

HAMILTON HIGHER EDUCATION CENTER--POTENTIAL COURSES, SUMMER 2009-FALL 2010

Overview: The following list of recommended courses was compiled based upon analyses of: 1) previous HHEC offerings; 2) enrolled students and the courses they have taken; and 3) AA degree program requirements. Thus these courses will not only serve HHEC students interested in continuing the completion of an AA degree, they also have the potential to attract new entrants into higher education. The list includes transitional and developmental courses and a range of general education courses which provide greater opportunities for traditional and non-traditional students in the valley. Those courses with A, E, H, L, N and S designation may be used by both AA and Bachelor's degree-seeking students to fulfill degree requirements. The courses that fulfill requirements in multiple categories are particularly useful to students. Not mentioned on the list are the over 200 course sections offered online each semester, nor the hundreds more offered through other Montana University System schools. This document also addresses non-credit courses which may be offered face-to-face in Hamilton. Finally, included is information relating to the dual credit courses currently being offered collaboratively between Hamilton High School and the COT. The plan is to continue these, as agreed upon by HHS and the COT.

Credit Bearing Courses: The following courses have been segmented into categories to enable selection of a balance between and among the three categories. Those that are starred are the five courses recommended each term.¹

	Fall 2009	Spring 2010	Fall 2010
Transitional Courses	*WRIT095D: Dev. Writing (3) *M090D: Intro to Algebra (3) BUS105T: Major & Careers (2) AASC101: Study & Learning Strat's (2)	*AASC101: Study & Learning Strategies (2) WRIT095D: Developmental Writing (3) M090D: Intro Algebra (3)	*WRIT095D: Dev. Writing (3) *M090D: Intro to Algebra (3) BUS105T: Major & Careers (2) AASC101: Study & Learning Strat's (2)
AA, Gen Ed, Transfer	*SCN115N: Anatomy (3) ENFM180L: Intro to Film (3) HIST151H: The Americans I (4) EVST167H: Nature and Society (3)	*COM210E: Critical Thinking, Analysis, & Problem Solving (3) *SCN175N: Integr'd. Physical Science (3) HIST152H: The Americans II (4) COM160A: Oral Communications (3)	*ANTH101H: Intro to Anthropology (3) *LIT110L: Introduction to Literature SCN150N: Nutrition (3) WBIO105N: Wildlife and People (3)
AAS, Accounting, Administration, Management, Technology	*PSYX161S: Fund Org. Psych (3) *M115: Probability, Linear Math (3) BUS160S: Issues in Sustainability (3) CAPP115T: MS Word (3)	*ACC134T: Payroll Topics (3) *ECON201S: Microeconomics (3) CAPP156T: MS Excel (3) WRIT121: Technical Writing (3)	*ACC131: Essentials of Accounting (4) CAPP120: Introduction to Computers (3) COM150S: Interpersonal Comm's (3) M115: Probability and Linear Math (3)

¹ Hamilton offerings will be dependent upon available budget, the identification of appropriately qualified instructors, and sufficient enrollments.

Non-Credit Course Offerings: Potential non-credit offerings are listed below; these topics should be perceived as a starting point for the Steering Committee's consideration, however, those that are "starred" are prepared to be offered in late spring or early summer if approved.

Business and Accounting Topics

- Starting Your Own Business
- How to Write a Successful Business Plan
- Daycare Startup
- Fundamentals of Accounting
- **QuickBooks*
- Business Organizing Basics—BOB
 - o Organization
 - o Prioritizing

Computer and Software Topics

- **Computer Literacy: Internet & E-mail, File Management, Keyboarding, Basic computer operation*
- Word: Working with Long Documents, Mail Merge, Forms and Macros in Word 2007
- Excel: Linking & Combining Spreadsheets, Creating Forms, Templates & Macros
- Getting Started with Access 2007
- Getting Started with Publisher 2007

Food Service Topics

- Cooks Assistant
- Food Preparation
 - o How to Use a Convection Oven (Commercial Oven)
 - o Measurements

Dual Credit Courses

- Information to be provided by Barry Good