tech	Xanthopoulos	\$40	
7235	253	Psych Foundations of Teaching and Learning	4	FNB	M	6-9:30 pm	Butte MT Tech	Gilliard	\$80	
7230	255	Contemp American Indian Ed	3	FTI	TBA	TBA	Internet	Xanthopoulos	\$45	
7426	291	Beginning Sign Language~ n/c	2	FN0	M	5-7 pm	MH 208	Scofield		\$230
7531	291	Let's Get Organized! Fostering a Positive Learning Environment (10/7-9)	1	XW0	F	6-9 pm	MH 209	Murphy		\$115
					Sa	8 am-5 pm				
					Su	8 am-noon				

# Fall 2005 Outreach Schedule

CRN	Crs #	Title	Cr	Sec	Day	Time	Room	Instructor	Add'l Fee	Extension Tuition
7257	343	Persons with Disabilities	3	FN0	T	5-8 pm	MH 209	Murray		
7229	346	Early Literacy	3	FTI	TBA	TBA	Internet	Staff	\$45	
7231	348	Math/Science for Early Chldhd	3	FTI	TBA	TBA	Internet	Bullard	\$45	
7233	360	Children's Literature	3 or 4	FTI	TBA	TBA	Internet	Ulrich	\$45 or \$60	
	+360	Children's Literature**	3		TBA	TBA	Internet	Ulrich		\$555
7490	391	Educational Psychology, Mgmt & Assessment	3	FN0	M	6-9 pm	MH 218	Straugh		
7232	422	Family, Communities, Culture	3	FTI	TBA	TBA	Internet	Gilliard	\$45	
7238	424	Early Chldhd Assess/Outcomes	3	FTI	TBA	TBA	Internet	Gilliard	\$45	
7252	445	Content Literacy Instruction	4	FTI	TBA	TBA	Internet	R. Wingo	\$60	
7274	446	Adv Lit Assess, Diag, Inst	3	FN0	W	5-8 pm	STC 007	R. Moore		
7275	447	Lit Pract: Adv Lit Assess	1	FN0	W	5-8 pm	STC 007	R. Moore		
7427	491	Pioneering Discoveries (9/16-18)^~	1	XW0	F Sa	5-9 pm 8:30-4:30	Birch Creek	Brandon	\$76	\$115
					Su	8:30 am-1 pm				
7502	491	Educating Children from Culturally Diverse Backgrounds (Block 4, 11/28-12/21) ^	4	4P0	M-F	12-3 pm	MH 306	Luo		
7530	491	Health, Safety & Nutrition in Early Childhood	3	FTI	TBA	TBA	Internet	Bentham	\$45	
7495	+491	Best Practices in Reading (8/8-8/12)	2	XWZ	M-R F	8:30a m-4 pm 8:30a-2:30p	MSU Bozeman	Baldus		\$230
7509	491	Give Me Some Ideas, Please! Writing Across the Curriculum (9/23-25)~	1	XW0	F Sa Su	6-9 pm 8 am-5 pm 8 am-noon	MH 208	Byrne		\$130
7536	+491	Teaching with Love & Logic (9/30-10/2)	1		F Sa Su	6-9 pm 9 am-5 pm 9 am-3 pm	Helena Learning Ctr	Sportono		\$115
7533	491	Adoptive Families & Teachers Educating Children Who Are Adopted (10/28-30)	1		F Sa Su	6-9 pm 8 am-5 pm 8 am-noon	MH 218	Luo		
7537	+491	Autism & Asperger's Disorder (8/29-12/16)	2		TBA	TBA	Computer Based	Winnega	\$95	\$145
7538	+491	Behavior is Language: Strategies for Managing Disruptive Behavior (8/29-12/16)	2		TBA	TBA	Computer Based	Jackson	\$95	\$145
7539	+491	ADD: Info & Intervention for Effective Teaching (8/29-12/16)	2		TBA	TBA	Computer Based	Jackson	\$95	\$145
7540	+491	Violence in Schools: Ident., Prevent., & Intervention Strategies (8/29-12/16)	2		TBA	TBA	Computer Based	Sedler	\$95	\$145
7541	+491	Drugs & Alcohol in Schools: Understand. Substance Use & Abuse (8/29-12/16)	2		TBA	TBA	Computer Based	Jackson	\$95	\$145
7548	+491	Harassment in Schools: Guidelines & Policies for Prevention (8/29-12/16)	1		TBA	TBA	Computer Based	Scott	\$95	\$115

# Fall 2005 Outreach Schedule

CRN	Crs #	Title	Cr	Sec	Day	Time	Room	Instructor	Add'l Fee	Extension Tuition
7542	+491	Learning Disabilities: Practical Info for Clsrn Tchrs (8/29-12/16)	3		TBA	TBA	Computer Based	Pillay	\$95	\$175
7543	+491	Functional Analysis: Intro to Completing Behavior Assmnts (8/29-12/16)	2		TBA	TBA	Computer Based	Jackson	\$95	\$145
7544	+491	Inclusion: Working w/Special Needs Students in Mainstream Classrooms (8/29-12/16)	1		TBA	TBA	Computer Based	Luseno	\$95	\$115
7547	+491	Talented & Gifted: Working w/High Achievers (8/29-12/16)	2		TBA	TBA	Computer Based	Arnzen	\$95	\$145
7545	+491	Understanding Aggression: Coping with Aggrsv Behavior (8/29-12/16)	3		TBA	TBA	Computer Based	Jackson	\$95	\$175
7546	+491	Child Abuse: Working with Abused & Neglected Children (8/29-12/16)	2		TBA	TBA	Computer Based	Halverstadt	\$95	\$145
7237	496	Early Childhood Practicum	6		TBA	TBA	MH 105	Bullard		
<b>Educational Opportunity Program (EOP)</b>										
7532	091	Fundamentals of Mathematics	3	FN0	T	7-9:30 pm	BH 210	Staff		
7428	101	Learning Strategies for Higher Education	2	FD0	TR	4-4:50 pm	MH 208	Miller		
7429	101	Learning Strategies for Higher Education	2	FN0	T	7-8:50 pm	MH 208	Miller		
7430	102	Writing Strategies for Higher Education	2	FD0	MW	4-4:50 pm	MH 208	Miller		
7431	204	Peer Tutoring	3	FT0	TBA	TBA	MH 216	Cohen		
<b>English (ENG)</b>										
7439	191	Oral Communication	3	FN0	W	7-10 pm	MH 209	Staff		
7493	215	Journalism	4	FN0	T	7-10 pm + arrange	ITW Bsmt	Knotts		
<b>Environmental Science (ENVS)</b>										
7397	101	Career Orientation for Wildlands Guides	1	FN0	M	5-6 pm	BH 319	Clark		
7380	150	Basic Rock Climbing	1	XN0	T	6-8 pm	BH 307	Mock	\$35	
7398	261	Intermediate Rock Climbing	2	XN0	W	6-8 pm	BH 307	Mock	\$75	
7399	262	Advanced Rock Climbing	2	XN0	R	6-8 pm	BH 307	Mock	\$75	
<b>Note: Rock climbing classes will have additional 1 or 2 weekend climbing days and will be completed by 9/30/05.</b>										
7401	265	Wildlands Skills: Backpacking & Basic Camping (10/24-12/21)^	2	HN0	W	3-6 pm	BH 319	Clark	\$75	
7400	267	Wildlands Skills: Horsepacking (8/29-10/21)	2	GN0	W	3-6 pm	BH 319	Clark	\$75	
7404	269	Wildlands Skills: Map, Compass & GPS (8/30, 9/1, 6, 8, 13 & 15 and 9/17 and 10/1)	2	XN0	TR Sa	6-8:30 8 am-5 pm	BH 311	Troedsson		

# Fall 2005 Outreach Schedule

CRN	Crs #	Title	Cr	Sec	Day	Time	Room	Instructor	Add'l Fee	Extension Tuition
7507	291	Primitive Living & Wilderness Survival Skills (9/6, 7, 12, 14, 16 plus 10/7-9)	2	XN0	TWMWF	3-5 pm Camp-out	BH 311	Cronenwett	\$75	
7506	291	Wolf Ecology & Geothermal Features of Yellowstone (10/20-23)^	2	XWT	R-Su	8 am-5 pm	Gardiner/ Yellowstone Park	Halfpenny/ Keats	\$230.00	
<b>Equine Studies</b>										
7534	222	Elements of Rodeo: Steer Wrestling	2	FN0	T	5-7:30 pm	Tenderfoot Trail	Peterson		
7432	291	Equine Massage Therapy (10/7-9)^	1	FW1	F	6-9 pm 8 am-5 pm 9 am-1 pm	MH 209 Harrington Arena	Lerman		
7433	291	EAP: Equine Assisted Psychotherapy (10/20-23)^	1	FW2	R	4-7 pm 9 am-3 pm 9 am-noon	L & C Rm LaCense LaCense	Mathews		\$115
7434	291	Intro to Natural Horsemanship (11/4-6)^	1	FW3	F	7-10 pm 9 am-4 pm	LaCense	Wiederkehr		
<b>Health &amp; Human Performance (HHP)</b>										
7061	100	Aquaexercise*~n/c	2	FN0	MWR	5:10-6 pm	Pool	B. Kendall	\$14	\$230
7511	100	Yoga I n/c	1	FA0	W	10-11 am	PE Gym	Staff	\$14	\$115
7512	100	Yoga II n/c	1	FA1	W	11 am-noon	PE Gym	Staff	\$14	\$115
7378	109	Self Defense	1	FN0	T	7-9 pm	PE 300	K. Handlos		
7381	150	Basic Rock Climbing	1	XN0	T	6-8 pm	BH 307	Mock	\$35	
<b>Note: Rock climbing class will have additional 1 or 2 weekend climbing days and will be completed by 9/30/05.</b>										
7243	222	Elements of Rodeo: Steer Wrestling	2	FN0	T	5-7:30 pm	Tenderfoot Trail	Peterson		
7377	231	First Aid (8/31-10/19)	1	GN0	W	7-10 PM	PE 207/208	D. Kendall	\$15	
7510	241	Personal & Community Health	4	FTI	TBA	TBA	Internet	Carpenter	\$60	
<b>Humanities (HUM)</b>										
7435	491	Intro to the Holocaust (9/26-10/19)^	4	2P0	M-F	12-3 pm	Mastandrea/Roth			
<b>Philosophy (PHIL)</b>										
7481	491	Quantitative Rsrch Meth for Social Sciences	4	FN0	TR	7-9 pm	STC 105	Krank		
<b>Psychology (PSY)</b>										
7086	100	General Psychology	4	FTI	TBA	TBA	Internet	Richmond	\$60	
7087	360	Learning & Memory	4	FTI	TBA	TBA	Internet	Richmond	\$60	
7482	491	Quantitative Rsrch Meth for Social Sciences	4	FN0	TR	7-9 pm	STC 105	Krank		
<b>Sociology (SOC)</b>										
7483	320	Mediation	4	FN0	R	6-10 pm	MH 217	Malo		

# Fall 2005 Outreach Schedule

CRN	Crs #	Title	Cr	Sec	Day	Time	Room	Instructor	Add'l Fee	Extension Tuition
7437	409	Sociology Seminar History of the Gospels: A Sociological Perspective	v1-4	FN0	W	6-9 pm	MH 218	Francisconi		
<b>Spanish (SPAN)</b>										
7549	191	Beginning Conversational Spanish~ n/c	2	FN0	T	6-8 PM	STC 007	Heckard		\$230
<b>Student Services (SS)</b>										
7484	250	Radio Broadcasting for the Community	2	FN0	W	6-8 pm	MH 304	Hajduk		
7438	291	Advocate Training n/c (9/16-18)^	v1-2	FW0	F Sa Su	5-9 pm 9 am-5 pm 1-5 pm	MH 209	James		\$115 or \$230
7513	291	Confidence: How to Succeed by Being Yourself n/c (9/6-11/8)	1	FN0	T	7-8:30 pm	MH 226	Barnhart		\$115

## Extension Course Registration Information

Extension courses are self-supporting, meaning that tuition fees and registration procedures are separate from regular courses. To obtain an extension registration form or to register via phone using a credit card, contact the School of Outreach at 1-866-799-9140. See course descriptions for fee information.

## Registration Key

+Extension Course  
 \*Enrollment Limited  
 c/iConsent of instructor required  
 ~Available through the Extension Program for non-degree seeking students at a reduced rate.  
 ^Preregistration required  
 \*\*Library Media Endorsement only  
 n/cNon-credit option available, see page 29

## Building Key

MH Main Hall  
 IW Industrial Technology Woods  
 IM Industrial Technology Metals  
 PE Physical Education Complex  
 BH Block Hall  
 STC Swysgood Technology Center  
 LCL Lucy Carson Library  
 L&C Lewis & Clark Rm, Mathews Hall

# Course & Workshop Descriptions

## Art

### **Practical Skills in Chinese Painting and Calligraphy (ART 391)**

**Lab Fee: \$24**

Introduction to the basic skills of using a soft brush and ink to create art on Chinese rice paper. Learn Chinese calligraphy characters and strokes using a soft brush and ink. In addition, discover how to design painting and calligraphy together on the rice paper. **2 credits. Monday, 6-9 pm. (Reduced rate for non-degree seeking students — \$230 plus \$24 lab fee.)**

## Business

### **Business Law I (BUS 281)**

Introduction to the legal process and concepts associated with business in domestic and international transactions. Topics discussed: Contracts, UCC, Equity, Torts, Criminal, Constitutional and Employment Law. **3 credits. Thursday, 6-8:30 pm**

### **Career Planning (BUS 210/410)**

**Distance Fee: \$30**

**Preregistration due September 12.**

Taken before 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 the class activities. **2 credits (10/24-12/21) Internet**

### **Strategic Management (BUS 426)**

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: BUS 241 and ECON 252. **3 credits. Wednesday, 6-9:30 pm**

## Computer Science

### **Introduction to Computers (COMS 101)**

**Section 1: Internet (8/29-10/21)**

**Distance Fee: \$15**

**Section 2: MTW (9/26-10/19) 6-7:05 pm**

Students will become informed consumers of hardware and software products, learn basic functions to communicate through technology, 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, email system and WebCT. This course is articulated through Tech Prep. **1 credit.**

### **Multimedia (COMS 234)**

**Lab Fee: \$25**

In this hands-on course students will use Microsoft Publisher to create a variety of documents and publications, including calendars, brochures, and newsletters. Students will also further develop their competence in presentation software by using advanced features of Microsoft PowerPoint, and will learn to use different varieties of digital cameras and their features. At the conclusion of the course students will have covered the competencies for the Microsoft Office Specialist exam in PowerPoint. Students will be evaluated by hands-on assignments, special projects, examinations, and a final portfolio. Prereq: COMS 101, 102, and 104. Yearbook Editors must be enrolled in this course. Prereq: COMS 101 or equivalent. **2 credits. Thursday, 8/29-10/21, 6-9:30 pm**

### **Fundamentals of Yearbook Layout (COMS 270)**

Students will be introduced to the fundamentals of creating a yearbook including but not limited to the basics of digital photography, scanning, designing, creating and editing yearbook layouts and using the basic functions of Adobe InDesign. Yearbook Editors must be enrolled in this course. Prereq: COMS 101 or equivalent. **2 credits. TBA.**

### **Advanced Database Management (COMS 339)**

In this hands-on course students will further develop their competence using database management software, including creating, searching, querying, and editing database tables, as well as creating reports, on-screen forms, and

# Course & Workshop Descriptions

macros. Students will also explore integration of databases with other application software and creation of Web-enabled information from a database. During this course students will learn about relational databases and the basics of database design. Students will be evaluated by hands-on assignments, examinations, and a final project. Prereq: COMS 101, 102, 108, and 109. **3 credits. Tuesday, 6-9:30 pm**

## *Drama*

**Polynesian Story Theatre Tour in Hawaii (DR 491)**  
**Block 4**  
**November 28-December 21**  
**Preregistration due September 12!**

Students will immerse themselves in Polynesian culture through two weeks of on-site research in Hawaii. Students will learn basic principles of story theatre and movement improvisation and use them to produce a performance. Students will gather and use stories of Polynesian oral traditions and Polynesian methods of presentation in this production. Students will study history and traditions of Polynesia and incorporate them into the production. The drama project will be performed one week after returning from the trip to Hawaii. Estimated trip cost is \$1,000.00 which includes round trip flight, lodging, meals, entrance fees and travel between islands. For additional information, contact Larry Brazill at (406) 683-7038 or via email at l\_brazil@umwestern.edu. **4 credits.**

## *Education*

**Becoming a Professional Educator (ED 120)**  
**Distance Fee: \$40**

Emphasis on introductory history and foundations of education, creating professional portfolios and teaching as a career. Field observation in a K-8 setting. Part of the professional sequence for Elementary and Secondary Education majors. **2 credits. Wednesday, 7-9 pm. Montana Tech-Butte**

**Psychological Foundations of Teaching and Learning (ED 253)**  
**Distance Fee: \$80**

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. Monday, 6-9:30 pm. Montana Tech-Butte**

**Contemporary American Indian Education (ED 255)**  
**Distance Fee: \$45**

The purpose of this course is to provide training and experience to address the unique needs of contemporary American Indian students. The course fulfills the requirements of MCA (Montana Code Annotated) 20-1-501, intended to enhance the improvement of all federal, tribal, and public schools that serve American Indian students. Students will know about the effects of poverty, high school dropout rates, substance abuse, overrepresentation in special education, teenage pregnancy, and poor employment prospects. **3 credits. Internet**

**Beginning Sign Language (ED 291)**

Learn it yourself and discover how to teach the sign language system SEE (Signing Exact English). This system teaches good, idiomatic English skills that allow the user to read and write English effectively. Learn and practice finger spelling, conversation and signs. **2 credits. Monday, 5-7 pm. (Reduced rate for non-degree seeking students—\$230)**

**Lets Get Organized! Fostering a Positive Learning Environment (ED 291)**  
**Preregistration due by September 12!**

The purpose of this workshop is to instill a love of teaching to give power and control of learning to the student. Discover how you can establish a well-run classroom with all students actively learning. Help your students to learn by

# Course & Workshop Descriptions

modeling appropriate behavior. Get tips for organizing your classroom using pictures, bulletin boards, etc. **1 credit.** **October 7-9, Friday, 6-9 pm, Saturday, 8 am-5 pm, Sunday, 8 am-noon.**

## **Persons with Disabilities (ED 343)**

This course is an in-depth study of the characteristics of persons with disabilities. Causes, current issues surrounding the disability, and trends about these disabilities will be discussed in a seminar format. **3 credits. Tuesday, 5-8 pm**

## **Early Literacy (ED 346)** **Distance Fee: \$45**

Examines language and literacy research, including second language acquisition, bilingualism, and sociopolitical contexts of major language groups. Students critique a variety of curriculum models and strategies based upon research, developmental appropriateness, and national and state standards. Based upon these findings, students will design and implement high quality, meaningful, research-based language and literacy experiences and environments in early childhood settings. Prereq: ED 320, 321, 324, and 325. **3 credits. Internet**

## **Math and Science for Early Childhood (ED 348)** **Distance Fee: \$45**

Focus on developmentally appropriate, research-based curriculum, methods, and assessment in early childhood mathematics and science. Examine the integration of technology, state and national standards, and key concepts and

skills into science and math curriculum. Develop high quality, meaningful science and math experiences that focus on hands-on exploration and investigation of meaningful content. Prereq: ED 320, 321, 324, and 325. **3 credits. Internet**

## **Children's Literature (ED 360)**

### **Distance Fee: \$45 or \$60**

Upon completion of the course candidates become familiar with the historical background of children's literature, of authors and illustrators, and of sources for books and related materials. Study of genre, literary structure, artistic methods and styles, and book format is included. Extensive reading of literature for pre-school through middle school/junior high students is required. Activities for integrating literature throughout the school curriculum are explored. Both online and on-campus sections of ED 360 include explorations of technology and internet resources, integration of film and other visual and dramatic media. Assessment is competency-based centered on Montana and national teacher preparation standards. Candidates enrolled in the UMW Literacy program are required to take the 4-credit option, which includes study of literature in the elementary language arts program, e.g. the integration of reading, writing, speaking, listening, and viewing goals and activities within the school literature program. **v3-4 credits. Internet**

## **Educational Psychology, Management and Assessment (ED 391)**

Students will understand and apply theories and research about learning, development, cognition, assessment, motivation, management and teaching strategies. Primary activities and assessment include discussion, field experience and journal, role-play, guest speakers, readings, peer teaching, inquiry research, presentations, analysis essays and in-class writing. Prereq: TEP. **3 credits. Monday, 6-9 pm**

## **Family, Communities, Culture (ED 422)**

### **Distance Fee: \$45**

Examines characteristics, research, and theories on families and communities, including socioeconomic conditions, family structures, relationships, stresses, supports, home language, cultural values, ethnicity, community resources, cohesiveness, and organization influences. **3 credits. Internet**

## **Early Childhood Assessment & Outcomes (ED 424)**

### **Distance Fee: \$45**

Examines the goals, benefits, limitations, characteristics, and uses of assessment for young children, families, staff, and programs. Explore the relationship between assessment and outcomes, examine and critique different assessment tools and strategies, develop and implement assessment plans, and practice skills in collaboration to form assessment partnerships. Prereq: ED 251. **3 credits. Internet**

# Course & Workshop Descriptions

## **Content Literacy Instruction & Young Adult Literature in Middle and High School (ED 445)**

**Distance Fee: \$60**

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, literature, 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. Genres and the role of YAL will be integrated into teaching and learning. The use of multiple resources for teaching, and teaching struggling readers will be explored. Required for the Literacy Minor. Prereq: ED 258, 270, and TEP. **4 credits. Internet**

## **Advanced Literacy Assessment, Diagnosis & Instruction K-12 (ED 446)**

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 classrooms 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: Literacy Minor—ED 270, 381, and 382; Special Education Minor—TEP, ED 270, 380, and 381. Coreq: ED 447. **3 credits. Wednesday, 5-8 pm**

## **Literacy Practicum: Advanced Literacy Assessment, diagnosis & Instruction K-12 (ED 447)**

Taken concurrently with ED 446, 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. Prereq: ED 258, 270, 381, and 382. Coreq: ED 446 and TEP. **1 credit. Wednesday, 5-8 pm**

## **Pioneering Discoveries Training for Teachers (ED 491)**

**Birch Creek Fee: \$76**  
**Preregistration required by September 12.**

K-12 Teachers & Outdoor Educators! Come to the Birch Creek Center in the scenic Pioneer Mountains to learn and practice the *Pioneering Discoveries* curriculum. Discover how you can incorporate outdoor/environmental education into your existing lesson plans! This is a site specific, experiential, ecosystem-based curriculum that gives educators an opportunity to understand the historical foundation and issues of teaching environmental education in the field. Become familiar with the field study site while demonstrating and participating in each of the lessons taught and infusing basic ecological concepts. The four discovery sessions will include Discovering Forests, Discovering Streams, Nocturnal Discoveries and Fire Ecology. **1 credit. (Graduate credit approval pending) September 16-18, Friday, 5-9 pm, Saturday, 8:30-4:30 & 6-9 pm, Sunday, 8:30 am-1 pm. Upon registra-**

tion, participants will be sent a list of items to bring for the stay at the Birch Creek Center. The Birch Creek fee includes two nights’ lodging at the Center and meals from Friday dinner through Sunday lunch.

## **Educating Children from Culturally Diverse Backgrounds (ED 491)**

**Preregistration due by September 12.**

Students will have an overview of the ways in which cultural difference can influence your children’s behavior, communication and learning styles. Students can gain a practical guide working in settings such as group childcare, preschools, Head Start programs and early elementary school. **4 credits. Block 4, 11/28-12/21, Daily, 12-3 pm**

## **Health, Safety & Nutrition in Early Childhood (ED 491)**

**Distance Fee: \$45**  
Examine health and safety issues in early childhood settings, including protection of children from injury, infection and contagious illness as well as promotion of their healthy development through policy development and implementation, good nutrition and feeding practices, appropriate toileting and diapering practices and recognition and reporting of abuse and neglect. **3 credits. Internet**

## **Best Practices in Reading (ED 491)**

The Montana Reading Institute is intense training for teachers to gain the skills necessary to effectively teach reading in their school districts. This

# Course & Workshop Descriptions

year, top reading experts in the country present the training with topics which include: The Big Picture of Reading, Language Skills as the Bridge to Reading, Building Early Literacy and Language Skills, Fluency and Decoding, Increasing Student Engagement, Early Reading Interventions, Vocabulary and Comprehension, Step Up to Writing and more. Participants will build their professional knowledge on how to implement the information into the classroom and school. Each person will be a part of a team which will meet throughout the following year to reflect and implement what he or she has learned. Each participant will write and submit an implementation plan. **2 credits. August 8-12, Monday-Thursday, 8:30 am-4:30 pm, Friday, 8:30 am-2:30 pm. Fee: \$230.**

## **Give Me Some Ideas, Please! Writing Across the Curriculum (ED 491) Preregistration required by September 12.**

If you attended Judy Byrne's workshop at MEA, you just got a taste of what you can do to incorporate writing across the curriculum. Spend the weekend in this workshop with Judy and get detailed information on classroom tested practical ideas and exercises you can incorporate immediately! Topics include the rationale for improving writing instruction across the curriculum, characteristics of good writing, the writing process, scoring student writing and classroom strategies to develop good writers. Lots of practical ideas and fun! Participants may wish to bring lesson plans and/or textbooks from their classrooms to facilitate completing the activities. **1 credit.**

September 23-25, Friday, 6-9 pm, Saturday, 8 am-5 pm, Sunday, 8 am-noon. (Reduced rate for non-degree seeking students only--\$130).

## **Teaching with Love and Logic (ED 491) Preregistration due by September 12!**

Discover how to develop positive student/teacher relationships by learning to apply the Love and Logic principles. Topics include neutralizing student arguing, delayed consequences, setting limits with enforceable statements, using choices to prevent power struggles, guiding students to own and solve problems and more! **1 credit. September 30-October 2, Friday 6-9 pm, Saturday, 9 am-5 pm, Sunday, 9 am-3 pm. Helena Learning Center. Fee: \$115.**

## **Adoptive Families and Teachers Educating Children Who Are Adopted (ED 491) Preregistration due by September 12.**

Students will have an overview of adoption, cross-cultural adoption and identity issues of adopted children. Parents and teachers can gain a practical guide working with adopted children in settings such as home, group day care, preschools, Head Start programs, elementary, middle and high school settings. **1 credit. October 28-30, Friday, 6-9 pm, Saturday, 8 am-5 pm, Sunday, 8 am-noon.**

## *Educational Opportunity Program*

### **Fundamentals of Mathematics (EOP 091)**

Course instruction will focus on basic arithmetic concepts, advanced arithmetic, beginning algebra and variable expression, quadratic equations, linear equations and inequalities and graphs. Upon successful completion of this course, students will have reviewed the concepts necessary for MATH 007. **3 credits. Tuesday, 7-9:30 pm**

### **Learning Strategies for Higher Education (EOP 101)**

**Section 1. Tuesday, 7-8:50 pm  
Section 2. Tuesday & Thursday,  
4-4:50 pm**

Upon completion of this course students will be familiar with various types of learning strategies that will help with study skills, note-taking, textbook reading, test-taking, writing strategies, time management, stress management, university skills in general, as well as library use, educational technologies, and career exploration. Students will be able to immediately apply these skills to coursework in their current classes. **2 credits.**

### **Writing Strategies for Higher Education (EOP 102)**

Upon completion of this course students will be familiar with various types of writing strategies that will help with writing collegiate level research

# Course & Workshop Descriptions

papers, utilizing technology as a research tool, letters, resumes, critiques, and essay exams. Students will be able to immediately apply these skills to coursework in their current classes. **2 credits. Monday & Wednesday, 4-4:50 pm**

## **Peer Tutoring (EOP 204)**

Review and application of processes used in small group and individual communication and tutoring. Processes reviewed include individualized education planning, academic skills building, presentation techniques, and information processing models. Students are expected to apply tutoring techniques, present workshops, and assist in staffing the peer tutoring center. Oral presentation and written exam. Lecture and small group discussion. Prereq: Interview with instructor and recommendation of faculty. **3 credits. TBA**

## *English*

### **Oral Communication (ENG 191)**

The process of speaking and listening, including topic, purpose and audience analysis and techniques of preparing, delivering and evaluating oral presentations and viewing, listening and responding as audiences. **3 credits. Wednesday, 7-10 pm**

### **Journalism (ENG 215)**

Study of news reporting, writing and editing of news and feature stories. Production, layout, advertising, circulation and production and procedures for publication of a school newspaper are also covered. Regular class hours are

augmented by hands-on experiential laboratory periods as part of the actual newspaper publication schedule. **4 credits. Tuesday, 7-10 pm plus additional arranged time.**

## *Environmental Science*

### **Career Orientation for Wildlands Guides (ENVS101)**

A look at professional opportunities as a naturalist, back country guide, and outfitter business person in both the public and private sector. A preview of the training needed for these professions. The course results in the completion of the 5 core courses of the Professional Guide Institute (origins and mission of the background guide, our wildland heritage, back country leadership, wildlands interpretation, and outfitter operations). Performance-based assessment. **1 credit. Monday, 5-6 pm**

**Note: Climbing classes include 1 or 2 weekend climbing days. Courses will be completed by September 30.**

### **Basic Rock Climbing (ENVS 150) Lab Fee: \$35**

This field-based course is designed for students who desire to learn rock climbing skills and techniques beyond the beginning techniques. Students will learn fundamental safety techniques for climbing care and handling of the rope, basic knots, use of climbing harnesses,

basic belaying techniques, communication between climbing partners, basic rappelling, and basic climbing techniques. Evaluation is based upon participation and performance. **1 credit. Tuesday, 6-8 pm**

### **Wildlands Skills: Intermediate Rock Climbing (ENVS 261) Lab Fee: \$ 75**

This field-based course is designed for students who desire to learn rock climbing skills and techniques beyond the beginning techniques. Students will learn fundamental safety techniques, climbing techniques including jamming, stemming, laybacks, and others, multiple belay methods and fundamentals of multipitch climbing, which includes the use of anchors and belay stances. Several multi-pitch climbs will be included. Emphasis is on low impact use of wildlands resources. Evaluation is based upon participation and performance. Lab fee. Prereq: ENVS/HHP 150, or c/i. **2 credits. Wednesday, 6-8 pm**

### **Wildlands Skills: Advanced Rock Climbing (ENVS 262) Lab Fee: \$75**

This field-based course is designed for experienced climbers who desire to learn advanced climbing techniques especially as they pertain to leading and anchoring. Students will learn fundamental safety techniques, use of climbing hardware (passive and active) for anchors and protection of lead climbs, advanced rope handling, and lead climbing techniques and strategies. Emphasis is on low impact use of wildlands resources. Evaluation is based upon participation and performance. Prereq: ENVS 261, or c/i. **2 credits. Thursday, 6-8 pm**

# Course & Workshop Descriptions

## **Wildlands Skills: Backing & Camping (ENVS 265)**

**Lab Fee: \$75**

**October 24-December 21**

**Preregistration due by September 12!**

Students will learn to read a topographic map and utilize a compass; safely use, clean, and maintain camp tools including axes, shovels, and knives; select campsites and set up tents and other shelters; select backpacking equipment for utility, light weight, and cost; plan and prepare camp meals appropriate for backpacks and for situations where a Dutch oven and iron skillet might be used; and build and maintain campfires. The course meets 3 hours per week for 8 weeks, with 1 overnight backpack practicum into the local mountains. **2 credits. Wednesday, 3-6 pm**

## **Wildlands Skills: Horsepacking (ENVS 267)**

**Lab Fee: \$75**

**August 29-October 21**

This class will describe the qualities of a good pack animal, horse or mule on the basis of conformation and soundness. Students will learn the history, intended use, and structure of both sawbuck and Decker pack saddles; be able to groom and saddle pack stock, tie basic pack knots, hitches, and slings with rope; care for rope and be able to select from among the materials available for rope; tie eye splices, crown splices, and union splices; show a positive "Leave No Trace" ethic in overnight camping and travel with saddle and pack stock; and consider the resource upon which people camp and ride as well as the needs of others who use the backcountry. The course meets 3 hours per week for 8 weeks, and will

include a 3-day/2-night backcountry practicum. Stock and tack are provided. **2 credits. Wednesday, 3-6 pm**

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

Students will develop skills in map reading, use of a magnetic compass, altimeters, and Global Position 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. **2 credits. Tuesdays & Thursdays, 8/30, 9/1, 6, 8, 13 and 15, 6-8:30 pm and Saturdays, 9/17 and 10/1, 8 am-5 pm.**

## **Primitive Living and Wilderness Survival Skills (ENVS 291)**

**Lab Fee: \$75**

The current approach to wildlands recreation is heavily dependent on modern equipment such as synthetic tents, sleeping bags and gas stoves. Because of this over-reliance, the woods traveler is insulated from the landscape and vulnerable in terms of comfort and possibly survival. Upon completion of this course, students will have a firm grasp of short-term wilderness survival skills as well as an introductory understanding of natural crafting, the uses of native plant species, rope and cordage use, primitive shelter building, subsistence methods, fire craft, safe use and

maintenance of steel tools and many other wilderness living skills. Students will need to have a complete set of adequate outdoor clothing of wool or synthetic materials. This includes socks, pants, shirts/pullovers, long underwear, cold weather hats, etc. Appropriate footwear that has already been broken in is also required. Additional suggested gear includes orienteering compass, bandana/kerchief, extra knife, extra wool blanket, personal first aid kit, water bottle, headlamp, notebook and pen, brim hat and personal toiletries. **2 credits. September 6, 7, 12, 14 & 16, 3-5 pm and one field weekend, October 7-9.**

## **Wolf Ecology and Geothermal Features of Yellowstone (ENVS 291)**

**Trip Fee: \$230**

**Preregistration due by September 12.**

Study experience in Yellowstone National Park! Wolf Ecology emphasizes the role of a top carnivore in the Greater Yellowstone Ecosystem. Background for the course includes the origin, evolution, taxonomy, biology and ecology of canids with emphasis on wolves. Biological aspects of the course are linked with the role of scientific research and management. Geothermal Features will emphasize the types, origin and history of the geothermal features in Yellowstone. Students will be expected to observe and journal information showing how the wildlife interacts with the thermal regions. Data logging will also be done on thermal activity observed by students. Topics/activities include: using CyberTracker to facilitate field work through communication with GPS and

# Course & Workshop Descriptions

GIS; identifying field tracks, scat and signs left by wolves by trailing wolves in the field; learning why the Yellowstone caldera is classified as an active volcano; observing wildlife along the Madison River and the thermal areas along the Firehole River; learning about bison shoveling and more! **2 credits. October 20-23, Thursday-Sunday, 8 am-5 pm. Group will meet in Gardiner on Wednesday night a be ready for class at 8 am on Thursday. Transportation from Gardiner into the Park will be provided. Trip fee includes 4 nights' lodging (double occupancy), breakfast, lunch, snacks and water, lab materials and in-Park transportation.**

## *Equine Studies*

### **Elements of Rodeo: Steer Wrestling (EQST 222)**

Learn all aspects of the steer wrestling event including rules, safety, horsemanship, ground work, head catch, footwork and shaping and throwing a steer. **2 credits. Tuesday, 5-7:30 pm**

### **Equine Massage Therapy (EQST 291)**

**October 7-9**

**Preregistration due September 12!**

Learn to assess gross movement imbalances of a horse through observation and gathering of the horse's health history. Through this assessment, accurately identify where massage therapy should and should not be applied to help resolve imbalances. Practice applying basic massage techniques to address specific problem areas in individual muscles and tendons and for general

relaxation of skeletal muscle tissues. **1 credit. Friday, 6-9 pm, Saturday, 8 am-5 pm, Sunday, 9 am-1 pm**

### **EAP: Equine Assisted Psychotherapy (EQST 291)**

**October 20-23**

**Preregistration due September 12!**

Gain an understanding of the role horses play in the lives of human beings through psychotherapy. Topics include exploring the needs of human psychotherapy through interaction with a horse, equine behavior, human individual behavior, human group behavior and equine interactive behavior. Hands on demonstration and practice. **1 credit. Thursday, 4-7 pm, Friday and Saturday, 9 am-3 pm, Sunday, 9 am-noon. (Also available for no credit. Fee: \$115)**

### **Introduction to Natural Horsemanship (EQST 291)**

**November 4-6**

**Preregistration due September 12!**

Contact Dr. Charlotte Quist at 683-7030 for course content information. **1 credit. Friday, 7-10 pm, Saturday and Sunday, 9 am-4 pm**

## *Health & Human Performance*

### **Aquaexercise (HHP 100)**

**Class Limit: 10**

**Lab Fee: \$14**

A fun, low-impact fitness program practiced in water. You do not have to be able to swim. Can be repeated for credit, but cannot be taken for PE skills credit. To reserve a place, you must preregister and get a signature from instructor, Becky Kendall, Western's Pool Supervisor. **2 credits. Monday, Wednesday, Thursday, 5:10-6 pm (Reduced rate for non-degree seeking students only \$230 plus \$14 lab fee.)**

### **Yoga I (HHP 100)**

Learn the fundamentals of starting yoga practice. Content includes lectures on yoga philosophy and history as well as the practice of yoga postures. **1 credit. Wednesdays, 10-11 am. (Reduced rate for non-degree seeking students—\$115.)**

### **Yoga II (HHP 100)**

This course is designed to take students deeper into their own personal practice through the practice of meditation and advanced yoga postures. Course will include a more in depth discussion on yoga philosophy. **1 credit. Wednesdays, 11 am-noon. (Reduced rate for non-degree seeking students—\$115.)**

# Course & Workshop Descriptions

## **Self Defense (HHP 109)**

This course is an introduction to the basic concepts and practical ways in which people defend themselves in an attack situation. The primary focus will be on strategically placed kicks, hand-strikes, joint locks and throws. Students can expect extensive hands-on experience utilizing heavy bags and physical contact with classmates. Appropriate attire for class activities is mandatory. Students will be expected to devote out-of-class time to skill practice and research-based projects. Assessment will be based on attendance, participation and research projects. **1 credit. Tuesday, 7-9 pm**

## **Basic Rock Climbing (HHP 150)**

(See description under ENVS.)

## **Elements of Rodeo: Steer Wrestling (HHP 222)**

(See description under EQST.)

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

**Class Limit: 25**

**Lab Fee: \$15**

Learn basic first aid, safety methods, and cardiopulmonary resuscitation leading to certification by the American Red Cross. **1 credit. Wednesday, August 31-October 19, 7-10 pm**

## **Personal and Community Health (HHP 241)**

**Distance 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. Internet**

## *Humanities*

### **Introduction to the Holocaust (HUM 491)**

Introduction to the historical, political, religious, artistic and literary dimensions of the Holocaust. Identify and understand the origin of anti-Semitism, the historical development of Nazi Germany, the destruction process, the reaction of victims, survivors, artists and writers, the business community, along with various literary, philosophical and religious viewpoints. Documentary and fictional films including Leni Reifenstahl's propaganda film on Hitler, *Triumph of the Will*, *I Never Saw Another Butterfly* and more. Strategies for teaching about the Holocaust at elementary-secondary levels. **4 credits. Block 2, September 26-October 19, 12-3 pm**

## *Philosophy*

### **Quantitative Research Methods for the Social Sciences (PHIL 491)**

Become a competent, critical consumer of social science quantitative research and be introduced to the requirements of scholarly authorship. Learn to use descriptive and inferential statistics to draw appropriate conclusions. Gain an understanding of the planning required to conduct this type of research. **4 credits. Tuesday and Thursday, 7-9 pm**

## *Psychology*

### **General Psychology (PSY 100)**

**Distance Fee: \$60**

A comprehensive survey of the history, methodology, and major theories of psychology. 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. Internet**

### **Learning and Memory (PSY 360)**

**Distance Fee: \$60**

A comprehensive survey of the basic theories and research regarding the nature of the human acquisition and use of knowledge. Specific topics include learning, memory, thinking, and metacognition. Students are expected to demonstrate understanding and compre-

# Course & Workshop Descriptions

hension of course content through course examinations and out-of-class writing assignments. In addition, students are expected to demonstrate the ability to use course content to critically evaluate, analyze, and synthesize related topics through authorship of an extensive course paper requiring independent research skills. Lecture, small group discussions, and problem solving. Prereq: PSY 100 and PSY/SOC 220, or c/i. **4 credits. Internet**

**Quantitative Research Methods for the Social Sciences (PSY 491)**  
(See description under PHIL)

## *Sociology*

### **Mediation (SOC 320)**

Mediation is a way of resolving disputes between parties with an emphasis on the parties resolving the dispute in an empowering manner. The focus is on those involved coming to a resolution of the issue with the help of a mediator, and without a solution being imposed by an outside authority. The kinds of disputes can be civil, personal, criminal, and institutional, though not limited to these. Other examples would be: land use, foreign policy, labor/management, peer mediation in schools. Students will practice communications skills in dyads, participate in mediation role-playing, prepare and deliver oral presentations, and maintain a class journal. Assessment will be based on peer review, quality and content of presentations, and participation in class activities. **4 credits. Thursday, 6-10 pm**

### **Sociology Seminar: History of the Gospels (SOC 409)**

Which gospels made it into the New Testament and why? This special sociology seminar will look at the historical and archaeological finds of alternative New Testaments and the political reasons why we have the Bible we have. Why is there a gospel of St. John and not St. Thomas or Mary? Though there are several versions of the gospel of St. Mark, only the newest and shortest version has made it into the New Testament widely available today. Study the history of the development of Christianity from before the time of Jesus until 326 CE and the establishment of an official Christianity, taking into account early evidence for the selections of canonical as well as non-canonical gospels in light of critical scholarship and historical reconstructions. **1-4 credits. Wednesday, 6-9 pm**

## *Spanish*

### **Beginning Conversational Spanish (SPAN 191)**

Bienvenidos! Welcome to the world of Spanish language and culture. Weekly thematic lessons stress beginning listening comprehension and speaking skills. Students will practice vocabulary, grammar and pronunciation in the classroom using teacher-prepared materials, props, games and other hands-on activities. Through films, reading, cultural events and class guests, students will survey the Spanish speaking world. Homework includes review and practice with class materials and Spanish language Web sites. **2 credits. Tuesday, 6-8 pm.** (Reduced rate for non-degree seeking students only--\$230)

## *Student Services*

### **Radio Broadcasting and the Community (SS 291)**

This course is designed to offer an introduction to various aspects of radio broadcasting and to prepare students to fill various roles in the operation of campus station KDWG. Following instruction in the technical, legal, historical, and public service elements of broadcasting, students will fulfill various roles at KDWG through the remainder of the semester. These roles include: serving as on-air disk jockeys or discussion moderators; performing production work in the preparation or delivery of public service announcements, remote broadcasts, or dramatic performances; assisting station management in public outreach efforts, to generate support of the station or organize station activities. The class will be organized in lecture/discussion format through the first several weeks, followed by direct hands-on experience working in the studios of KDWG. **2 credits. Wednesday, 6-8 pm**

# Course & Workshop Descriptions

## **Advocate Training (SS 291)**

Participants will be trained as volunteers in the Women's Resource Center Advocate and Safe Home Program. Emphasis will be on understanding the behaviors associated with domestic violence and sexual assault. Students will become familiar with best practices in working with victims in crisis intervention. Students enrolling for 2 credits must be assessed and qualified by the instructor and work with the Women's Resource Center Advocate and Safe Home Program on their crisis hotline, logging 250 hours under the direction of an experienced advocate. **1 or 2 credits. September 16-18; Friday, 5-9 pm, Saturday, 9 am-5 pm, Sunday, 1-5 pm**

## **Confidence: How to Succeed by Being Yourself (SS 291)**

Gain an understanding of the fundamental concepts of building confidence. Discover how to develop a positive attitude, learn to deal with mistakes, overcome shyness and give yourself a break. Topics include Self-Esteem and Warm Fuzzy Things, Rose Colored Glasses, Bungee Jumping and Taking Risks, Mountain Dew and Healthy Choices, Controlling the Time, It's Not All About You and more! **1 credit. September 6-November 8, Tuesday, 7-8:30 pm**

# Computer Based and Online Extension Courses

## Computer Based Courses

The following are computer-based training courses offered in cooperation with Virtual Education Software, Inc. Hardware requirements: Mac 7.0 (or higher) system or PC with Windows (or newer), color monitor, 5 MB of available hard drive space and 32 MB of RAM. Registration for all computer-based courses must be completed by September 12, 2005. Students should register and pay the credit fee at UM-Western by calling (406) 683-7537 or 1-866-799-9140. To obtain software, contact VES, Inc., toll free at 1-800-313-6744.

These self-paced computer-training courses are easy to operate. If you need technical assistance, the instructor is accessed by a toll-free number or by e-mail.

### **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. Credit Fee: \$145. Software Fee: \$95.**

### **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. Credit Fee: \$145. Software Fee: \$95.**

### **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. Credit Fee: \$145. Software Fee: \$95.**

### **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. Credit Fee: \$145. Software Fee: \$95.**

### **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. Credit Fee: \$145. Software Fee: \$95.**

### **Harassment in Schools: Guidelines and Policies for Prevention (ED 491)**

Explore the issues surrounding harassment in the schools and the intervention strategies you and others can access to be protected from harassment. Topics include the relationship between

# Computer Based and Online Extension Courses

discrimination and harassment, legal and operational definitions of the forms of harassment, the impact of sexual harassment on victims and the workplace, methods for stopping harassment and guidelines for creating and implementing policies to prevent harassment. **1 credit. Credit Fee: \$115. Software Fee: \$95.**

## **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. Credit Fee: \$175. Software Fee: \$95.**

## **Functional Analysis: Introduction to Completing Behavior Assessments (ED 491)**

Gain an understanding of Functional Behavior Assessment (FBAs) and Positive Behavior Support (PBS) strategies to facilitate positive student behavior. Overview of functional analysis procedures and treatment packages that can be implemented based on the results of functional analyses. Particular emphasis is placed on reinforcement-based interventions and dimensions of reinforcement. **2 credits. Credit Fee: \$145. Software Fee: \$95.**

## **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. **1 credit. Credit Fee: \$115. Software Fee: \$95.**

## **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. Credit Fee: \$145. Software Fee: \$95.**

## **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. Credit Fee: \$175. Software Fee: \$95.**

## **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. Credit Fee: \$145. Software Fee: \$95.**

# Computer Based and Online Extension Courses

## Extension Internet Offerings

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 \$230.

### **Learning Basic Internet Skills (COMS 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.

### **Using Windows 95/98 (COMS 491)**

Explore the software resources that Windows provides. Master the basics—the Start Button, the Taskbar, the Desktop and a variety of tools designed to help you adjust the Windows environment to your work patterns. Learn to use Windows programs to produce documents, keep records, design graphics, manage schedules, perform calculations, send email and more. The class is designed for either the educational classroom or the world of business. Participants must have connection to an Internet Service Provider and be familiar with using e-mail. Students must be using either Windows 95 or 98.

### **Microsoft PowerPoint Online (COMS 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.

### **Basic HTML Web Page Design (COMS 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 Online (COMS 491)**

This class gives the learner the basics in the use of Adobe Photoshop. Topics include an introduction to Photoshop and image properties. A working with

Color, Layers, and Photographs section teaches about the color selection tools and how to adjust color. Other topics include image manipulation and automation. Students must have Adobe Photoshop Software and must have some experience working with graphics software ie. Kid Pix, Microsoft Paint etc.

### **Microsoft Word Online (COMS 491)**

Microsoft Word is a word processing program you can use to efficiently produce professional looking documents, such as letters, reports web page, 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 Excel Online (COMS 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.

# Early Childhood Education Program

at Billings, Bozeman, Butte, Great Falls, Hamilton, Havre, Helena, Missoula

In cooperation with The Montana University System, Western is offering the Early Childhood Education program in several 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 degree as well as the Early Childhood minor. **All Early Childhood students must apply for admission and pay the \$30 fee.**

## Billings

MSU-Billings, ED & Human Services Bldg, Rm. 122

CRN	COURSE #	TITLE	CR	DAY	TIME	DATES	INSTRUCTOR
7457/	ED 142/143	Intro to Early Childhood & Lab \$*	1/1	Mon	6-7:00 pm +lab	8/29-12/12	Kjorstad
7459/	ED 250/251	Child Growth & Development & Lab \$*	3/1	Mon	7:10-9:30 pm +lab	8/29-12/12	Kjorstad

## Bozeman

MSU-Bozeman Campus  
Herrick Hall - Room 314

CRN	COURSE #	TITLE	CR	DAY	TIME	DATES	INSTRUCTOR
7461/	ED 142/143	Intro to Early Childhood & Lab \$*	1/1	Tue	6-7:00 pm +lab	8/30-12/13	Hancock
7463/	ED 250/251	Child Growth & Development & Lab \$*	3/1	Tue	7:10-9:30 pm +lab	8/30-12/13	Hancock

## Butte

Montana Tech Campus

CRN	COURSE #	TITLE	CR	DAY	TIME	DATES	INSTRUCTOR
7239/	ED 144/145	Creating Environ. for Learning & Lab \$*	2/1	Thu	6-9:30 pm +lab	9/1-11/13	Gilliard
7241/	ED 240/241	Positive Child Discipline & Lab \$*	2/1	Thu	6-9:30 pm +lab	10/20-12/15	Gilliard

## Great Falls

MSU-College of Technology, R 277

CRN	COURSE #	TITLE	CR	DAY	TIME	DATES	INSTRUCTOR
7441/	ED 144/145	Creating Environ. for Learning & Lab \$*	2/1	Wed	6-7:40 pm +lab	8/31-12/14	Morris

# Early Childhood Education Program

## Great Falls (continued)

CRN	COURSE #	TITLE	CR	DAY	TIME	DATES	INSTRUCTOR
7443/	ED 240/241	Positive Child	2/1	Wed	7:50-9:30 pm	8/31-12/14	Morris
7444		Discipline & Lab			+lab		

## Hamilton

Ravalli Head Start

CRN	COURSE #	TITLE	CR	DAY	TIME	DATES	INSTRUCTOR
7449/	ED 242/243	Meeting Needs of	2/1	Wed	5-6:40 pm	8/31-12/14	Marose
7450		Family & Lab			+lab		
7451/	ED 320/321	Early Childhood	2/1	Wed	6:50-8:30 pm	8/31-12/14	Marose
7452		Curriculum I & Lab			+lab		

## Havre

MSU-Northern, Cowan Hall 310

CRN	COURSE #	TITLE	CR	DAY	TIME	DATES	INSTRUCTOR
7445/	ED 144/145	Creating Environ. for	2/1	Tue	6-7:40 pm	8/30-12/13	Hofeldt
7446		Learning & Lab \$*			+lab		
7447/	ED 240/241	Positive Child	2/1	Tue	7:50-9:30 pm	8/30-12/13	Hofeldt
7448		Discipline & Lab \$*			+lab		

## Helena

College of Technology, Room 213

CRN	COURSE #	TITLE	CR	DAY	TIME	DATES	INSTRUCTOR
7469/	ED 142/143	Intro to Early	1/1	Wed	6-7:00 pm	8/31-12/14	Lavender
7470		Childhood & Lab \$*			+lab		
7471/	ED 250/251	Child Growth &	3/1	Wed	7:10-9:30 pm	8/31-12/14	Lavender
7472		Development & Lab \$*			+lab		

# Early Childhood Education Program

## Missoula

The UM Campus  
Liberal Arts Building

CRN	COURSE #	TITLE	CR	DAY	TIME	DATES	INSTRUCTOR
7473/ 7474	ED 142/143	Intro to Early Childhood & Lab \$*	1/1	Mon	6-7:00 pm +lab	8/29-12/12	Adams
7475/ 7476	ED 250/251	Child Growth & Development & Lab \$*	3/1	Mon	7:10-9:30 pm +lab	8/29-12/12	Adams
7453/ 7454	ED 242/243	Meeting Needs of Family & Lab	2/1	Wed	6-7:40 pm +lab	8/31-12/14	Adams
7455/ 7456	ED 320/321	Early Childhood Curriculum I & Lab	2/1	Wed	7:50-9:30 pm +lab	8/31-12/14	Adams

## Missoula--EC Rural

7477/ 7478	ED 142/143	Intro to Early Childhood & Lab	1/1	TBA	TBA	TBA	Harper-Whalen/ Morris
7479/ 7480	ED 250/251	Child Growth & Development & Lab	3/1	TBA	TBA	TBA	Harper-Whalen/ Morris

\$Lab Fee

\*Enrollment limited. Please register early.

**PLEASE NOTE:** To avoid late fee charges, payment must accompany registration form. Registration and payment must be received no later than September 12. Early registration is strongly encouraged as class enrollment is limited. For fee information, see page 35.

# Early Childhood Education Program

## **Introduction to Early Childhood** **Distance Fee: \$7**

Provides an overview of the early childhood education issues, practices and methodology. In addition, students learn about CDA functional areas, indicators, activities and training and assessment steps.

## **Introduction Early Childhood Lab** **Lab Fee: \$8**

Focus is on becoming acquainted with program policies and philosophies, exposure to a variety of learning areas and implementation of activities with small groups of children. Students also become more familiar with their own learning styles and professional goals.

## **Creating an Environment for Learning** **Distance Fee: \$14**

Explores the developmentally appropriate environment and its effect on the learner in the physical, cognitive, and social domains. It also deals with planning for learning: units, scheduling, transitions, lesson planning, children's safety, nutrition, and health.

## **Creating an Environment for Learning Lab** **Lab Fee: \$8**

Designing and implementing developmentally appropriate classroom arrangements, learning centers, schedules, lesson plans, and transitions.

## **Positive Child Discipline** **Distance Fee: \$14**

Focuses on developing skills in using positive guidance techniques while enhancing children's self concept and developing children's pro-social skills.

## **Positive Child Discipline Lab** **Lab Fee: \$8**

Demonstration of skills in using positive guidance, establishing a pro-social environment, and implementing lessons that enhance self-concept and social skills.

## **Meeting the Needs of the Family** **Distance Fee: \$14**

Introduction of benefits, barriers, foundations, and techniques for encouraging parent-teacher partnerships. Students also explore family structures and dynamics, both functional and dysfunctional.

## **Meeting the Needs of the Family Lab** **Lab Fee: \$8**

Focus on developing and demonstrating skills that encourage parent-teacher partnerships, including sharing information informally, making home visits, participating in parent/teacher conferences, and developing and implementing parent information and workshops.

## **Child Growth & Development** **Distance Fee: \$21**

Students will examine, analyze and apply research, theories and issues concerning basic biosocial, cognitive and psychosocial developmental stages from conception through childhood and adolescence.

## **Child Growth & Development Lab** **Lab Fee: \$8**

Students use a variety of instruments to observe and interact with individual children as a way of integrating theory and practice.

## **Early Childhood Curriculum I** **Distance Fee: \$14**

Focus will be on curriculum content and methods in the areas of physical activity and physical education, literacy and language and social studies. Students will develop relevant and meaningful curriculum for young children with an emphasis on assessment and providing for the unique needs of each child. Prereq: ED 144, 145, 240, 241, 250, and 251.

## **Early Childhood Curriculum I Lab** **Lab Fee: \$8**

Implementation of developmentally appropriate activities and projects for young children, which include physical activity and education, literacy and language, and social studies. Prereq: ED 144, 145, 240, 241, 250, and 251.

# Professional Development

UM-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. Professional development courses are self-supporting, meaning that tuition fees and registration procedures are separate from regular on-campus courses. To register for these programs, contact Western's School of Outreach at (406) 683-7537. Read specific descriptions for course fees and schedules.

## Professional Certificate Programs

The following certificate programs are offered online through Gatlin Education Services. To register, contact the School of Outreach at UM-Western, (406) 683-7537 or toll free, 1-866-799-9140. Students will receive certificates upon completion of each program.

### Medical Transcription

According to the 2002/2003 Occupational Outlook Handbook, 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: \$1,395.

### Administrative Medical Specialist

Currently, there is tremendous demand for individuals with knowledge of medical office operations, billing and coding. This class imparts a working knowledge of medical billing, reimbursement, and the national diagnostic and procedural coding systems. Health care providers must submit proper documentation to insurance companies for reimbursement, creating numerous opportunities for trained individuals in medical offices, clinics, and hospitals, as well as home based employment. Textbooks and an introduction to medical office billing software are included. Fee: \$1,395.

### Advanced Coding for the Physician's Office

Continuous changes in the coding and billing industry have created an incredible demand for those trained in advanced coding. The program culminates in certification preparation for the Certified Procedural Coder examination. Complete details in CPT-4, ICD-9-CM, and HCPCS coding are covered along with information on the Correct Coding Initiative (CCI), compliance and reimbursement issues, E&M guidelines and much more. This course offers

complete and accurate instruction, which will help improve student's skills in compliance and reimbursement. Textbook included. Fee: \$1,195.

### Paralegal Certificate Program

This course is intended for people who are already involved in legal work or in business. Legal secretaries, pre-law students and other business professionals can make the most of their experiences to date through formal study leading to a certificate from Western's School of Outreach.

Instruction is practice-oriented and focuses on areas of the law in which paralegals are most in demand. Designed to boost your marketable job skills and your office's efficiency, productivity and billable hours, the program is conducted over six weekends to provide an accelerated pace for working adults who want to advance in their careers. The classes require significant preparation approximately 20 hours of homework between weekly sessions.

Topics include legal terminology, legal ethics, interviewing and investigating techniques, proper drafting of pleadings, discovery and other legal documents, elementary and advanced legal research and preparation of cases for courtroom litigation.

# Professional Development

Classes meet on the campus of UM-Western in Dillon, Saturdays & Sundays, September 17-October 30, 2005 (No classes will be held October 8 and 9 for Columbus Day.) Participants who complete the program earn 8.4 continuing education units and receive a certificate of completion from Western. Fee: \$989. Enrollment is limited! Sign up by September 10

## **Advanced Paralegal Certificate Course**

The Paralegal Certificate Course is not a prerequisite for the advanced courses, but it does provide a strong foundation. These substantive law courses provide students with more in-depth coverage of specific topics of law. Topics include: advanced legal research, victim advocacy, constitutional law and civil liberties, criminal law, bankruptcy law, family law, mediation and other forms of ADR and estate planning. Students will receive 4.5 CEUs upon successful completion of each of these Advanced Paralegal Certificate Course topics. Students who successfully complete at least six Advanced topics will receive a Certificate of Completion.

Online Format Schedule—  
**New class sessions begin every 8 weeks. Fall Session I—August 22-**

**October 7, 2005; Fall Session II—October 17-December 2, 2005.**

Fee: \$250 for each Advanced Paralegal Certificate Course topic. This fee does not include textbooks. To register, contact the Center for Legal Studies at 1-800-522-7737 or visit [www.legalstudies.com/secure/OnlineReg.html](http://www.legalstudies.com/secure/OnlineReg.html)

## **LegalNurse Consultant Training Course**

This exciting program prepares medical professionals for a career in the legal field as legal nurse consultants. Building on your medical education and possible clinical experience, this course prepares participants to advise law firms, health care providers, insurance companies and governmental agencies regarding medically related issues and to testify in court as expert witnesses. The course teaches legal concepts related to the health care industry as well as the role a legal nurse consultant might play in litigation areas such as medical malpractice, toxic torts, product liability, personal injury, wrongful death, criminal law and more. The curriculum of this course is designed to comply with the educational guidelines specified by the American Association of Legal Nurse Consultants. Students receive 42 hours of instruction and will be required to prepare assign-

ments and pass weekly quizzes. Successful students will be awarded a Certificate of Completion.

Online Format Schedule—  
**New class sessions begin every 8 weeks. Fall Session I—August 22-October 7, 2005; Fall Session II—October 17-December 2, 2005.**

Fee: \$730 (does not include textbook). To register, contact the Center for Legal Studies at 1-800-522-7737 or visit [www.legalstudies.com](http://www.legalstudies.com)

# Non-Credit Programs

It is preferred that you sign up in advance by calling the School of Outreach at (406) 683-7537. Some programs have preregistration deadlines. Check descriptions for dates. Western reserves the right to cancel under enrolled programs.

## Computers

**The Very, Very Basics of Computers!**  
**Tuesdays, September 20-October 25**  
**6:30-8:30 pm**

Designed for those who need to learn very basic computer use and terminology. Includes using windows, managing files, using the Internet, spreadsheets and more. Instruction provided by Rachel Scheetz. Please sign up by September 13. Fee: \$38.

## Dancing

**Ballroom Dance**  
**Wednesdays**  
**September 21-October 12**  
**6:45-8 pm**

The ever popular ballroom dances are back in the spotlight. Join the fun and learn the basics of Fox Trot, Waltz and Cha Cha. Partner recommended but not required. Instructor, Donna Thorpe, shares her expertise and enthusiasm. Sign up by September 14. Physical Education Complex Dance Room. Fee: \$28 per person or \$52 per couple.

**Line Dancing**  
**Wednesdays, October 26-November 16**  
**6:45-8 p.m.**

Come experience a variety of music including Latin, Broadway, oldies, country, celtic, jazz, etc. while learning choreographed line dances to fit each style of music. No dance experience necessary and no partner required. Just

bring yourself and plan to have a great time! All ages welcome. Instructor: Donna Thorpe. Sign up by October 19. Physical Education Complex Dance Room. Fee: \$30 per person.

## Education

**Practical Skills in Chinese Painting and Calligraphy**

(See description on page 19.)  
Fee: \$115 per weekend plus lab fee.

**Beginning Sign Language**

(See description on page 10.)  
Fee: \$230.

**Let's Get Organized! Fostering a Positive Learning Environment**

(See description on pages 10 & 11.)  
Fee: \$115

**Aquaexercise**

(See description on page 16.)  
Fee: \$230 plus lab fee.

**Yoga I and Yoga II**

(See descriptions on page 16.)  
Fee: \$115 each class plus lab fee.

**Beginning Conversational Spanish**

(See description on page 18.)  
Fee: \$230.

**Advocate Training**

(See description on page 19.)  
Fee: \$115.

**Confidence: How to Succeed by Being Yourself**

(See description on page 19.)  
Fee: \$115

## Self-Help

**Women and Money: Taking Charge**  
**September 20-November 4**  
**Online**

Are you financially prepared? How much more peace of mind would you have if you unleashed your financial independence? This class provides mentoring and step-by-step techniques and strategies. Topics include attitude and money, reducing debt, understanding stocks, bonds and mutual funds, crafting your own financial plan, saving for the kids and for higher education, planning for retirement, where to go for reliable investment information. Read lessons, participate in exercises and hold live interactive discussions with your instructor and fellow students in your online classroom. Course requirements include intermediate PC skills, Internet access, a state-of-the-art browser and word processor. For more information, visit [www.gsinet.org](http://www.gsinet.org). To register, contact UM-Western's School of Outreach at 1-866-799-9140. Fee: \$48.

# Registration Information

You are urged to register early. Registration will not be accepted after September 12, 2005!

**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.

**Notice:** In order to participate in educational services offered by UM-Western, individuals must register (officially sign up and pay for classes). All first-time enrollees must pay the one-time non-refundable \$30 admission fee. If you are taking extension or non-credit courses only, you do not need to apply or pay for admission. Requirements differ for degree-seeking students (see Admissions section).

EVENING courses for Fall Semester begin August 29, 2005.

## Four Easy Ways To Register

### In-Person

The Registrar's Office, located in the Administration Building is open for registration from 8:00 am-5:00 pm. During the first meeting of evening classes, August 29, registration may be completed between 6:30-8:00 pm at the Registrar's Office.

### By Mail

Mail registration must be received prior to the beginning of the first class meeting. Consult class listing and course description to obtain appropriate information to complete registration form. Calculate the total number of credits you are taking and find the amount due for fees (add lab fees, if any, to total). Mail payment for tuition with registration form. There is a \$40 late registration/payment fee after the first class meeting for courses meeting one night per week, and a second \$40 late registration/payment fee after the third

class meeting. Make checks payable to Western.

### By Phone

(VISA, DISCOVER, & MasterCard)  
Consult listing for title and number of course. Refer to registration form and be prepared to provide that information when you call. Call toll-free 1-866-799-9140, or (406) 683-7537. Staff will then help complete registration. Give credit card number and card expiration date when you call.

### Online

Register at [dawgs.umwestern.edu](http://dawgs.umwestern.edu) using your student ID number and alternate PIN. Contact the Registrar's Office for assistance.

Library students must register for courses with the "E" designation.

## Registration Time Lines

### Weekend & Evening Classes

Registration, which includes full or partial payment of fees, must be completed by **September 12, 2005** or the first class meeting, whichever comes first. Late fees for continuing education classes lasting a full semester and weekend workshops begin on **September 12**. No exceptions will be made.

### Admissions

All students attending Western for the first time are required to submit the following information (depending upon their intended status):

**Non-Degree Seeking**—Complete a registration form, provide proof of immunity to measles and rubella and pay the non-refundable \$30 admissions application fee.

**Degree Seeking**—Complete a Western admissions application form and a registration form, provide official transcripts from all colleges and universities previously attended (transfers) or high school transcripts and ACT/SAT score reports (first-time college students), pay the non-refundable \$30 admission application fee, provide proof of immunity to measles and rubella and all other information which might be required as part of regular UM-W admissions. Contact the UM-W Admissions & New Student Services office regarding admission requirements and/or to receive admission application materials.

Individuals who have not paid the admission application fee (even though they may have attended classes at Western in the past) will be charged the fee which covers the cost of establishing a permanent record at Western. Individuals who attended other units of the University of Montana system and who paid the admission application fee at that unit will be exempt from paying the application fee at Western. Proof of payment (receipt or official transcript showing admission status) may be required.

### Bookstore

Hours: 8 am-4 pm weekdays. Extra hours during evening registration will be 7-9 pm, August 29, 2005. Off-campus

# Registration Information

students may order books directly by calling (406) 683-7281.

## Lab Fees & Distance Fees

Some courses require an additional lab materials fee or distance delivery 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” or “Distance Fee” in the course schedule and description. If a textbook is required for the course, you 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.

## Adding Classes

Once registered, you may take additional courses by completing the “Add” procedure. Contact the Registrar’s Office, 683-7371, or refer to the current college catalog for information; review deadlines before attempting such action.

## Note: Registration may be canceled for non-payment of fees!

## Audit or Listener’s Fees

These fees are the same as the regular credit fees. Students wishing to “AUDIT” a class should write “AUDIT” (in the credit hours section) on their registration form. You can switch to/from audit status through mid-term for the term/semester in question.

**Dropping a Class/Withdrawing—** You must notify the Registrar’s Office in writing before mid-term if you plan to drop a Spring semester course (before class begins for workshops and weekend,

time-shortened classes).

## 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 via DAWGS, Western’s on-line student information system. 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.

## Transcript Requests

Transcripts are \$3.00 each. You must either sign a request form in the Registrar’s Office or send a signed letter along with the fee. Checks should be made payable to UM-Western.

## Teacher Certification

For information on teacher certification, contact the Education Office at (406) 683-7325.

## Financial Aid

For information on student aid, please contact The Financial Aid Office, 683-7511.

## Measles Immunization

Montana State Law requires proof of immunity to measles and rubella for all post secondary students born on or after January 1, 1957. Immunizations must have been received after your first birthday and after/since December 31, 1967. Two doses of measles vaccine are required for students entering UM-Western. Only MMR (Measles, Mumps, Rubella) vaccine is acceptable for doses

given after June 11, 1993, to meet this vaccination requirement. Acceptable immunity/immunization records include a medical record signed by a physician or the head of a state or county health agency; or, an official elementary or secondary school transcript showing immunization dates; or, a letter signed by a physician which certifies that you are immune. While the State immunization policy generally applies to all students, there are provisions in the policy that allow Western to ‘relax’ the policy somewhat for halftime students, students taking classes off campus, and non-degree students not planning to continue beyond the coming term. Western will allow Outreach students, who cannot or do not provide immunization records prior to enrollment for the coming term, to attend one (1) term on a conditional basis. However, “continuing” students who fail to provide the necessary immunization documentation will be denied registration privileges in the future.

In the event of an outbreak of measles or rubella, students who fail to provide proof of immunity will not be allowed to return to classes until such time as the State Health Office declares the outbreak over.

## Deferred Payment

If you cannot pay the full fee upon registration, you may elect the deferred payment program where fees can be paid in three installments. There is a service fee of \$30.00 charged for deferring payment. Late fees are assessed for default or delinquency of installment payments. Contact Business Services at (406) 683-7101 for more information.

# Registration Information

## **Credit Card Payment**

Western offers the convenience of using VISA, Discover or MasterCard to pay for all courses. To exercise this option, please fill out the required section on the registration form.

## **Withdrawals and Refunds**

You must officially withdraw at the Registrar's Office to receive a "W" and/or a refund. Generally, fees are refunded to students who officially withdraw during the period of registration or who notify the Registrar's Office in writing before the beginning of classes. Refunds are calculated thereafter from the date of withdrawal and not from the date of last attendance in classes except in cases of illness or other unavoidable causes. A refund of tuition is made only when you make an official withdrawal from the college in writing at the Registrar's Office. All refunds associated with class schedule changes are handled through Business Services. The amount refunded is based on the date a drop or withdrawal is processed. The \$30 registration fee is non-refundable. Check with Business Services, 683-7101, for more details. Refunds take at least one month to process.

## **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. Senior citizens must be 62 or older, Montana residents and must submit a photocopy of driver's license or other identification when registering.

\*Not applicable for extension or non-credit courses.

# Registration Form

# Registration Form

# Fees

The registration fee of \$30 is included in the totals below and is non-refundable. **Fees are subject to change.** If you register for 7 or more credits, you must pay the \$20 per semester yearbook fee. Health Insurance Premium Fee is due unless proof of insurance is given to the Business Office by September 19, 2005 (the 15<sup>th</sup> day of instruction).

## Undergraduate Lower Division

Resident		Non-Resident	
Credits	Fee	Credits	Fee
1	209.00	1	558.75
2	329.25	2	1028.75
3	449.50	3	1498.75
4	569.75	4	1968.75
5	690.00	5	2438.75
6	810.25	6	2908.75
7	1115.25	7	3563.50
8	1235.50	8	4033.50
9	1355.75	9	4503.50
10	1476.00	10	4973.50
11	1596.25	11	5443.50
12-25	1716.50	12-25	5913.50

## Post-Baccalaureate

Resident		Non-Resident	
Credits	Fee	Credits	Fee
1	266.50	1	587.00
2	444.25	2	1085.25
3	622.00	3	1583.50
4	799.75	4	2081.75
5	977.50	5	2580.00
6	1155.25	6	3078.25
7	1517.75	7	3761.25
8	1695.50	8	4259.50
9	1873.25	9	4757.75
10	2051.00	10	5256.00
11	2228.75	11	5754.25
12-25	2406.50	12-25	6252.50

## Undergraduate Upper Division

Resident		Non-Resident	
Credits	Fee	Credits	Fee
1	252.00	1	572.90
2	415.25	2	1057.05
3	578.50	3	1541.20
4	741.75	4	2025.35
5	905.00	5	2509.50
6	1068.25	6	2993.65
7	1416.25	7	3662.55
8	1579.50	8	4146.70
9	1742.75	9	4630.85
10	1906.00	10	5115.00
11	2069.25	11	5599.15
12-25	2232.50	12-25	6083.30

# TravelLearn

# Elderhostel

## What is Elderhostel?

Elderhostel is a not-for-profit organization providing high-quality, affordable educational adventures for adults who are 55 and older. Elderhostel students have access to programs at universities, national parks, museums, conference centers and other learning sites in the U.S., Canada and around the world. Some programs have RV sites available. Classes are taught by college faculty and other qualified instructors in the area. Scholarships are available for those who need financial assistance to attend a program. Courses are not for credit, and there are no exams or grades. A lifetime of experience and an inquiring mind are all you need in order to enjoy the Elderhostel program of your choice.

Contact Deborah or Verna at UM-W Elderhostel with specific questions concerning programs.

UM-Western  
Elderhostel Office  
Campus Box 40  
710 S Atlantic  
Dillon MT 59725  
Phone: (406) 683-7302  
d\_henningsen@umwestern.edu or v\_macpherson@umwestern.edu

### **West Yellowstone September 11-17, 2005**

Yellowstone's Evolution:  
Volcanoes, Glaciers and Earth-  
quakes

### **West Yellowstone September 18-24, 2005**

Yellowstone: A Journey Back  
in Time

### **Gardiner: Domestic September 18-24, 2005**

A Yellowstone Tapestry of  
Wildlife and Habitats

### **Gardiner: Domestic September 25-October 1, 2005**

Yellowstone: Four Billion Years  
in the Making

### **Gardiner: Hiking September 4-10, 2005**

Afoot in Yellowstone

### **Targhee/Gardiner: Hiking September 4-17, 2005**

Yellowstone and the Tetons

### **West Yellowstone: Horsepacking September 6-12, 2005**

Gallatin Mountains

### **Virginia City/RV: Service September 6-12, 2005**

Virginia City Historical Ar-  
chaeology Project

### **Mammoth/Old Faithful December 28, 2005- January 3, 2006**

Auld Lang Syne

# Birch Creek

# Math Science Upward Bound

# Ag Conference & Expo