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# Helena College Degrees/Certificates

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## **ASSOCIATE OF ARTS DEGREE**

**4 Semesters, General Transfer Degree**

Advising Options in General Studies, Accounting Technology,  
Business Technology, Interior Space Planning and Design, Social Work

## **ASSOCIATE OF SCIENCE DEGREE**

**4 Semesters, General Transfer Degree**

Advising Options in General Studies, Accounting Technology, Business Administration, Business Technology,  
Computer Technology, Elementary Education, Pre-Pharmacy

## **ASSOCIATE OF SCIENCE DEGREE – REGISTERED NURSING**

**2 Semesters, Leading to Registered Nursing**

Completion Program for Students completing Licensed Practical Nursing Program

## **ASSOCIATE OF APPLIED SCIENCE DEGREE**

**4 Semesters**

Accounting and Business Technology

*Accounting Technology*

*Business Technology*

Automotive Technology

Aviation Maintenance Technology Licensed

Computer Aided Manufacturing

Computer Technology

*Network Administration*

*Programming*

Diesel Technology

Fire and Rescue

Metals Technology

Nursing Programs

*Practical Nursing (LPN)*

Office Technology

*Administrative Office Management*

*Medical Administrative Specialist*

Welding: Industrial Welding and Metal Fabrication

## **CERTIFICATES OF APPLIED SCIENCE DEGREE**

**2 Semesters**

Bookkeeping

Computer Skills Specialist

Computer Software Professional

(Competency Based Education)

Diesel Technology

Entrepreneurship

Legal Support Specialist

Medical Assisting

Welding Technology

## **PROFESSIONAL CERTIFICATES**

Bookkeeping Specialist, Certificate of Technical Studies in Hybrid Vehicle Service Technology,  
Environmental Design Studies, Human Resource Specialist

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# Associate of Arts Degree

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The Associate of Arts (A.A.) degree is a general transfer degree. Completion of this program indicates the student has completed a course of study equivalent to the first two years of a baccalaureate degree. The Associate of Arts degree does not officially include a major or minor course of study.

With an Associate of Arts (A.A.) degree from Helena College, a student can transfer to any Montana University System school with junior class status.

Students may also accumulate credits to transfer to another college or university. Completion of the Helena College general education core requirements (30 credits) satisfies the general core requirements of the Montana University System. All Montana University System institutions will accept the Helena College general education core to satisfy their lower division general education requirements.

The following requirements must be met for completion of an A.A. degree:

1. Completion of 60 semester credits in courses numbered 100 level and above. A course cannot satisfy more than one general education core or graduation requirement.
2. Completion of the General Education Core Curriculum (30 credits).
3. Completion of the A.A. Requirements: 6 credits: one Foreign Language course, and any Social & Psychological Science, History, Humanities, or Fine Arts.
4. Final cumulative grade point average of 2.25 or above. A grade of "C-" or better is required for all courses.
5. At least 15 credits must be at the 200 level.
6. At least 30 credits (50% of the degree) must be completed at Helena College.

## Associates of Arts (A.A.) Degree Graduation Requirements:

### General Education Core (30 Credits)

Natural Sciences	6 Credits
Mathematics	3 Credits
Written Communication	3 Credits
Oral Communication	3 Credits
Social & Psychological Sciences/History	6 Credits
Humanities and Fine Arts	6 Credits
Cultural Diversity	3 Credits

### A.A. Requirements (6 Credits)

One Foreign Language course, and any Social & Psychological Science, History, Humanities, or Fine Arts course.

### Advising Option (24 Credits)

\*Advising Options for A.A. degree: General Studies, Accounting Technology, Business Technology, and Interior Space Planning & Design

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# Associate of Science Degree

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The Associate of Science (A.S.) degree is a general transfer degree. Completion of this program indicates the student has completed a course of study equivalent to the first two years of a baccalaureate degree. The Associate of Science degree does not officially include a major or minor course of study.

With an Associate of Science (A.S.) degree from Helena College, a student can transfer to any Montana University System school with junior class status.

Students may also accumulate credits to transfer to another college or university. Completion of the Helena College general education core requirements (30 credits) satisfies the general core requirements of the Montana University System. All Montana University System institutions will accept the Helena College general education core to satisfy their lower division general education requirements.

The following requirements must be met for completion of an A.S. degree:

1. Completion of 60 semester credits in courses numbered 100 level and above. A course cannot satisfy more than one general education core or graduation requirement.
2. Completion of the General Education Core Curriculum (30 credits).
3. Completion of the A.S. Requirements: 6 credits: one Natural Science course with lab, and an additional Natural Science or Mathematics course.
4. Final cumulative grade point average of 2.25 or above. A grade of "C-" or better is required for all courses.
5. At least 15 credits must be at the 200 level.
6. At least 30 credits (50% of the degree) must be completed at Helena College.

## **Associates of Science (A.S.) Degree Graduation Requirements:**

### **General Education Core (30 Credits)**

Natural Sciences	6 Credits
Mathematics	3 Credits
Written Communication	3 Credits
Oral Communication	3 Credits
Social & Psychological Sciences/History	6 Credits
Humanities and Fine Arts	6 Credits
Cultural Diversity	3 Credits

### **A.S. Requirements (6 Credits)**

One Natural Science course and an additional Natural Science or Mathematics course.

### **Advising Option (24 Credits)**

Advising Options for A.S. degree: General Studies, Accounting Technology, Business Technology, Computer Technology-Programming, and Computer Technology-Networking.

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# General Education Core Curriculum

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The General Education Core of the Helena College provides students with the broad foundation of knowledge essential for success at the associate and baccalaureate levels. All students are prepared for independent, abstract, and critical thinking; responding creatively to problems; applying quantitative and mathematical knowledge; finding information; and communicating both orally and in written forms. This is done to engender life-long learning skills, a foundation of knowledge in a variety of disciplines, and a broadened perspective on our interdependent, changing global community.

The following 5 areas are included in the Helena College General Education Core:

## A. Natural Science & Mathematics

Math and Natural Science Outcomes

- Understand and demonstrate methods used to gather, test, and interpret scientific data.
- Understand basic principles that explain the natural world.
- Solve quantitative problems and interpret solutions.
- Use inductive and deductive scientific reasoning to solve novel problems.

## B. Written & Oral Communication

Written/Oral Communications Outcomes

- Demonstrate mastery of engaging, clear, and coherent structures for presenting ideas in a variety of expository and argumentative models.
- Develop ideas logically, clearly, convincingly, and ethically.
- Control the effect of voice in achieving specific communication purposes with specific audiences.
- Control the conventions of language.
- Understand and apply research skills necessary for academic study.
- Employ analysis, synthesis, and evaluation in both writing and reading.
- Exercise proficiency, confidence, and self-reliance in the application of academic activities.

## C. Social & Psychological Sciences, History

Social and Psychological Science Outcomes

- Have an awareness of major perspectives in social and individual behavior.
- Be able to apply social science theories to multicultural perspectives.
- Understand how historical experiences influence current theories.
- Be able to apply critical thinking skills.
- Be able to recognize and practice ethical research techniques.

## D. Humanities & Fine Arts

Humanities and Fine Arts Outcomes

- Identify a variety of artistic styles, movements, schools of thought/expression, and cultures.
- Analyze, interpret, and evaluate a range of human expressions and values using critical strategies.
- Engage in imaginative expression.
- Appreciate a diversity of world-views or perspectives.

## E. Diversity

Diversity Component Outcomes

- Students will appreciate diversity across cultures and be able to reflect upon their own cultural values and systems.
- Students will understand and be able to analyze the complex political, social, and economic relationships within and among cultures.
- Students will appreciate the creative works, values, and ways of life and/or history of a cultural group outside of their own culture.

## A: Natural Science & Mathematics

ASTR110	Introduction to Astronomy	4	ENSC245	Soils	3
BIOB101	Discover Biology	3	ENSC270	Water Quality	3
BIOB102	Discover Biology Lab	1	ENSC272	Water Resources	3
BIOB160	Principles of Living Systems w/Lab	4	ENST230	Nature and Society	3
BIOB170	Principles of Biological Diversity w/Lab	4	EVSC233	Environment and the Economy	3
BIOB260	Cellular and Molecular Biology w/Lab	4	GEO101	Introduction to Physical Geology	3
BIOB272	Genetics and Evolution	3	GEO102	Introduction to Physical Geology Lab	1
BIOH104	Basic Human Biology	4	GEO211	Earth History and Evolution	4
BIOH201	Human Anatomy & Physiology I w/Lab	4	GPHY111	Physical Geography with Lab	4
BIOH211	Human Anatomy & Physiology II w/Lab	4	GPHY262	Spatial Sciences Tech and Applications	3
BIOM250	Microbiology for Health Sciences	3	M105	Contemporary Mathematics	3
BIOM251	Microbiology for Health Sciences Lab	1	M115	Probability and Linear Mathematics	3
CHMY121	Introduction to General Chemistry	3	M121	College Algebra	3
CHMY122	Introduction to General Chemistry Lab	1	M132	Numbers & Operations for K-8 Teachers	3
CHMY123	Intro to Organic & Biochemistry	3	M133	Geometry and Geometric Measurement for K-8 Teachers	3
CHMY124	Intro to Organic & Biochemistry Lab	1	M151	Pre-Calculus	4
CHMY141	College Chemistry I	3	M171	Calculus I	4
CHMY142	College Chemistry I Lab	1	M172	Calculus II	4
CHMY143	College Chemistry II	3	M234	Advanced Topics in Mathematics for K-8 Teachers	3
CHMY144	College Chemistry II Lab	1	NUTR221	Basic Human Nutrition	3
CHMY221	Organic Chemistry I	3	PHSX103	Our Physical World	4
CHMY222	Organic Chemistry I Lab	2	PHSX205	College Physics I	3
CHMY223	Organic Chemistry II	3	PHSX206	College Physics I Lab	1
CHMY224	Organic Chemistry II Lab	2	PHSX207	College Physics II	3
ENSC105	Environmental Science	3	PHSX208	College Physics II Lab	1
ENSC140	Intro to Geographic Info Systems (GIS)	3	STAT216	Introduction to Statistics	3
ENSC211	Environmental Policy and Laws	3			
ENSC220	Surface Water Hydrology	3			
ENSC242	Environmental Sampling I	3			

## B: Written and Oral Communication

COMX111	Introduction to Public Speaking	3	WRIT101	College Writing I	3
COMX250	Introduction to Public Relations	3	WRIT201	College Writing II	3

## C: Social & Psychological Sciences, History

ANTY101	Anthropology & the Human Experience	3(D)	PSCI260	State and Local Government	3
ANTY250	Introduction to Archaeology	3	PSYX100	Introduction to Psychology	3
BGEN105	Introduction to Business	3	PSYX120	Research Methods I	3
CJUS121	Introduction to Criminal Justice	3	PSYX230	Developmental Psychology	3
ECNS201	Principles of Microeconomics	3	PSYX233	Fundamentals of Psychology of Aging	3
ECNS202	Principles of Macroeconomics	3	PSYX240	Fundamentals of Abnormal Psychology	3
ECNS203	Principles of Micro and Macro Economics	3	PSYX250	Fundamentals of Biological Psychology	3
GPHY121	Human Geography	3	PSYX260	Fundamentals of Social Psychology	3
HSTA101	American History I	3	PSYX270	Fundamentals of Learning	3
HSTA102	Post-WW II America	3	PSYX273	Mental Health Professional Practice	3
HSTA160	Introduction to the American West	3	SOCI101	Introduction to Sociology	3
HSTA215	Post-WW II America	3	SOCI201	Social Problems	3
HSTA255	Montana History	3	SOCI211	Introduction to Criminology	3
NASX105	Introduction to Native American Studies	3(D)	SOCI215	Introduction to Sociology of the Family	3
PSCI210	Introduction to American Government	3	SOCI220	Race, Gender, and Class	3(D)
PSCI240	Introduction to Public Administration	3	SOCI235	Aging and Society	3

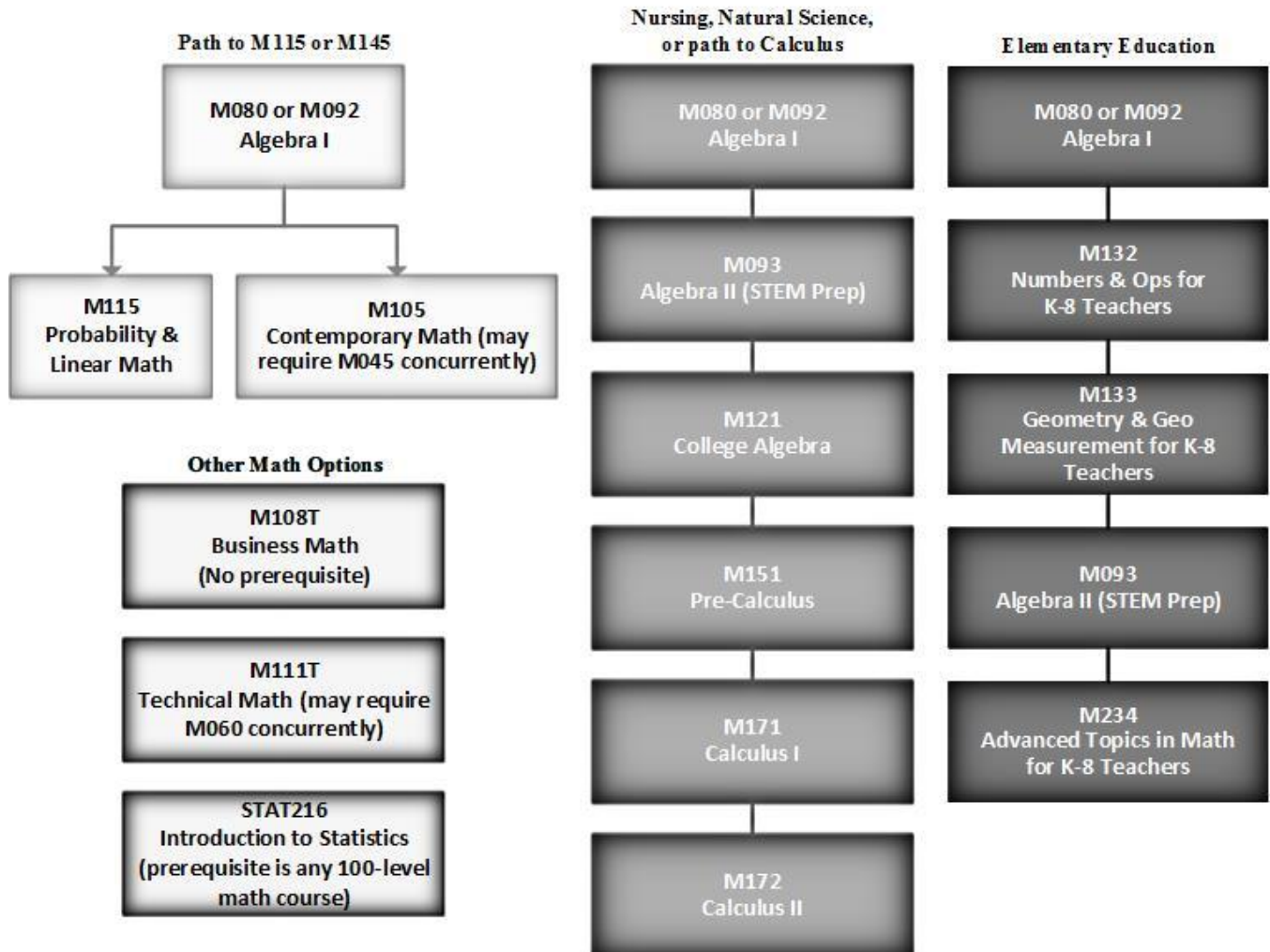
## D: Humanities & Fine Arts

ARTH160	Global Visual Culture	3	LIT224	British Literature II	3
ARTZ105	Visual Language – Drawing	3	LIT227	Introduction to Shakespeare	3
ARTZ106	Visual Language – 2-D Foundations	3	LIT230	World Literature Survey	3(D)
ARTZ221	Painting I	3	LIT234	Intro to Existential Lit	3
BGEN220	Business Ethics and Social Responsibility		LIT250	The Novel	3
CRWR240	Introduction to Creative Writing Workshop	3	MUSI101	Enjoyment of Music	3
FRCH101	Elementary French I	4(D)	PHL110	Problems of Good and Evil	3
FRCH102	Elementary French II	4	PHL215	Introduction to Consciousness Studies	3
HONR121	Ways of Knowing	3(D)	SPNS101	Elementary Spanish I	4(D)
IDSN101	Introduction to Interior Design	3	SPNS102	Elementary Spanish II	4(D)
LIT110	Introduction to Literature	3	THTR101	Introduction to Theater	3
LIT211	American Literature II	3(D)	THTR120	Introduction to Acting I	3
LIT213	Montana Literature	3			

## E: Diversity

ANTY101	Anthropology & the Human Experience	3(D)	SPNS101	Elementary Spanish I	4(D)
LIT211	American Literature II	3(D)	SPNS102	Elementary Spanish II	4(D)
LIT230	World Literature Survey	3(D)	SOCI220	Race, Gender, and Class	3(D)
FRCH101	Elementary French I	4(D)			
FRCH102	Elementary French II	4			
HONR121	Ways of Knowing	3(D)			
NASX105	Introduction to Native American Studies	3(D)			

## Mathematics at Helena College



# A.A. & A.S. Advising Options

Students completing an A.A. or A.S. can complete one of the following Advising Options as part of their degree:

- General Studies (A.A. or A.S.)
- Accounting Technology (A.A. or A.S.)
- Business Technology (A.A. or A.S.)
- Interior Space Planning and Design (A.A.)
- Computer Technology – Programming (A.S.)
- Computer Technology – Networking (A.S.)

## General Studies

24 open elective credits

- At least 12 credits from General Education Core
- Up to 12 credits can be 100+ level, non-General Education Core

## Accounting Technology

(A.A. and A.S.)

### Required

ACTG101	Accounting Procedures I	3
ACTG102	Accounting Procedures II	3
ACTG201	Principles of Financial Accounting	3
ACTG202	Principles of Managerial Accounting	3
ACTG299	Capstone: Accounting	3
BGEN105	Introduction to Business	3

### Choose TWO of the following

ACTG125	QuickBooks	3
ACTG180	Payroll Accounting	
ACTG205	Computerized Accounting	3
ACTG211	Income Tax	3
ACTG215	Foundations of Governmental and Not for Profit Accounting	3

## Business Technology

(A.A. and A.S.)

### Required

ACTG101	Accounting Procedures I	3
ACTG201	Principles of Financial Accounting	3
ACTG202	Principles of Managerial Accounting	3
BGEN105	Introduction to Business	3
BGEN299	Capstone: Business	3
BMKT225	Marketing	3
BMGT235	Management	3

### Choose ONE of the following

BFIN265	Intro to Business Finance	3
BGEN220	Bus Ethics & Social Responsibility	3
BGEN235	Business Law I	3
BMGT210	Small Business Management	3
BMGT215	Human Resources Management	3
BMGT263	Legal Issues in HR	3

## Interior Space Planning and Design

(A.A. only)

### Required

ARTZ105	Visual Language – Drawing	3
DFT150	CAD 2D	3
IDSN101	Introduction to Interior Design	3
IDSN120	Materials and the Environment	3
IDSN125	Lighting the Environment	3
IDSN135	Fundamentals of Space Planning	3
IDSN230	Interior Architectural Drawing	3
IDSN240	Studio I – Residential	3
IDSN250	Studio II – Commercial	4
IDSN298	Internship	2

## Computer Technology—Programming

(A.S. only)

### Required

CSCI100	Introduction to Programming	3
CSCI111	Programming with Java I	4
CSCI121	Programming with Java II	4
CSCI240	Databases and SQL	3
<b>Choose THREE of the following</b>		
CSCI206	.NET Applications	4
CSCI221	Systems Analysis and Design	4
CSCI245	Modern Database Systems	3
CSCI257	Web Services	3

## Computer Technology—Network Administration

(A.S. only)

### Required

CSCI100	Introduction to Programming	3
ITS212	Network Operating System-Server Admin	4
ITS224	Introduction to Linux	3
ITS280	Computer Repair and Maintenance	4
NTS104	CCNA 1: Introduction to Networks	4

### Choose TWO of the following

CSCI240	Databases and SQL	3
NTS105	CCNA 2: Routing and Switching Essentials	3
NTS204	CCNA 3: Scaling Networks	3