

Spring 2012 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 offered in partnership with UM-Helena.

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For assistance and 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. 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, Jan. 9, 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).

SPRING 2012 ACADEMIC CALENDAR

Registration (including fee payment)	Nov 9-Jan 9
New Student Orientation	TBA -- Contact the Office of Student Life
DEADLINE to apply for 2011 Spring Graduation	Jan 1
1st \$40 Late Registration Fee Begins****	Jan 10
Class Schedule of Non-Paid Students Canceled Beginning	Jan 13
Weekend Classes Begin	Jan 14
Martin Luther Kinds, Jr Day Holiday (University Closed)	Jan 16
2nd \$40 Late Registration Fee Begins****	Jan 25
President's Day Holiday (University Closed)	Feb 20
Spring Break (No Classes)	Mar 5-16
Fall 2011 Early Audit Graduation Application Deadline	Mar 15
Registration for 2011 Summer and Fall Classes Begins	Apr 10
Deadline to apply for 2011 Summer Graduation	May 1
115th Annual Commencement	May 5

	PART-of-TERM - SPECIFIC DATES & DEADLINES				
	EXPERIENCE ONE CLASSES				FULL
	BLOCK 5	BLOCK 6	BLOCK 7	BLOCK 8	SEMESTER
Classes Begin	Jan 9	Feb 6	Mar 12	Apr 9	Jan 9
Last Day to Register**** or Add (2nd day of class)	Jan 10	Feb 7*	Mar 13*	Apr 10*	Jan 20*
Last Day to Drop a Class - No Record of Enrollment	Jan 21	----- Jan 28 -----			
Class Schedules of Non-paid Students Canceled****	----- Jan 14 -----				
Last Day to Drop a Class** ('W' recorded) or Change to/from Audit Status (end 2nd week of block)	Jan 20	Feb 17	Mar 23	Apr 20	Mar 2
Deadline to Withdraw (drop ALL** classes) (end 2nd week of block)	Jan 20	Feb 17	Mar 23	Apr 20	Apr 20
Spring Semester Final Exams	Announced by Instructors				
Term or Block Ends	Feb 1	Mar 1	Apr 4	May 2	May 2
Final Grades Due in Registrar's Office	Feb 8	Mar 8	Apr 11	May 9	May 9

*Late fees charged for approved action after a deadline

**Students may NOT withdraw from any class that has ended

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

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

BUILDING KEY	CODE KEY
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STC	Swysgood Technology Center
MH	Main Hall
BH	Block Hall
HCOT	UM-Helena College of Technology
LMR	LaCense Montana Ranch
MT Tech	Montana Tech, Butte
BARC	Bulldog Athletic & Recreation Center
BTB	Busines and Technology Building
FAA	Fine Arts Annex

+	Extension Course
c/i	Consent of instructor required

Registration Information & Fees

Register early. Registration will not be accepted after Jan 20, 2012.

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 Montana Western will pay the non-refundable \$30 registration fee each semester.

This non-refundable fee is included in tuition charges for the semester. 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”, “Course Fee”, “Online Fee” or “Distance Fee” in the course schedule and/or description. If a textbook is required for the course, students will also be responsible for this cost. All fees must be paid by the indicated deadlines in order for the student to receive grades. Consult the college catalog for more information.

Final Grade Reports-Student Access:

Final grade reports are normally available to students within three weeks following

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

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

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

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

Americans with Disabilities Act:

Upon request, Montana Western provides reasonable accommodations, including written materials in alternative formats, for persons with documented disabilities. For more information, please contact Residence Life 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 at the 4th credit unless proof of insurance

is given to the Business Office by Jan 30 (the 15th day of instruction).

Undergraduate Lower Division

RESIDENT		NON-RESIDENT	
Credits	Fee	Credits	Fee
1	256.35	1	666.05
2	390.75	2	1210.15
3	525.15	3	1754.25
4	659.55	4	2298.35
5	793.95	5	2842.45
6	928.35	6	3386.55
7	1300.50	7	4168.40
8	1434.90	8	4712.50
9	1569.30	9	5256.60
10	1703.70	10	5800.70
11	1838.10	11	6344.80
12-25	1972.50	12-25	6888.90

Undergraduate Upper Division & Post-Baccalaueate

RESIDENT		NON-RESIDENT	
Credits	Fee	Credits	Fee
1	304.70	1	681.45
2	487.45	2	1240.95
3	670.20	3	1800.45
4	852.95	4	2359.95
5	1035.70	5	2919.45
6	1218.45	6	3478.95
7	1638.95	7	4276.20
8	1821.70	8	4835.70
9	2004.45	9	5395.20
10	2187.20	10	5954.70
11	2369.95	11	6514.20
12-25	2552.70	12-25	7073.70

Class Schedule: Spring 2012

CRN	Crs #	Title	Credits	Sec	Instructor	Time	Days	Location	Add'l Fee	Ext. Tuition
Art (ART)										
3228	191	Digital Photography	4	FTI	Gilmer-Smothermon	TBA	TBA	INT	\$60	
Art History (ARTH)										
3047	160	Global Visual Culture	4	FTI	J. Ulrich	TBA	TBA	INT	\$85	
Business (BUS)										
3090	210	Career Planning	2	GTI	Staff	TBA	TBA	INT	\$30	
3356	410	Career Planning	2	HTI	Staff	TBA	TBA	INT	\$30	
3167	461	Small Business Mgmt & Strategic Planning	3	FN1	F. Chilson	6-9 p.m.	T	BTB 107		
Business Finance (BFIN)										
3099	420	Investments	4	FN0	C. Jones	6-10 p.m.	R	BTB 107		
Computer Applications (CAPP)										
3355	CAPP 100	Short Courses: Computer Lit	1	XMI	Staff	TBA	TBA	INT	\$15	
3138	CAPP 100	Short Courses: Computer Lit	1	XTI	Staff	TBA	TBA	INT	\$15	
3436	CAPP 131	Basic Microsoft Office	4	FTI	Holland	TBA	TBA	INT	\$60	
3437	CAPP 251	Adv Microsoft Office	4	FTI	Holland	TBA	TBA	INT	\$60	
Computer Science (COMS)										
3130	306	Business Info Systems Lab	3	XT0	Engellant	TBA	TBA	TBA		
Education (ED/EDU)										
3022	ED 200	Erly Chldhd Internship	6	XT0	Bullard	TBA	TBA	TBA		
3319	EDU 201	Intro to Ed w/Field Experience (includes 2-day rural field experience in a school, 8 a.m.-3 p.m.)	4	FTI	Shipman	TBA	TBA	INT	\$75	
3316	EDU 222	Ed Psych & Child Develop	4	FTI	Stonelake	TBA	TBA	INT	\$75	
3520	EDU 234	Reading & Writing Connections for All Learners K-8	4	FNB	Straus	4:30-8 p.m.	M	MT Tech NRB 127	\$95	
3339	EDU 291	Cultural Diversity in Early Childhood	3	FTI	Gilliard	TBA	TBA	INT	\$45	
3654	EDU 306	School Law & Advocacy	4	FN0	Staff	6-9 p.m.	W	MH 217	\$15	
3516	EDU 306	School Law & Advocacy	4	FTI	Howard	TBA	TBA	INT	\$75	
3487	EDU 311	Cultures, Diversity & Ethics in Global Education (includes 5-day field experience)	4	FTI	Gilliard	TBA	TBA	INT	\$60	
3202	ED 326	Infant/Toddler Dev & Group Care	4	FTI	Gilliard	TBA	TBA	INT	\$60	
3665	EDU 340	Classrom Management	4	FNB	Shipman	4:30-8:30 p.m.	M	MT Tech ELC 329	\$95	
3165	ED 354	Fostering Social Competence	3	FTI	Gilliard	TBA	TBA	INT	\$45	

Class Schedule: Spring 2012

CRN	Crs #	Title	Credits	Sec	Instructor	Time	Days	Location	Add'l Fee	Ext. Tuition
3549	EDU 370	Integrating Technology into Ed plus 6 face-to-face meetings	4	FTJ	Holland	TBA 5:30-7:30 p.m.	TBA T	INT MT Tech COT	\$86	
3548	EDU 370	Integrating Technology into Education	4	FN0	Holland	6-9 p.m.	W	BTB 109	\$10	
3552	EDU 382	Assessment, Curriculum and Instruction	4	FTI	Shipman	TBA	TBA	INT	\$75	
3491	EDU 385	Math for K-8 Schools with Pedagogy I	4	FTB	Daenzer	5:30-9:30 p.m.	R	MT Tech COT	\$95	
3519	EDU 391	Creative Development for Young Children	3	FMI	C. Jackson	TBA	TBA	INT	\$45	
3518	EDU 391	Practicing Inclusion in Preschool Programs	3	FTI	Morris	TBA	TBA	INT	\$45	
3492	EDU 397L	Methods: K-8 Language Arts & Social Studies for All Learners K-8	4	FTB	Aiken	4:30-8:30 p.m.	W	MT Tech NRB 126	\$95	
3781	EDU 397S	Methods: K-8 Science & Math Inquiry for all Learners	4	FTB	Norris-Tull	4:30-8:30 p.m.	R	MT Tech MG 103	\$95	
3770	EDU 447	Coaching & Mentoring Adults	3	FTI	Bullard	TBA	TBA	INT	\$45	
3162	ED 455	Child Development Research	3	FTI	Bush	TBA	TBA	INT	\$45	
3530	EDU 481	Content Area Literacy	2	FTI	Cotton	TBA	TBA	INT	\$30	
3324	EDU 489	Research & Professionalism in Lit Ed & Practicum	4	FTI	Straus	TBA	TBA	INT	\$75	
3666	EDU 491	Methods Instr/High Incidence Disabilities	4	FTI	Shipman	TBA	TBA	INT	\$60	
3667	EDU 491	Methods Instr/Low Incidence Disabilities	4	FMI	Howard	TBA	TBA	INT	\$60	
3668	EDU 491	Interven for Students w/Severe Behav & Social Disabilities	4	FZI	Howard	TBA	TBA	INT	\$60	
3798	EDU 491	Early Childhood Professionals as Leaders	3	FTI	Gilliard	TBA	TBA	INT	\$45	
3072	ED 496	Early Childhood Practicum	1 to 6	FT0	Bullard	TBA	TBA	TBA		
3797	+491	Reducing the Drop Out Rate	1	0	Stetzner	TBA	TBA	INT	\$15	\$115
3768	+491	Integrating Technology in the Classroom (2/6-3/9)	2	0	McCarty	TBA	TBA	INT	\$30	\$230
3773	+491	Response to Intervention & Gifted Education in the Regular Classroom (2/6-3/9)	2	0	Stetzner	TBA	TBA	INT	\$30	\$230
3619	+491	Integrating Indian Ed for All, Level 2 (2/16-3/30)	1	0	Clairmont	TBA	TBA	INT	\$15	\$115
3774	+491	Writing for Children (1/30-4/16)	2	0	Hofer	TBA	TBA	INT	\$30	\$230
3238	+491	ADD: Info/Intervention for Effective Teaching	2	0	Jackson	TBA	TBA	INT	\$125	\$145
3248	+491	Adv Classroom Mgmt: Children as Change Agents	2	0	Jackson	TBA	TBA	INT	\$125	\$145
3249	+491	Autism & Asperger's Disorder	2	0	Winnega	TBA	TBA	INT	\$125	\$145
3233	+491	Behavior is Language: Strategies for Managing Disruptive Behavior	2	0	Jackson	TBA	TBA	INT	\$125	\$145
3239	+491	Child Abuse: Working with Abused & Neglected Children	2	0	Halverstadt	TBA	TBA	INT	\$125	\$145
3236	+491	Drugs/Alcohol in Schools: Understanding Substance Use/Abuse	2	0	Rapp	TBA	TBA	INT	\$125	\$145

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CRN	Crs #	Title	Credits	Sec	Instructor	Time	Days	Location	Add'l Fee	Ext. Tuition
3247	+491	Educational Assessment: Assessing Student Learning in the Classroom	2	0	Pillay	TBA	TBA	INT	\$125	\$145
3313	+491	Harassment, Bullying & Cyber-Intimidation in Schools	2	0	Reynolds	TBA	TBA	INT	\$125	\$145
3240	+491	Inclusion: Working with Special Needs Students in Mainstream Classroom	2	0	Luseno	TBA	TBA	INT	\$125	\$145
3235	+491	Learning Disabilities: Practical Info for Classroom Teachers	3	0	Pillay	TBA	TBA	INT	\$125	\$175
3246	+491	Reading Fundamentals #1: Intro to Scientifically-based Research	2	0	Jackson	TBA	TBA	INT	\$125	\$145
3245	+491	Reading Fundamentals #2: Laying the Foundation for Effective Reading Instruction	2	0	Jackson	TBA	TBA	INT	\$125	\$145
3244	+491	Reading Fundamentals #3: Elements of Effective Reading Instruction	3	0	Jackson	TBA	TBA	INT	\$125	\$175
3237	+491	Talented & Gifted: Working with High Achievers	2	0	Sole	TBA	TBA	INT	\$125	\$145
3243	+491	Teaching Diversity: Influences & Issues in the Classroom	2	0	Lea	TBA	TBA	INT	\$125	\$145
3571	+491	Technig Elementary Math Conceptually	2	0	Chappell	TBA	TBA	INT	\$125	\$145
3241	+491	Traumatized Child: Effects of Stress, Trauma & Violence	2	0	Halverstadt	TBA	TBA	INT	\$125	\$145
3234	+491	Understanding Aggression: Coping w/Aggressive Behavior in the Classroom	3	0	Sedler	TBA	TBA	INT	\$125	\$175
3242	+491	Violence in Schools: Identification, Prevention & Intervention Strategies	2	0	Sedler	TBA	TBA	INT	\$125	\$145
3753	+491	Why DI: An Introduction to Differentiated Instruction	3	0	Dahl	TBA	TBA	INT	\$125	\$175
3349	+491	Learning Basic Internet Skills	2	0	Bond	TBA	TBA	INT		\$240
3354	+491	Microsoft PowerPoint 2007	2	0	Bond	TBA	TBA	INT		\$240
3350	+491	Basic HTML Web Page Design	2	0	Bond	TBA	TBA	INT		\$240
3347	+491	Microsoft Word 2007	2	0	Bond	TBA	TBA	INT		\$240
3352	+491	Microsoft Excel 2007	2	0	Bond	TBA	TBA	INT		\$240
3545	+491	Explore Windows 7	2	0	Bond	TBA	TBA	INT		\$240
3775	+491	Microsoft Publisher 2007	2	0	Bond	TBA	TBA	INT		\$240
Environmental Science (ENVS)										
3152	260	Wildlnd Skl: Camps & Camp-craft, 3/12-4/30	2	HP1	Clark	3:30-6:30 p.m.	M	BH 307	\$35	
3153	260	Wildlnd Skl: Primitive Survival Skills, 3/14-5/2	2	HP2	Clark	3:30-6:30 p.m.	W	BH 307	\$35	
3357	269	Wildlnd Skl: Map/Compass/GPS, Mar 22-Apr 19 and Apr 22 and 29	2	XD0	Troedsson	6-9 p.m. 8 a.m.-5 p.m.	TR Su	BH 311 TBA	\$40	
3368	269E	Wildlnd Skl: Map, Compass/GPS, Mar 22-Apr 19 and Apr 22 and 29	2	0	Troedsson	6-9 pm 8 a.m.-5 p.m.	TR Su	BH 311 TBA	\$40	\$230

Class Schedule: Spring 2012

CRN	Crs #	Title	Credits	Sec	Instructor	Time	Days	Location	Add'l Fee	Ext. Tuition
Equine Horsemanship (EQUH)										
3734	222	Elements of Rodeo: Steer Wrestling, 3/13-4/26	2	HN2	T. Else	5-7:30	TR	LMR		
3144	222	Elements of Rodeo: Tie Down/Breakaway Roping, 2/15-4/25	2	XN0	Bernall	6-9 p.m.	W	LMR		
3117	291	Horseshoeing 1/27 & 28 and 2/4	1	XW1	Shannon	6-9 pm 8 a.m.-5 p.m.	F Sa	LMR	\$20	
3164	291	Harness Horsemanship Level II	3	FT0	Hebel	TBA	TBA	Harrington Arena	\$40	
Health & Human Performance (HHP)										
3118	100	Can You Dig It? Volleyball For All	1	FN0	Peterson	7-9 p.m.	M	BARC 155		
3096	117	Snowboarding (begins Jan 22)	1	XD0	N. Miller	9 a.m.-1 p.m.	Su	Maverick Mtn	\$190	
3097	118	Downhill Skiing (begins Jan 22)	1	XD0	N. Miller	9 a.m.-1 p.m.	Su	Maverick Mtn	\$190	
3145	222	Elements of Rodeo: Tie Down/Breakaway Roping, 2/15-4/25	2	XN0	Bernall	6-9 p.m.	W	LMR		
3119	231	First Aid, 1/11-2/29	1	GN0	Handlos	7-9 p.m.	W	BARC 207	\$20	
3443	231	First Aid, 3/14-5/2	1	HN0	Handlos	7-9 p.m.	W	BARC 207	\$20	
3168	241	Personal/Community Health	4	FTI	Staff	TBA	TBA	INT	\$60	
3671	347	Org & Admin of Health Enhancement	4	FTI	F. Chilson	TBA	TBA	INT	\$60	
Hospitality, Tourism & Recreation (HTR)										
3780	345	Special Events	3	FTI	Staff	TBA	TBA	INT	\$45	
Industrial Technology (IT)										
3596	120	Power, Energy & Transportation Fundamentals	4	FNH	Staff	5-9 p.m.	M	HCOT	\$25	
3556	140	Metal Materials	4	FTH	Staff	TBA	TBA	HCOT	\$50	
3557	141	Plastics	1	FTH	Staff	TBA	TBA	HCOT		
Library (LIB)										
3672	461	Information Literacy & Curric	3	FTI	Schulz	TBA	TBA	INT	\$45	
3786	+461	Information Literacy & Curric	3	0	Schulz	TBA	TBA	INT		\$624
3771	469	Library Media Practicum	3	0	Schulz	TBA	TBA	TBA	\$45	
3547	+469	Library Media Practicum	3	0	Schulz	TBA	TBA	TBA		\$624
3764	491	Libraries & Technology	3	FTI	Kish	TBA	TBA	INT	\$45	
3788	+491	Libraries & Technology	3	0	Kish	TBA	TBA	INT		\$624
Literature (LIT)										
3551	282	Child & Young Adult Literature	4	FTI	J. Ulrich	TBA	TBA	INT	\$60	

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CRN	Crs #	Title	Credits	Sec	Instructor	Time	Days	Location	Add'l Fee	Ext. Tuition
3554	382	Literature for Children & Adolescents	4	FTI	J. Ulrich	TBA	TBA	INT	\$60	
3555	+382	Literature for Children & Adolescents	4	FTI	J. Ulrich	TBA	TBA	INT		\$832
Music (MUSI)										
3765	103	Fundamentals of Musical Creation	4	FNB	Wareham	6-10 p.m.	T	Butte Hillcrest School		
Philosophy (PHL)										
3345	101	Introduction to Philosophy: Reason & Reality	4	FTI	Richmond	TBA	TBA	INT	\$60	
Physics (PHSX)										
3795	191	Astronomy: An Introduction to the Universe (Blocks 6 & 7)	4	XTI	Zaspel	TBA	TBA	INT	\$60	
Political Science (PSCI)										
3283	494	Seminar: Plagues, Power & Politics	1-4	FN0	Glasgow	6-10 p.m.	T	STC 007		
Psychology (PSYX)										
3517	PSYX 100	Introduction to Psychology	4	FTI	Richmond	TBA	TBA	INT	\$60	
3772	PSYX 291	Psychological Statistics	4	FTI	Richmond	TBA	TBA	INT	\$60	
Student Services										
3362	291	Intro to Service, Citizenship & Community	2 to 4	XTI	Juran	TBA	TBA	INT	\$30 to \$60	
Theatre (THTR)										
3645	205	Theatre Workshop II	1-2	GN0	Ulrich	6-9 p.m.	W	MHAUD	\$10	
3644	205	Theatre Workshop II	1-2	FN0	Brazill	6-9 p.m.	T	MHAUD	\$10	
3799	291	Intro to Film Analysis	4	7P0	Holthaus	12:15-3:15 p.m.	Daily	MH 306	\$5	
3800	291	Social Impact Documentary Filmmaking	4	8P0	Holthaus	12:15-3:15 p.m.	Daily	MH 306	\$30	

Course Descriptions

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

FACE TO FACE

BUSINESS

Small Business Management & Strategic Planning (BUS 461)

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

Investments (BFIN 420)

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

COMPUTER SCIENCE

Business Info Systems Lab (COMS 306)

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

EDUCATION

Early Childhood Internship (EDU 200)

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

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

Distance Fee: \$80

Course Fee: \$15

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

School Law & Advocacy (EDU 306)

Course Fee: \$15

Candidates develop understanding of the rights and responsibilities of all stakeholders in the education of diverse students in public education: parents, educators, community and children. Candidates analyze key legislative mandates, such as Title I, No Child Left Behind and the Individuals with Disabilities Education Act, and their implications for and impact on K-12 schools. In particular, candidates examine the uses of assessment in schools. Candidates examine seminal legislation such as the Civil Rights Act of 1965 and its application to education; the processes of the judicial system and the implications of landmark litigation, such as *Brown v Board of Education*, *Tinker v DesMoines*, *Rowley v Board of Education* and *Everson v Board of Education*. Assessment is based on exams, research papers and case studies. 4 credits.

Classroom Management (EDU 340)

Distance Fee: \$80

Course Fee: \$15

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

Integrating Technology into Education (EDU 370)

Course Fee: \$10

This hands-on course is designed to prepare elementary teachers and paraprofessionals with skills and activities that can be integrated with other areas of instruction. Students will be creating technology-oriented activities to use with elementary school children. Special emphasis will be given to communication, production and technology integration in the curriculum. Activities will also be designed to develop problem-solving and decision-making skills in elementary school children. 4 credits

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

Distance Fee: \$80

Course Fee: \$15

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

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

Distance Fee: \$80

Course Fee: \$10

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

Course Descriptions

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

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

Distance Fee: \$80

Lab Fee: \$15

Candidates 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. Candidates gain familiarity with instructional methods and materials appropriate for teaching content and problem-solving skills, primarily through inquiry and experiential learning. Candidates 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 micro-teaching related to science and mathematics instruction. 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

Wildlands Skills: Camps and Campcraft (ENVS 260)

Course Fee: \$35

Develop skills, understand ethics and lore for human existence in the "today" world

for short periods of time, 1 to 30 days, in natural or wildland areas. Compare such skills, ethics and lore between areas requiring low impact use with those allowing traditional campcraft methods and with those where more permanent camps are maintained. Explore, analyze and implement "Leave No Trace" techniques and ethics for human penetration into wildlands of America and to world wilderness areas. A weekend field experience is required. 2 credits

Wildlands Skills: Primitive Survival Skills (ENVS 260)

Course Fee: \$35

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

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

Course 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. Tuesdays & Thursdays, Mar 22-Apr 19, 6-9 p.m. Sundays, Apr 22 and 29, 8 a.m.-5 p.m. 2 credits

EQUINE STUDIES

Elements of Rodeo: Steer Wrestling (EQUH 222)

Contact Olie Else, 683-7539, for course details. Mar 13-Apr 26. 2 credits

Elements of Rodeo: Tie Down/Breakaway Roping (EQUH 222)

Contact Olie Else, 683-7539, for course details. Feb 15-Apr 25. 2 credits

Horseshoeing (EQST 291)

Lab Fee: \$20

Learn basic horseshoeing techniques. Topics include anatomy of leg and foot, reasons for shoeing, selecting the proper shoe, hoof trimming, horse handling during shoeing, forge work and tools and responsibilities of the horse owner. Friday & Saturday, Jan 27 & 28, Feb 4. 6-9 p.m., 8 a.m.-5 p.m. 1 credit

Harness Horsemanship Level II (EQST 291)

Course Fee: \$40

Students who have had Beginning Harness Horsemanship may enroll in this course for continued skill development through hands-on driving practice. Students will learn to recognize various horse-drawn vehicles and appropriate hitches for them. Prereq: Beginning Harness Horsemanship. 3 credits

HEALTH & HUMAN PERFORMANCE

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

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

Snowboarding (HHP 117)

Course Fee: \$190

This course is an introduction to the basic skills of snowboarding. Instructional groups will be formed for beginner, intermediate and advanced snowboarders. Students are expected to demonstrate comprehension of the sport through exams and class participation. Student participation is critical to overall grade. Equipment rental is available at Maverick Mountain. Begins Jan 22. 1 credit

Downhill Skiing (HHP 118)

Course Fee: \$190

This course offers an introduction to the basic skills of downhill skiing. Instructional groups will be formed for beginner, intermediate and advanced experience levels. Students are expected to demonstrate comprehension of the sport through exams and class participation. Student participation is critical to overall grade. Equipment rental is available at Maverick Mountain. Begins Jan 22. 1 credit

Elements of Rodeo: Tie Down/Breakaway Roping (HHP 222)

(See description under EQUH)

First Aid & Safety (HHP 231)

Course Fee: \$20

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

Course Descriptions

INDUSTRIAL TECHNOLOGY

Power, Energy & Transportation Fundamentals (IT 120)

Course Fee: \$25

Historical development and contemporary use of current energy sources and their environmental, economic and social impacts. Specific areas of study include the use of machines, conversion of energy to work, basic electrical concepts, use of electricity as a power source and two and four stroke engines theory. Students will research, illustrate and report on future energy technologies. Problem-solving activities will be used to reinforce principles covered in the course. 4 credits

Metal Materials Processes (IT 140)

Course Fee: \$50

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

Plastics (IT 141)

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

MUSIC

Fundamentals of Musical Creation (MUSI 103)

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

commercialization of music and the education and training of musicians. 4 credits

POLITICAL SCIENCE

Seminar: Plagues, Power and Politics (PSCI 494)

Contact instructor, Sara Glasgow, for course details. 1-4 credits.

THEATRE

Theatre Workshop II: (THTR 205)

Course 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.

Introduction to Film Analysis

Course Fee: \$5

Students will look carefully at how films and media products are constructed, presented, what ideological bases lie behind them and how they influence American culture. Students will immediately realize that this is not a "fun, we-get-to-watch-movies" course, but instead will learn modes of critical, independent thinking that can be applied toward media, as well as in arenas outside media. 4 credits

Social Impact Documentary Filmmaking

Course Fee: \$30

Students will study the history and art of documentary films. Participants view and deconstruct documentary films in order to analyze story/essay techniques, style and content arrangement. Study and perform the technical aspects of making a documentary film by participating in a variety of camera, lighting and sound exercises, experimenting with various styles of cinematography while completing a ten minute documentary film. 4 credits

ON THE INTERNET

ART

Digital Photography (ART 191)

Online Fee: \$60

This course introduces some processes and techniques of digital photography. Although camera handling is discussed, students should be familiar with their equipment. Picture editing techniques and the elements of design are also covered. Students are encouraged to pursue the art of photography in the surrounding community and landscape on a daily basis. 4 credits

Global Visual Culture (ARTH 160)

Online Fee: \$60

Course Fee: \$25

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

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

Career Planning (BUS 410)

Online Fee: \$30

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

Course Descriptions

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 Learning Management System. Students will also develop a working knowledge of the basic features of Microsoft PowerPoint. Students will be evaluated by hands-on assignments, examinations, and a portfolio. 1 credit

Basic Microsoft Office (CAPP 131)

Online Fee: \$60

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

Advanced Microsoft Office (CAPP 251)

Online Fee: \$60

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

EDUCATION

Introduction to Education with Field Experience (EDU 201)

Online Fee: \$60

Course 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

Course Fee: \$15

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

Cultural Diversity in Early Childhood (EDU 291)

Online Fee: \$45

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

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

Online Fee: \$60

Course Fee: \$15

Candidates develop understanding of the rights and responsibilities of all stakeholders in the education of diverse students in public education: parents, educators, , community and children. Candidates analyze key legislative mandates such as Title I, No Child Left Behind and the Individuals with Disabilities Education Act and their implications for and impact on K-12 schools. In particular, candidates examine the uses of assessment in

schools. Candidates examine seminal legislation such as the Civil Rights Act of 1965 and its application to education; the processes of the judicial system and the implications of landmark litigation, such as *Brown v Board of Education*, *Tinker v Des Moines*, *Rowley v Board of Education* and *Everson v Board of Education*. Assessment is based on exams, research papers and case studies. Prereq: Admission to TEP, c/dfe; taken concurrently with or in the semester prior to student teaching. 4 credits

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

Online Fee: \$60

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

Infant/Toddler Development and Group Care (ED 326)

Online Fee: \$60

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

Fostering Social Competence (ED 354)

Online Fee: \$45

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

Course Descriptions

Integrating Technology into Education (EDU 370)

Online Fee: \$60

Distance Fee: \$16

Course Fee: \$10

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

Assessment, Curriculum and Instruction (EDU 382)

Online Fee: \$60

Course Fee: \$15

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

Creative Development for Young Children (ED 391)

Online Fee: \$45

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

Practicing Inclusion in Preschool Programs (ED 391)

Online Fee: \$45

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

Coaching & Mentoring Adults (EDU 447)

Online Fee: \$45

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

Child Development Research (ED 455)

Online Fee: \$45

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

Content Area Literacy (EDU 481)

Online Fee: \$30

Developmentally appropriate practice and literature for teaching reading and writing in the middle and high school will be addressed to include the study of language, oral, visual, and written literacy, print and non-print media and technology. Various methods and strategies for

teaching comprehension, reading, writing, and study skills will be examined across the 5-12 curriculum. Admission to TEP or verification that student is a certified teacher. 2 credits

Research & Professionalism in Literacy Education (EDU 489)

Online Fee: \$60

Course Fee: \$15

This is a capstone course in literacy education that will provide methods and tools for continuing professional development of the teaching candidate. The student will choose a particular literacy focus and develop an action research project to be presented to others as a seminar or conference, also planned and implemented as a course requirement. The focus may be on literacy in the school or literacy in the community. Other research methods and resources will be explored, particularly in relation to scientifically-based methods of reading instruction. Highly participatory and interactive course in which students volunteer to work in either an elementary or secondary classroom. Required for the Literacy Minor. Prereq: EDU 448 and admission to TEP or verification that student is a certified teacher. 4 credits

Methods of Instruction for Students with High Incidence Disabilities (EDU 491)

Online Fee: \$60

The purpose of this course is to prepare teachers to accommodate academic and/or social intervention for students with a variety of mild to moderate educational needs. The course covers educational best practices which have documented efficacy and a parsimonious approach to intervention design. Because textbooks can provide neither comprehensive nor the most current information available for the wide-ranging problems seen in classrooms, students will hone their ability to use the literature as a tool for selecting authentic data-based methods. Students will complete a variety of applied activities including microteaching, development of instructional plans, and web-based assignments. A variety of assessment procedures are used such as applied teaching modules, integration of technology and teaching, and applied quizzes. Prereq: EDU 382 or ED 341 and EDU 491 Behavioral Principles of Learning & Teaching and admission to TEP. 4 credits.

Methods of Instruction for Students with Low Incidence Disabilities (EDU 491)

Online Fee: \$60

This course focuses on students with moderate and severe disabilities in intellectual, motor, communication, perceptual, and/or social skills.

Course Descriptions

The needs of these students are particularly unique. Thus, students taking this class will need to acquire comprehensive knowledge of instruction planning for students with significant disabilities. With the move toward inclusive schools, the role of special education and general education teachers has changed considerably in the past two decades. Finding the right tools for students can help them both reach their potential and become part of the classroom and adult community. Students will complete a variety of applied activities including assessment and development of a functional intervention plan for children with intellectual disabilities, and development of a multi-modal intervention plan for inclusion of students with sensory disabilities. A variety of assessment procedures include assessment data, written treatment plans and analysis of results, and applied quizzes. Prereq: EDU 382 or ED 341 and EDU 491 Behavioral Principles of Learning & Teaching and admission to TEP. 4 credits.

Intervention for Students with Severe Behavior and Social Disabilities (EDU 491)

Online Fee: \$60

This course focuses on identifying, recording, evaluating and changing serious social and behavior disorders. 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 severe behavioral problems such as conduct disorder, ADHD, withdrawal, depression and autism. Developing intensive individual behavior management plans will be emphasized. 4 credits.

Early Childhood Professionals as Leaders (ED 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

Reducing the Drop Out Rate (ED 491)

Online Fee: \$15

Extension Tuition: \$115

Learn relationship strategies to work with kids at risk of dropping out. Participants will use an online mentoring tool, "Making Connections," to gain skills in mentoring and cultural competency and to understand the factors putting kids at risk of dropping out. Through a process of self reflection, collaborative inquiry and critical discourse, this course will provide mentors, teachers and counselors with information, strategies and resources to build strong, positive, lasting relationships with kids at risk of dropping out. Online reflection and discussion will allow participants to learn about and share best practices, explore challenges, consider solutions and ideas with others and become part of a dynamic online learning community that values and supports kids. 1 credit

Integrating Technology in the Classroom (ED 491)

Online Fee: \$30

Extension Tuition: \$230

This course will focus on various technologies, software application and online resources that enhance the K-12 curricula. Topics to be explored will 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

Response to Intervention (RTI) and Gifted Education in the Regular Classroom (ED491)

Online Fee: \$30

Extension Tuition: \$230

Learn about RTI and how it can support intervention models to strengthen gifted students who are overachieving in many areas but underachieving in other areas. The multi-tiered system will be reviewed so that teachers can use knowledge based on research-based practices to differentiate curriculum, use flexible pacing and cluster grouping as interventions. Using self-paced tasks, online reflections and discussion, participants will learn about and share best practices, explore challenges, problem solve, consider solutions and ideas with others and become part of a dynamic online learning community that values and supports all kids including gifted and talented learners in the classroom. This online forum will allow rural teachers to connect with teachers to use the RTI model to educate all learners. 2 credits

Integrating Indian Education for All, Level 2 (ED 491)

Online Fee: \$15

Extension Tuition: \$115

This course is designed to equip teachers with the essential skills, knowledge and outlook to meet the goals for Indian Education for All. Instruction pertains to the history, traditions, values, beliefs, languages, educational policies, learning styles and contemporary affairs of Montana Indians. The focus will be to develop and implement curriculum, resources and lessons for the K-12 classroom. Indian Education for All is written into specific accreditation content standards. It is the goal for Montana schools to incorporate the benchmark standards for Indian Education for All across all disciplines. All Montana students should have the opportunity to learn about the Montana tribes to learn diversity and the cultures of Montana's first peoples. 1 credit

Writing for Children (ED 491)

Online Fee: \$30

Extension Tuition: \$230

In this course students will be immersed in writing, practice the discipline of writing, improve their own writing through being critiqued, become aware of genre and styles of authors and writing by reading children's books, learn the necessary elements of good writing from experts in the field of writing and experience the writing process from creation to publishing. 2 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

Course Descriptions

Organization & Administration of Health Enhancement (HHP 347)

Online Fee: \$60

Organization and administration of physical education, intramurals and health and fitness programs. Topics include ethics, law, legal liability, budgeting, evaluating and purchasing of equipment, scheduling procedures, management and content issues and other issues that are necessary to assuring a successful program. Students will demonstrate comprehension of course content through written exams, in-class projects, special assignments and class participation. Prereq: HHP 143 or c/i. 4 credits

HOSPITALITY, TOURISM & RECREATION

Special Events (HTR 345)

Online Fee: \$45

This course encompasses the planning, organizing, conduct, and evaluation of festivals and celebrations. Student performance will be assessed through written examinations, written reports, and demonstration of skills. 3 credits.

LIBRARY

Information Literacy & Curriculum (LIB 461)

Online Fee: \$45

The course will focus on instructional techniques for teaching literacy skills, information retrieval, research, and lifelong learning. Exploration of how curriculum is designed and how library instruction is integrated into the classroom will be studied. Collaborative planning, methods of library instruction, and its assessment will be examined. Students will develop an integrated unit, participate in class discussions, and create a school research process model. 3 credits.

Library Media Practicum (LIB 469)

Online Fee: \$45

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

Libraries and Technology (LIB 491)

Online Fee: \$45

The planning and implementation of various technologies in the automation of library services and the instructional process will be explored. Retrieving telecommunications plus

multimedia and the impact of technology on education will be examined. Students will use course content to plan for the automation of a school library media center and incorporate various technologies in the teaching and learning process. Demonstrations, discussions and projects will be used for instruction with evaluation consisting of papers, presentations and the creation of a school technology planning document. 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 category. Students compare past works with diverse present-day content and forms, including novels, Native American literature, poetry, film and play scripts, picture books, graphic novels, periodicals and computer games. Classic and award-winning materials are emphasized. Students develop an understanding of oral and folk traditions that preceded print and electronic publication, including indigenous oral traditions. Each student completes a reflective reading journal and an individualized research project. Students are assessed on the breadth of their reading, the depth of oral and written presentations, and their use of standard terms and tools of literary

analysis. Experiential learning activities include small group work, guided library research and peer editing. 4 credits

PHILOSOPHY

Introduction to Philosophy: Reason & Reality (PHL 101)

Online Fee: \$60

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

PHYSICS

Astronomy: An Introduction to the Universe (PHSX 191)

Online Fee: \$60

This course is a survey of recent discoveries about the Solar System from spacecraft observations and data. In addition, the physical properties of stars, star groups and galaxies as well as the general structure of the universe will be studied. Data from observatories and NASA will be used in student projects. 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

Psychological Statistics (PSYX 291)

Online Fee: \$60

An introductory course in applied statistics designed specifically for psychology students, but it is also applicable to all students in the behavioral or social sciences, including education. Both descriptive and inferential statistical concepts are addressed. Additionally, the course includes important basic research design and analysis concepts. By the end of

Course Descriptions

the course, students will be able to: (a) evaluate scientific hypotheses using an appropriate statistical inference test; and (b) read original experimental literature with a better understanding of the research design and data analysis. 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

MONTANA WESTERN/ UM-HELENA DEGREE PARTNERSHIP

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

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.

Some individuals may want to earn an associate degree or certificate in a related technical area from UM-Helena while completing requirements for the BS degree. UM-Helena will offer general education courses and some technical course requirements. Montana Western will offer industrial technology and professional secondary education coursework.

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

For program advising, contact Harold Kelly, h_kelly@umwestern.edu or Kathy Shipman, k_shipman@umwestern.edu

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.

SPRING 2012 COURSES

Power, Energy and Transportation Fundamentals (IT 120)

Metal Materials Processes (IT 140)

Platics (IT 141)

See page 11 for Industrial Technology course descriptions.

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.

Early Childhood Education

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

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

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

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

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

CRN	COURSE #	TITLE	CR	DAY	TIME	DATES	INSTRUCTOR
Billings: College of Technology (Section FNL)							
3224/3225	ED 144/145	Create Environ for Learning & Lab \$*	2/1	Tue	6-7:40 p.m.	Jan 10-Apr 24	Graham
3226/3227	ED 240/241	Positive Child Discipline & Lab \$*	2/1	Tue	7:50-9:30 p.m. + lab	Jan 10-Apr 24	Graham
Bozeman: (Section FNZ)							
3673/3674	ED 144/145	Create Environ for Learning & Lab \$*	2/1	Tue	6-7:40 p.m.	Jan 10-Apr 24	Murphy
3675/3676	ED 240/241	Positive Child Discipline & Lab \$*	2/1	Tue	7:50-9:30 p.m.	Jan 10-Apr 24	Murphy
Butte: Montana Tech, ELC 202 (Section FNB)							
3689/3690	ED 242/243	Meeting Needs of the Family & Lab \$*	2/1	Thu	6-7:40 p.m.	Jan 12-Apr 26	Jensen
3691/3692	ED 320/321	EC Curriculum I & Lab \$*	2/1	Thu	7:50-9:30 p.m. + lab	Jan 12-Apr 26	Jensen
Great Falls: MSU-COT, R280 (Section FNG)							
3218/3219	ED 324/325	EC Curriculum II & Lab \$*	2/1	Wed	6-7:40 p.m.	Jan 11-Apr 25	Morris
3216/3217	ED 344/345	EC Professional & Lab \$*	2/1	Wed	7:50-9:30 p.m. + lab	Jan 11-Apr 25	Morris
Hamilton: Ravalli Entrepreneurship Center, 274 Old Corvallis Road (Section FNA)							
3363/3364	ED 142/143	Intro to Early Childhood & Lab \$*	1/1	Wed	6-7 p.m.	Jan 11-Apr 25	Marose
3365/3366	ED 250/251	Child Growth & Development & Lab \$*	3/1	Wed	7:10-9:30 p.m. + lab	Jan 11-Apr 25	Marose
Helena: UM-Helena (Section FNH)							
3693/3694	ED 144/145	Create Environ for Learning & Lab \$*	2/1	Tue	6-7:40 p.m.	Jan 18-May 1	Palagi
3695/3696	ED 240/241	Positive Child Discipline & Lab \$*	2/1	Tue	7:50-9:30 p.m. + lab	Jan 18-May 1	Palagi
Missoula: UM Missoula, Education 312 (Section FNM)							
3782/3783	ED 142/143	Intro to Early Childhood & Lab \$*	1/1	Thu	6-7 p.m.	Jan 12-Apr 26	Staff
3784/3785	ED 250/251	Child Growth & Development & Lab \$*	3/1	Thu	7:10-9:30 p.m. + lab	Jan 12-Apr 26	Staff
EC Rural: Internet (Section FTJ)							
3677/3678	ED 142/143	Intro to Early Childhood & Lab \$*	1/1	TBA	TBA	Jan 9-May 2	Standert
3679/3680	ED 250/251	Child Growth & Development & Lab \$*	3/1	TBA	TBA	Jan 9-May 2	Standaert

\$Lab and distance delivery fees

*Enrollment limited. Please register early.

Professional Development

CREDIT

VIRTUAL EDUCATION SOFTWARE, INC.

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

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

Courses are completed online. Fees are listed with each course description. Additional Internet access fee for each course is \$125.

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

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

UMW Tuition: \$145

VESi Fee: \$125

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: \$125

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: \$125

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: \$125

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: \$125

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: \$125

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: \$125

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: \$125

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

Professional Development

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

UMW Tuition: \$145

VESi Fee: \$125

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: \$125

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: \$125

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

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

UMW Tuition: \$145

VESi Fee: \$125

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: \$125

This course will focus on learning to read, reading to learn, and an introduction to reading assessment. As part of these two key areas of reading instruction, the five elements of effective reading instruction will be highlighted, including definitions, implications for instruction, and future directions. These five elements include instruction in: phonemic awareness, phonics, fluency, vocabulary, and text comprehension. Additionally, the course will provide information on important assessment terms and definitions and will 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: \$125

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: \$125

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

Teaching Elementary Math Conceptually (ED 491)

UMW Tuition: \$145

VESi Fee: \$125

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: \$125

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

Professional Development

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

UMW Tuition: \$175

VESi Fee: \$125

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

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

UMW Tuition: \$145

VESi Fee: \$125

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.

Why DI?: An Introduction to Differentiated Instruction (ED 491)

UMW Tuition: \$175

VESi Fee: \$125

In this course learn what is meant by Differentiated Instruction and the common myths associated with creating the differentiated classroom. Discuss the legal, theoretical, and pedagogical foundations in the field of education that support the utilization of differentiated instructional practices and principles. Reflect on best practices and national trends in the design of the educational setting to meet the needs of a diverse learning population. This course will also provide connections to a variety of concepts, variables,

and resources that will assist practitioners in aligning their own professional practices with those found in the differentiated classroom. 3 credits or 45 renewal units.

TECHNOLOGY COURSES FOR BUSINESS & EDUCATION

The following Internet 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 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.

Microsoft Word 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 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.

Explore Windows 7 (ED 491)

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

Microsoft Publisher 2007 (ED 491)

Office Publisher 2007 has been redesigned to make it even easier to create professionally designed publications. Course topics include installing and activating Publisher; creating projects; adding borders and inserting pictures, textboxes and tables; publishing a website; page layout tips; sending e-mail publications and useful keyboard shortcuts. Learn to complete tasks in a fraction of the time using this amazing tool!

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.

Website Design

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

Paralegal

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

Professional Development

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 Quick-books

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

Professional Development

ed2go

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

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-

Accounting

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Professional Sales Skills

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The internet

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Intermediate Java Programming
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Intermediate Visual Basic 2008

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Spring 2012 Bulletin: Montana Western School of Outreach Credit Classes

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