

Fall 2011 Bulletin: Montana Western School of Outreach Credit Classes

INSIDE YOU'LL FIND

Classes for current Montana Western students seeking a degree.

Classes for professionals seeking advancement in their job.

Classes for Early Childhood Education professionals.

Rosetta Stone language immersion.

BS Secondary Education: Industrial Technology major (partnership with UM-Helena).

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FOR ASSISTANCE & MORE INFO

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

FOR NON-CREDIT CLASSES

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

MISSION

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

THREE EASY WAYS TO REGISTER

Online

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

In Person

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

By Phone

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

Calendar

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

FALL 2011 ACADEMIC CALENDAR

Registration (including fee payment)
 New Student Orientation
 DEADLINE to apply for 2011 Fall Graduation
 1st \$40 Late Registration Fee Begins****
 Class Schedule of Non-Paid Students Canceled Beginning
 DEADLINE to apply for 2010 Fall Graduation
 Labor Day Holiday (University Closed)
 2nd \$40 Late Registration Fee Begins****
 Sumer 2012 Early Audit Graduation Application Deadline
 Veteran's Day Holiday (University Closed)
 Registration for Spring Semester 2012 begins
 Thanksgiving Recess (No Classes)
 Thanksgiving Holiday (Offices Closed)

Apr 12-Aug 29
 TBA -- Contact the Office of Student Life
 Sep 1
 Aug 30
 Sep 2
 Sep 1
 Sep 5
 Sep 14
 Sep 15
 Nov 11
 Nov 9
 Nov 21-25
 Nov 24-25

PART-of-TERM - SPECIFIC DATES & DEADLINES

EXPERIENCE ONE CLASSES FULL
 BLOCK 1 BLOCK 2 BLOCK 3 BLOCK 4 SEMESTER

Aug 29 Sep 26 Oct 24 Nov 28 Aug 29

Aug 30* Sep 27* Oct 25* Nov 29* Sep 12

Sep 9 -----Sep 16-----

-----Sep 2-----

Sep 9 Oct 7 Nov 4 Dec 9 Oct 21

Sep 9 Oct 7 Nov 4 Dec 9 Dec 9

Announced by Instructors

Sep 21 Oct 19 Nov 16 Dec 21 Dec 21

Sep 28 Oct 26 Nov 23 Dec 28 Dec 28

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

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

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

*Late fees charged for approved action after a deadline

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

BUILDING KEY

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

CODE KEY

+ Extension Course
 c/i Consent of instructor required

Registration Information & Fees

Register early: registration will not be accepted after Sept. 12, 2011.

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

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

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

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

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

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

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

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

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

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

Visit www.umwestern.edu for detailed information on the following:

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

FEES

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

Premium Fee is due unless proof of insurance is given to Business Services by Sept. 19 (the 15th day of instruction).

Undergraduate Lower Division				Undergraduate Upper Division				Post-Baccalaureate			
RESIDENT		NON-RESIDENT		RESIDENT		NON-RESIDENT		RESIDENT		NON-RESIDENT	
Credits	Fee	Credits	Fee	Credits	Fee	Credits	Fee	Credits	Fee	Credits	Fee
1	229.65	1	620.00	1	275.70	1	634.70	1	285.45	1	628.60
2	357.85	2	1138.55	2	449.95	2	1167.95	2	469.45	2	1155.75
3	486.05	3	1657.10	3	624.20	3	1701.20	3	653.45	3	1682.90
4	614.25	4	2175.65	4	798.45	4	2234.45	4	837.45	4	2210.05
5	742.45	5	2694.20	5	972.70	5	2767.70	5	1021.45	5	2737.20
6	870.65	6	3212.75	6	1146.95	6	3300.95	6	1205.45	6	3264.35
7	1206.85	7	3939.30	7	1529.20	7	4042.20	7	1597.45	7	3999.50
8	1335.05	8	4457.85	8	1703.45	8	4575.45	8	1781.45	8	4526.65
9	1463.25	9	4976.40	9	1877.70	9	5108.70	9	1965.45	9	5053.80
10	1591.45	10	5494.95	10	2051.95	10	5641.95	10	2149.45	10	5580.95
11	1719.65	11	6013.50	11	2226.20	11	6175.20	11	2333.45	11	6108.10
12-25	1847.85	12-25	6532.05	12-25	2400.45	12-25	6708.45	12-25	2517.45	12-25	6635.25

Class Schedule: Fall 2011

CRN	Crs #	Title	Credits	Sec	Instructor	Time	Days	Location	Add'l Fee	Extension Tuition
Art (ART)										
7818	(ARTZ)100	Beginning Art	4	FNB	Bodish	4:30-8 p.m.	T	MT Tech CBB 112	\$21	
7735	191	Digital Photography	4	GTI	Gilmore-Smotherman	TBA	TBA	INT	\$60	
Business (BUS)										
7673	210	Career Planning	2	GT1	Knopik	TBA	TBA	INT	\$30	
7231	351	Meth/Mater of Business Theory Subjects (field experience TBA)	2	FTI	Holland	TBA	TBA	INT	\$65	
7650	391	Graduate School Preparation	2	FNO	Basile	5-6:30 p.m.	R	ITW 109		
7108	410	Career Planning	2	GTI	Knopik	TBA	TBA	INT	\$30	
7393	410	Career Planning	2	HTI	Knopik	TBA	TBA	INT	\$30	
7107	461	Small Business Management	3	FNO	Chilson	6-9 p.m.	T	ITW 109		
Computer Applications (CAPP)										
7056	100	Short Courses: Computer Lit	1	XMI	Staff	TBA	TBA	INT	\$15	
7046	100	Short Courses: Computer Lit	1	XTI	Staff	TBA	TBA	INT	\$15	
7385	131	Basic Microsoft Office	4	FTI	Hollalnd	TBA	TBA	INT	\$60	
7512	251	Advanced Microsoft Office	4	FTI	Holland	TBA	TBA	INT	\$60	
Computer Science (COMS)										
7059	306	Business Information Systems	3	XT0	Engellant	TBA	TBA	TBA		
7679	351	Meth/Mater of Computer Applications (field experience TBA)	2	FTI	Holland	TBA	TBA	INT	\$65	
Education (ED/EDU)										
7159	200	Erly Chldhd Internship	6	FT0	Bullard	TBA	TBA	TBA		
7271	201	Intro to Ed w/Field Experience (includes 1-day field experience)	4	FTI	Shipman	TBA	TBA	INT	\$75	
7273	222	Ed Psych & Child Dev	4	FTI	Stonelake	TBA	TBA	INT	\$75	
7168	233	Literacy, Language & Texts (3 Saturday meetings)	4	FTJ	McCabe	9 a.m.-noon	Sa	INT MT Tech	\$76	
7287	292	Intro to Business in Early Childhood	3	FTI	Bush	TBA	TBA	INT	\$45	
7701	306	School Law & Advocacy	4	FTI	Howard	TBA	TBA	INT	\$60	
7515	311	Cultures, Diversity & Ethics in Global Education (includes 5 day field experience)	4	FTI	Xanthopoulos	TBA	TBA	INT	\$60	
7703	340	Classroom Management (includes 2 week field experience)	4	FTI	Staff	TBA	TBA	INT	\$60	
7708	341	Positive Discipline & Child Development	4	FTB	Gilliard	4:30-7:30 p.m.	W	MT Tech MG 104	\$16	
7161	346	Early Literacy	3	FTI	Gilliard	TBA	TBA	INT	\$45	
7162	348	Math/Science for Early Chldhd	3	FTI	Bullard	TBA	TBA	INT	\$45	
7704	382	Assess, Curric & Instruction	4	FTI	Shipman	TBA	TBA	INT	\$70	

Class Schedule: Fall 2011

CRN	Crs #	Title	Credits	Sec	Instructor	Time	Days	Location	Add'l Fee	Extension Tuition
7709	386	Mathematics for K-8 Schools with Pedagogy II	4	FTB	Hilton	4:30-8 p.m.	M	Butte COT	\$80	
7778	391	Collaboration & Planning to Execute IEPs	4	FMI	Shipman	TBA	TBA	INT	\$65	
7700	391	School Law	2	FTI	Howard	TBA	TBA	INT	\$30	
7444	391	Practicing Inclusion in Pre-school Programs	3	FTI	Morris	TBA	TBA	INT	\$45	
7710	397A	Methods: K-8 Integrated Arts for all Learners	4	FTB	Brazill	4:30-8 p.m.	R	MT Tech Main 107	\$95	
7702	397S	Methods: K-8 Science & Mathematics Inquiry for all Learners	4	FNB	Norris-Tull	4:30-8 p.m.	W	MT Tech Main 109	\$90	
7164	424	Early Childhood Assessment & Outcomes	3	FTI	Gilliard	TBA	TBA	INT	\$45	
7761	442	Family, Community, Culture	3	FTI	Gilliard	TBA	TBA	INT	\$45	
7811	491	Lit Assess, Diagnosis, Instruct (3 Saturday meetings)	4	FNJ	Telling	TBA	TBA Sa	INT MT Tech	\$91	
7785	491	Health, Safety & Nutrition in Early Childhood	3	FYI	Bentham	TBA	TBA	INT	\$45	
7777	491	Behavior Principles of Learning & Teaching	4	FMI	Howard	TBA	TBA	INT	\$60	
7776	491	Response to Intervention Best Practices	4	FTI	Shipman	TBA	TBA	INT	\$60	
7829	491	Early Childhood Professionals as Leaders	3	FTI	Gilliard	TBA	TBA	INT	\$45	
7160	496	Early Childhood Practicum	1 to 6	FT0	Bullard	TBA	TBA	TBA		
7790	+491	Integrating Technology in the Classroom	2	0	McCarty	TBA	TBA	INT	\$30	\$230
7206	+491	ADD: Info/Intervention for Effective Teaching	2	0	Jackson	TBA	TBA	INT	\$110	\$145
7213	+491	Adv Classroom Mgmt: Children as Change Agents	2	0	Jackson	TBA	TBA	INT	\$110	\$145
7207	+491	Autism & Asperger's Disorder	2	0	Winnega	TBA	TBA	INT	\$110	\$145
7201	+491	Behavior is Language: Strategies for Managing Disruptive Behavior	2	0	Jackson	TBA	TBA	INT	\$110	\$145
7209	+491	Child Abuse: Working with Abused & Neglected Children	2	0	Halverstadt	TBA	TBA	INT	\$110	\$145
7204	+491	Drugs/Alcohol in Schools: Understanding Substance Use/Abuse	2	0	Rapp	TBA	TBA	INT	\$110	\$145
7214	+491	Educational Assessment: Assessing Student Learning in the Classroom	2	0	Pillay	TBA	TBA	INT	\$110	\$145
7456	+491	Harassment, Bullying & Cyber-Intimidation in Schools	2	0	Reynolds	TBA	TBA	INT	\$110	\$145
7210	+491	Inclusion: Working with Special Needs Students in Mainstream Classroom	2	0	Luseno	TBA	TBA	INT	\$110	\$145
7203	+491	Learning Disabilities: Practical Info for Classroom Teachers	3	0	Pillay	TBA	TBA	INT	\$110	\$175
7215	+491	Reading Fundamentals #1: Intro to Scientifically-based Research	2	0	Jackson	TBA	TBA	INT	\$110	\$145
7216	+491	Reading Fundamentals #2: Laying the Foundation for Effective Reading Instruction	2	0	Jackson	TBA	TBA	INT	\$110	\$145

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CRN	Crs #	Title	Credits	Sec	Instructor	Time	Days	Location	Add'l Fee	Extension Tuition
7217	+491	Reading Fundamentals #3: Elements of Effective Reading Instruction	3	0	Jackson	TBA	TBA	INT	\$110	\$175
7205	+491	Talented & Gifted: Working with High Achievers	2	0	Bernards	TBA	TBA	INT	\$110	\$145
7211	+491	Teaching Diversity: Influences & Issues in the Classroom	2	0	Bernards	TBA	TBA	INT	\$110	\$145
7827	+491	Teaching Elementary Math Conceptually	2	0	Chappell	TBA	TBA	INT	\$110	\$145
7208	+491	Traumatized Child: Effects of Stress, Trauma & Violence	2	0	Halverstadt	TBA	TBA	INT	\$110	\$145
7202	+491	Understanding Aggression: Coping w/Aggressive Behavior in the Classroom	3	0	Sedler	TBA	TBA	INT	\$110	\$175
7212	+491	Violence in Schools: Identification, Prevention & Intervention Strategies	2	0	Sedler	TBA	TBA	INT	\$110	\$145
7319	+491	Learning Basic Internet Skills	2	0	Bond	TBA	TBA	INT		\$240
7321	+491	Microsoft PowerPoint Version 2003	2	0	Bond	TBA	TBA	INT		\$240
7320	+491	Microsoft PowerPoint Version 2007	2	0	Bond	TBA	TBA	INT		\$240
7318	+491	Basic HTML Web Page Design	2	0	Bond	TBA	TBA	INT		\$240
7826	+491	Explore Windows 7	2	0	Bond	TBA	TBA	INT		\$240
7325	+491	Microsoft Word Version 2003	2	0	Bond	TBA	TBA	INT		\$240
7324	+491	Microsoft Word Version 2007	2	0	Bond	TBA	TBA	INT		\$240
7323	+491	Microsoft Excel Version 2003	2	0	Bond	TBA	TBA	INT		\$240
7322	+491	Microsoft Excel Version 2007	2	0	Bond	TBA	TBA	INT		\$240
Environmental Science (ENVS)										
7781	150	Basic Rock Climbing, Aug 30; Sep 6, 11, 18 & 20	1	XD0	Mock	6-8 p.m. 9 a.m.-5pm. 2-7 p.m.	T Su T	BH 214	\$40	
7783	260	Wildlnd Skll: Intermediate Rock Climbing, Sep 1, 8, 10, 15 & 17	2	XD0	Mock	6-8 p.m. 12-8 p.m. 7 a.m.-7 p.m.	R R Sa	BH 214	\$75	
7656	260	Wildlnd Skll: Horsepacking	2	HP1	Clark	3:30-6:30 p.m.	M	BH 307	\$80	
7657	260	Wildlnd Skll: Camp Cooking	2	HP2	Clark	3:30-6:30 p.m.	M	BH 307	\$80	
7659	260	Wildlnd Skll: Campfire Programming	2	XP1	Clark	3:30-6:30 p.m.	W	BH 307	\$80	
7658	260	Wildlnd Skll: Leadership & Group Dynamics	2	XP2	Clark	3:30-6:30 p.m.	W	BH 307	\$80	
7660	269	Wildlnd Skll: Map/Compass/GPS, Aug 30-Sep 15 & Oct 1 & 8	2	XD1	Troedsson	6-9 p.m. 8 a.m.-5 p.m.	TR Sa	BH 311 TBA	\$40	
7488	269E	Wildlnd Skll: Map, Compass/GPS, Aug 30-Sep 15 & Oct 1 and 8	2	0	Troedsson	6-9 pm 8 a.m.-5 p.m.	TR Sa	BH 311	\$40	\$230
7766	(ENSC) 391	Geographic Information Systems, Oct 29-Dec 10	2	XW0	Shelhamer	9 a.m.-3 p.m.	Sa	ITW 111	\$200	

Class Schedule: Fall 2011

CRN	Crs #	Title	Credits	Sec	Instructor	Time	Days	Location	Add'l Fee	Extension Tuition
Equine Studies (EQST)										
7301	191	Beginning Harness Horseman-ship	3	FT0	Staff	TBA	TBA	TBA	\$40	
7743	391	Sales Prep I	1 to 4	FT0	Else	TBA	TBA	TBA	\$97	
Geology (GEO)										
7715	191	Essentials of Geology (Aug 29-Oct 19)	4	GTI	Thomas	TBA	TBA	INT	\$60	
7716	191	Essentials of Geology (Oct 24-Dec 21)	4	HTI	Thomas	TBA	TBA	INT	\$60	
Health & Human Performance (HHP)										
7782	150	Basic Rock Climbing, Aug 30, Sep 6, 11, 18 & 20	1	XD0	Mock	6-8 p.m. 9 a.m.-5pm. 2-7 p.m.	T Su T	BH 214 TBA BH 214	\$40	
7109	231	First Aid & Safety	1	GN0	Handlos	7-10 p.m.	T	PE 207	\$15	
7649	231	First Aid & Safety	1	HN0	Handlos	7-10 p.m.	T	PE 207	\$15	
7187	241	Prsnl/Community Health	4	FTI	M. Chilson	TBA	TBA	INT	\$60	
7719	374	Elem School Health & PE & Practicum (field experience TBA)	4	FTI	M. Chilson	TBA	TBA	INT	\$60	
Hospitality, Tourism & Recreation (HTR)										
7671	210	Destination Geography	4	FTI	Pahut	TBA	TBA	INT	\$60	
7672	322	Group Travel	3	FTI	Pahut	TBA	TBA	INT	\$85	
Industrial Technology (IT)										
7787	135	Computer Aided Drafting	4	FP0	Frey	3-5:50 p.m.	MW	UM-H AP 118	\$20	
7788	220	Applied Electricity & Electronics	3	FA0	Frey	8-10 a.m.	MWF	UM-H AP	\$25	
7789	240	Wood & Synthetic Prod Sys	3	FA0	Frey	9 a.m.- 12:30 p.m.	TR	UM-H Wood Shop	\$50	
Library (LIB)										
7239	464	Reference Resources	3	FTI	Kish	TBA	TBA	INT	\$45	
7480	464E	Reference Resources	3	0	Kish	TBA	TBA	INT		\$624
Literature (LIT)										
7745	282	Child & Young Adult Litera-ture	4	FTI	J. Ulrich	TBA	TBA	INT	\$60	
7746	382	Literature for Children & Adolescents	4	FTI	J. Ulrich	TBA	TBA	INT	\$60	

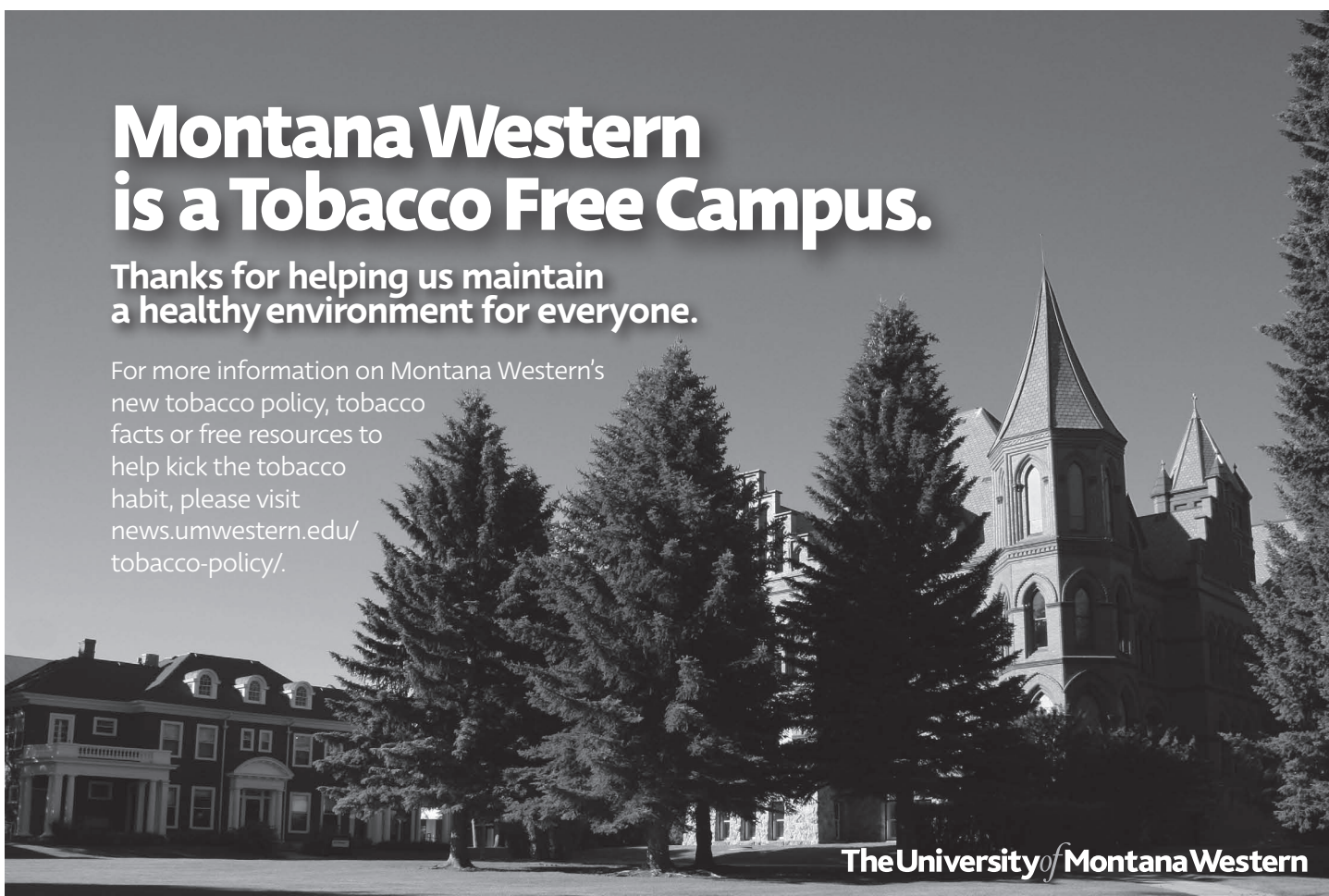
Class Schedule: Fall 2011

CRN	Crs #	Title	Credits	Sec	Instructor	Time	Days	Location	Add'l Fee	Extension Tuition
Psychology (PSYX)										
7633	PSYX 100	Introduction to Psychology	4	FTI	A. Richmond	TBA	TBA	INT	\$60	
Student Services										
7354	291	Intro to Service, Citizenship & Community	2 to 4	XTI	Juran	TBA	TBA	INT	\$30 to \$60	
Theatre (THTR)										
7714	205	Theatre Workshop II (Aug 29-Oct 21)	1 to 2	GN0	Brazill	6-9 p.m.	T	Beier Aud	\$10	
7357	205	Theatre Workshop II (Oct 24-Dec 21)	1 to 2	XT0	J. Ulrich	6-9 p.m.	T	Beier Aud	\$10	

Montana Western is a Tobacco Free Campus.

Thanks for helping us maintain a healthy environment for everyone.

For more information on Montana Western's new tobacco policy, tobacco facts or free resources to help kick the tobacco habit, please visit news.umwestern.edu/tobacco-policy/.



The University of Montana Western

Course Descriptions

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

FACE TO FACE

ART

Beginning Art (ARTZ 100)

Distance Fee: \$16

Lab Fee: \$5

This course is intended to provide students with an introductory overview of a variety of visual forms, media, concepts and theories found in both past and present art practices. It is designed as a series of problems that put principles of two- and three-dimensional design into practical use. These problems stress analytical and creative thinking and self-exploration and are designed to develop aesthetic sense. The series of assignments--studio work as well as written and oral projects--provide explorative format. Global and multicultural topics are explored through research, presentations by professor and guest artists, visits to galleries, examination of artifacts, discussions of contemporary events and issues. 4 credits

BUSINESS

Graduate School Preparation (BUS 391)

This course will focus on preparing students for selecting and applying for graduate school. Weekly classes will consist of preparation and strategies for GRE and GMAT exams and will also include workshops directed at degree and university selection, funding options, scholarship opportunities and related topics. 2 credits

Small Business Management & Strategic Planning (BUS 461)

Analysis of the operation of small businesses and the roles they play in the economy. The following topics are included: planning, marketing, financial, production, franchising, distribution, management, legal, raising capital and developing a business plan. Prereq: BUS 242 and Junior standing or c/i. 3 credits

COMPUTER SCIENCE

Business Information Systems (COMS 306)

Students further develop their expertise in maintaining computer hardware and software by working in a networked computer lab. Students must develop an independent contract with their instructor, which further develops their hardware and software expertise. Prereq: ITS 205 and c/i. 3 credits

EDUCATION

Early Childhood Internship (ED 200)

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

Positive Discipline & Child Development (EDU 341)

Distance Fee: \$16

Candidates develop skills for establishing a positive social environment in elementary school classrooms. Candidates will demonstrate understanding of child development as it relates to positive guidance techniques, enhancing children's self-concept, and developing children's pro-social skills, with a special emphasis on developing these skills in young children. A two-week field experience in an early childhood or primary school setting is required. Candidates will remain in the school throughout the school day. Candidates are assessed using observation forms, exams, lesson plans, and journals. Prereq: Admission to TEP or permission of Early Childhood Education Program. 4 credits

Mathematics for K-8 Schools with Pedagogy II (EDU 386)

Distance Fee: \$80

Developing mathematical thinking in K-8 students, part II. Candidates examine the research on teaching and learning mathematics. Candidates develop skills in and strategies for assisting children to develop two and three-dimensional geometric thinking, measurement, and logical reasoning. Prereq: Admission to TEP and EDU 385. 4 credits

Methods: Integrated Arts for All Learners K-8 (EDU 397A)

Distance Fee: \$80

Lab Fee: \$15

Teacher Education candidates develop knowledge of and experience with effective methods, techniques, and materials for teaching visual arts, drama, dance, and music to children as part of an integrated curriculum in the elementary grades. Engage in creative and critical experiences with the arts. Design integrated arts instruction while learning how to document and assess student progress. Work directly with children in microteaching or field experience. Prereq: Admission to TEP; must have completed either 2 different forms of artistic expression from ART 101, THTR 101, FA 101, or MUSI 103; or 2 credits of any MUSI 114, MUSI 314, MUSI 147 or MUSI 312; or DANC 285, DANC 286. 4 credits

Methods: K-8 Science & Mathematics Inquiry for all Learners (EDU 397S)

Distance Fee: \$80

Lab Fee: \$10

Develop K-8 science and mathematics instruction and assessments that are aligned with state and national standards and the principles of universal design for learning. Gain familiarity with instructional methods and materials appropriate for teaching content and problem-solving skills, primarily through inquiry and experiential learning. Develop skills in integrated instruction, incorporating mathematics, physical science, earth and space science, and life science. Infused topics include technology, lab safety, cooperative learning, assessment, environmental education, and Indian Education for All. Students will demonstrate skills working with children in field experiences or microteaching related to science and mathematics instruction. Prereq: Admission to TEP. 4 credits

Early Childhood Practicum (ED 496)

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

ENVIRONMENTAL SCIENCE

Basic Rock Climbing (ENVS 150)

Lab Fee: \$40

This field-based introductory course is designed for students who desire to learn the basic techniques of rock climbing. 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

Course Descriptions

Wildlands Skills: Intermediate Rock Climbing (ENVS 260)

Lab Fee: \$75

Includes more advanced techniques and multi-pitch climbing. Prereq: Consent of instructor. 2 credits

Wildlands Skills: Horsepacking (ENVS 260)

Lab Fee: \$80

Become skilled in both “saw buck” and “Decker” horsepacking techniques, including use of rope, canvas, leather and new synthetic materials used in today’s mountain horsepacking adventures. Develop proficiency in low impact backcountry horse use. Become aware of conformation and attitude of good pack stock and know the land management criteria for use of both public and private lands. One overnight horseback trip will be part of the course, required of all participants. Horses will be provided. 2 credits

Wildlands Skills: Camp Cooking (ENVS 260)

Lab Fee: \$80

Plan meals, developing techniques for preparation of those meals, in service to backcountry human groups of 3 to 20 persons. Meals are to be appealing, nutritious and simple. Compare differences in menus when such groups are in areas where low impact use is required, when in “multiple use” lands allowing traditional camp cooking methods versus when camps are at lands adjacent to development and on “hard” surfaces. Dutch oven and iron skillet cooking will be included. 2 credits

Wildland Skills: Campfire Programming (ENVS 260)

Lab Fee: \$80

For course details, contact the instructor, Dr. Richard Clark, 406-683-7044. 2 credits

Wildlands Skills: Leadership & Group Dynamics (ENVS 260)

Lab Fee: \$80

For course details, contact the instructor, Dr. Richard Clark, 406-683-7044. 2 credits

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

Lab Fee: \$40

Students will develop skills in map reading, use of a magnetic compass, altimeters and Global Positioning System (GPS) receivers. Students will learn to describe a position by use of Latitude and Longitude, Universal Transverse Mercator and U.S. Public Land Survey grid

systems. Students will apply learned GPS skills to execute traverses of land parcels and determine the location of private and public land ownerships. Students will develop skills in CD-ROM map programs and the downloading of GPS receiver waypoints and traverses onto CD-ROM maps. Learned skills will be practiced on local field trips. Tue & Thur, Aug 30-Sep 15, 6-9 p.m. and Sat, Sep 17 & Oct 1, 8 a.m.-5 p.m. 2 credits

Geographic Information Systems (ENSC 391)

Lab Fee: \$200

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

EQUINE STUDIES

Beginning Harness Horsemanship (EQST 191)

Lab Fee: \$40

For course details, please contact Olie Else, 406-683-7539. 3 credits

Horse Sales Prep I (EQST 391)

Lab Fee: \$97

Learn techniques for safely handling and restraining horses, including difficult or untrained horses. Students will present techniques to a young horse, including gentling, haltering, starting under saddle, grooming and conditioning. Students will receive a young horse to use for this course with the option to bring their own for the sale. Students will develop and execute a preparation/conditioning plan for their sale horse. Prereq: EQST 101 and EQST 155. 1 to 4 credits

HEALTH & HUMAN PERFORMANCE

Basic Rock Climbing (HHP 150)

Lab Fee: \$40

(See description under ENVS.)

First Aid & Safety (HHP 231)

Lab Fee: \$15

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

THEATRE

Theatre Workshop (THTR 205)

Lab Fee: \$10

Hands-on experience for those interested in becoming involved with performance, technical, and box-office duties within the campus production program. Projects must be designed in consultation with the faculty member in charge. 1-2 credits

ON THE INTERNET

ART

Digital Photography (ART 191)

Online Fee: \$60

An in-depth exploration of camera and image using photographic digital technology. Emphasis on developing fundamental control of the processes and materials through lectures, field and lab experiences. Basic discussion of image making. Address challenges a beginning photographer faces before, during and after pressing the shutter. From concept to final print, learn the practice of a digital workflow, how to manage images, produce quality imagery that surpasses imagination and acquire post-production image manipulation skills using current software techniques. 4 credits

BUSINESS

Career Planning (BUS 210)

Online Fee: \$30

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

Methods and Materials of Business Theory Subjects (BUS 351)

Online Fee: \$30

Lab Fee: \$35

Course Descriptions

Methods of lesson and unit planning and presentation including student assessment, test design, evaluation, audio/visual technology, and curriculum planning for general business, economics, business law, accounting, career planning, business communications, and business mathematics. Participation in microteaching experiences is required. Prereq: TEP and Junior standing. 2 credits

Career Planning (BUS 410)

Online Fee: \$30

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

COMPUTER APPLICATIONS

Short Courses: Computer Literacy (CAPP 100)

Online Fee: \$15

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

Basic Microsoft Office (CAPP 131)

Online Fee: \$60

In this hands-on course students will develop a working knowledge of word processing, spreadsheet, and database management software applications. During this course, students will use Windows and DOS commands for file and disk management, they will use e-mail to communicate with the instructor and other class members, and they will use the Internet to research assigned topics. Students will be evaluated by hands-on assignments, examinations, and a final portfolio. This course is articulated through Tech Prep. Prereq: CAPP 100. 4 credits

Advanced Microsoft Office (CAPP 251)

Online Fee: \$60

In this hands-on course, students will further develop their competence using word processing, electronic spreadsheets and database features. Students will also explore the integration of computer applications. Students will be evaluated by hands-on assignments, special projects, and examinations. Prereq: CAPP 131 or c/i. 4 credits

COMPUTER SCIENCE

Methods & Materials in Computer Applications (COMS 351)

Online Fee: \$30

Lab Fee: \$35

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

EDUCATION

Introduction to Education with Field Experience (EDU 201)

Online Fee: \$60

Lab Fee: \$15

The first formal course in the Teacher Education Program, this course provides an introduction to the field of education and the relationships between schools and society. Students begin to evaluate the reasons chosen to become a teacher and the effects that decision will have on their lives. Students examine social, cultural, political, legal, economic, and historical issues within schools and how these issues impact professional educators. During this course students begin to assemble the professional portfolio, which is a requirement for entry into the Teacher Education Program (TEP). The portfolio will be maintained throughout participation in the Teacher Education Program and is an integral part of the evaluation process. Students will complete a field experience in a school setting. The field experience placement will be made by the Director of Field Experiences. 4 credits.

Educational Psychology and Child Development (EDU 222)

Online Fee: \$60

Lab Fee: \$15

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

Literacy, Language & Texts (EDU 233)

Online Fee: \$60

Distance Fee: \$16

Literacy growth begins before children enter school as they experience and experiment with literacy activities—reading, writing, and associating spoken words with their graphic representations. The course will focus on the understanding of a comprehensive literacy curriculum that makes productive use of the literacy abilities that children of all ages bring to school as well as the multiple ways in which literacy is represented in our lives, texts, culture, and perceptions of the world. Required for Elementary Education Major and Literacy Minor. 4 credits

Introduction to Business for Early Childhood (ED 292)

Online Fee: \$45

This course introduces best business practices for home and center-based early childhood programs. Students will draft policy statements, contracts and financial projections, demonstrate record keeping strategies, anticipate employment and income tax obligations, plan marketing activities and prepare a simple business plan or a Montana Best Beginnings Provider Grant application. Students will research state, federal and private programs for improving childcare income and expanding early childhood businesses. 3 credits.

School Law and Advocacy (EDU 306)

Online Fee: \$60

Candidates develop understanding of the rights and responsibilities of all stakeholders in the education of diverse students in public educa-

Course Descriptions

tion: parents, educators, community, and children. Candidates analyze key legislative mandates, such as Title I, No Child Left Behind, and the Individuals with Disabilities Education Act, and their implications for and impact on K-12 schools. In particular, candidates examine the uses of assessment in schools. Candidates examine seminal legislation such as the Civil Rights Act of 1965 and its application to education; the processes of the judicial system and the implications of landmark litigation, such as *Brown v Board of Education*, *Tinker v Des Moines*, *Rowley v Board of Education*, and *Everson v Board of Education*. Assessment is based on exams, research papers, and case studies. Prereq: Admission to TEP, *c/dfe*; taken concurrent with or in the semester prior to student teaching. 4 credits

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

Online Fee: \$60

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

Classroom Management (ED 340)

Online Fee: \$60

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

Early Literacy (ED 346)

Online 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 and ED 321; or *c/i*. 3 credits

Math & Science for Early Childhood (ED 348)

Online 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 and implement high quality, meaningful science and math experiences that focus on hands-on exploration and investigation of meaningful content. Prereq: ED 320, ED 321, ED 324, and ED 325. 3 credits

Assessment, Curriculum & Instruction (EDU 382)

Online Fee: \$60

Lab Fee: \$10

Teacher education candidates examine educational research on effective strategies for instruction and assessment in K-12 classrooms, including principles of universal design for learning, Action Research, and Response to Intervention (RTI). Candidates develop lessons that demonstrate professional skills in instructional design and assessment, aligned with standards for K-12 students. Candidates examine school curricula and classroom resources. Candidates develop a working knowledge of descriptive statistics and probability in relationship to The University of Montana Western Catalog 2010-2011 -153-standardized testing used in educational settings. Assessment is based on lesson plans, integrated unit plan, assessment design, exams, and professional observation form. Prereq: EDU 201 and EDU 222. 4 credits

Collaboration & Planning to Execute IEP's (EDU 391)

Online Fee: \$60

Lab Fee: \$5

This course prepares students for the IEP process. This IEP process should be a seamless collaboration between key stakeholders in plan-

ning, writing, and implementing individualized plans for children with disabilities. Students will learn both the legal and pedagogical mechanics of writing IEPs as well as the human process. Emphasis will be placed on family-centric communication and bridging the needs of all through sound principles of collaboration, effective instruction, and professional behavior. Students will complete a variety of applied activities including simulated IEP development, case studies and applied activities relative to relationship building, and web-based assignments. A variety of assessment procedures are used such as reflective analysis, professional papers, and applied quizzes. Prereq: EDU 382 or ED 341, and admission to TEP. 4 credits

Practicing Inclusion in Preschool Programs (ED 391)

Online Fee: \$45

This course has been specifically developed for students who teach preschoolers in early childhood settings that may include young children with disabilities or developmental delays. Through course assignments and application of practices in current early childhood settings, students synthesize the broad base of knowledge and skills around inclusion into core principles that will serve as a guide in their roles directly with young children and as advocates and leaders in the field of inclusion. The knowledge and skills they develop during course activities strengthen their ability to support the growth and development of each and every child in their program or group. Students will apply core inclusion principles and strategies to current teaching practices with young children in an active early childhood setting. Students will regularly participate in lab work in an early childhood program. 3 credits

Early Childhood Assessment & Outcomes (ED 424)

Online 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

Family, Communities, Culture (EDU 442)

Online 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. Prereq: ED 240 and ED 241, or *c/i*. 3 credits

Course Descriptions

Literacy Assessment, Diagnosis & Instruction (ED 491)

Online Fee: \$60

Distance Fee: \$16

Lab Fee: \$15

Introduction to informal and formal reading and writing assessments and instructional strategies to accommodate variations in the K-8 literacy program. Students learn to modify instruction strategies to meet the needs of struggling readers and writers as well as those who are in need of motivation and greater reading challenges. Readings, assessment projects, tutoring and informal evaluations of literacy growth required. Required for Elementary Education Major and Literacy Minor. Prereq: Admission to TEP or verification that student is a certified teacher; for Elem Ed majors--EDU 233. 4 credits

Health, Safety & Nutrition in Early Childhood (EDU 491)

Online 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. 3 credits.

Behavior Principles of Learning & Teaching (EDU 491)

Online Fee: \$60

Focuses on identifying, recording, evaluating, and changing social behaviors of special and diverse populations. Principles and practices of data-based intervention will be learned. Application of robust technologies of assessment, behavior change, and accountability as they apply to children with environmentally sustained behavior problems will be addressed. Developing classroom and individual behavior management plans using principles of research will be emphasized. Students complete a variety of applied activities including a behavioral research intervention project and paper, quizzes and practical modules. Prereq: EDU 382 or ED 341, and admission to TEP. 4 credits

Response to Intervention Best Practices

Online Fee: \$60

Prepares teachers to work cooperatively with school based Response to Intervention (RTI) teams. RTI is now mandated and is a process of providing general education adaptations to close the gap between struggling learners and their typical classmates. The purpose of RTI is also to identify children with learning disabilities who may be eligible for special education.

Documentation of how a child responds to scientific, research-based interventions is part of the RTI process. Prereq: EDU 341. 4 credits.

Early Childhood Professionals as Leaders (EDU 491)

Online Fee: \$45

Provides students with the opportunity to assess and practice their leadership skills to inspire learning in their classrooms and be leaders in early childhood education. Techniques that encourage the promotion of healthy lifestyles, positive relationships, interpersonal communication and learning environments are explored. This course is developed with the belief that effective leaders serve others in a relationship building atmosphere. Strong emotional intelligence is viewed as central to effective leadership; as such, students will assess their emotional intelligence and develop professional goal plans that support further development in this area. 3 credits

Integrating Technology in the Classroom (EDU 491)

Online Fee: \$30

Extension Tuition: \$230

Focus is on various technologies, software application and online resources that enhance the K-12 curriculum. Topics to be explored include computers as a tool, technology standards, integrating software into lessons, Internet, project-based learning, classroom management using technology, troubleshooting, professional development and grant writing. 2 credits

GEOLOGY

Essentials of Geology (GEO 191)

Online Fee: \$60

The study of geology deals with the inter-relationships between biological systems, atmospheric, oceanic, crustal and deep-Earth processes. Students will develop an understanding of these processes to better understand our impact on the planet to be able to make logical choices about how we live on the Earth. Students should come to understand the difference between critical analysis and opinion so that through respectful critical analysis they will be able to intelligently challenge what they read, see and are told--especially by the professor! NOTE: Students will need to purchase a textbook and a regional geology guidebook (Roadside Geology of Montana). In addition, to do the "Rock Project," students will need a digital camera, a rock hammer and access to a car or truck. The labs will be done over the computer, so you will not need a lab manual. However, you will need access to a computer

that can operate PowerPoint, Word and Google Earth. You will need to be able to download and manipulate digital photos for your rock project and some of the labs. 4 credits

HEALTH & HUMAN PERFORMANCE

Personal and Community Health (HHP 241)

Online Fee: \$60

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

Elementary School Health & Physical Education & Practicum (HHP 374)

Online Fee: \$60

Upon completion of the course, a student will understand and apply concepts of specific planning, organizing, and teaching an elementary health and physical education program. Teaching methods, organization and group process, maturational considerations, sequences in a variety of instructionally and developmentally appropriate activities, and assessment techniques will be understood, experienced, and applied. The practicum portion will take theory into practice and students will have a field experience in the public schools. Students will demonstrate competency through class participation, examinations, completion of laboratory assignments, and projects. Prereq: Admission to TEP. 4 credits

HOSPITALITY, TOURISM & RECREATION

Destination Geography (HTR 210)

Online Fee: \$60

The course will cover the major tourist attractions and destinations in the world with particular emphasis on Anglo-America. Destinations and attractions will be studied in light of the influence of various geographic features such as landform, climate, transportation, etc. 4 credits

Course Descriptions

Group Travel (HTR 322)

Online Fee: \$45

Lab Fee: \$40

Instruction in the responsibilities of tour directors, managers, and escorts. Training includes procedures for packaging, pricing, and promotion, as well as supervision of tours. Prereq: ACTG 201. 3 credits

LIBRARY

Reference Resources (LIB 464)

Online Fee: \$45

This class focuses on the evaluation, selection, and use of basic reference resources. It also contains teaching of media skills, information negotiation, search strategies, database use, and information services. Instruction will include research, projects, and discussion. Assessment will be based on participation, written assignments, activities, a major paper or bibliography, or a combination thereof. 3 credits

LITERATURE

Child & Young Adult Literature (LIT 282)

Online Fee: \$60

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

Literature for Children & Adolescents (LIT 382)

Online Fee: \$60

Students survey an extensive body of literature for children and adolescents. A critical student learning outcome is an understanding of the development in the 19th and 20th centuries of literature for youth as a distinct literary cat-

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

PSYCHOLOGY

Introduction to Psychology (PSYX 100)

Online Fee: \$60

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

STUDENT SERVICES

Introduction to Service, Citizenship and Community (SS 291)

Online Fee: \$30-\$60

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

FOREIGN LANGUAGE IMMERSION

WITH ROSETTA STONE

Rosetta Stone is a revolutionary software that teaches language by complete immersion in the language without translation or grammar explanations.

With Rosetta Stone, you learn and practice your new language entirely online. When you are away from the computer, you can reinforce what you've learned with Audio Companion CDs, (included with your selected course), which reinforce the lessons in Rosetta Stone software. Practice what you've learned by listening to Audio Companion anytime, anyplace on your MP3, I-Pod or stereo). The Rosetta Stone method for learning new languages is called Dynamic Immersion. By eliminating translation and grammar explanations from language learning, Dynamic Immersion activates your own natural language learning ability. You begin to think in your new language from the very beginning, the same way you learned your first language. A carefully designed sequence of words and images conveys the meaning and structure of the new language. You interact constantly with the program, connecting words with images to confirm their meaning and build grammatically accurate language structure step by step.

Throughout your study, innovative speech technologies prepare you for real-life conversations. Each lesson advances your listening, speaking, reading and writing skills and each unit concludes with an opportunity for you to simulate a real-life conversation. Unlike tapes, videos or books, Rosetta Stone is interactive. At every step, you have to actively demonstrate your understanding. Rosetta Stone develops all your language skills--listening, speaking, reading and writing--from the beginning, using your own natural language learning ability. Doing what comes naturally makes it effective and fun!

Fee: \$315 for each 3 credit class. Includes tuition and online fee.

Languages available on demand include Arabic, English, French, German, Italian, Portuguese, Russian, Spanish, Hebrew, Irish, Chinese, Japanese, Polish, Greek, Korean, Dutch, Hindi, Persian (Farsi), Swedish, Latin, Tagalog, Vietnamese and Turkish.

Degree Partnership

Montana Western / UM-Helena

BS Secondary Education Degree: Industrial Technology/Education Major

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

This unique program teaches students the vital industrial technology skills necessary to prepare them to teach industrial technology. In addition to gaining industrial technology teacher certification, students learn design, production and management of industrial practices including aircraft maintenance, electronics, machining, construction, woodworking, welding, metalworking and more.

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

For information on admission and registration, contact Vickie Lansing in Montana Western's School of Outreach at (406) 683-7304 or email outreach@umwestern.edu.

Students interested in using financial aid should contact the Financial Aid office at Montana Western at (406) 683-7511

FALL 2011 COURSES/SCHEDULE

IT 135 Computer Aided Drafting

Lab Fee: \$20

This course is an introduction to computer-aided design and drafting practices as well as the integrated manufacturing software they drive. Elements of Boolean, wireframe, surface, solid modeling and rendering are all covered. Some of the latest software is used to design industrial items in computer-aided manufacturing. 4 credits

Monday and Wednesday, 3-5:50 p.m.
UM-Helena, AP 118

IT 220 Applied Electricity & Electronics

Lab Fee: \$25

Electricity and solid-state electronics concepts, energy, power, electronic instrumentation, Ohm's law, Watt's law, Thevenin's law, Norton's law, series, parallel and combination circuits, magnetism, direct and alternating current, semiconductors and power supplies. Prereq: IT 120. 3 credits

Monday, Wednesday & Friday, 8-10 a.m.

UM-Helena, AP

IT 240 Wood & Synthetic Products Systems

Lab Fee: \$50

Students are introduced to fundamental characteristics of wood and wood products, basic processes for fabrication, skill development and techniques for project development. Students examine past and present resource management practices and contrast past and present wood processing machinery, equipment and processes. Prereq: IT 130 and IT 140. 3 credits

Tuesday & Thursday, 9 a.m.-12:30 p.m.
UM-Helena, Wood Shop

Additional Course Possibilities

EDU 201 Introduction to Education with Field Experience
4 credits
Online through Montana Western

EDU 222 Educational Psychology & Child Development
4 credits
Online through Montana Western

General Education course(s) in face-to-face format through UM-Helena

Early Childhood Education

Billings, Bozeman, Butte, Great Falls, Hamilton, Havre, Helena, Missoula and Online

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

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

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

These classes can be used for recertification. They are core courses for the Early Childhood associate and baccalaureate degrees as well as the Early Childhood minor. All early childhood students must apply for admission and pay the \$30 fee.

CRN	COURSE #	TITLE	CR	DAY	TIME	DATES	INSTRUCTOR
Billings: MSU-Billings, College of Technology, HSCT 105 (Section FNL)							
7283/7284	ED 142/143	Intro to Early Childhood & Lab \$*	1/1	Tue	6-7 p.m.	Aug 30-Dec 13	Karls
7285/7286	ED 250/251	Child Growth & Development & Lab \$*	3/1	Tue	7:10-9:30 p.m. + lab	Aug 24-Dec 13	Karls
Bozeman: Herrick Hall, Room 205 (Section FNZ)							
7747/7748	ED 142/143	Intro to Early Childhood & Lab \$*	1/1	Tue	6-7 p.m.	Aug 30-Dec 13	Staff
7762/7763	ED 250/251	Child Growth & Development & Lab \$*	3/1	Tue	7:10-9:30 p.m.	Aug 30-Dec 13	Staff
Butte: Montana Tech Campus, MUS 205 (Section FNB)							
7279/7280	ED 144/145	Create Environ for Learning & Lab \$*	2/1	Thu	6-7:40 p.m.	Sep 1-Dec 15	Jensen
7281/7282	ED 240/241	Positive Child Discipline & Lab \$*	2/1	Thu	7:50-9:30 p.m. + lab	Sep 1-Dec 15	Jensen
Great Falls: College of Technology, R280 (Section FNG)							
7197/7198	ED 242/243	Meeting Needs of Family & Lab \$*	2/1	Wed	6-7:40 p.m.	Aug 31-Dec 14	Morris
7199/7200	ED 320/321	EC Curriculum I & Lab \$*	2/1	Wed	7:50-9:30 p.m. + lab	Aug 31-Dec 14	Morris
Hamilton: Ravalli Entrepreneurship Center, 274 Old Corvallis Road (Section FNA)							
7499/7500	ED 324/325	EC Curriculum II & Lab \$*	2/1	Wed	6-7:40 p.m.	Aug 31-Dec 14	Marose
7501/7502	ED 344/345	EC Professional & Lab \$*	2/1	Wed	7:50-9:30 p.m. + lab	Aug 31-Dec 14	Marose
Helena: College of Technology, DON 201 (Section FNH)							
7249/7250	ED 142/143	Intro to Early Childhood & Lab \$*	1/1	Tue	6-7 p.m.	Aug 30-Dec 13	Palagi
7751/7752	ED 250/251	Child Growth & Development & Lab \$*	3/1	Tue	7:10-9:30 p.m. + lab	Aug 30-Dec 13	Palagi
Missoula: UM Campus, Education Building 312 (Section FNM)							
7753/7754	ED 142/143	Intro to Early Childhood & Lab \$*	1/1	Thur	6-7 p.m.	Sep 1-Dec 15	Adams
7755/7756	ED 250/251	Child Growth & Development & Lab \$*	3/1	Thur	7:10-9:30 p.m. + lab	Sep 1-Dec 15	Adams
EC Rural: Internet (Section FNJ)							
7757/7758	ED 324/325	EC Curriculum II & Lab \$*	2/1	TBA	TBA	Aug 29-Dec 21	Lavender/
7759-7760	ED 344/345	EC Professional & Lab \$*	2/1	TBA	TBA	Aug 29-Dec 21	Standaert

\$Lab and distance delivery fees

*Enrollment limited. Please register early.

Professional Development

CREDIT

VIRTUAL EDUCATION SOFTWARE, INC.

The following courses are offered for renewal units as well as semester credits for educators.

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

Courses are completed online. Fees are listed with each course description.

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

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

UMW Tuition: \$145

VESi Fee: \$110

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

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

UMW Tuition: \$145

VESi Fee: \$110

Geared primarily for professionals (e.g., regular or special educators, instructional assistants, school psychologists, counselors) serving children and youths presenting behavior problems in the school or community, this course focuses on cognitive and cognitive-behavioral interventions (often lumped together under the rubric "social skills") with an emphasis on teaching students how to change and manage their own

behavior. Since previous knowledge and understanding of traditional behavioral (operant) concepts and strategies is required, it is strongly recommended that you take an introductory behavior management course to learn the basic terms and concepts of behavior management prior to taking this advanced course. 2 credits or 30 renewal units.

Autism and Asperger's Disorder (ED 491)

UMW Tuition: \$145

VESi Fee: \$110

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

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

UMW Tuition: \$145

VESi Fee: \$110

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

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

UMW Tuition: \$145

VESi Fee: \$110

Designed to help teachers, schools counselors and other educational personnel gain strategies to reach and teach students who have been affected by child abuse or neglect. Learn the signs and symptoms for the three types of abuse—physical, emotional and sexual and the four types of neglect—physical, medical, emotional and educational. Explore how abuse

and neglect affect a student's learning, cognitive brain development and social-emotional development. Discuss intervention and prevention methods. 2 credits, 30 renewal units or 30 CEU hours.

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

UMW Tuition: \$145

VESi Fee: \$110

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

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

UMW Tuition: \$145

VESi Fee: \$110

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

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

UMW Tuition: \$145

VESi Fee: \$110

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

Professional Development

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

UMW Tuition: \$145

VESi Fee: \$110

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

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

UMW Tuition: \$175

VESi Fee: \$110

Examine diverse theoretical approaches and lay the foundation for sensitive and appropriate assessment and evaluation of students. Receive direction in program planning and implementation and in establishing positive partnerships with parents or alternative caregivers. Consider ways for ensuring that the home-school axis is effective and meaningful. Review major trends and unresolved issues in the field of learning disabilities. 3 credits or 45 renewal units.

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

UMW Tuition: \$145

VESi Fee: \$110

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

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

UMW Tuition: \$145

VESi Fee: \$110

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

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

UMW Tuition: \$175

VESi Fee: \$110

Focus on learning to read, reading to learn, and an introduction to reading assessment. As part of these two key areas of reading instruction, the five elements of effective reading instruction will be highlighted, including definitions, implications for instruction, and future directions. These five elements include instruction in: phonemic awareness, phonics, fluency, vocabulary, and text comprehension. Additionally, the course will provide information on important assessment terms and definitions and will explore how reading assessment fits within the Reading First Program. This analysis includes specific recommendations on 29 reading assessments. Finally, the course describes how teachers can conduct pivotal curriculum-based measurement procedures in their classrooms. 3 credits or 45 renewal units.

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

UMW Tuition: \$145

VESi Fee: \$110

Provides information on the history of the exceptional child in relation to education, current law, and accepted methods for referral, assessment and identification of these students. Covers major program models and methods of differentiating instruction to meet the rate and level of learning of those students identified.

Gives participants an understanding of ways to meet the affective needs of the gifted and talented student in the regular classroom. 2 credits or 30 renewal units.

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

UMW Tuition: \$145

VESi Fee: \$110

Designed to give teachers the knowledge and tools to facilitate a diverse classroom. Understand and identify differences in approaches to learning and performance, including different learning styles and ways in which students demonstrate learning. Understand how student learning is influenced by individual experiences, talents, disabilities, gender, language, culture, family and community values. 2 credits or 30 renewal units.

Teaching Elementary Math Conceptually (ED 491)

UMW Tuition: \$145

VESi Fee: \$110

Designed to expand your methodology for teaching mathematics. The course will explore an innovative teaching model that incorporates strategies for teaching concepts of various math topics as well as the principles of teaching those concepts to learners. This course will focus on the topics of number sense, basic operations and fractions. 2 credits or 30 renewal units.

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

UMW Tuition: \$145

VESi Fee: \$110

Learn to recognize the signs of stress, trauma or violence in students. Discusses the specific factors that exist in families and communities where stress and violence are common. Gain understanding of the special learning needs of students who experience stress, trauma or violence and how to meet his/her needs in the regular classroom. Working with parents and community agencies is also emphasized. 2 credits, 30 renewal units or 30 CEU hours.

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

UMW Tuition: \$175

VESi Fee: \$110

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.

Professional Development

Provides help to school personnel in becoming more aware of the causes of aggression and ways to evaluate aggression and intervene before the aggression turns to violence in the schools. The course also speaks about aggression in our communities through driving, date, sports, television, music and how these issues are dealt with in modern society. 3 credits or 45 renewal units.

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

UMW Tuition: \$145

VESi Fee: \$110

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

TECHNOLOGY COURSES FOR BUSINESS AND EDUCATION

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

Learning Basic Internet Skills (ED 491)

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

Microsoft PowerPoint Version 2003 (ED 491)

Discover how to use this impressive tool for creating and designing slides. Learn techniques of inserting ClipArt into your presentation and choosing appropriate layouts and templates. Practice modifying slides, creating graphs, deleting and inserting, rearranging, and hiding slides. Apply transitions and fade-in attributes to slides. This course is designed for

users who are proficient using a mouse and are familiar with the fundamentals of using the Macintosh Computer or the fundamentals of PC Windows 95 or 98. Students must have the PowerPoint software, have connection to an Internet Service Provider and be familiar with using e-mail.

Microsoft PowerPoint Online Version 2007 (ED 491)

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

Basic HTML Web Page Design (ED 491)

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

Explore Windows 7 (ED 491)

Windows 7 is the latest operating system introduced by Microsoft. Chances are you were just getting used to Vista when this came out, and likely some of you are still bound to the old and familiar (now) XP. The thought of having to get used to a new system can be aggravating to say the least. Over the duration of this course, we will cover all the features of Windows 7. Learn to use Windows in the way in which it was intended so you can enjoy its benefits and reap the rewards from this modern, insightful program.

Microsoft Word Online Version 2003 (ED 491)

Microsoft Word is a word processing program you can use to efficiently produce professional looking documents, such as letters, reports web pages, newsletters and essays. Word offers many timesaving features to help you edit a document. You can add or delete, rearrange paragraphs, and check for spelling and grammar errors. Using formatting features such as tables or drawing, you can improve the appearance of your word processing documents.

Microsoft Word Online Version 2007 (ED 491)

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

Microsoft Excel Online Version 2003 (ED 491)

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

Microsoft Excel Online Version 2007 (ED 491)

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

Professional Development

NON CREDIT

GATLIN EDUCATION

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

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

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

Medical Transcription

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

Administrative Medical Specialist with Medical Billing and Coding

The medical industry is experiencing a tremendous demand for individuals with knowledge of medical office operations, which includes billing and coding, processing insurance forms, and using medical software. This program provides training on medical billing software as well as preparation for the Certified Coding Associate (CCA) national certification exam. The target audience for the Administrative Medical Specialist with Medical Billing and

Coding program are individuals interested in learning job skills for medical office opportunities, changing jobs to become medical office assistants, or changing jobs to become medical coders. All materials including student version of medical billing software included. Fee: \$1,995.

Advanced Coding for the Physician's Office

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

Medical Billing and Coding

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

Human Resources for Healthcare Providers

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

Pharmacy Technician

This online program teaches the skills needed to gain employment as a pharmacy technician in either the hospital or retail setting. The objective of the Pharmacy Technician Program is to provide graduates with the skills and knowledge that will enable them to qualify for entry-level positions in pharmacies as well as prepare for national certification. This online program pairs students with an instructor for one-on-one assistance and includes a 40-hour externship. All materials included. Fee: \$1,795.

Freight Broker/Agent

Entrepreneur Magazine has rated the freight brokerage business as one of the top home-based businesses to own, and a recent Wall Street Journal article cited freight brokering

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

Project Management

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

Records Management Certificate

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

Travel Agent Training

This industry-leading program prepares students for the Institute of Certified Travel Agents TAP Certification. Students learn the basic skills needed to operate a computer reservation system. The online program consists of two modules including your choice of SABRE, WORLDSPAN, APOLLO OR AMADEUS GDS systems. All materials are included. Fee: \$1,595.

Website Design

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

Certified Wedding Planner

Whether you plan on working part time, planning only a few weddings a year, or are looking for a full time career, this program will provide all the tools necessary to work as a professional wedding planner or start your wedding planning business. Fee: \$1,395

Professional Development

Video Game Design and Development

Learn the high-end techniques and engineering principles behind modern video game technology with this exciting online program. Fee: \$1,995

Paralegal

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

Entrepreneurship: Start-Up and Business Owner Management

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

Veterinary Assistant

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

Bookkeeping the Easy Way with Quickbooks

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

Personal Financial Planning

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

Personal Fitness Trainer

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

Chartered Tax Professional

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

Graphic Design

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

Hospitality and Casino Management

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

Grant Writing

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

Payroll Practice and Management

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

Webmaster

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

Paper Mill Operations

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

Administrative Dental Assistant

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

Professional Development

ED2GO

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

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

Accounting

Accounting Fundamentals
Creating a Successful Business Plan
Business Communication and Leadership
Introduction to QuickBooks 2009
Performing Payroll in QuickBooks 2009
QuickBooks for Contractors 2009

Art, History, Psychology & Literature

Drawing for the Absolute Beginner
Enjoying European Art Online
Music Made Easy

Basic Computer Literacy

Keyboarding
Navigating the Internet
Building Teams That Work
Fundamentals of Supervision and Management
Managing Customer Service
Understanding the Human Resources Function

Child Care & Parenting

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

Computer Applications

Introduction to InDesign CS3
Introduction to Microsoft Office Accounting Professional 2008

Courses for Teaching Professionals

Creating Web Pages
Leadership
Practical Ideas for the Adult ESL/EFL Classroom
Praxis I Preparation
Using the Internet in the Classroom

Database Management & Programming

High Speed Project Management
Intermediate Oracle

Intermediate Visual Basic 2008

Introduction to SQL

Digital Photography & Video

Discover Digital Photography
Introduction to Photoshop CS3
Secrets of Better Photography

Grant Writing & Nonprofit Management

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

Graphic Design

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

Health Care Continuing Education

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

Health Care, Nutrition & Fitness

Assisting Aging Parents
Handling Medical Emergencies
HIPAA Compliance
Medical Coding

Languages

Beginning Braille Transcription
Grammar for ESL
Writing for ESL
Conversational Japanese
Instant Italian
Spanish in the Classroom
Speed Spanish

Law and Legal Careers

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

Math, Philosophy & Science

Everyday Math
Singapore Math: Number Sense
& Computational Strategies

PC Troubleshooting, Networking & Security

Introduction to PC Security
Introduction to Networking
Introduction to PC Troubleshooting
Wireless Networking

Personal Development

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

Personal Enrichment

Genealogy Basics
Keys to Effective Communication
Write Your Life Story

Personal Finance & Wealth Building

Debt Elimination Techniques that Work
Introduction to Stock Options
Keys to Successful Money Management
Marketing Your Business on the Internet
Professional Sales Skills

Sales and Marketing

Business and Marketing Writing
Effective Selling
Marketing Your Business on the Internet
Professional Sales Skills

Start Your Own Business

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

Professional Development

Test Prep

GED Preparation
GMAT Preparation
GRE Preparation
LSAT Preparation
Praxis I Preparation
SAT/ACT Preparation

The Internet

Navigating the Internet
Start Your Own eBay Drop Off Store

Web & Computer Programming

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

Web Graphics & Multimedia

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

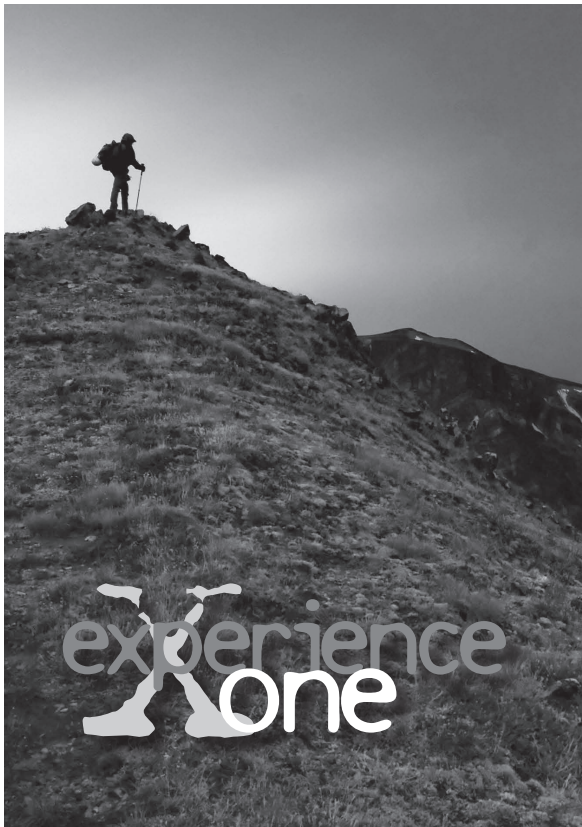
Web Page Design

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

Writing & Publishing

A Writer's Guide to Descriptive Settings
Advanced Fiction Writing
Beginner's Guide to Getting Published
Beginning Writer's Workshop
Breaking into Sitcom Writing

Forensic Science for Writers
;fundamentals of Technical Writing
Grammar Refresher
Introduction to Journaling
Mystery Writing
Pleasures of Poetry
Research Methods for Writers
Resume Writing Workshop
Romance Writing Secrets
The Craft of Magazine Writing
Keys to Effective Editing
Travel Writing
Writing for Children
Writing for ESL



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The University of Montana Western

Educational opportunities for students and professionals.

Fall 2011 Bulletin: Montana Western School of Outreach Credit Classes

The University *of* Montana Western

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