800.541.9281 ● 406.874.6100
www.milescc.edu

Start Here... Go Anywhere.

2013-2014 Catalog

College Accreditation Agency

Miles Community College is accredited by the Northwest Commission on Colleges and Universities.

Accreditation of an institution of higher education by the Northwest Commission on Colleges and Universities indicates that it meets or exceeds criteria for the assessment of institutional quality evaluated through a peer review process. An accredited college or university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the Northwest Commission on Colleges and Universities is not partial but applies to the institution as a whole. As such, it is not a guarantee of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding an institution's accredited status by the Northwest Commission on Colleges and Universities should be directed to the administrative staff of the institution. Individuals may also contact:

Northwest Commission on Colleges and Universities
8060 165th Avenue N.E., Suite 100
Redmond, WA 98052
(425) 558-4224
www.nwccu.org

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Specialized Accreditation Agencies

Accreditation Commission for Education in Nursing, Inc. (ACEN) *formerly NLNAC*
3343 Peachtree Rd. NE, Suite 850
Atlanta, GA 30326
Phone: 404.975.5000
Fax 404.975.5020
Website: www.acenursing.org

National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)
5600 N. River Road Suite 720
Rosemont, IL 60018
Phone: 847.939.3597
Fax: 773.714.8886
Website: http://naacls.org

Catalog Policy

This catalog contains official announcements of College policies, programs of study, and courses offered for the period of 2013-2014. The College reserves the right to repeal, revise, or amend the information contained herein. For the most up-to-date information, please refer to the catalog posted on the College website at **http://milescc.edu**.

When catalog addenda occurs, students and advisors will be notified via e-mail and by published announcements on the College television system. It is the responsibility of students and advisors to read and abide by the catalog and any subsequent addenda that may be published on the website.

Students enrolling at Miles Community College must follow the program requirements listed in the catalog located on the website at the time of entry into the College, provided graduation requirements are completed within five years. Students have the option of meeting program requirements in a later catalog, provided all requirements of the later catalog are met.

Message from the President

On June 1, 2013, I was appointed to serve as Interim President of Miles Community College. The opportunity to lead one of the state's three community colleges was an opportunity that quite simply couldn't be passed up. Miles Community College, Miles City, and eastern Montana as a whole, are experiencing very exciting times right now. Exponential job growth and the need for skilled workers allow Miles Community College to serve its students and the region unlike any other time in the past.

Montanans are looking for ways to gain the skills they need to stay in our great state. As a first generation college graduate, I understand the importance of post-secondary education and the opportunities it can present. I am committed to ensuring that our community members have access to educational opportunities and to ensuring that our students succeed.

MCC is proud to have been nominated for the Aspen Prize for Community College Excellence in 2011 and 2012. This nomination placed us in the top 10% of community colleges nationwide. Strong retention and graduation rates earned us those nominations and they continue to set us apart nationally and in Montana. We are an active supporter of the common course numbering initiative that ensures transferability of classes between campuses statewide. And if your interest lies in a certificate program or two year degree, you can rest easy knowing our placement rate in 2013 was 97%.

One of the great things that set MCC apart is our size. We have created a nurturing and vibrant learning environment that encourages student engagement in the classroom and in extra-curricular activities. Our students often comment on the dedication of our faculty and staff in providing individualized attention to ensure their success.

I invite you to come to our campus or take time looking through our website. I am certain you will be impressed by the award-winning faculty who are committed to your academic excellence both through onsite or distance education classes. Our specialty programs like nursing and heavy equipment provide the hands on experience you need to graduate and get your start in one of the high demand careers available today. We also offer a nice array of athletic programs to teach our students the rigors of self-discipline and teamwork and many of our student athletes earn scholarships to four-year colleges and universities. Finally, we sponsor a variety of programs through local partnerships to benefit our community.

Time and time again, as I talk to the students and parents who have just attended one of our student orientation, advising and registration sessions I am reminded that the greatest strength at Miles Community College is our people. It is their skills that may bring us letters of recognition from accreditors and governing boards but more importantly it is their commitment that will send a student and family home after a full day of registration, excited and prepared for a successful future ahead.

We want you to catch that excitement! We look forward to visiting with you, giving a tour, and answering your questions regarding Miles Community College.

We truly believe that you can start here and go anywhere.

With best wishes for your future,

Lisa M. Watson, MBA, CPA
Interim President

2013-2014
Academic Calendar

Fall 2013

Faculty Return	August 16
New Student Orientation	August 19
Nursing Orientation	August 19-20
Classes Begin	August 21
Last Day to Add Classes	August 30
Last Day for Late Registration	August 30
Last Day to Drop/Withdraw For Full Refund	August 30
Holiday—Labor Day	September 2
Fee Payment	September 13
Intent to Graduate Form Due	October 7
Mid-Terms	October 7-10
Holiday—Columbus Day	October 11
No Classes	October 17-18
Last Day to Withdraw/Drop Classes with No Penalty	November 4
Holiday—Veteran's Day	November 11
Holiday—Thanksgiving Break	November 28-29
Last Day to Withdraw/Drop Classes	December 5
Classes End	December 6
Final Examinations	December 9-12

Spring 2014

Faculty Return	January 8
New Student Orientation	January 10
Classes Begin	January 13
Holiday—Martin Luther King Day	January 20
Intent to Graduate Form Due	January 21
Last Day to Add Classes	January 23
Last Day for Late Registration	January 23
Last Day to Drop/Withdraw For Full Refund	January 23
Fee Payment	February 5
Holiday—President's Day	February 17
Mid-Terms	March 3-7
Spring Break	March 10-14
Last Day to Withdraw/Drop Classes with No Penalty	March 27
Spring Day/School Closed	April 18
Last Day to Withdraw/Drop Classes	April 29
Classes End	May 2
Final Examinations	May 5-8
Nurses Pinning	May 9
Commencement	May 10

Summer 2014

Classes Begin	June 2
Last Day to Add Classes	June 5
Fee Payment	June 18
Holiday—Independence Day	July 4
Last Day to Drop/Withdraw	July 18
Classes End	July 25

MILES
COMMUNITY COLLEGE

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MILES COMMUNITY COLLEGE

The College

Start Here... Go Anywhere.

The College

History

Miles Community College was founded in 1939. For almost 20 years, the College, then titled Custer County Junior College, operated out of a few rooms in the local public high school. In 1957, the College moved into the former Milwaukee Railroad Depot building.

In June 1967, the College moved into a new building that was constructed after passage of a bond issued by Custer County voters. On April 4, 1970, voters of the district elected the first independent board of trustees for the College. In December 1971, Miles Community College was granted accreditation by the Northwest Commission on Colleges and Universities.

During academic year 1971-72, a new student center was constructed. A grant of $1.5 million from the Montana Coal Board in 1977 enabled the College to construct a new vocational building and a library learning resource center classroom addition. Construction of a physical education complex was completed in November 1980. In August 1997, four new dormitory buildings were added to the student housing complex; and in October 2003, the College completed a new $2.3 million dormitory.

In Sept 2009, the Commons Building was named the Nibs and Edna Allen Commons in recognition of Nibs and Edna Allen's generous contributions to Miles Community College. A new Science Lab was constructed with HRSA Appropriations and funds from a local donor. The lab will assist in the development of more science classes and a Med-Lab Tech program.

The summer of 2010 marked the beginning of several new energy conservation projects, funded by stimulus funds and a DEQ loan. The projects included a new Heating and Air-conditioning System, new windows and blinds, and new carpeting in the Administration Building and Library Wing. On June 23, 2010 the MCC Administration Building was named James P. Lucas Hall in recognition of Mr. Lucas' many years of dedication to Miles Community College.

Mission, Core Themes, & Strategic Initiatives

Mission

Miles Community College promotes student success and lifelong learning through accessible, quality programs and community partnerships.

Core Themes

1. Student Success
2. Academic Excellence
3. Resource Management
4. Community Outreach and Partnerships

Strategic Initiatives

1. Student Experience
2. Enrollment
3. Funding
4. Reputation
5. Innovativeness

General Information

Academic Programs

The College offers two-year Associate of Arts, Associate of Science, and Associate of Applied Science degrees and one-year Certificate and Certificate of Applied Science programs.

Enrollment

Miles Community College enrolls approximately 450 credit students each semester. Additional students are enrolled in Continuing Education/Workforce Training programs. The average student to faculty ratio is 10 to 1, and class sizes typically range from 8 to 40 students.

Athletics/Activities

Miles Community College is a member of the National Junior College Athletic Association, Region IX, consisting of community colleges from Colorado, Montana, Nebraska, and Wyoming. Pioneer baseball participates in the Mon-Dak Conference with community colleges from Montana and North Dakota. The rodeo team is a member of the National

Intercollegiate Rodeo Association and competes in the Big Sky Rodeo Region.

Intercollegiate sports offered at Miles Community College are baseball for men; and basketball, golf, and rodeo for men and women. Scholarships are available for these activities.

College Website

The College maintains a home page on the Internet. Interested individuals are encouraged to visit the College's website to get current and updated information about class schedules, events, admissions, news, general information, and revisions to this catalog. The website address is http://www.milescc.edu.

Community Services

As a community college, Miles Community College provides a quality educational environment and serves area residents through involvement in the community. Both goals are vitally important to the College and have resulted in a wide variety of educational offerings, programs, and services designed for the college community at large. Special courses, programs, and workshops meet the interests of individuals and community groups.

Golden Pioneer Card

Custer County residents age 62 or older may attend college credit classes tuition free and most activities free of charge by obtaining a Golden Pioneer Card. Holders of the Golden Pioneer Card pay fees, however, for each credit taken. Cards are available free of charge at Student Services.

Faculty and Staff Tuition Waivers

Full-time faculty and staff, their spouses and dependents (as defined in policy 600.1 of the Miles Community College Board Policy) shall receive tuition waivers when enrolled in Miles Community College credit courses. All required fees and any other materials, including textbooks, must still be paid by the faculty, staff or their family members.

Use of Miles Community College Facilities & ITV Equipment

Campus facilities are available for use by qualified off-campus organizations, agencies, or groups when use does not interfere with programs sponsored by the College or conflict with the mission of the College. Charges for use of facilities vary. Miles Community College also provides access to its interactive television (ITV) equipment for members of the community to access meetings, legislative discussions, or private conferences. Usage fees vary for the ITV system based upon non-profit and/or commercial status. Requests for facility or ITV use should be directed to the Distance Education and Community Outreach Department at 406.874.6164 or 800.541.9281.

Safety Information

Miles Community College provides information on the incidence of crime on the College's campus. The College publishes crime statistics and assistance resources on the college website and in the Student Handbook, which is available from Student Services.

Americans with Disabilities Act of 1990
Miles Community College Policy Statement

In accordance with the ADA, Miles Community College ensures academic program accessibility and building accessibility for all persons with disabilities. No individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of Miles Community College, or be subject to discrimination by any such entity.

Students

Any student with disabilities concerned about accessibility and/or accommodation issues should contact Student Services at 406.874.6101 or 800.541.9281.

Employees

A qualified individual with a disability means someone who satisfies the required skill, experience, education and other job-related requirements of a position and who, with or without reasonable accommodation, can perform the essential functions of the position.

Miles Community College will make reasonable accommodation to any known disability that may interfere with an applicant's ability to compete in the selection process or an employee's ability to perform the duties of the job. Departments who are conducting recruitments to fill a vacant position who have issues with regard to a candidate with disabilities should coordinate with the Human Resources Office, 406.874.6292.

Equal Opportunity

Miles Community College is committed to a program of equal opportunity for education, employment, financial aid, and participation in college activities without regard to race, color, sex, age, religion, marital status, physical disability, national origin, or because of mental disability unless based on reasonable grounds. This right shall be guaranteed to all students presently enrolled, students applying for admission, employees, and applicants for employment at Miles

Community College.

Persons with inquiries or complaints regarding discrimination should contact the College's Director of Human Resources at 406.874.6292 or 800.541.9281 or Director, Office of Civil Rights, Federal Office Building, Denver, Colorado.

Degrees and Services

Transfer Education
The College provides Associate of Arts (A.A.) and Associate of Science (A.S.) degree programs designed to facilitate student transfer to four-year institutions. This objective is broadly accomplished by meeting the transfer standards of the Northwest Commission on Colleges and Universities and through participation in the Core Curriculum of the Montana University System (MUS), as well as ongoing articulation agreements with MUS units and nearby neighboring state colleges and universities.

Professional-Technical Education
Miles Community College offers Associate of Applied Science (A.A.S.) degrees and one-year Certificate (C.) and Certificate of Applied Science (C.A.S.) programs intended primarily, but not exclusively, to match service-area student and employer needs. These degree and certificate programs are designed to provide technological and hands-on training to students who wish to enter immediately into the workforce or, where appropriate, elect to continue on to four-year programs of their chosen discipline. Internships and service learning work experiences are available as credit courses.

Developmental Education
The College provides academic support services such as developmental studies, adult basic education, and high school equivalency test preparation to students who need additional preparation before embarking on college-level studies. Tutoring services are also available for students needing assistance in either developmental or regular college courses.

Distance Education
Quality distance education in the form of online and interactive television (ITV) courses is an important component of the offerings at Miles Community College. Several certificate and degree programs are available through distance education. Students pay additional fees for the convenience and availability of learning opportunities in their local area. For more information on the programs currently offered online, please visit http://www.milescc.edu/DistanceLearning/.

Continuing Education
The College offers a broad assortment of short-term courses, workshops, and conferences designed for individuals of all ages. Non-credit courses offer opportunities to upgrade or learn new technical skills, open doors to new hobbies and crafts, and provide personal fulfillment and lifelong learning.

Workforce Training
Workforce training provides customized training to meet the needs of employers. Technical skills and soft skills training are available through a multitude of resources and trained personnel.

Student and Academic Support Services
Miles Community College provides admissions, registration, orientation, academic advising, counseling, testing, financial aid, student housing, bookstore, co-curricular and intercollegiate athletic activities, library/ media services, and other student and academic support services appropriate to the needs of students enrolled at the College.

Cultural and Community Service
The College seeks to provide opportunities for cultural enrichment and makes available the use of its personnel and physical resources to benefit area residents.

MILES
COMMUNITY COLLEGE

Getting Started

Start Here... Go Anywhere.

Getting Started

Admissions Policy

Miles Community College subscribes to the philosophy of a comprehensive community college, including an "open door" admissions policy designed to encourage all adults to continue their education.

The commitment to an open door admissions policy is defined as providing all eligible students with access to an appropriate educational offering at the College. Anyone over the age of 18 is admitted to the College if they have a high school diploma, GED, or satisfactory COMPASS scores; but the College reserves the right to guide students into the courses and programs that will enhance their opportunities for success. Although ability-to-benefit students can access educational offerings at Miles Community College, federal regulations prohibit ability-to-benefit students from receiving financial aid through the Title IV aid programs until they obtain a GED or can present proof of obtaining a high school diploma.

Admission to the College does not necessarily imply eligibility to enroll in a course with established prerequisites (See Course Descriptions starting on page 110) or to enter a program that has a limited number of spaces and minimum entrance requirements. COMPASS and ACT/SAT test scores are used to place students in appropriate level courses.

Admission Procedures

Degree Seeking Students

To earn a degree or certificate, or enroll for 10 or more credits in any one semester, students must submit to Student Services:

- Application form and $30 nonrefundable application fee
- High school or GED transcripts
- College or university transcripts (if applicable)
- Evidence of immunization records (Measles, Mumps, and Rubella vaccinations), if born after December 31, 1956
- Current ACT scores or completion of COMPASS test for course placement.

There are additional requirements for students interested in pursuing an associate degree in Nursing. See page 19.

Non-Degree Seeking Students

Non-degree seeking students are students enrolled for nine or fewer credits who do not plan to earn a degree or certificate. These students need only to register at Student Services for the classes they plan to take. Enrollment forms may be obtained by calling 406.874.6101 or 800.541.9281. Enrollment in most courses will require a current ACT or COMPASS score for placement. Non-degree seeking students are not eligible for financial aid.

Transfer Students

Students who pass courses from accredited institutions with a "C-" grade or higher that are applicable to their major course of study will be recorded on their Miles Community College transcript. Courses passed with a "D" grade will not be accepted. Transfer grades will not be calculated in the Miles Community College grade-point average.

Lab sections may not transfer independent of their co-requisite course. A "C-" or higher must be recorded for both the lab and classroom section of a co-requisite course, for a lab section to be recorded on the transcript as a transfer course.

Jump Start Program

High school students may attend Miles Community College on a part-time basis while still in high school through the Jump Start Program. High school juniors, seniors, and graduating seniors who have not begun college are eligible to participate. Students may choose from specific transferable courses and receive a tuition waiver, paying only fees for Jump Start courses. Jump Start students who successfully complete college-level courses may use the credits toward graduation at Miles Community College and/or have the credits transferred to other colleges and universities.

In order to qualify for admission to the Jump Start program, students must submit a completed Jump Start application. Students must have the approval and signature of a parent or legal guardian. If courses are offered during the regular school day, students must also have signed permission from the principal of their high school.

Enrollment in Jump Start courses requires a COMPASS placement test or proof of minimum ACT or SAT scores. Students who are enrolled in high school and who have not received a high school diploma are not eligible for federal financial aid for Jump Start courses. For more information about Jump Start, contact Student Services at 406.874.6101 or 800.541.9281.

Dual Enrollment/Dual Credit

Miles Community College offers dual enrollment and dual credit courses through Montana high schools on high school

campuses and via distance learning. For more information, call the Associate Dean of Academic Affairs at 406.874.6212, 800.541.9281, or the high school counselor.

International Students

In addition to meeting general admission requirements, international students must submit the following information, completely translated into English, to Student Services:

- A minimum TOEFL score of 500 on the paper test, 173 on the computer test, or 61 on the Internet-based test is required for admission. Exceptions to this requirement must be ruled upon by the Vice President of Academic Affairs or designee through a telephone interview as well as a review of students' past academic achievements. Students from English-speaking countries are not required to submit TOEFL scores.
- Evidence that $13,000 is available for each year in attendance at Miles Community College, exclusive of travel costs.
- Evidence of medical insurance coverage.

When students meet the above criteria, Student Services will evaluate applications and assist international students with the required documents (I-20) and visa. International students must pay a $200 processing fee (SEVIS I-901 fee) upon receipt of the I-20 in order to be eligible for a visa. Please visit http://www.ice.gov/sevis/i901 for more information. International students must have all information completed by July 1 to enter fall semester, November 10 for spring semester, or April 1 for summer semester. Exceptions will be reviewed on a case-by-case basis. Once accepted into the College, all international students must submit a $500 tuition deposit to the College at least two weeks prior to the start of the semester in which they begin their studies at Miles Community College. Students failing to enroll will forfeit their deposit.

Evidence of Immunization

All students born after December 31, 1956 seeking admission to Miles Community College must provide evidence of two immunizations for measles and rubella. Immunization must have occurred on or after their first birthday and after December 31, 1967. Proof of two positive serologic tests for measles and rubella, proof of a medical exemption, or a signed statement of a religious philosophical exemption is required if no evidence of immunization is submitted.

Registration and Admissions

First-Time Student Checklist

- Complete application for admission and submit it, with application fee, to the Admissions Office as early as possible prior to the term of attendance.
- Submit final high school or GED transcript to the Admissions Office.
- Submit official transcripts from any college or university attended, if applicable, to the Admissions Office.
- If born after December 31, 1956, provide proof of two immunizations against measles and rubella that was administered on or after first birthday and after December 31, 1967.
- Complete housing request form and submit deposit, if applicable.
- If interested in securing financial aid, apply for federal aid through the Free Application for Federal Student Aid (FAFSA) as early as possible. Apply online at www.fafsa.ed.gov or complete the paper form. Forms are available from the College's Financial Aid Office or from a high school counselor.
- Submit a Scholarship Application form by the due date on form. Forms are available on the College's website (www.milescc.edu), from the College's Financial Aid Office, or from a high school counselor.
- Take COMPASS placement test prior to the term of attendance, if applicable. A separate fee applies.
- Attend a Student Orientation, Advising, and Registration (SOAR) session.
- Register for classes upon completion of COMPASS test and after SOAR attendance.
- Begin classes.

Students Returning After an Absence

Miles Community College holds student application files for five years. Students returning after an absence of less than five years must submit an application for reentry, and transcripts from any college or university attended since leaving Miles Community College. Students returning after an absence of five years or longer need to complete the entire admissions process.

Orientation

An orientation session is held for new and transfer students before each semester. These sessions, called SOAR sessions (Student Orientation, Advising, and Registration) provide students with general information concerning the College and an opportunity for students to familiarize themselves with College facilities and services. New students will be notified of times and dates of SOAR sessions. All degree-seeking students are required to attend a SOAR session prior to their first semester registration.

Mandatory Placement Testing

All new students are required to take a COMPASS placement test. Students may be exempt from COMPASS testing who have taken the ACT or SAT exam within three years of the date of acceptance with the following scores:

ACT	SAT
Reading Score ≥19	Reading Score ≥ 480
Math Score ≥ 22	Math Score ≥ 520
English Score ≥ 20	English Score ≥ 440

Students may also be exempt from the writing portion of the COMPASS test who have scored a 3.5 or higher on the MUS writing assessment (MUSWA), a 7 or higher on the SAT Writing Essay, an 18 or higher on the combined English/ Writing section of the ACT, or a 7 or higher on the Writing section of the ACT.

Students who have successfully completed college-level mathematics and writing courses at an accredited college or university do not need to take that portion of the COMPASS placement test or provide test scores. All students must present reading test scores through COMPASS, ACT or SAT, unless the student has already been awarded a two- or four-year degree from an accredited college or university.

Assessment results will be used by academic advisors to place students into courses that are consistent with their skill level. COMPASS scores will be valid for one year from the date of the original assessment, and students are permitted no more than two retests per discipline each semester.

Students who do not meet the requirements for exemption, which prove their readiness for college level work, are required to take the recommended courses in their first semester. Students who score below a 33 on the COMPASS Reading test and below a 9 on the COMPASS Writing test will be limited to only developmental coursework (015 level courses) until they either complete and pass the necessary 015 class or improve their COMPASS test scores.

Many college courses have pre-requisites of a basic aptitude in reading and writing before a student may enroll in that course. Therefore, a student who does not complete his/her required developmental reading, writing or math coursework during their first semester may jeopardize their ability to carry a full load of classes by their second semester and graduate within a two-year period.

ACT and SAT Tests

ACT and SAT tests are optional for all new students. Results may be used for course placement, academic planning, and counseling purposes.

Advising

Degree-seeking students are assigned an advisor after applying for admission to the College. Advisors assist students with appropriate class schedules, academic guidance, and preparation for graduation and transfer. Assignment of advisors is based upon students' area of academic study. Students are encouraged to meet with their advisor often to ensure educational success.

Late Registration

Students who are not registered by the first day of the semester must meet with the Vice President for Student Success, who will determine if an exception can be made based on individual circumstances. A late fee of $50 is assessed to all regular students whose tuition and fees are not paid in full or whose deferred payment contract has not been completed by the 16th day of classes.

Distance Education Enrollment Procedures

When signing up for distance education courses in the Banner registration system or on the non-degree seeking student application form, students may register for a course designated with an "L" for online, or a "D" if it is offered over the Interactive Television (ITV) system. Students will be e-mailed official confirmation of their enrollment in distance education courses; an e-mail address must be provided at the time of registration.

Students registered for an online section will be sent log-in instructions and contact information for ordering texts and materials with their acceptance e-mail. If students do not receive this email at the beginning of the semester for which they have registered, they should contact the Distance Education & Community Outreach Department at 406.874.6222 or 1.800.541.9281.

Students will be e-mailed confirmation of their acceptance into an ITV site and will be notified of the nearest available ITV site based on their mailing address. Every effort will be made to provide a convenient site. Miles Community College is not obligated to provide a specific ITV site or an alternate delivery system; students may have to travel to Miles City to attend classes.

Students who have not received written confirmation from the Distance Education Office one week prior to the start of classes should call 406.874.6222 or 800.541.9281.

Students may not make their own arrangements for an ITV classroom. Only a representative from the College may make the arrangements. Students who contact schools on their own may forfeit their rights to receive courses at that site from Miles Community College.

Changes of Schedule

Students may drop or add courses during specified times listed on the academic calendar included in each semester schedule of classes. The add/drop form may be obtained from Student Services. Students should be aware that changes in schedules resulting in more or fewer total credit hours may affect tuition and fees and financial aid.

Miles Community College reserves the right to alter published schedules of classes. All courses must have sufficient enrollment to be offered. If courses needed to graduate are not offered or are cancelled, students should immediately contact their advisor or the appropriate division chair.

Full-Time/Part-Time Classification

Students who register for 12 or more credits per semester are classified as full-time students. Students taking 11 or less credit hours during a semester are defined as part-time students. Students receiving financial aid must check with the Financial Aid Office regarding the number of hours which count toward full- and part-time status in the summer. Students are encouraged to consider their work load, family responsibilities, community commitments, and other demands on their time as they plan and discuss course load with their academic advisor.

Student Withdrawal

Students who find it necessary to withdraw completely from the College and wish to do so in good standing must complete a withdrawal form (obtained at Student Services) or may send written notification to Student Services. The student's signature is necessary; verbal notification is not acceptable. Whenever possible, students withdrawing should see the class instructor and their advisor.

Full-semester withdrawal deadlines are published in the semester schedule of classes. Academic courses with a duration of fewer than 15 weeks will have withdrawal dates prorated to the actual course ending dates.

Residency

Board of Regents State Residency Policy

Based on Montana Board of Regents Policy 940.1:

A person may be classified as in-state following a 12 month continuous period of domicile in Montana with a documented and dated intent to become a resident of Montana.

The 12 month period does not begin to run until an act indicative of intent to become a Montana resident is taken.

The following will serve as such indicators:

- an automobile belonging to the person seeking in-state status is registered in Montana,
- a Montana driver's license is acquired,
- Montana voter registration is acquired,
- a principal residence is purchased, and/or
- a resident Montana individual income tax return is filed.

Only in the event that none of the above indicators are appropriate, the person seeking in-state status may file an affidavit of intent to establish residency. A form may be obtained from and must be returned to the Registrar. This form must be submitted to the Registrar one month before the start of classes.

Other actions may be considered as indicators provided that the action is clearly indicative of an intent to establish residency and is not an action that students routinely take.

Students establishing residency in Montana but outside of Custer County will be classified as out-of-district students. For questions regarding residency and to view the entire Board of Regents policy, please contact Student Services.

Custer County (In-District) Residency

A person may be classified as in-district following a 12 month continuous period of domicile in Custer County. At Miles Community College, indicators for students seeking in-district residency status are:

- an automobile belonging to the person seeking in-district status is registered in Custer County,
- a Montana driver's license is acquired and has a Custer County address,
- a principal residence is purchased in Custer County, and/or
- a resident Montana individual income tax return is filed and has a Custer County address.

Out-of-State Residency

Miles Community College students who do not have either in-state (out-of-district) or in-district residency status are classified as out-of-state residents.

Tuition and Fees

Residency Requirements for Tuition – Board of Regents Policy

Tuition and fees are based on residency, which is determined by Board of Regents policy. Please see the Residency section for residency information and classification.

Schedule of Tuition*

In-District		Out-of-District		Out-of-State		WUE**		GEM***	
Credit Hrs.	Tuition	Credit Hrs.	Tuition	Credit Hrs.	Tuition	Credit Hrs.	Tuition	Credit Hrs.	Tuition
1	$81	1	$115	1	$210	1	$172.50	1	$115
2	$162	2	$230	2	$420	2	$345.00	2	$230
3	$243	3	$345	3	$630	3	$517.50	3	$345
4	$324	4	$460	4	$840	4	$690.00	4	$460
5	$405	5	$575	5	$1,050	5	$862.50	5	$575
6	$486	6	$690	6	$1,260	6	$1,035.00	6	$690
7	$567	7	$805	7	$1,470	7	$1,207.50	7	$805
8	$648	8	$920	8	$1,680	8	$1,380.00	8	$920
9	$729	9	$1,035	9	$1,890	9	$1,552.50	9	$1,035
10	$810	10	$1,150	10	$2,100	10	$1,725.00	10	$1,150
11	$891	11	$1,265	11	$2,310	11	$1,897.50	11	$1,265
12	$972	12	$1,380	12	$2,520	12	$2,070.00	12	$1,380
13	$1,053	13	$1,495	13	$2,730	13	$2,242.50	13	$1,495
14	$1,134	14	$1,610	14	$2,940	14	$2,415.00	14	$1,610
15-21	$1,215	15-21	$1,725	15-21	$3,150	15-21	$2,587.50	15-21	$1,725
22-UP	$1,215 + $81/cr	22-UP	$1,725 + $115/cr	22-UP	$3,150 + $210/cr	22-UP	$2,587.50 +$172.50/ cr	22-UP	$1,725 + $115/cr

* Tuition is subject to revision.

** Students who live in Alaska, Arizona, California, Colorado, Hawaii, Idaho, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, and Wyoming may qualify for a Western Undergraduate Exchange (WUE) scholarship and pay 150% of Out-of-District rates (flat rate from 15-21 hours). See page 19 for details.

*** Students who live in North Dakota, South Dakota, Wyoming, and Saskatchewan are eligible for Grow Eastern Montana (GEM) tuition rates.

Schedule of Fees* - All Students

Credit Hrs.	Fees	Credit Hrs.	Fees	Credit Hrs.	Fees
1	$46	7	$322	13	$598
2	$92	8	$368	14	$644
3	$138	9	$414	15-21	$690
4	$184	10	$460	22-UP	$690+ $46/cr
5	$230	11	$506		
6	$276	12	$552		

* Fees are subject to revision.

Other Fees

Application Fee
There is a $30 nonrefundable application fee required of all students when application as a degree-seeking student is submitted.

Auditing Fees
Full tuition and fees are typically required when auditing any class. See page 51 for details on auditing coursework.

Continuing/Adult Education Fees
Students carrying 15 or more credits per term, excluding adult or continuing education classes, do not pay additional fees. Students pay the adult education tuition cost listed in addition to their regular tuition and fees.

Distance Education Fee
An additional fee of $35 per credit is added to each interactive television (ITV) and online course.

Food Service
There are three meal plans available each semester: $1,210, $1,360, $1,510.

Housing Rates

	Double Occupancy	Single Occupancy
Residence Hall	$1,255/semester	$2,055/semester
Quads	$1,695/semester	$2,465/semester

These rates are subject to revision. See page 41 for housing details.

Program, Laboratory, and Miscellaneous Course Fees
Certain courses require the use of special facilities, non-reusable materials, special equipment, materials which require a royalty, or private lessons.

Arena Use Fee (per semester)	$75
Art Center Fee (per semester)	$30
Art Lab Fee (per course)	$20
Auto Body Fee (per semester)	$75
Auto Mechanics Program Fee (per semester)	$150
Bowling Fee (per semester)	$50
Building Trades Program Fee (per semester)	$150
CDL Program Fee (per semester)	$300
Equine Program Fee (per semester)	$600
Gaming Card Fee (per semester)	$50
Heavy Equipment Program Fee (per semester)	$300
MyMathLab Fee (per course)	$70
Pharmacy Tech Internship Fee (per course)	$100
Phlebotomy Lab Fee (per course)	$25
Science Lab Fee (per credit)	$20
Welding Course Fee (per semester)	$120

Late Fee
A late fee of $50 is assessed to all regular students whose tuition and fees are not paid in full or whose deferred payment contract has not been completed by the 16th day of classes.

Registered Nursing Students
Students enrolled in the Registered Nursing Program are assessed a $350 per semester program fee and have additional expenses for uniforms, liability insurance, Pre-Admission Exam, lab supplies, online testing, and ATI tests.

Nursing Program Fee (per semester)	$350
Nursing Test Fee (per semester)	$100
Nursing Insurance Fee (per semester)	$30
On-Line Nursing Test Fee (per credit)	$5

Contact the Nursing Office for details.

Student ID Card
A $5 fee will be applied to students registered for fewer than six credits or for a replacement card.

Deferred Payment Plan

Miles Community College offers the following deferred payment plan for students wishing to spread their tuition and fee payment over a period of time:

1. A minimum of $100.00 must be paid at the time the contract is signed. All payments and/or arrangements are due by Fee Payment (the 15th/16th class day).
2. A $50 late charge will be assessed if a student neglects to set up a deferred payment plan by the week after Fee Payment.
3. Fifty percent of the total due must be paid within the first 30 days of the semester.
4. The full amount due must be paid within the first 60 days of the semester.
5. A $15 late fee is assessed on deferred payment plan monthly payments that are late.
6. An administrative charge of $25.00 per semester will be levied.
7. A monthly interest charge of 1% (12% annual) will be applied to all outstanding balances. This interest charge will be calculated on the outstanding balance on the last day of the month.
8. Any unpaid balance of the deferred obligation must be paid before the student may re-enroll, graduate, or receive transcripts.
9. A binding contractual agreement must be completed in the Business Office for any payment arrangements where tuition and fees are not paid in full by Fee Payment.
10. This deferred payment plan does not pertain to books or supplies and is subject to change.

Estimated College Costs

To help students make a realistic evaluation of their financial needs, the following are estimated maximum per semester costs (based on full-time enrollment status) of attending Miles Community College. There are vast variations in actual cost depending upon individual needs.

	In-District*	Out-of-District**	Out-of-State	WUE	GEM
Tuition & Fees (15 credits/semester)	$1,992	$2,437	$3,693	$3,220	$2,437
Books & Supplies	550	550	550	550	550
Room & Board	3,050	3,050	3,050	3,050	3,050
Transportation	600	600	600	600	600
Personal Expenses	700	700	700	700	700
Loan Fees	30	30	30	30	30
Total	$6,922	$7,367	$8,623	$8,150	$7,367

*Custer County residents only ** All other Montana residents

Refund Policy

Students are responsible for the accurate payment of all tuition, fees or any other costs associated with attending Miles Community College. Miles Community College reserves the right to offset any sums owed by the student to the College against any amounts owed by the College to the student either through normal operations or inadvertent errors.
For students withdrawing from all classes, the official withdrawal process must be completed. For Withdrawals completed after the 8th class day, the student will be responsible for the full cost of tuition and fees. The withdrawal form may be obtained at Student Services. Tuition and fees will be adjusted according to the following schedule:

Fall and Spring Semesters
Through the 8th day of classes—No Tuition and Fees Charged
After the 8th day of classes—Student Responsible for Full Cost of Tuition and Fees

Summer Term
Through the 4th day of classes—No Tuition and Fees Charged
After the 4th day of classes—Student Responsible for Full Cost of Tuition and Fees

Mini-Session Classes

For any class that meets for five days or less, a 100 percent refund for tuition and fees will be made if the withdrawal occurs at least two business days before the class begins. If the withdrawal does not occur at least two business days prior to the beginning of the class, no refund will be given.

Financial aid for mini session classes, specifically summer terms, will not be disbursed to students until they have physically begun taking the final course that qualifies them for the credit load which they are funded.

Refund Policy for Continuing Education, Noncredit Courses, and Workshops
A 100 percent refund will be made whenever students cancel their registration at least 48 hours prior to the first class meeting or if the class is cancelled by the College.

Western Undergraduate Exchange Scholarship
The Western Undergraduate Exchange (WUE) Scholarship, a program coordinated by the Western Interstate Commission for Higher Education, rewards students' academic achievement by offering a reduced tuition level: out-of-district tuition plus 50 percent of that amount. All associate degrees are eligible for this scholarship, subject to enrollment limits established by the Montana Board of Regents.

Recipients must be from Alaska, Arizona, California, Colorado, Hawaii, Idaho, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, or Wyoming and meet the non-Montana resident admissions standards. Students must be working toward the completion of their first undergraduate degree.

Western Undergraduate Exchange recipients may not use the time spent as a WUE student to meet the 12 month residency requirement to earn Montana residency status and must reapply for the scholarship if they do not attend one full semester and return to Miles Community College. For additional information about this program, contact Student Services.

Nursing Information

Karla Lund-Elder, Nursing Director
406.874.6188 lundk@milescc.edu

Diane Grutkowski, Nursing Department Administrative Assistant
406.874.6189 grutkowskid@milescc.edu

Miles Community College offers a two-year Associate of Science in Nursing Degree which prepares students for Registered Nursing licensure.

Accreditation
The Miles Community College Registered Nursing Program is accredited by:

Accreditation Commission for Education in Nursing, Inc. (ACEN) *formerly NLNAC*
3343 Peachtree Rd. NE, Suite 850
Atlanta, GA 30326
Phone: 404.975.5000 Fax 404.975.5020
Website: www.acenursing.org

and fully approved by:

Montana State Board of Nursing
301 South Park
PO Box 200513
Helena, MT 59620-0513
Phone: 406.841.2342
Website: http://mt.gov/dli/bsd/license/bsd_boards/nur_board/board_page.asp

Mission
The Miles Community College Nursing Program reflects and supports the mission and objectives of the College. Miles Community College promotes student success and lifelong learning through accessible, quality programs and community partnerships. The College's strategic initiatives are to, 1) Provide a quality student experience, 2) Recruit and retain students, 3) Actively seek sustainable funding, 4) Cultivate quality community relationships, 5) Foster an innovative approach to education.

Program Purposes
The purposes of the Nursing Program are to:
- provide for fulfillment of the requirements for the Associate of Science in Nursing Degree,
- establish the graduate's educational preparation for application to write the National Council Licensure Examination for Registered Nurses (NCLEX-RN),
- facilitate the graduate's acceptance of responsibility and accountability in nursing practice,
- provide a learning environment that supports caring, collaboration, excellence, critical thinking, and lifelong learning.

Program Guiding Principles

People are biopsychosocial beings who grow, develop, and adapt throughout the lifespan. The faculty of the Nursing Program believes that people, as members of the global society, are endowed with intellects and capacities which direct them toward uniqueness, autonomy, and self fulfillment with dignity. People have rights, privileges, and responsibilities as members of the family, the community, and the global society. Individuals are further impacted by economics; urban or rural settings; and cultural, ethnic, or religious orientation.

Health is a dynamic state which fluctuates within a wellness-illness continuum with optimal-level wellness as the goal. The Nursing Program curriculum addresses acute and chronic health needs and wellness throughout the lifespan.

Nursing Practice

The goal of nursing is to facilitate, maintain, or restore optimal-level wellness as perceived by the client or to provide support for the dying. Nursing as a discipline draws from a body of evidenced based behavioral and scientific disciplines as well as experiential knowledge. Nursing is a caring profession which applies core values, integrated concepts and outcomes. Nursing is guided by the principles of the American Nurses Association nursing standards of practice and Code of Ethics, all within the legal boundaries of nursing.

The systematic process used for the Associate Degree Registered Nurse (ADRN) is primarily based on seven core values, eight integrated concepts and four outcomes. The foundation is built upon the core values of; caring diversity, integrity, excellence, ethics, patient-centeredness and holism. Integral to nursing practice is the application of eight concepts; context and environment, knowledge and science, personal and professional development, quality and safety, relationship-centered care and teamwork.

The ADRN communicates effectively, collaborates with clients and health care team members and serves as a patient advocate. The ADRN uses evidence based data; engages in practice using reflection and rationale thought, while recognizing the responsibilities and boundaries in the nursing profession.

Nursing Education

Nursing education is a sequence of planned activities and dynamic experiences by which students learn and are socialized into the profession of nursing. The optimal learning environment supports caring, recognizes differences, committed to excellence, demonstrates open communications, encourages personal/professional growth, and advocates for every person to functions according to their own values, beliefs and practices.

The process of nursing education is based on professional interaction and mutual respect between the student and the teacher. Faculty members serve as role models and facilitators of learning. Faculty strives to provide clinical experiences in which students can apply nursing concepts to a variety of clients in various settings. Nursing concepts are presented and revisited in greater complexity throughout the curriculum.

Through knowledge and experience, students are expected to progressively apply concepts in order to reach a level to where they can critically analyze a situation, synthesize and implement a plan of care, and evaluate outcomes. Lifelong learning is valued and necessary owing to the rapid changes in the health care environment, including increased client acuity, increased demands for knowledge, and the explosion of technology.

The Associate of Science in Nursing Graduate

The Associate of Science in Nursing (A.S.N.) graduate is a valuable member of the health care team and the nursing profession.

The graduate's practice includes professionalism, written and spoken communication, assessment, clinical decision making, caring interventions, teaching and learning, collaboration, managing care, concern for safety for both the client and the health care team, utilization of technology, client advocacy, nursing diagnoses, prioritization, planning, implementation, delegation, evaluation of outcomes, maintenance of ethical and legal standards, practicing in a cost-effective manner, providing for continuity of care, and discharge planning. Graduates also acquire skills needed to progress academically through a Baccalaureate Science in Nursing (BSN) degree.

Program Objectives

The objectives of the College's Associate Degree Nursing Program are to graduate individuals who are prepared to:

- Serve as advocates in promoting integrity and growth in human beings.
- Provide safe quality care that is backed by evidence-based practice.
- Execute the role of a professional nurse committed to improving nursing care.
- Question assumptions, challenge the status quo and offer alternate ideas.

General Advising Information – Nursing

Program Completion: Full-Time and Part-Time Options

The Associate of Science in Nursing Degree may be completed as a two-year (four semesters), full-time plan of study.

However, students may choose a part-time option and complete the degree requirements over a longer period of time. The part-time option is accomplished by completing any or all of the required "non-nursing," general education courses prior to applying for admission into the Nursing Program. Once admitted to the Nursing Program, students must complete the A.S.N. requirements within two years of the initial admission date. Students choosing the part-time option are initially designated Pre-Nursing students. Pre-Nursing students are assigned a nursing faculty advisor to develop a plan of study. The part-time option is highly recommended for students with job and/or family responsibilities.

Nursing Program Admission
Because of the critical nature of patient care, accreditation standards established by the Accreditation Commission for Education in Nursing, INC. *formerly NLNAC*, and licensure standards established by the Montana State Board of Nursing, students who are seeking admission to the Associate Degree Registered Nursing Program are subject to requirements and review procedures beyond those associated with general admission to the College.

Please note: Admission, progression, and graduation criteria are subject to annual revision. Contact the Miles Community College Nursing office for the most current information.

Nursing program pre-requisites are:
- Completion of CHMY 121 and CHMY 122 (Chemistry) with a "C" or higher grade.
- Completion of M 095 Intermediate Algebra or higher with a "C" or higher grade.

Other Nursing program requirements are:
- All prerequisites to required general education courses and general education courses must be completed with a "C" or higher grade.
- A most recent Institutional cumulative GPA of 2.75 or higher is required for admission to the Nursing Program.
- For students applying for admission who have no prior college work, COMPASS scores of 82 or above for Reading, 70 or above for English, 66 or above on the Algebra portion of Mathematics.
- All required A.S.N. Degree courses, including general education courses, may be repeated only once, developmental courses not included.
- To progress successfully through the program, pass return skills demonstrations, and function as a nurse after graduation, applicants shall have 1) adequate visual acuity with or without corrective lenses to read calibrations on insulin syringes and fine print on drug inserts, 2) adequate hearing ability with or without auditory aids to be able to auscultate breath sounds and understand the normal speaking voice without viewing the speaker's face, 3) adequate physical ability of upper and lower extremities to perform skills such as cardiopulmonary resuscitation and sterile technique correctly, and 4) sufficient speaking ability of the English language to effectively communicate with patients and relay information verbally to others.
- Applicants who have been convicted of a felony or treated for substance abuse should discuss their eligibility status with the Montana Board of Nursing prior to admission.
- Anatomy and Physiology I and II credits should be less than five years old. Credit for Anatomy and Physiology coursework over five years old will be awarded only through an "escrow" mechanism. Student's credits will be held "in escrow" until successful completion ("C" or better) of NRSG 103 - Pathophysiology.
- Developmental Psychology (PSYX 230) or equivalent must have been completed within five years prior to admission to the Nursing Program.

Acceptance to and graduation from the Nursing Program does not assure eligibility to take the RN licensing examination. The Montana Board of Nursing makes all final decisions on issuance of licenses.

Applying for Admission to the Nursing Program
Admission to the Nursing Program is based largely on points assigned to the student's total percentage earned on each of the two Assessment Technologies, Institute (ATI) exams; include this statement students with the most points from the ATI TEAS, Critical Thinking exams and the most recent Institutional cumulative GPA will be invited into the Nursing Program.

The two (2) exams are given via an online format twice per year in October and February. Students self register for the Nursing Entrance Exams on the Miles Community College home page at www.milescc.edu. The registration link will become active for use approximately three (3) to four (4) weeks prior to exam dates. The deadline for registering to take the exams is three (3) working days prior to the exam date. The TEAS Version V study materials are available at the ATI website, (www.atitesting.com) and in the Miles Community College library. The TEAS Entrance Exam has 150 multiple choice questions covering reading, math, science, and English language usage. The ATI Critical Thinking Entrance Exam has 40 multiple choice questions. Students may take each ATI exam a maximum of two times per academic year; the student's highest exam scores will be utilized for admission purposes. A minimum score of 60% on each exam is required. In case of a tie score students will be selected according to the highest GPA.

Points assigned to scores from each of the Entrance Exams. TEAS and Critical Thinking are worth 90 points each.

TEAS score	Points	Critical Thinking score	Points
99-100	90	99-100	90
96-98	85	96-98	85
93-95	80	93-95	80
90-92	75	90-92	75
87-89	70	87-89	70
84-86	65	84-86	65
81-83	60	81-83	60
78-80	55	78-80	55
75-77	50	75-77	50
72-74	45	72-74	45
69-71	40	69-71	40
66-68	35	66-68	35
63-65	30	63-65	30
60-62	25	60-62	25
57-59	20	57-59	20
54-56	15	54-56	15
51- 53	10	51-53	10
0-50	00	0-50	00

The most recent institutional cumulative GPA of 2.75 or greater is required. Points are assigned to students GPA starting at 64 and placed in descending order to 02 minimum.

3.99-4.00 = 64	3.55-3.58 = 42	3.11-3.14 = 20
3.95-3.98 = 62	3.51-3.54 = 40	3.07-3.10 = 18
3.91-3.94 = 60	3.47-3.50 = 38	3.03-3.06 = 16
3.87-3.90 = 58	3.43-3.46 = 36	2.99-3.02 = 14
3.83-3.86 = 56	3.39-3.42 = 34	2.95-2.98 = 12
3.79-3.82 = 54	3.35-3.38 = 32	2.91-2.94 = 10
3.75-3.78 = 52	3.31-3.34 = 30	2.87-2.90 = 8
3.71-3.74 = 50	3.27-3.30 = 28	2.83-2.86 = 6
3.67-3.70 = 48	3.23-3.26 = 26	2.79-2.82 = 4
3.63-3.66 = 46	3.19-3.22 = 24	2.75-2.78 = 2
3.59-3.62 = 44	3.15-3.18 = 22	

ATI exam scores are considered valid for one year only. Therefore if not accepted into the Nursing Program, students will need to retake both of the exams in order to be consider for the next year's class. The combined cost to the two exams is approximately $61.00. Admission to the MCC Nursing Program is limited to 38 new students each fall, 30 freshman students each year at the Miles City site and eight students at the Glendive site or Sidney site in alternating years. Students will be asked to designate their preferred site location on the Nursing Program application when applying for admission. Admission of freshman students occurs only once per school year in April for the following fall semester.

Initial Admission Requirements
This program has specific entrance requirements. Students must score at least a 66 on the Algebra portion of the COMPASS test or have completed M 095 Intermediate Algebra or higher math prior to admission to NRSG 101. There is Chemistry pre-requisite for Human Anatomy & Physiology I.

In order to be eligible for consideration for admission to the Nursing Program, students must complete:

- **The Miles Community College Application** process plus the **Nursing Program Application process**.

The additional Nursing Program admission requirements include submission of the following to the college by March 15th:

- Official High School transcripts or GED
- Official College transcripts, if applicable, from all institutions attended
- Completed Miles Community College general application
- Completed Miles Community College Nursing application.

The College's Nursing Admissions Committee determines acceptance of students based on:

- An applicant's completion of all the application and transcript requirements by the deadline date, (March 15th).

- Rank order of the student's highest combined ATI exam points (TEAS and Critical Thinking exams) and GPA; students will be placed in descending order until all available slots are filled.

Admission to Designated Sites
Starting with the highest points of the combined ATI Exam scores and GPA's and placed in descending order; successful students will be admitted to each of the designate "sites" according to the rank order points. Students will be placed according to their requested and previously designated site location. In the case that all of the slots have been filled at that particular site location, students will be given notice and will be allowed two working days to choose an available alternative site. If the alternative site placement is not agreeable, students have no option but to withdraw from the admission process. Students may apply for admission the following year. In case of a tie score for the last available "slot" students will be selected according to the highest GPA. Notification letters will be mailed by the second week in April after the final decisions have been made by the Nursing Admissions Committee.

Completing the Admission Process
Students who are initially accepted into the Nursing Program must complete the nursing admission process to be eligible to enroll in NRSG101. Failure to submit will forfeit their admission status. Failure to complete any of the following may lead to the revocation of a students' admission into the Miles Community College Nursing Program.

Admission Process after being accepted into the Nursing Program:
Students who are accepted into the Nursing Program must complete the nursing admission process to be eligible to enroll in NRSG 101.

Failure to complete any of the following may lead to the revocation of a students' admission into the MCC Nursing Program.

Accepted Students must submit:

By June 15th:
- A nonrefundable deposit of $200 to hold their "slot" (the deposit will then be applied toward fall tuition and fees).

By July 15th:
- Evidence of current Criminal Background Check through Verified Credentials Inc.

By July 15th: **The following documents must be submitted to Verified Credentials Inc.**
- Evidence of certification as a Certified Nurse Assistant (CNA) or evidence of completion of state-approved Certified Nurse Assistant training program.
- A completed Nursing Program Basic Health Screening Form (includes immunizations; TB screening; vital signs; vision; hearing; allergies, including latex screening if indicated; current medications; health problems; and demographic and insurance information).
- Evidence of current CPR (Health Care Provider or equivalent).
- Evidence of health insurance or signed waiver (insurance waiver forms must be picked up & turned in at the Nursing office on campus NOT submitted to Verified Credentials Inc.)

By August 1st:
- Evidence of satisfactory completion, through coursework or challenge exam, of CHMY 121 and CHMY 122, which is the pre-requisite for BIOH 201 & BIOH 202 Human Anatomy and Physiology I.
- Evidence of completion of M 095 Intermediate Algebra or higher.

All required uniforms, name tags, books, and lab supplies must be purchased prior to the beginning of Fall classes.

By September 10th:
- Payment of professional liability insurance (Fee is included in fall tuition and fee payment.)

Note: Any discrepancies found in a student's file, inaccurate or fraudulent information, or other circumstances occurring or discovered subsequent to a student's acceptance can lead to revocation of acceptance by a majority decision of the Nursing Admissions Committee.

Ongoing General Requirements

In order to maintain ongoing enrollment in the Nursing Program, students must meet the following requirements:
- Nursing courses are designated by "NRSG" and are graded as follows:
  A=92-100
  B=84-91
  C=78-83

D=70-77
F=70 below

- A final grade of "C" or better must be earned in each of the required general education and nursing courses. Students with a final grade lower than a "C" in any of the A.S.N. required courses will be dropped from the Nursing Program.
- An overall GPA of 2.25 or greater on a 4.0 scale must be maintained each semester.
- All nursing classes must be taken in the appropriate sequence (see prerequisites and co-requisites).
- A final grade of "C" (78%) or better in both the clinical and theory portions of the nursing courses must be earned.
- Basic Health Screening update, including current CPR and PPD must be submitted yearly.
- Negative test on any drug screening as required by agencies providing clinical experiences must be submitted.
- Professional liability insurance must be paid yearly (included in fall tuition and fee payment).
- Students' signed last page of current Nursing Student Handbook stating that they understand and agree to abide by the policies and procedures of the Miles Community College's Nursing Program.

Clinical Experience – Nursing

Nursing students are required to participate in a variety of clinical experiences in hospitals, clinics, extended care facilities, schools, and multiple community health care service agencies. To progress successfully through the program, pass return skills demonstrations, and function as a nurse after graduation, applicants shall have:

- Adequate visual acuity with or without corrective lenses to read calibrations on insulin syringes and fine print on drug inserts.
- Adequate hearing ability with or without auditory aids to be able to auscultate breath sounds and understand the normal speaking voice without viewing the speaker's face.
- Adequate physical ability of upper and lower extremities to perform skills such as cardiopulmonary resuscitation and sterile technique correctly.
- Sufficient speaking ability of the English language to effectively communicate with patients and relay information verbally to others.

Clinical assignments are usually at a set time but may vary and involve early mornings, evenings, and occasional weekends. Students will be given a clinical schedule at the beginning of each semester. It is expected that students will arrange family and employment responsibilities in order to participate at assigned clinical times.

Principles of Universal Precautions are taught, observed, and reinforced throughout the nursing curriculum beginning in NRSG 101. Students who are or may be pregnant should inform the clinical instructor immediately so appropriate precautionary measures can be implemented. As professional practitioners, faculty members have an obligation to clients, clinical agencies, and members of the health care team to ensure that nursing students are prepared and competent to provide safe nursing care. In order to participate in clinical experiences, students must consistently:

- Demonstrate emotional stability.
- Demonstrate professional behaviors, including respectful and appropriate communication with faculty, staff, and peers.
- Demonstrate good health and be free from any conditions that could jeopardize self or client health and/ or safety. This includes the use of alcohol and mind-altering drugs.
- Demonstrate safe and competent student nurse practice regarding client safety and comfort.
- Maintain confidentiality (HIPPA standards).
- Comply with all affiliating agency policies and procedures.
- Practice within the legal boundaries of nursing and the student nurse.

More specific information on student behaviors that may lead to students being denied access to a clinical area and subsequent disciplinary actions can be found in the current Nursing Student Handbook at http://www.milescc.edu/DownloadFiles/NursingStudentHandbook.pdf.

Admission to Licensed Practical Nurse to Registered Nurse (LPN to RN) Completion Program-Nursing

Admission to the Licensed Practical Nurse to Registered Nurse (LPN to RN) Completion Program is designed to give recognition for knowledge and skills attainted by students who have graduated from approved practical or vocational nursing programs and who currently hold an unencumbered LPN license. Students who are currently enrolled in a Practical Nursing Program are eligible to apply for admission but must obtain LPN licensure prior to beginning of the Fall semester for which they are applying. Students who have been out of school for more than five years and/or lack IV theory and skills should consider applying for admission to the Nursing Program as second semester freshman.

Admission to the Nursing Program is based on student's highest combined Assessment Technologies Institute, (ATI) entrance exam points and most recent Institutional cumulative GPAs. The two (2) exams are given via an online format twice per year in October and February. Students self register for the Nursing Entrance Exams on the Miles Community College home page at www.milescc.edu. The registration link will become active for use approximately three (3) to four (4) weeks prior to exam dates. The deadline for registering to take the exams is three (3) working days prior to the exam

date. Consult ATI for study materials at (www.atitesting.com). The LPN STEP Entrance Exam has a 150 multiple choice questions. The ATI Critical Thinking Entrance Exam has 40 multiple choice questions. Students may take each ATI exam a maximum of two times per academic year; the student's highest exam scores will be utilized for admission purposes. A minimum score of 60% on each exam is required. In case of a tie score students will be selected according to the highest GPA.

The student's highest exam scores will be utilized for admission purposes. ATI exam points are considered valid for one year only. Therefore, if not accepted into the Nursing Program, students will need to retake the exams in order to be considered for the next year's class. The cost of the two exams is approximately $44.00. LPN's are admitted on a space -available basis only and must submit a completed Nursing program application by March 15th for consideration. Please contact the Nursing Office if you have questions.

Points assigned to scores from each of the Entrance Exams. TEAS and Critical Thinking are worth 90 points each.

FON/STEP score	**Points**	**Critical Thinking score**	**Points**
99-100	90	99-100	90
96-98	85	96-98	85
93-95	80	93-95	80
90-92	75	90-92	75
87-89	70	87-89	70
84-86	65	84-86	65
81-83	60	81-83	60
78-80	55	78-80	55
75-77	50	75-77	50
72-74	45	72-74	45
69-71	40	69-71	40
66-68	35	66-68	35
63-65	30	63-65	30
60-62	25	60-62	25
57-59	20	57-59	20
54-56	15	54-56	15
51- 53	10	51-53	10
0-50	00	0-50	00

The most recent institutional cumulative GPA of 2.75or greater is required. Points are assigned to students GPA starting at 64 and placed in descending order to 02 minimum.

3.99-4.00 = 64	3.55-3.58 = 42	3.11-3.14 = 20
3.95-3.98 = 62	3.51-3.54 = 40	3.07-3.10 = 18
3.91-3.94 = 60	3.47-3.50 = 38	3.03-3.06 = 16
3.87-3.90 = 58	3.43-3.46 = 36	2.99-3.02 = 14
3.83-3.86 = 56	3.39-3.42 = 34	2.95-2.98 = 12
3.79-3.82 = 54	3.35-3.38 = 32	2.91-2.94 = 10
3.75-3.78 = 52	3.31-3.34 = 30	2.87-2.90 = 8
3.71-3.74 = 50	3.27-3.30 = 28	2.83-2.86 = 6
3.67-3.70 = 48	3.23-3.26 = 26	2.79-2.82 = 4
3.63-3.66 = 46	3.19-3.22 = 24	2.75-2.78 = 2
3.59-3.62 = 44	3.15-3.18 = 22	

A cumulative GPA of 2.75 or greater is required for entrance; the most recent institutional cumulative GPA is used.

The additional Nursing Program admission requirements for LPNs include submission of the following to the college by March 15th:

- Official High School transcripts or GED
- Official College transcripts from all institutions attended
- Completed Miles Community College general application
- Completed Miles Community College Nursing application

The College's Nursing Admissions Committee determines acceptance of students based on:

- An applicant's completion of all the application and transcript requirements by the deadline date (March 15th).
- Rank order of the student's highest combined ATI exam points (LPN STEP and Critical Thinking exams) and GPA; students will be placed in descending order until available slots are filled; LPNs are admitted on a space-available basis only.

Students who are accepted into the Nursing Program must complete the nursing admission process to be eligible to enroll Fall classes. Failure to submit will forfeit their admission status. Failure to complete any of the following may lead to the revocation of a students' admission into the MCC Nursing Program.

Accepted Students must submit:
By June 1st:

- Enrollment in NRSG 250 LPN to RN Transition course, NRSG 156 Pathophysiology, and any other incomplete freshman level A.S.N. required course.

By June 15th:

- A nonrefundable deposit of $200 to hold their "slot" (the deposit will then be applied toward fall tuition and fees).
- Evidence of completion of a skills demonstration and a case study care plan with a 78% or higher grade.

By July 15th: The following documents must be submitted to Verified Credentials Inc.

- A completed Nursing Program Basic Health Screening Form (includes immunizations; TB screening; vital signs; vision; hearing; allergies, including latex screening if indicated; current medications; health problems; and demographic and insurance information).
- Evidence of an unencumbered LPN or LVN license.
- Evidence of current CPR (Health Care Provider or equivalent).
- Evidence of health insurance or signed waiver (insurance waiver forms must be picked up & turned in at the Nursing office on campus NOT submitted to Verified Credentials Inc.)

By August 1st:

- Evidence of successful completion of NRSG 250 LPN to RN Transition course.
- Evidence of successful completion of NRSG 156 Pathophysiology
- Evidence of completion of M 095 Intermediate Algebra or higher.
- Documentation of successful completion of all freshman level A.S.N. requirements.

All required uniforms, name tags, books, and lab supplies must be purchased prior to the beginning of Fall classes.

There are non-nursing courses that are required for the Miles Community College Nursing Program which need to be completed; LPNs are strongly encouraged to visit with the Nursing Program Director prior to application.

By September 10th:

- Payment of professional liability insurance (Fee is included in fall tuition and fee payment.)

Note: Any discrepancies found in a student's file, inaccurate or fraudulent information, or other circumstances occurring or discovered subsequent to a student's acceptance can lead to revocation of acceptance by a majority decision of the Nursing Admissions Committee.

It is highly recommended that students interested in the LPN to RN Completion Program contact the Nursing Program Director for individual advising by January 1 prior to the desired fall admission date. Students successfully meeting all of the requirements will be placed in fall semester of the second year nursing courses. Credit for NRSG 101 & 102 Fundamentals of Nursing I, NRSG 103 & 104 Fundamentals of Nursing II, NRSG 105 Intro to Pharmacology, and NRSG 110 Math for Meds will be held "in escrow" until students successfully complete NRSG 156 Pathophysiology and NRSG 250 LPN to RN Transition.

LPN to RN Completion students are subject to all the general Nursing Program requirements. Please refer to Ongoing General Requirements.

Transfer Students – Nursing

Students wishing to transfer to the Miles Community College Nursing Program from other schools of nursing should contact the Nursing Program Director. A letter requesting admission to the College's Nursing Program is required and should be addressed to the Nursing Admissions Committee. The letter should outline the reasons for leaving the previous nursing program and the reasons the student thinks they will be more successful in the Miles Community College Nursing Program. A letter of recommendation from the student's previous nursing school director or dean is required. Transfer of nursing credits is on a case-by-case basis through course evaluation. Transfer students must complete all nursing program admission requirements prior to enrollment. Nursing courses must have been taken within the past year from a nursing program that is approved by Montana State Board of Nursing or a nationally recognized nursing accrediting body.

Students requesting transfer into freshman-level nursing classes are required to take the ATI TEAS exam and Critical Thinking Entrance exam.

Students requesting transfer into sophomore-level nursing classes are required to take the ATI Fundamentals of Nursing and Critical Thinking Entrance exams.

Transfer students may also be required to demonstrate skills and the Nursing Process through care plan writing.

Nursing Readmission Process

A letter from the student requesting readmission to the Miles Community College Nursing Program is required and should be addressed to the Nursing Admissions Committee stating students' understanding of why they were unsuccessful in the Nursing Program and what has changed that will allow them to be successful on a second attempt. There must be space available in limited-enrollment courses in order to readmit students. A student's GPA will be the deciding factor in the event there are more applicants than clinical slots available. Nursing courses must have been taken within the past year from a nursing program that is approved by a nationally recognized nursing accrediting body.

The procedure for readmission is detailed in the current Nursing Student Handbook available on the Nursing website at www.milescc.edu/Programs/Nursing/ or at the Nursing office.

Military Deployment: Miles Community College Nursing Students:

Readmission into the Nursing Program, for the Miles Community College Nursing students, after a Military Deployment will be done in accordance with "Military Personnel and Veteran; Higher Education Act Provisions". In addition to the Higher Education Act Provision for Military Personnel, the student must have met "Ongoing General Requirements for Nursing" at the time of deployment and must complete the "Nursing Readmission Process". Each request will be handled on a case by case basis and will be reviewed by the Miles Community College Nursing Admissions Committee.

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MILES
COMMUNITY COLLEGE

Financial Aid

Start Here... Go Anywhere.

Financial Aid

Applying for Financial Aid

The Financial Aid Office administers federal and state aid, as well as scholarships. The purpose of all financial aid programs at Miles Community College is to provide financial assistance to eligible students who, without such aid, would find it difficult to start and attend school. Although families and students are expected to make a maximum effort to meet the costs of education, financial aid is available to help fill the gap between family resources and yearly academic expenses.

How to Apply

Students must apply for all forms of federal, state, and institutional aid by completing the Free Application for Federal Student Aid (FAFSA). The FAFSA can be completed via the web at www.fafsa.gov. The FAFSA serves as the universal application in initiating all financial aid at Miles Community College. For assistance in completing the FAFSA, please contact the Financial Aid Office at 406.874.6208 or 800.541.9281. Don't forget to list the College's Title IV School Code on the FAFSA: 002528.

When to Apply

The FAFSA or Renewal Application must be completed every year. April 15 is Miles Community College's priority date for submitting the FAFSA to the Department of Education. Early application is greatly encouraged to ensure that students have full access to all available financial aid programs. Some financial aid funds are limited and will be awarded first to students who submit the FAFSA by April 15. It is highly recommended that families complete their taxes as soon as possible after the first of the year in order to meet the priority date for submitting the FAFSA.

How Financial Aid is Calculated

When a completed FAFSA is received by the United States Department of Education, a formula mandated by Congress called Federal Methodology is used to calculate the Expected Family Contribution (EFC). Students will receive a Student Aid Report (SAR) and the school whose code is listed on the FAFSA will receive an Institutional Student Information Report (ISIR). The SAR/ISIR will contain the EFC, which is used to determine eligibility for financial aid. The Financial Aid Office uses the estimated Cost of Attendance (COA) (tuition, fees, books, room, board, and other related expenses) less the EFC to determine students' financial need. See Estimated College Costs on page 18 for an average breakdown of COA figures.

Students applying for financial aid are considered for all programs for which they request aid and are eligible, contingent upon the availability of funds. The amount of financial aid awarded is generally a combination of grants, work study, and loans and is based on the remaining need of the student (COA - EFC = Need).

General Eligibility Requirements

To receive Title IV financial aid, students must meet the following eligibility requirements:

- has a valid Social Security number
- is a U.S. citizen or eligible noncitizen
- if male, is registered with Selective Service
- is a regular student (seeking a degree or certificate)
- is enrolled, or accepted for enrollment, in an eligible program
- if enrolled in a distance education course, the course must be part of an eligible program
- has a high school diploma or equivalent (General Educational Development [GED] certificate), or homeschool diploma.
- is not enrolled in elementary or secondary school
- has not been convicted under federal or state law for possession or sale of illegal drugs while receiving Title IV Funds (Check with the Financial Aid Office for more information.)
- does not owe a grant or loan overpayment
- is not in default with a Perkins, Stafford, or PLUS Loan
- has not borrowed in excess of loan limits
- maintains Satisfactory Academic Progress (see page 36)
- has need, as defined by individual program requirements (except for Unsubsidized Stafford Loans and PLUS)
- repays any financial aid received as a result of inaccurate information. Any person who intentionally misrepresents facts on the application is violating federal law and may be subject to a $10,000 fine and/or imprisonment.

Financial Aid Process

This is the sequence of events that students must follow in order to receive financial aid. It is very important that students provide accurate and complete information to the Financial Aid Office in a prompt manner to prevent any delays in receiving financial aid.

- Student submits FAFSA with Miles Community College's school code listed (002528).
- Department of Education processes FAFSA and calculates EFC.
- Student receives SAR, and Miles Community College receives ISIR.
- Miles Community College sends letter to student requesting additional information, which may include verification materials if student is chosen for verification.
- Student returns requested information to Miles Community College.
- Financial Aid Director determines student's financial need and creates a financial aid award package.
- Miles Community College sends the student a financial aid award letter, terms and conditions, Satisfactory Academic Progress Policy, and Entrance Counseling/Master Promissory Note instructions (if student is awarded a student loan).
- Student returns signed award letter to Miles Community College.
- Student completes Entrance Counseling online through the financial aid website.
- Student completes a Master Promissory Note (MPN) if student accepted a student loan. The Master Promissory Note is completed online through the financial aid website.
- Students who have been awarded and accept work study must complete employment forms before becoming eligible to work.
- Funding is disbursed to student during fee payment days, which is usually the 16th or 17th day of each semester. Grants and student loans are disbursed by crediting students' accounts at Miles Community College. If the amount of grants and/or student loans exceeds the amount due to the College, a check will be issued to student for the difference. Work study funds are disbursed by check monthly as the funds are earned.

Verification

The Financial Aid Office completes verification on all files that the Department of Education chooses for verification. The Financial Aid Office also has the right to verify any student's ISIR who applies for financial aid at Miles Community College regardless of whether or not he or she was chosen by the Department of Education for verification.
When students are chosen for verification, they are required to return the following information to the Financial Aid Office:

- Student Data Form
- Verification Worksheet
- Students and parents must complete the IRS Data Retrieval, or submit official IRS Tax Transcripts

Additional information may be requested of students and parents during the verification process. Financial aid will not be awarded until the file has been completely verified. It is critical that students return requested documentation immediately to the Financial Aid Office to prevent delays.

Consortium Agreements

Students who are degree seeking at Miles Community College must complete a consortium agreement form if they want financial aid for courses that they are enrolled in at a separate college. The courses at the other institution must transfer back to Miles Community College toward their degree. Students cannot receive financial aid at both institutions. Students must abide by special consortium requirements. Consortium agreement forms can be picked up at the Financial Aid Office.

Book Vouchers

Students who have accepted their financial aid award packages may request a book voucher from the Financial Aid Office. Students whose Title IV financial aid funds (grants and loans) exceed the amount of the charges reflected on their student accounts with the Business Office are eligible to receive a book voucher. Book vouchers will be available approximately five days before the start of each semester. The amount of the book voucher cannot exceed $600. Students must reapply for the book voucher each semester.

The book voucher authorizes Miles Community College to charge up to $600 of required books to the student's account and apply any Title IV financial aid funds toward these charges. If unforeseen circumstances prevent financial aid from being disbursed or if the student leaves Miles Community College for any reason, the student is completely responsible for the full balance due for the books charged to his or her account. If students need their books shipped to them, the cost of shipping and handling will be charged to their accounts.

Financial Aid Disbursements

Most types of financial aid (with the exception of work study) are credited to students' accounts to pay institutional charges, such as tuition, fees, room, and board. Any remaining balance after school charges are deducted is to be used for students' other expenses such as books, supplies, and living expenses.

Fee payment and financial aid disbursement occurs on fee payment days, which are on or before the 16th day of the semester. Financial aid disbursements during the summer session will occur on or before the 8th class day.

Types of Financial Assistance

Miles Community College provides three sources of financial aid: grants (money that does not have to be paid back), work study, and loans. Scholarships are non-need based resources for students. The grants listed below are paid to students by crediting their accounts. If the amount of the grants disbursed exceeds the amount due to the College, students receive a check for the remaining balance.

Federal Pell Grant

The Pell Grant is a federal program designed to provide undergraduate students who have not attained their first bachelor's degree with a foundation of financial aid. Pell eligibility is determined when a FAFSA is completed. The Department of Education determines Pell eligibility by using the Federal Methodology formula. The award is to be used for education expenses, which include tuition, fees, room, board, books, and supplies. The amount of Pell Grant students receive depends on their enrollment status and EFC.

Federal Supplemental Education Opportunity Grant (FSEOG)

The FSEOG is available to students who demonstrate exceptional financial need and who are eligible for a Federal Pell Grant. The FSEOG has limited funding and is awarded first to those eligible students with exceptional financial need and the lowest EFCs.

Governor's Best and Brightest Need-Based Scholarships

Miles Community College receives a certain number of need-based awards from the state based on the College's full time equivalent enrollment (FTE). These awards go to need-based recipients within the health science, technology, and general education areas. The award amount is $1,000 per year (fall/spring) and the award is renewable for the next chronological semester or term if the recipient maintains Satisfactory Academic Progress and continues to have need based on the FAFSA (COA – EFC = Need). In addition to having need, students must be Montana residents; not have been awarded a Montana University System Honor Scholarship; if male, must meet Title IV selective service requirements; must not be in default on a Title IV or state of Montana education loan; must not owe a refund to a federal Title IV or state of Montana student financial aid program; must not be incarcerated; and must be seeking their first certificate or associate degree.

Montana Access Challenge Grant (MACG)

The Montana Access Challenge Grant is funded by the College Access and Challenge Grant, a federal formula grant. Grants are awarded first-time, full-time, degree-seeking Montana resident students who entered school in the fall. Students must have an Expected Family Contribution (EFC), as determined by the central processing system for federal student aid, of $3,000-$7,999. Grants are awarded in the amount of $1,000 per student to be credited as one disbursement for spring term. Schools are encouraged to reduce loan amounts for spring semester when possible. MACG funds are allocated based on the number of students enrolled for fall semester at each campus who meet the established criteria. Students are identified by Montana Office of the Commissioner of Higher Education (OCHE) through the data warehouse and schools will receive disbursement rosters with Student ID number for the qualifying students who should receive the grant.

Montana Higher Education Grant (MHEG)

The MHEG is available to students who meet the following criteria: are Montana residents who have completed the FAFSA and are eligible for financial aid, have remaining need (COA - EFC = Need), are enrolled in six or more credits per semester, and have not received a bachelor's degree prior to being awarded MHEG. These grants have limited funding and are awarded to those eligible students who meet the April 15 priority date.

Montana Tuition Assistance Program (MTAP) Grant

The MTAP Grant (previously known as the Baker Grant) is available to eligible Montana students who complete a FAFSA and meet specific criteria. To find out more about the criteria for the MTAP Grant, please contact the Financial Aid Office at 406.874.6208 or 800.541.9281. These grants have limited funding and are awarded first to those eligible students who meet the April 15 priority date.

Federal and State Work Study Programs

The Federal and State Work Study programs are need based programs funded by the federal and state governments.

Students must complete a FAFSA, enroll in at least six credits, and be eligible for financial aid. Students must indicate on the FAFSA that they are interested in work study if they want to be considered for it during the award process. Eligible students work part time on campus and gain practical work experience to complement their academic studies. The work study program has limited funding and is awarded first to those eligible students who meet the April 15 priority date. Work study funds are disbursed monthly as funds are earned. Students having a balance with the Business Office are required to sign over their work study wages until the balance has been paid in full.

Direct Loans

Direct Loans are for students and parents to help pay the cost of a student's education while in college. The lender is the U.S. Department of Education and the loans are serviced by a select group of private companies.

Direct Subsidized Stafford Loan

The Direct Subsidized Stafford Loan is available to students with financial need (COA - EFC = Need). Students are required to complete a FAFSA in order for the Financial Aid Director to determine their eligibility for subsidized loans. "Subsidized" means that the federal government pays the accrued interest while the student is in school. The interest rate on loans disbursed from July 1, 2012 to June 30, 2013 will be 6.8%. An origination fee is deducted from the loan before it is disbursed however students are responsible for repaying the full amount of the loan. Students must be enrolled in six or more credits and meet all the general eligibility requirements for receiving financial aid. Loan repayment begins after six months if a student drops below six credits, withdraws, or graduates from Miles Community College. Students must complete a Master Promissory Note and Entrance Counseling before receiving the loan and Exit Counseling upon dropping below six credits, withdrawing, or graduating. See the Student Loan Chart information in the next column for annual and aggregate loan limits.

Direct Unsubsidized Stafford Loan

The Direct Unsubsidized Stafford Loan is a non-need based program for students who are ineligible for any, or all, of the subsidized loan. The major difference between the subsidized loan and the unsubsidized loan is interest begins accruing immediately upon disbursement of the unsubsidized loan. The interest can be capitalized (added to the principle of the loan) or can be paid throughout the year by the student. Paying the interest yearly is recommended because it will prevent the interest from accruing upon interest while the student is in school. The interest rate is fixed at 6.8% on all loans disbursed from July 1, 2012 to June 30, 2013. An origination fee is deducted from the loan before it is disbursed however students are responsible for repaying the full amount of the loan. Students must be enrolled in six or more credits and meet all of the general eligibility requirements for receiving financial aid. Loan repayment begins after six months if a student drops below six credits, withdraws, or graduates from Miles Community College. Students must complete a Master Promissory Note and Entrance Counseling before receiving the loan and Exit Counseling upon dropping below six credits, withdrawing, or graduating. See the Student Loan Chart information below for annual and aggregate loan limits.

Student Loan Chart

The following lists the base Stafford loan amounts for dependent and independent students as well as the additional unsubsidized Stafford loan eligibility for each category. If a student's parent is denied a PLUS loan, the dependent student is eligible for an additional $4,000 unsubsidized loan (if cost of attendance allows it).

	Freshman	**Sophomore**
Student Status	**Annual Loan Limits**	**Annual Loan Limits**
Dependent	$3,500 (sub/unsub)	$4,500 (sub/unsub)
	+$2,000 (add'l unsub)	+$2,000 (add'l unsub)
PLUS Denied	+$4,000 (add'l unsub)	+$4,000 (add'l unsub)
Independent	$3,500 (sub/unsub)	$4,500 (sub/unsub)
	+$6,000 (add'l unsub)	+$6,000 (add'l unsub)

Aggregate Loan Limits

The maximum outstanding total subsidized and unsubsidized loan limits for dependent students excluding those whose parents are unable to borrow a PLUS loan is $31,000 (of which no more than $23,000 can be subsidized). The maximum for independent students and dependent undergraduates whose parents are unable to borrow a PLUS loan is $57,500 (of which no more than $23,000 can be subsidized).

Direct PLUS Loan (Parent Loans for Undergraduate Students)

Direct PLUS Loans are unsubsidized loans made to parents of dependent students. PLUS loans have fixed interest rates of 7.9%. An origination fee is deducted from the loan before it is disbursed however parents are responsible for repaying the full amount of the loan. Parents may borrow the cost of attendance less other financial aid. The parents are required to complete a form from the Financial Aid Office and complete the credit check and Master Promissory Note on the Department of Education Direct Loan website before they can receive a PLUS Loan.

PLUS borrowers must begin repaying both principal and interest within 60 days after the loan is disbursed. For more information on PLUS Loans, please contact the Financial Aid Office at 406.874.6208 or 800.541.9281.

Scholarships

Miles Community College administers over $545,000 of scholarships to currently enrolled students, transfer students, traditional and nontraditional students, and student athletes. These awards are intended to recognize scholastic and athletic excellence and support specific programs offered at the College. The scholarships are non-need based.

April 15 is the deadline for submitting scholarship applications for students beginning in the fall semester. For those students beginning classes in the spring semester, the scholarship deadline is December 15. All applications must be fully completed in order for them to be reviewed by the College's Scholarship Committee. Applicants must also have applied for admission to Miles Community College.

Additional Scholarship Information

If a student is receiving assistance specifically marked for tuition (or fees and/or books in the case of the Presidential Scholarship) from a third party (such as Vocational Rehabilitation, Career Development, Job Service, or just a pass through scholarship, etc.), the amount of the scholarship received from Miles Community College will be decreased to only cover tuition (or fees and/or books) not covered by the third party.

A student will not be allowed to receive both an athletic scholarship and any of the other institutional scholarships except the Miles Community College Endowment Book Scholarship. The student must make a decision on which scholarship to pursue at Miles Community College. Students may apply only one time per academic year for any Miles Community College scholarships.

All scholarship recipients are required to live on-campus per Miles Community College's Residence Life Policy.

Miles Community College Pioneer Scholarship

Students must be seeking a degree in a Certificate, Associate of Arts, Associate of Science, or Associate of Applied Science program. This scholarship meets the needs of adult learners and those who are continuing or beginning their educational endeavors. This scholarship is not available for the summer semester.

Qualifications:

- Be a Montana resident.
- Be enrolled in at least six credits.
- If the student does not have a previous grade point average (GPA) to submit, the Scholarship Committee will review GED, COMPASS, ACT, or SAT scores to determine academic eligibility.
- Applicants will be reviewed and awarded up to 100% tuition.

Renewal Requirements:

The Pioneer Scholarship is renewable from fall semester to spring semester if students maintain Satisfactory Academic Progress as outlined in the Miles Community College (MCC) Catalog. Students must reapply for the Pioneer Scholarship each academic year.

Materials to submit when applying for the Pioneer Scholarship:

- Submit high school and college (if applicable) transcripts. We are unable to use the transcript submitted with your admissions application.
- One letter of recommendation from a non-relative assessing your abilities, character, motivation, and potential for academic success.
- Submit an essay on how you will benefit from receiving the Honor Scholarship at Miles Community College.

Miles Community College Honor Scholarship

The Honor Scholarship is awarded to high achieving students entering Miles Community College who will be seeking an Associate of Arts, Associate of Science, or Associate of Applied Science Degree. The Honor Scholarship is renewable for three consecutive semesters if the student passes 15 credits every semester and maintains at least a 3.50 cumulative GPA. This scholarship is not available for the summer semester.

Qualifications:

- 3.75-4.00 GPA in high school as verified on high school transcript.
- Be a Montana resident.
- Be first-time freshmen.

Materials to submit when applying for the Honor Scholarship:

- Submit high school transcript. We are unable to use the transcript submitted with your admissions application.
- One letter of recommendation from a non-relative assessing your abilities, character, motivation, and potential for academic success.
- Submit a list of your academic, work, community, and volunteer achievements. Please list any awards, honors, or other recognition you have received.
- Submit an essay on how you will benefit from receiving the Honor Scholarship at Miles Community College.

Miles Community College Presidential Scholarship
The Presidential Scholarship is awarded to the highest achieving students entering Miles Community College who will be seeking an Associate of Arts, Associate of Science, or Associate of Applied Science Degree. A maximum of one Presidential Scholarship will be awarded every year. The Presidential Scholarship is renewable for three consecutive semesters if the student passes 15 credits and maintains at least a 3.80 cumulative grade point average every semester. The Presidential Scholarship is not available for the summer semester. The Presidential Scholarship funds tuition, general fees, and $500 toward required books per semester. The Presidential Scholarship will not pay for program fees, online fees, ITV course fees, lab fees, online testing fees, or any other fee attached to a specific course.

Qualifications:
- 4.00 GPA in high school as verified on high school transcript.
- Minimum composite ACT score of 26 or SAT score of 1180 as verified by high school transcript or a copy of the ACT and SAT test results.
- Be Montana residents.
- Be first-time freshmen.

Requirements of Scholarship Recipients:
Scholarship recipients will participate in the Student Ambassador organization at Miles Community College. During the freshman year, the Presidential Scholar will be required to make a presentation at one public speaking engagement with the College President. As a sophomore, the Presidential Scholar will be required to make two public presentations during the year with the College President.

Materials to submit when applying for the Presidential Scholarship:
- Submit high school transcript. We are unable to use the transcript submitted with your admissions application.
- One letter of recommendation from a non-relative assessing your abilities, character, motivation, and potential for academic success.
- Submit a list of your academic, work, community, and volunteer achievements. Please list any awards, honors, or other recognition you have received.
- Submit an essay on “How the Miles Community College experience can help you start here and go anywhere.”

Miles Community College Endowment Scholarships
Students must be seeking a degree in a Certificate, Associate of Arts, Associate of Science, or Associate of Applied Science program. These scholarships are not available for the summer semester. For a comprehensive list of Endowment Scholarships and the scholarship criteria, please visit http://milescc.edu/CampusServices/FinancialAid/scholarships.htm.

Qualifications:
- Students must be degree-seeking and enrolled in at least six credits.
- If the student does not have a previous grade point average to submit, the Scholarship Committee will review GED, COMPASS, ACT, or SAT scores to determine academic eligibility.

Renewal Requirements:
The Endowment Scholarships are renewable from fall semester to spring semester if students maintain Satisfactory Academic Progress as outlined in the Miles Community College Catalog. Students must reapply for the Endowment Scholarships each academic year.

Materials to submit when applying for the Endowment Scholarships:
- Submit high school and college (if applicable) transcripts. We are unable to use the transcript submitted with your admissions application.
- One letter of recommendation from non-relatives assessing your abilities, character, motivation, and potential for academic success.
- Submit an essay on how you will benefit from receiving an Endowment Scholarship while attending Miles Community College.

Other Financial Aid Programs

State Vocational Rehabilitation Service
Certain students with disabilities may qualify for educational assistance through the Montana Department of Social and Rehabilitation Service. For more information, call 877.296.1198.

Veteran’s Benefits
Students may apply for veteran’s educational benefits through the Veterans Administration. Students may access the official website of the Department of Veteran Affairs Educational Service at www.gibill.va.gov. Students may also call

them at 888.GI.BIL.1 (888.442.4551). For further information, contact the College's Registrar at 406.874.6214 or 800.541.9281. MCC is a member of Service members Opportunity College, a consortium of over 1300 institutions pledged to be reasonable in working with serve members and veterans trying to earn degrees.

Tribal Grants
These grants are available to many American Indian students who are enrolled in a full-time course of study. The award limits are based on student need and the availability of funds. Further information may be obtained by contacting the appropriate tribe or the tribal higher education office.

Policies

Financial Aid Satisfactory Academic Progress (SAP) Policy

Federal regulations (34 CFR 668.34) require Miles Community College to establish minimum academic standards that students must maintain to be eligible for federal, state, and institutional aid. These regulations require schools to determine whether students are progressing through their programs of study in a satisfactory manner. Students who are receiving financial aid or wish to be considered for financial aid in the future must maintain satisfactory progress by meeting the following requirements. Students who fail to meet any of the requirements listed below will lose their eligibility to receive financial aid.

- **QUALITATIVE COMPONENT (GPA):** All students must maintain a minimum cumulative grade point average (GPA) of 2.00 or greater. Review of GPA will be performed after each semester of enrollment (Fall, Spring, and Summer). Any student with a cumulative GPA less than 2.00 will be placed on financial aid warning.
- **QUANTITATIVE COMPONENT (PACE):** All students must pass no less than 67% of attempted credits. Pace of progression is calculated by dividing cumulative hours successfully completed by cumulative hours attempted. Review of pace will be performed after each semester of enrollment. Only grades of A, B, C, D, or P will be counted towards progress. Any other grade including E, F, I, W, or NP will not count towards pace of progression. Any student who falls below a cumulative pace of progression of 67% of credits attempted will be placed on financial aid warning.
- **MAXIMUM TIME FRAME (CREDIT LIMIT):** Students are expected to complete their program of study in a reasonable time period. A student's aid eligibility is limited to 150% of the required credits for each program of study. Any student who exceeds the maximum time frame will be placed on financial aid suspension (see maximum credit limits below).

Financial Aid Warning

- Students are placed on financial aid warning if their cumulative GPA is below a 2.00 OR if their cumulative pace of progression falls below 67%.
- Students on financial aid warning will continue to receive financial aid for one subsequent semester (warning period).
- A review will be performed after the warning period, and aid will continue if the student is making Satisfactory Academic Progress at the time of review. Any student who does not have a 2.00 GPA or has not passed at least 67% of cumulative credits attempted after the warning period will no longer be eligible for financial aid at Miles Community College.

Financial Aid Suspension

- Students who do not meet the qualitative and quantitative components listed above after a warning period will be placed on suspension. Students on financial aid suspension are not eligible to receive financial aid for any subsequent terms.
- Students exceeding the maximum timeframe allowed to obtain a degree or are mathematically unable to finish their program within the maximum time frame, will be placed on immediate suspension. Please see the table below for maximum timeframe criteria and examples.

Regaining Eligibility

- A student may qualify for reinstatement of financial aid eligibility by enrolling at his/her own expense and bringing his/her cumulative GPA above 2.00 and by completing the appropriate percentage of credit hours attempted to meet the 67% cumulative pace of progression rate.
- A student may also appeal his/her financial aid suspension status (please review the appeal process below).

Financial Aid Appeal/Probation

A student may appeal his/her financial aid suspension if extenuating circumstances (death of a relative, injury or illness of the student, or other mitigating circumstance) exist. Appeals must be made in writing to the Financial Aid Appeals Committee, and must include supporting documentation of the extenuating circumstance. In the appeal request, the student must provide the following information: 1) why the student failed to maintain satisfactory academic progress and 2) what has changed in the student's situation that would allow him/her to demonstrate satisfactory academic progress at the next evaluation. If a student's appeal is granted, he or she will be placed on Financial Aid Probation allowing the

student to receive aid (federal, state or institutional) for one payment period. At that point, the student must meet Miles Community College's standards of academic progress or the requirements of an academic plan that was established on an individual student basis as a result of the appeal process. The Committee's decision is final and may not be appealed further. A student will be allowed one appeal only unless a separate extenuating circumstance occurs. Although rare, a second appeal may be granted with special approval from the Financial Aid Director and the Financial Aid Appeals Committee.

Withdrawals

- Official Withdrawals: Students who wish to leave school prior to the end of the semester should complete the official withdrawal process. Withdrawal forms are available at the Student Services window and must be completed and returned in order for the withdrawal request to be processed. Students who withdraw for any reason will be placed on financial aid suspension for all subsequent semesters. Repayment of financial aid may be required in accordance with federal regulations.
- Unofficial Withdrawals: Students who receive no passing grades for a semester are considered unofficial withdrawals and will be placed on financial aid suspension. Repayment of financial aid may be required in accordance with federal regulations based on the student's last date of attendance of an academically related activity.

Maximum Time Frame (Credit Limit)

Students are expected to complete their program of study in a reasonable time period. A student's aid eligibility is limited to 150% of the required credits for each program of study. Any student who exceeds the maximum time frame will be placed on financial aid suspension. A student's maximum time frame is based on total credit hours attempted at Miles Community College plus any transfer credits accepted towards his/her program of study. **These limits apply regardless of whether or not the student has received financial assistance during prior semesters.** Required credits include pre-requisite classes for any program. Examples of credit limits are listed below:

Credits Required for Program in Catalog	Credits of Financial Aid Eligibility
30 required credits (1 year Certificate)	(30 X 150% = 45) 45 attempted credits
60 required credits (2 year Degree)	(60 X 150% = 90) 90 attempted credits
72 required credits (2 year ASN Degree)	(72 X 150% = 108) 108 attempted credits

Additional Information

Enrollment Status

Enrollment Status: full-time student, 12 or more credit hours; three-quarter time student, 9-11 credit hours; half-time student, 6-8 credit hours; and less than half-time student, up to 5 credit hours. For financial aid purposes, enrollment status is based on credit hours for which the student is enrolled as of the published date considered to be the eighth day of the term for Fall and Spring semesters and the fourth class day for Summer semester. Financial aid will be adjusted to reflect less-than-full-time status if the student is not registered for at least 12 credits hours on that date. Financial aid will not be adjusted to reflect credit hours added or dropped after that date. However, when a student is registered for a class on the first day of the term but does not begin attendance, aid will be adjusted as a non-attended class cannot count towards enrollment status. All summer courses are considered one term.

Repeat Coursework

For financial aid purposes, repeat coursework will be considered as hours attempted and may be used to determine enrollment status. A student may receive financial aid for repeated coursework if the student has not previously received a passing grade in the course. Students who repeat a previously passed course may receive financial aid for that course one time only.

Multiple Degrees

Students who have obtained an Associate degree and wish to return to Miles Community College for a subsequent degree may be eligible for financial aid. Changes in degree programs (AAS, AS, AA, ASN, or Certificate) will receive consideration as they are separate and distinct degree programs. Students must inform Student Services of the new degree prior to enrollment. If the financial aid office is unable to determine the new degree program the student may be placed on financial aid suspension if he/she exceeds the max credit limit. Funding for second degrees will occur only if the first degree has been granted. If a first degree has not been granted, refer to the Change of Major/Dual Degree sections below. If a student is approved for a new degree or certificate, the student will only be funded for courses that relate to the new degree or certificate program. It is the student's responsibility to take only courses that are required for the new degree program. Enrolling in additional courses may result in suspension.

Dual Degree Seeking Students

Although rare, students may seek two degrees simultaneously. This may occur when a student seeks to obtain degrees in similar programs. For financial aid purposes, no more than two degrees may be funded at one time. Students who are seeking two degrees must inform Student Services prior to enrollment. Students seeking multiple degrees may

receive funding for courses applicable for both degrees if the student has a reasonable possibility of obtaining both degrees. Academic advisors have authority to grant dual degree seeking status; students must meet with their academic advisor for approval. The max time frame rules still apply to students seeking multiple degrees.

Change of Major
Students must be aware that a change in major may prohibit them from graduating within the maximum time frame previously described. Credit hours attempted prior to a change in major program of study are counted towards the maximum time frame if those credit hours are applicable to the new degree.

Remedial Course Work
Students may include as part of their minimum credit load certain sub-100 remedial courses which do not apply toward graduation requirements. These courses may be funded, and also count towards credits attempted. However, some remedial courses are “direct assessment” and are not financial aid eligible. Direct assessment courses do not award credit. Students progresses at their own pace and receive a passing grade with the successful completion of an ending assessment exam.

Courses Not Financial Aid Eligible
Continuing Education (CE) coursework, workshops, independent study, challenge courses, CLEP, noncredit and credit Ed2Go classes are not eligible for financial aid funding.

Miles Community College Refund Policy
Students who begin attendance and drop courses on or prior to the eighth class day as published in the MCC catalog are not responsible for charges associated with those courses. A student is responsible for 100% of charges incurred for all courses not dropped by the eighth class day. Financial aid funds are credited to the student's account to pay institutional charges, such as tuition, fees, room and board. Certain non-institutional charges may also be paid with financial aid funds; however a student may waive the payment of non-institutional charges by contacting the financial aid office.

Return of Title IV Funds
Effective July 1, 2000, Miles Community College adopted a Return Policy that conforms to the updated version (Section 668.22) of the Higher Education Amendments of 1998. Students with Title IV funding who withdraw or cease attendance will be subject to both the Federal Refund Policy regarding the possible return of Title IV funds awarded to the student, as well as the Miles Community College Return of Funds Policy. Only that amount of the semester's aid that has been earned (as a result of the prorated amount of time the student has been in school for the semester) will be eligible for retention on the student's behalf on or before the 60% point in the semester. Title IV and all other aid is viewed as 100% earned after that point in time. Any aid that is not earned must be returned back to its source. If there is a student account balance resulting from these adjustments, the student is responsible for payment. Students who withdraw without attending any class owe a repayment of 100% of the aid they received. Title IV funds will be returned to its source in the following order: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Federal Perkins Loan, Federal Plus Loan, Federal Pell Grant, SEOG, Montana Grant, Other Title IV Programs, Students/Parents. Students who withdraw before receiving all the funds that they could have earned might be eligible for a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, students may choose to decline the loan funds so that they don’t incur additional debt. Miles Community College will automatically apply grant funds to current charges on the student’s account balance. If no balance exists, the student must accept the post-withdrawal grant funds in order for the school to disburse grant funds directly to the student. No portion of a second or subsequent disbursement may be disbursed to students as a post-withdrawal disbursement. For more information on the proper withdrawal procedures, see the withdrawal section in the Educational Policies of the MCC catalog. Any questions concerning these policies should be directed to the Miles Community College Financial Aid Office at 406.874.6171 or 1.800.541.9281.

Professional Judgment
Students who believe that they have special circumstances that warrant a consideration of professional judgment should contact the Financial Aid Director at 406.874.6171 or 800.541.9281. Some examples that might warrant special circumstances include loss of job and income; loss of nontaxable benefits; loss of resources due to death, separation, divorce; increase in budget; or change from dependent to independent status. The Financial Aid Office has the right to deny or accept a request for professional judgment.

Module Based Program
After the eighth class day, students enrolled in one of the module based programs (Automotive, Heavy Equipment, Building Technology) will be responsible for payment of all classes regardless of the date the student ceases enrollment. Also, students in these programs who cease enrollment prior to the end of the semester may be required to repay any or all Title IV funds received.

MILES COMMUNITY COLLEGE

Student Information and Resources

Start Here... Go Anywhere.

Student Information and Resources

Student Resources

Career and Placement Center

The Career and Placement Center, located in Room 221, assists students and the public with résumé preparation, career interest testing, job search, and other employment-related topics. The Career and Placement Center has online computers for public use.

As part of the Career and Placement Center's employment and training services, they receive Workforce Investment Act (WIA) and State Displaced Homemaker funds. WIA is a federally funded program open primarily to low-income individuals. This program can provide funds for tuition, fees, and books, coordinating with the financial aid package offered by the College's Financial Aid Office or other educational institutions. The State Displaced Homemaker program provides training money and is geared towards assisting those individuals who have been out of the workforce but, due to a displacement (i.e. death of a spouse, divorce, etc.), need to update their skills. These funds can provide tuition, fees and books or help an individual find employment.

Upon completion of a training program, the Career and Placement Center will assist any individual with job placement. Funding may be available to help with costs associated with obtaining employment or relocation costs.

Academic Advising

The cornerstone for student success is academic advising. Academic advising is provided for all students. Academic advising helps students assess their career and life goals as well as understand their test scores, select classes, plan a schedule, and interpret College policies. Advising is available to students throughout the year. Students meet with an advisor before each registration to assess their progress, select classes, and develop a schedule to meet their needs. Students intending to transfer to another college or university are strongly advised to contact the transfer institution of their choice to determine specific degree requirements.

Center for Academic Success

The Center for Academic Success coordinates the following programs:

Adult Basic Education Program

This program prepares adults to test successfully for the Montana High School Equivalency diploma and offers free individualized instruction in reading, English, spelling, vocabulary, and mathematics at the pre-college level.

Assessment

Miles Community College administers the COMPASS placement test to assess student skills. Assessment results are used by academic advisors to match students with courses that are consistent with their skill level. COMPASS scores will be valid for one year from the date of the original assessment, and students are permitted no more than two retests per discipline each semester.

Assistance for Students With Disabilities

Miles Community College provides support services for otherwise qualified students with disabilities. The College is committed to providing reasonable accommodations within the scope of the College's programs and resources to ensure that qualified students with disabilities are able to enjoy the same rights and assume the same responsibilities as any other student. Students with disabilities who would like to request accommodations are required to provide documentation of their disability to the Disabilities Coordinator in order to arrange for appropriate, reasonable accommodations.

Developmental Studies

The Developmental Studies Program provides individualized instruction in reading, English, and mathematics for students requiring refresher classes before entering college- level courses. This instruction is provided free of charge.

English as a Second Language

The English as a Second Language (ESL) Program provides instruction for students having English as their second language. Based on individual need, the ESL curriculum offers skill development in listening, speaking, reading, and writing. This instruction is provided free of charge unless taken for credit and/or in conjunction with regular college courses.

Transitional Studies

This program provides free instruction in math, study skills, and composition at a college review level for students who are reentering school or who did not have college preparation courses in high school.

Tutoring

Students who struggle to understand classroom information or to complete routine assignments may need the assistance of a tutor. With the individualized assistance that tutoring offers, students can master academic material at their own pace.

Tutors are available for most courses offered and are chosen for their academic ability and desire to help others. There is no charge for this service.

Students who are interested in becoming a tutor should go to the Center for Academic Success or call 406.874.6152 or 800.541.9281.

Centra Athletic Center

The Centra Athletic Center is available to all students. The Centra offers a wide range of activities for people of all ages. Full-time students are given an individual membership for the semester they are enrolled. Part-time students are given access to the Centra at a discounted rate. The Centra offers different opportunities for students to meet their physical fitness needs, such as basketball, volleyball, racquetball, weight training, and participation in any of the fitness classes the Centra offers. The Centra employs personal trainers that are available to assist students in learning how to use all the cardio and weight training equipment. Individual fitness plans may also be developed to help students achieve their fitness goals. Each student must register at the Centra and present a copy of their current class schedule to receive their membership for the semester. This must be done EACH semester.

To learn more about the activities offered at the Centra and hours of operation, please visit www.milescc.edu/CampusServices/centra/.

Child Care

For child care assistance, please contact the Developmental Educational Assistance Program (DEAP) at 406.234.6034 or 800.224.6034.

Counseling

The College outsources counseling services with licensed professionals in the Miles City area. Students needing access to these services are required to obtain the Miles Community College Student Referral for Counseling Form from either the Vice President of Student Success and Institutional Research or other designated Student Services staff. Students are allowed a maximum of three counseling sessions that are billed to Miles Community College. Additional sessions require authorization from the Vice President of Student Success and Institutional Research or designee. The Student Referral for Counseling Form shall be in effect for one academic year.

Computer Labs

There are four PC based computer labs on campus that have Internet access with a variety of software products installed for students to use for class assignments and other tasks. The labs are used for instruction of computer courses; computer simulations in business, science, statistics, and other courses; students may also use the labs as a resource when not in use for instruction. All currently enrolled students have free access to these labs when the campus is open.

Food Service

All residents living in the dorms are required to purchase a meal plan. Three different meal plans are available based on the amount of money students wish to have available. Meal plans can be purchased on a semester or yearly basis. Each day residents choose to spend however much they wish for meals. Unused account balances expire at the end of each semester and do not roll over from year to year or to another individual.

Housing

All unmarried students between the ages of 18 and 21 having fewer than 30 earned college credits are required to live in the residence halls. All students receiving Miles Community College tuition waivers or participating in Miles Community College collegiate athletics are also required to live in the residence halls. Exceptions are in-district students who live with their parents, grandparents, or legal guardians and students with dependents. Housing rates are listed on page 17. The Housing Application should be submitted to Student Services by July 1.

Miles Community College offers two different types of housing:

Pioneer Hall

Pioneer features free laundry facilities, double rooms (available as singles if space is available), a kitchen, and a study/meeting room. Each room features a shared private bathroom for every two rooms, sink, telephone lines for each student, and Ethernet access.

Quads

The Quads are named for the ability for four residents to live together in an apartment-style setup. Each quad has two

bedrooms and a central living space including a furnished living area, kitchen area, and shared bathroom. Each quad has free cable, telephone lines for each resident, Ethernet access, refrigerator, and microwave oven.

Library

Miles Community College's Judson H. Flower, Jr. Library provides informational materials that support the instructional programs of the College and reflects its curriculum and community. Library services include reference assistance, information literacy instruction, interlibrary loan, and reserve readings. The Library's core collection has more than 10,000 resources in print and nonprint formats (with access to over 2 million items through the Montana Shared Catalog), including over 3,000 e-books, 26 databases, and an online reference page with over 200 peer reviewed pages containing over 1,000 quality websites. The Library also provides access to 12 online computers.

The Library and the computers are for academic use. All users are expected to demonstrate respect for other library users by conducting themselves in a respectful and dignified manner. All Library services are posted at http://www.milescc.edu/library/libraryservices.html.

A Library card is needed in order to check out materials and to access databases off campus. Holders of a Library card are responsible for the card; all items borrowed on the card; reporting address changes or card loss; presenting the card when borrowing items; adhering to all Library guideline. There is a $1.00 charge for a replacement card.

The Library is open 55 hours a week, Monday-Friday. For further information, call 406.874.6105 or 800.541.9281 or visit the Library's website at http://www.milescc.edu/CampusServices/library.

Pioneer Mercantile

Textbooks, lab manuals, workbooks, and most materials needed for classes are available at the Pioneer Mercantile. College sweatshirts, T-shirts, supplies, gift cards, and novelty items are also available. Special book orders may be placed.

The Pioneer Mercantile is located in the Smith Center Student Union Building and can be reached by telephone at 406.874.6207 or 800.541.9281 or by fax at 406.874.6278.

Refunds are given on purchases if returned within the published refund period, which is noted on each sales receipt. Refunds will not be given without the original sales receipt. Generally, textbooks may be returned during the first eight days of class for fall and spring semesters and the first three days of class during summer sessions. The Pioneer Mercantile does not accept returns on computer software, electronic devices, sale items, and textbooks that have either been marked or have the shrink wrap removed. If computer software or electronic devices are defective, the purchaser should contact the product's manufacturer.

Book buy back opportunities allow students the option to sell their textbooks back the last week of each semester. Books are bought back by the Pioneer Mercantile if a) the course instructor will use the book for subsequent courses, b) the book is in good resale condition, and c) if there is not a surplus of books for the course. Students must have their original sales receipt to sell back their books.

Student ID Cards

Students enrolled in six or more credits are entitled to a Student ID/Activity Card. This card permits free access to most College activities and sporting events, as well as other privileges and discounts.

Student Services

The College maintains a Student Services Center where staff is available to assist students with admissions, financial aid, foreign student affairs, housing, registration, transcripts, and veteran affairs.

Student Life

Intercollegiate Athletics

Miles Community College is a member of the National Junior College Athletic Association, Region IX, consisting of community colleges from Colorado, Montana, Nebraska, and Wyoming. Pioneer baseball participates in the Mon-Dak Conference with community colleges from Montana and North Dakota. The rodeo team is a member of the National Intercollegiate Rodeo Association and competes in the Big Sky Rodeo Region.

Intercollegiate sports offered at Miles Community College are baseball for men; and basketball, golf, and rodeo for men and women. Scholarships are available for these activities.

All students receive free admission to Pioneer Athletic events (with the exception of post-season play) with their student ID.

Activities and Clubs

General
The College offers a well-rounded program of student activities. The activity program is under the jurisdiction of the Student Senate, which is the representative body of the Associated Students of Miles Community College. All students are encouraged to participate in activity programs suited to their interests and abilities.

Ag Club
The Ag Club was established to serve as a professional and social organization for Agriculture majors and anyone interested in or having an agriculture background. Optional membership in the national organization, Postsecondary Agriculture Students (PAS), will allow for travel and competition with area colleges and universities. Trips to the PAS national convention will be part of the Ag Club agenda. Varied activities will help students transition into successful college life as well as provide opportunities for résumé development and continued scholarship application.

Campus Ministry
Campus Ministry encourages and coordinates fellowship, healing, and growth in the spiritual lives of Miles Community College students, faculty, and staff through Miles City community-based leadership.

Multicultural Club
Miles Community College's Multicultural Club incorporates students and faculty from other countries, the Native American population, and any students interested in learning more about other cultures. The club was formed to orient new foreign students to the Miles Community College campus and to share cultural experiences with students and the community. All students may join the Multicultural Club.

Phi Theta Kappa Honor Society
Phi Theta Kappa is an international honor society for two-year colleges. Membership requirements to join the Beta Theta Gamma Chapter at Miles Community College are based on the number of college-level classes taken, current credit load, and grade-point average. Members meet monthly to organize and plan community service activities, activities for students, and fund raisers to support members attending the Phi Theta Kappa international convention.

Rodeo Club
The Rodeo Club promotes horsemanship for recreation and entertainment and promotes western heritage through activities sponsored for the campus and community. The club also supports a competing team in the National Intercollegiate Rodeo Association.

Student Ambassadors
Miles Community College actively strives to assist students in meeting their goals. To assist in this effort, volunteer student ambassadors are selected and trained in College policies and procedures, student development theory, and interpersonal skills.

These volunteer student ambassadors attend regular meetings, conduct campus tours, and assist in a variety of campus and community activities. Members serve as representatives of Miles Community College by promoting a positive image to prospective students, the community, and the student body.

Student Senate
Student Senate includes the elected officers and representatives of the Associated Students of Miles Community College. Their responsibilities include approving all other student organizations on campus, selecting student representatives to serve on College standing committees, administering the budget and allocation of funds derived from student activity fees, and sponsoring a large variety of programs and activities.

Student Information

Student Rights and Responsibilities

Access to Student Records and Release of Information
The Family Educational Rights and Privacy Act (FERPA) grants students access to their educational records, financial aid files (with the exception of parent's financial statements), and placement records. These records are all available in Student Services. Students must give at least 48 hours notice if they wish to review their records. Students may waive their right of access to any or all of these files.

Miles Community College requires written permission (via a Release of Information form) from the student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;

- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to a specific State law.

FERPA also permits the release of directory information (name, address, residence classification, telephone number, and class level) to outside agencies or persons. Athletic directories may list the above information and students' weight, height, and hometown. Students may choose not to have any or all of the directory information released by submitting a request in writing to the Registrar each semester.

FERPA Annual Notice to Reflect Possible Federal and State Data Collection and Use

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records — including your Social Security Number, grades, or other private information — may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

Enrollment at Miles Community College is a voluntary entrance to the academic community. By enrolling, students assume obligations and responsibilities of performance and behavior consistent with Miles Community College standards of scholarship and conduct. The policies that govern these standards recognize the College as part of the larger community bound by federal, state, and local legislation.

Standard of Student Code of Conduct

Students, as citizens, are expected to be familiar and to comply with existing federal, state, and municipal laws governing civil and criminal behavior, both on and off campus. Violations can result in disciplinary action by the College.

The following behaviors are considered unacceptable and can lead to suspension or expulsion from Miles Community College:

1. Deliberate disruption in the classroom or at any College activity or obstructing the orderly flow of College process
2. Cheating, plagiarism, any other form of dishonesty, or knowingly giving false information to the College
3. Forgery, alteration, or falsification of College documents, records, identification, or computer programs or accounts
4. Hazing, tormenting, physically abusing, sexually harassing, or maltreating another student or Miles Community College employee
5. Theft or damage to College property
6. Failure to follow directions of College officials acting in the performance of their duties, including identification upon request
7. Use/possession of illegal drugs on campus
8. Possession or consumption of alcoholic beverages on campus, except as specifically authorized by the Board of Trustees and student is of legal drinking age
9. Possessing or discharging firearms or any weapons on campus
10. Unauthorized use or occupancy of College facilities or misconduct or any kind which is destructive of College property, detrimental to the College, or which is injurious to the welfare of the student body
11. Computer hacking, intentionally introducing a computer virus, or purposely accessing or attempting to access secure computer files.

Academic Regulations

Faculty members will either return to students, or retain for inspection, all academic sources relevant to students' final

course grade. Retained material will be available to students for one semester after the awarding of the final course grade. For spring semester grades, retained material will be available to students during the following fall semester. Students may challenge any grade source during that time. The Academic Standards Committee shall be the final authority for challenge resolution.

After the retention period, faculty members will either destroy the retained material or submit it to the Registrar. The Registrar will determine if the material should be placed in students' files. Any material not filed will be destroyed. Students have the right to challenge the content of their educational records, secure the correction of inaccurate or misleading entries, and insert into their records a written explanation respecting the content of such records.
Nursing Program academic files are maintained in the Nursing Office for a period of two years. These files are available, and copies must be requested in writing. Requests should be submitted to the Director of Nursing.

Policies and Procedures

Students should be aware of all the policies and procedures specified in the Miles Community College Student Handbook in addition to the preceding information included in this section. The Student Handbook covers such items as student code of conduct, student grievance procedures, drug and alcohol guidelines, sexual harassment, AIDS awareness, and campus security report. An updated handbook is given to all students each year. Additional copies may be obtained from Student Services.

Student Grievance Procedure

Students have the right to appeal decisions of College administration, faculty, or staff. Please refer to Student Grievance Procedure in the Student Handbook.

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MILES
COMMUNITY COLLEGE

Academic Information

Start Here... Go Anywhere.

Academic Information

General Information

Class Attendance Policy
A record of each student's attendance is mandatory. Students are responsible for maintaining regular attendance in registered courses. Failure to do so may result in lowered grades.

Instructors may excuse absences due to serious illness or unavoidable circumstances. Being excused for an absence in no way relieves students of the responsibility for completing the required coursework.

Classification of Students
According to federal guidelines:
- Full-time – enrolled for 12 or more credit hours
- Part-time – enrolled for fewer than 12 credit hours
- Freshman – having fewer than 30 total credit hours
- Sophomore – having 30 or more total credit hours

Credit Load Recommendations
A full credit load for the average student is 15 credits per semester, which means that approximately 45 hours per week are devoted to college work. Students employed in outside work should consult with their faculty advisor in determining an appropriate credit load.

Course Numbers and Classification
Courses are given general classification according to their numbers as follows:

001-099 Courses
These courses are designated to provide students with improved academic and/or personal skills. Such courses do not count toward graduation and are not transferable to other institutions.

100-299 General Introductory Lower-Division Courses
These courses may be taken by either freshmen or sophomores. If appropriate to student's major, they may be transferable to other colleges and universities for full credit value.

292 Independent Study Courses
Miles Community College offers two categories of independent study. One category is the regular coursework equivalent. When the course is not available for the semester, students may take a regular course by independent study. Course requirements are the same as for regular courses. Students must complete an Independent Study Course form to be signed by the instructor, the student, and approved by the Vice President of Academic Affairs. The syllabus and calendar of expected activities must be included with the form.

The second category is independent study for which there is no course equivalent. Students must obtain approval from a sponsoring instructor and work with that instructor in developing an individual contract that states the objectives, resources to be used, method(s) of evaluation, and relationship of the independent study to their educational objectives. Permission of both the sponsoring instructor and the Vice President of Academic Affairs is required through the Independent Study form.

294 Seminars or Workshops
Seminars or workshops are typically one or two credit courses within a subject area organized for the study of a special topic of interest.

295 Practicum Courses
Students may enroll in practicum experience courses, which are numbered 295 under the appropriate departmental heading. These courses are designed to give students practical training in various disciplines.

298 Internship Courses
Internship courses are planned and supervised work-learning experiences in business, industry, government, education, or community service agencies which are related to a student's program of study. The courses are initiated through learning objectives defined by an agreement between the student, faculty member, Internship Coordinator, and work supervisor. To be eligible, students must have completed 12 semester credits from Miles Community College, and be a sophomore in good standing. A maximum of six credits will be counted toward graduation. All internship courses are numbered 298 under the appropriate department heading.

Semester Units of Credit

College work at Miles Community College is measured in terms of semester credits. A credit in a lecture class involves one hour of classroom work and two additional hours of outside work or preparation. A credit in a laboratory or clinical class involves two hours of classroom work and one hour of outside work or three hours of classroom work. These weekly guidelines are for a 15-week semester (e.g., a three-credit lecture class would meet for 45 lecture hours during the semester). The guidelines utilized are commonly referred to as Carnegie Units. Weekly instructional time is adjusted whenever the semester length does not cover a full 15 week period of time.

Degree and Certificate Information

Associate of Arts and Associate of Science Degrees (A.A. and A.S.)

A degree program of general and liberal arts studies is offered for those students whose educational or professional goals will require them to transfer to a four-year college for completion of their preparation and training. Miles Community College offers a wide variety of lower division (freshman and sophomore) coursework leading to a bachelor's degree in a variety of subject-major fields common to most four-year colleges and universities.

A minimum of 60 credit hours of courses numbered 100 or higher in a prescribed transfer curriculum is required for the Associate of Arts (A.A.) and Associate of Science (A.S.) degrees.

A cumulative grade-point average of 2.0 or better is required in the credits earned toward the A.A./A.S. degree. As part of the 60 credits, students must complete the courses/requirements outlined in the Programs of Study section beginning on page 62.

Associate of Science in Nursing Degree (A.S.N.)

The A.S.N. is designed to prepare students for R.N. licensure and for immediate entry into employment. Students also have the option to continue their nursing education to obtain a Bachelor's Degree in Nursing at four-year institutions. A minimum of 72 credit hours is required for the Associate of Science in Nursing (A.S.N.) degree. See page 82 for details.

Associate of Applied Science Degree (A.A.S.)

A.A.S. programs are designed to prepare students for immediate entry into employment but some credits may also be transferred to bachelor's degree programs at four-year institutions. For specific program requirements, refer to Programs of Study beginning on page 62.

A minimum of 60 credit hours of courses numbered 100 or higher in a prescribed occupational program is required for the Associate of Applied Science (A.A.S.) Degree. A cumulative grade-point average of 2.0 or better is required in the credits earned towards the degree.

Certificates (C.) and Certificates of Applied Science (C.A.S.)

Certificate and Certificate of Applied Science programs are designed for students who seek to acquire an occupational skill in specified training programs that are shorter in duration and narrower in scope than those leading to an A.A.S. Degree. For specific program requirements, refer to Programs of Study beginning on page 62.

Certificates are programs of study of one year or less with no more than 29 credits. Certificates of Applied Science are degree programs generally one year in length which have 30 or more credits including general education coursework in communications, computation and human resources.

Minimum Course Grades

All degree and certificate programs at Miles Community College must meet minimum course grade requirements as determined by the Montana Board of Regents policy 301.5.3:

"All students in the Montana University System and the community colleges must earn the following minimum grades in order to demonstrate their competency and preparation:

1. A "D-" or better in all classes that are used to satisfy so-called free or elective credits in an associate or baccalaureate degree program;
2. A "C-" or better in all classes that are used to satisfy a general education program.
3. A "C-" or better in all classes that are used to satisfy the pre-requisites or required courses in a major, minor, option, or certificate.

Graduation Requirements

Students enrolling at Miles Community College must complete the program requirements listed on the website and printed scope and sequence dated and maintained in their advisor's file at the time of entry into the College, provided

graduation requirements are completed within five years. Students have the option of meeting program requirements in a later catalog, provided all requirements of the later catalog are met.

At least 15 credit hours must be earned through Miles Community College to obtain an associate degree from the College. A maximum of seven elective credits of "D'' grades in elective courses will be applicable towards degree or certificate requirements. Core classes and pre-requisite courses require a "C-" or higher.

Intent to Graduate

Students must make formal notice of intent to graduate with the Registrar the semester prior to anticipated graduation date. Please see the academic calendar for intent to graduate submission deadlines.

Academic Policies

Students enrolling at Miles Community College must follow the program requirements listed on the website in effect at the time of entry into the College, provided graduation requirements are completed within five years. Students have the option of meeting program requirements in a later catalog, provided all requirements of the later catalog are met. Students who have not completed graduation requirements at the end of five years must follow the catalog in effect at the beginning of the sixth year (or the year of subsequent enrollment); however, students may request from the Vice President for Academic Affairs a modification in graduation requirements. Every effort will be made to assist students in completing graduation requirements in a timely manner. Substitutions for courses no longer offered by the College will be made by the Vice President.

When a program has been reviewed and is to be terminated, personnel and students to be affected shall be notified. Generally, a two-year program will continue for one year after the decision is made to terminate the program to allow students enrolled at that time to complete the program. Generally, one-year programs may be terminated at the completion of offering sufficient courses to graduate the currently enrolled students. However, a program may be terminated earlier for sufficient reasons.

Students are responsible for knowing policies and meeting requirements in the program and should keep abreast of current degree, curriculum, and course requirements by consulting published materials and the college website.

Grades and Grade-Point Average (GPA)

Grades are based upon the quality of work done. The grade-point average is determined by dividing total grade points earned by the number of credits attempted.

Grade designations and points are as follows:

A	4.0 grade points per credit
A-	3.7 grade points per credit
B+	3.3 grade points per credit
B	3.0 grade points per credit
B-	2.7 grade points per credit
C+	2.3 grade points per credit
C	2.0 grade points per credit
C-	1.7 grade points per credit
D+	1.3 grade points per credit
D	1.0 grade point per credit
D-	0.7 grade points per credit
F	0 grade points per credit
I	Incomplete – No credit
N	Audit – No credit
W	Withdraw – No credit
WF	Withdraw Failing—0 grade points per credit

Pass/No Pass Policy

Certain courses will be offered on a pass/no pass (P, NP) grading basis only. These courses will not be computed into grade-point averages and include the following:

- All one-credit or one-half-credit physical education activity courses,
- All practicum or internship courses that are not part of a required scope and sequence. If the course is required in a major area of study, it will be given a letter grade pursuant to Board of Regents policy 301.5.3, and
- Seminars and workshops held on a pass/no pass basis at the discretion of the instructor and Vice President for Academic Affairs.

The grade of "P" is given if the students' work is judged to be the equivalent to "A", "B", or "C" work included pluses or minuses. The grade of "NP" is awarded if the work is equivalent to a "D+" or lower. Courses offered on a pass/no pass grading basis are indicated as such in the Course Description section of this catalog.

Incomplete Grades

Incomplete, "I," grades are assigned by the instructor when illness or unavoidable circumstances prevent students from completing the last 25% of a course during the regularly scheduled semester or course term. Students must consult with and obtain permission from the instructor for the award of an "I" grade.

Instructors teaching distance education classes (online and ITV) must communicate the assignment of incomplete grades to the Distance Education Coordinator by the last day of finals week. If students receiving an "I" grade do not complete their coursework within eight weeks after the last day of the class, the "I" grade is automatically changed to an "F" grade. This change will also occur if instructors do not submit "I" grade changes within eight weeks of the last day of the class.

Instructors must include the last date of attendance with each "I" grade submitted to the Registrar. Instructors will not be able to make any changes to the converted "F" grade after the eight week deadline. The Academic Standards and Curriculum Committee must approve all exceptions, which will be presented to the Committee by the appropriate instructor.

Academic Bankruptcy

Academic bankruptcy is a one-time opportunity for students who received poor grades for classes taken at Miles Community College. Students may appeal to the Academic Standards Committee to bankrupt up to two consecutive semesters of previous coursework in which they received poor grades. Conditions for bankrupting grades are as follows:

1. Students must have a minimum of three years of non-enrollment in any institution of higher education prior to requesting grade bankruptcy.
2. Upon reentry to college, students must have completed 15 semester credits with a grade-point average (GPA) of 2.5 or higher prior to submitting a grade bankruptcy request.
3. All grades earned in the semester(s) for which students request bankruptcy must be included in the appeal.
4. All bankrupted grades remain on transcripts but are not considered when determining students' GPA and are not counted as part of graduation requirements.

Repeating a Course

Students who repeat a course will have the most recently earned grade counted toward their grade-point average and graduation requirements. Student will receive financial aid for repeating a course one time only.

Drop/Add

Students who want to drop or add a course prior to the 8th instructional day may do so in Banner, but should consult with their academic advisor. Students may not add courses after the 8th instructional day. To drop a course after the 8th instructional day, students must obtain a drop form from Student Services. They should then take the form to their advisor who completes the information required. Before the transaction is official, it must be signed by the instructor of the course and the advisor and returned to Student Services for official processing. Distance students who want to drop a course do not have to come to campus to access these forms, rather they must initiate the process through a written communication to their advisor or the distance education coordinator.

Withdrawal

Students can withdraw from a course until the week prior to current semester final examinations. A "W" will be placed on the transcript if students are passing the course at the time of withdrawal. A "WF" or "withdrawn failing" will be placed on the transcript if students are not passing the course at the time of withdrawal. The course grade assignment will be made by the instructor. The "WF" will be calculated within the grade point average in the same manner as an "F."

When students are withdrawing from all their courses, signatures of the Librarian, Business Manager, Financial Aid Director, and Registrar are required.

Auditing Courses

Students may audit courses for no grade or credit. Full tuition and fees are typically required when auditing classes. Changing an audit to a letter grade or vice versa is not permitted. Financial aid is not available for audited coursework.

Students who have graduated from Miles Community College and are required to pass certification and/or licensure exams before they are allowed to become employed in the field may audit repeat coursework by paying tuition only. They will not participate in any lab or clinical experiences with the audit and thus will not be charged course or program fees. To receive special consideration:

1. The Student must request the reduced rate audit fee through the advisor of the program in which they have already graduated.

2. The advisor must bring the request before the Academic Standards Committee for approval with documentation of the requirement of a certification or licensure exam for employment.

Academic Standards

The College will make all reasonable efforts to assist students toward academic success. All degree-seeking students taking six or more credits will be reviewed for satisfactory academic standing. Degree and certificate standards require a cumulative 2.0 ("C") grade-point average (GPA) as well as grades of "C-" or higher on all required courses that are not listed as electives. Students who do not achieve a minimum 2.0 GPA for any one semester will be notified that they are on a probationary status and that their inadequate work may jeopardize their degree or certificate objective. Students must meet with the Dean of Enrollment Services to complete an improvement plan before enrolling in the next semester. Students with two successive semesters of inadequate work will be placed on academic suspension. Such students must consult with their advisor and the Dean of Enrollment Services to determine the most appropriate course of action and may be referred to the Center for Academic Success for additional assistance. Students will also be required to complete a reinstatement form to enroll in the next semester. Students who were previously suspended will not be granted a probationary period for future semesters.

Students who do not fulfill the requirements of their reinstatement plan will lose their privilege of attendance for a period of one year. Students who return after an absence of three or more years will be reinstated in good standing.

International Student Academic Standards

International students must have at least a cumulative grade-point average of 2.0 at the end of their third semester or their I-20 will be revoked. If there are unusual circumstances which students feel should be considered before revocation of the I-20, they must see the Vice President for Academic Affairs and the Vice President for Student Success.

Academic Honors

Scholastic Recognition

The names of students carrying 12 or more GPA computed credits who maintain a grade-point average of 3.5 or higher will appear each semester on the President's Honor List.

Honorary Society

Students who demonstrate academic excellence may be invited to membership in the local chapter of Phi Theta Kappa, a national honorary society for community and junior college students. Membership in Phi Theta Kappa is noted on diplomas of members. For more information, see Activities and Clubs on page 43.

Graduation Honors

Graduates of MCC programs, with an overall grade-point average of 3.75 or higher, whether part-time or full-time students, are designated as honor students at the graduation ceremony. Honor graduates will wear a Stoll and have their status noted in the program. The person achieving the highest cumulative grade point average is recognized as the valedictorian of the graduating class. The valedictorian must have completed a two year degree with at least 30 credits earned from Miles Community College.

Transfer of Credits

All Miles Community College courses numbered 100 or above, properly selected to meet the lower-division requirements of a given subject major, are accepted by the colleges and universities of Montana, as well as by accredited colleges and universities outside the state. Students should check with the department of the college or university to which they plan to transfer to ensure full acceptance of credits in a specific program. Dually enrolled high school students and students planning to transfer to a four-year college or university should follow the steps listed below:

1. Determine as soon as possible the school to which you wish to transfer.
2. Obtain a current catalog of that institution and study entrance requirements and suggestions for courses for freshman and sophomore students in major field of interest.
3. Confer with faculty advisor about fulfilling all requirements.
4. Confer, either by letter, e-mail, or personal interview, with an admissions officer or department chair of the transfer school for further information about curriculum and transfer regulations.
5. Research specific school grade and or/test requirements.
6. A semester before transfer, check to be certain all requirements will be met to the satisfaction of the transfer institution.

General Education Transfer Policy

I. Montana Board of Regents Policy 301.10:

A. The Montana University System is committed to facilitating the ease of undergraduate student transfer to its campuses, particularly in the area of general education. Therefore, all campuses of the Montana University System will recognize the integrity of general education programs and courses offered by units of the Montana University System, Montana's three publicly supported community colleges, the seven tribal colleges and regionally accredited independent colleges in the State of Montana. All campuses in the Montana University System shall also recognize the integrity and transferability of the Montana University System Transferable Core

To ensure adequate student preparation for transfer, campuses will exclude any courses from their general B. education program that are remedial or developmental in nature. Examples would include Introductory or Intermediate Algebra, Reading Improvement, Vocabulary Building, and so on.

C. The Montana Board of Regents has adopted four (4) important procedures to implement the intent of this policy. Those procedures are set out below, in Sections II.A., B., C. and D.

II. Procedures:

A. Campus General Education Programs.
An undergraduate student who has completed the lower division coursework in an approved general education program at one of the institutions noted above, and who transfers to another of those institutions, cannot be required to take additional general education coursework at the lower division level. The student may be required to take additional coursework at the upper division level that is part of an approved general education program at the new campus. The approved general education program at each of the campuses can be found at this web address: http://mus.edu/transfer/genedbycampus.asp.

B. The Montana University System Transferable Core.

An undergraduate student who has completed courses identified as part of the Montana University System Transferable Core, hereafter referred to as the MUS Core, will be governed by the following rules:

1. If the student has completed the entire 30-credit MUS Core, following the operating rules approved by the Montana Board of Regents, and transfers to another unit in the Montana University System, that student cannot be required to take additional general education courses at the lower division level.
2. If that student has completed fewer than 20 MUS Core credits, that student will be required to complete the approved general education program at the campus to which he/she transfers. All general education transfer credits that are part of the MUS Core will be reviewed for possible application in the approved general education program at the campus.
3. If that student has completed 20 or more MUS Core credits, that student may choose to complete either the MUS Core or the approved general education program at the campus to which he/she transfers. The student should make that decision in consultation with a faculty advisor.
4. The student may be required to take additional coursework at the upper division level that is part of an approved general education program at the new campus.
5. The MUS core is set out as Appendix 1 of this policy.
6. Transfer students and student advisors should also be familiar with the additional guidelines that have been adopted by the Montana Board of Regents for students who use the MUS Core to satisfy their lower division general education requirement. Those guidelines are entitled Operational Rules for the Montana University System Core, and can be found on page 54.

C. Other "General Education" Coursework.

An undergraduate student, in the following situations, will have his/her classes analyzed on a course by course basis to determine how those classes might satisfy the general education program requirements of the student's new campus:

1. A student who completes postsecondary coursework outside of the Montana University System;
2. A student who completes postsecondary coursework in the Montana University System that does not fall within the guarantees set out in Sections II.A. and B. of this policy do not apply to students in these situations. The institutions that make up the Montana University System are encouraged to assist those students as much as possible, however, so the intent of this policy applies to as many students and as many courses as possible.

D. Associate of Arts and Associate of Science Degrees.

A student who has completed an Associate of Arts or an Associate of Science degree with an approved general education component package at one unit of the Montana University System, as defined under Board Policy 301.12, and

transfers to another unit, cannot be required to take additional general education coursework at the lower division level.

The student may be required to take additional coursework at the upper division level that is part of an approved general education program at the new campus.

NOTE: Students should be aware that Associate of Arts or Associate of Science degrees ordinarily do not have a designated field of study in their title. If they do, they may not satisfy the requirements of this policy. See Board Policy 301.12., paragraph I.B.2.

E. Before the new institution will accept the courses, a student must earn a grade of "C" or better in each of the classes described in the preceding sections.

F. The Montana University System will establish a General Education Council to oversee the provisions of this policy. The Council will have 12 members. A minimum of four (4) members will be selected from nominations submitted by the faculty governance councils on the campuses. Its responsibilities shall include:

1. Periodically review and recommend possible revision of the MUS Core to the Board of Regents;
2. Approve by January of each year a list of general education courses, from each of the institutions described in the first paragraph of this policy, that satisfy the MUS Core criteria on that campus;
3. Periodically assess and recommend revision of this policy;
4. Perform other responsibilities, as assigned by the Montana Board of Regents or the Commissioner of Higher Education.

G. Each campus of the Montana University System and the publicly supported community colleges will provide the Office of the Commissioner of Higher Education its approved general education program and update that information whenever changes are made. The Commissioner of Higher Education will make this information available to all campuses of the Montana University System.

H. The tribal colleges and regionally accredited independent colleges in the State of Montana may elect to participate in this reciprocal recognition of general education integrity on the same terms as the campuses of the Montana University System. Those electing to do so will provide the appropriate information to the Office of the Commissioner of Higher Education.

Appendix I
Montana University System Core

Natural Sciences *At least one of the classes must have a laboratory experience	6 semester credits
Social Sciences/History	6 semester credits
Mathematics	3 semester credits
Communication *Written communication and oral communication	6 semester credits
Humanities/Fine Arts	6 semester credits
Cultural Diversity	3 semester credits
TOTAL CREDITS	**30 semester credits**

Operational Rules for the Montana University System Core

Operational Rule 1
In order to satisfy the Montana University System (MUS) Core, students must successfully complete at least one course that includes significant content related to the cultural heritage of American Indians. It could be a course in the cultural diversity category, or it could also be a course in any other category, as long as it has the appropriate content.

Operational Rule 2
In order to successfully complete the Montana University System Core, students must earn the minimum number of credits in each of the six (6) categories of coursework. Students can only use credit-bearing competency tests or

coursework to satisfy the MUS core.

Operational Rule 3
Coursework can only be used once to satisfy the requirements of the MUS Core. It cannot be "double counted" to satisfy the requirements of more than one category.

Operational Rule 4
In order to satisfy the requirements of the Communications area, students must successfully complete a combination of courses that includes significant content in both written and oral communications.

Operational Rule 5
Students must satisfy the "minimum grade" requirements established by Board of Regents' Policy 301.5.3, along with any exceptions to that policy that may have been established by their program of study. Information about those exceptions may be found at: http://mus.edu/transfer/highermingrades.asp.

Operational Rule 6
Transfer students should remember that completion of the MUS Core means that they have satisfied the general education requirements at the 100 and 200-level when they move to their new campus. They will not be required to complete additional general education classes at the lower division course level. If their new campus has general education requirements at the 300 and 400-level, however, transfer students will be expected to satisfy those requirements, according to Board of Regents' Policy 301.10 concerning general education transfer. The most common example is an upper division writing requirement on some of the campuses.

Please note: As students work on the Montana University System general education core, they should attempt to select classes that are also required in their major. That efficient use of coursework could help students complete their degree more quickly, since the classes could be used to satisfy both the requirements of the major and the requirements of the MUS General Education Core.

Montana Board of Regents Math and Writing Proficiency Transfer Policy

An undergraduate student who did not satisfy the mathematics proficiency standard set out in Board Policy 301.1 who transfers from a two-year campus or program to a four-year campus or program in the Montana University System (MUS) may prove they have the appropriate proficiency in the following ways:

(a) within 3 semesters or 32 credits of enrolling, earn a C- grade or better in intermediate algebra (M 95), or in a college course that is the prerequisite to a mathematics course that satisfies the general education program requirement described in board policy 301.10; or
(b) earn a score of 22 or above on the mathematics portion of the ACT or 520 or above on the mathematics portion of the SAT; or
(c) earn a score of at least 60 on the COMPASS algebra exam, or an equivalent score on another placement exam used by the campus, upon enrollment; or
(d) complete an A.A. or A.S. degree.

An undergraduate who did not satisfy the writing proficiency standards set out in Board Policy 301.1 who transfers from a two-year campus or program to a four-year campus or program in the Montana University System (MUS) may prove they have the appropriate proficiency in the following ways:

(a) within 3 semesters or 32 credits of enrolling, earn a grade of C- or better in developmental writing (WRIT 95) or a composition course that is the prerequisite to the composition course that satisfies the general education program requirements described in board policy 301.10;
(b) earn the required score on one or more of the writing assessments listed for admissions;
(c) submit a letter to the admissions office documenting a disability that prevented him/her from adequately demonstrating proficiency in a test setting if no accommodation was provided at the time of the test; or
(d) earn a score of at least 90 on the COMPASS writing skills exam; or
(e) complete an A.A. or A.S. degree.

Other Programs for Achieving College Credit

College Level Examination Program (CLEP)

Miles Community College may accept up to a maximum of 30 semester credits for satisfactory scores on CLEP examinations. CLEP scores will be recorded as "P" grades on official transcripts. Miles Community College offers CLEP testing. Please call 406.874.6152 or 800.541.9281 for information or to set up a testing time.

Challenge Examinations

A student who has gained the knowledge of certain college courses through education or experience on his or her own initiative and time may challenge the course through examination if an exam exists for that course. A list of courses

available for examination not covered by CLEP is on file with the Vice President for Academic Affairs. Regular tuition and fees are charged for credit by exam.

Only degree-pursuing students enrolled in a regular curriculum may request credit by examination. The student must obtain written approval from both the course instructor who will administer the examination and the Vice President for Academic Affairs on the "Credit by Exam" form. This form lists the course examinations that have been pre-approved through the Academic Standards committee. No course that is a prerequisite to a course already completed by a student may receive credit by exam.

All approved examinations cover a comprehensive review of the entire subject matter of the course. The examination may include written and/or physical skill achievement. Performance on the examination will become the basis for the grade in the course, and the results will be recorded on the student's transcript.

Upon successful completion of the examination, the instructor will place the grade in the student management system for the class in which the student was enrolled that semester. The grade will appear on the student's transcript at the end of the semester when all grades are finalized.

Experiential/Portfolio Credit

When CLEP, MCC challenge examinations, or veteran transfer credit for military training are not available to demonstrate proficiency in subject areas, degree candidates may submit other forms of evidence through a portfolio process. This evidence must be evaluated and approved by the Academic Standards Committee and full-time teaching faculty in the program to determine if the evidence provided equates to the course objectives and is conclusive enough to warrant credit being granted for each course requested.

Credit for prior experiential learning shall not constitute more than 25% or the credits needed for a degree or certificate. In a 60-credit program, no more than 15 credits may be awarded for experiential learning. Experiential credits do not count toward the minimum 15 credit hours that must be earned through Miles Community College to obtain an associate degree from the College.

Students must work with the Associate Dean of Academics to follow the requirements of their program area and the portfolio process. Portfolio credits cost $45 per credit earned. For additional information about experiential/portfolio credit, contact the Associate Dean of Academic Affairs at 406.874.6212 or 800.541.9281.

Veteran Transfer Credit/Military Training

Students who are military veterans desiring to have credit(s) transferred to Miles Community College from military training must provide a Military Transcript to the Registrar's Office. Once the transcript is received, it will be evaluated in a timely manner. The evaluation will take into account the American Council of Education (ACE) recommendations, the student's intended program of study, and faculty evaluations as necessary.

Military training that has no course equivalency at MCC will be accepted as general elective credit(s) or elective credit(s) toward an indicated subject area. Military training not applicable to the program of study, and which would put the student in jeopardy of the Financial Aid credit limit, will not be accepted. The accepted course(s) will be posted to the transcript as transfer work and recorded with a "P" grade(s).

For additional information about military training credits, contact the Registrar at 406-874.6214 or 1-800-541-9281.

Institutional Philosophy of General Education

Educated persons tend to be inquisitive about all aspects of life. They strive to seek, validate, and implement information so that they can make informed, responsible, and socially conscious decisions as they confront their complex and ever-changing personal, professional, and environmental challenges. In order to meet their challenges successfully, students need to have a well-rounded and firmly grounded education beyond their intended academic specialty.

The primary objective of the General Education program, therefore, is to ensure that students who earn their Associate of Arts of Associate of Science degree from Miles Community College develop a knowledge base in oral and written communication, the humanities and fine arts, mathematics, science, history and the social sciences, and information technology. It is our goal at Miles Community College that as students come to understand these disciplines, they will see them as distinct yet interrelated and interdependent ways of understanding, interpreting, and living effectively in their world.

Students enter Miles Community College with different levels of general knowledge and they are at different stages in their lives. The academic offerings at Miles Community College are intended to help students grow not only by expanding their individual skills, competencies, and perspectives, but also by providing them with experiences in areas they may not have yet explored.

Overarching Outcomes of General Education

Students who earn their Associate of Arts or Associate of Science degree at Miles Community College will demonstrate:

- The ability to read, write, listen, and speak effectively;
- Knowledge and understanding of the human cultural traditions as expressed in art, music, theater, language, literature, philosophy, or religion;
- The ability to apply mathematical principles and to communicate quantitative information effectively;
- The knowledge and application of scientific principles, methodology, terminology, questioning, and reasoning;
- The ability to understand, interpret, and analyze human behaviors within the context of history and the social sciences;
- The knowledge of and the ability to use technology in today's computing environment.

General Education Core Areas

Communications

Vision Statements:
Oral Communication

People spend a significant portion of their personal and professional lives in communicating and collaborating with others. The primary goal for the oral communication classes at Miles Community College, therefore, is to help the students develop the confidence and the competence they will need in order to communicate in ways that will be appropriate and effective for the varied situations and relationships in which they may find themselves.

Written Communication

The cardinal goal of the written communication classes is to provide students with the critical thinking and articulation skills necessary to succeed in the academic world of Miles Community College and beyond. The other disciplines of the college community rely upon the writing classes to provide students with the skills they need to research, analyze, and synthesize information in order to formulate and articulate a critical response in college-level discourse. To this end, the writing instructors strive to enhance the students' recognition and understanding of culture, political theory and expression, history, and science as they are experienced and expressed in the language and literature of the human family.

Overarching Outcome of the Communications Core Area

Students who earn their Associate of Arts or Associate of Science degree at Miles Community College will demonstrate the ability to read, write, listen, and speak effectively.

General Outcomes of the Communications Core Area

Students will:

- Communicate information in a clear, concise, and complete manner.
- Communicate in ways that are appropriate and effective for their intended audience and purpose.
- Identify and incorporate research materials into informative and analytical communication.

Humanities and Fine Arts

Vision Statement:

It is the function of the study of the humanities and fine arts to broaden students' perspectives by focusing on the best of what humans are capable of accomplishing through philosophy, literature, drama, music, language, creativity, ethical behavior, diversity of beliefs, and mutual acceptance. In order to accomplish this goal, the instructors expose students to a wide variety of artistic and multi-cultural elements. The performing and studio arts classes tap into and develop students' creative and aesthetic sensitivities. The foreign language classes help students not only learn another language but also gain greater insights into and understanding of the people who speak the language. The humanities classes introduce students to theories and issues involved in ethics, philosophy, and cultures. The literature classes help students discover insights into their own lives and the world in which they live and work.

Overarching Outcome of the Humanities and Fine Arts Core Area

Students who earn their Associate of Arts or Associate of Science degree at Miles Community College will demonstrate knowledge and understanding of the human cultural traditions as expressed in art, music, theater, language, literature, philosophy, or religion.

General Outcomes of the Humanities and Fine Arts Core Area

Students will:

- Recognize contributions of literature, music, theater, language, philosophy, culture, or art in the development of insight into human endeavors
- Relate connections between the humanities and cultural/historical events.
- Acknowledge, learn about, and learn from different cultural and social perspectives.

Mathematics

Vision Statement
The Miles Community College mathematics classes are based on the ideal that mathematics provides students with the skills to think critically, logically, and abstractly. From remedial math to calculus, the instructors challenge students to learn new concepts and apply them in a variety of situations. Students who receive an Associate of Arts or an Associate of Science degree are required to attain the level of mathematical competence that will enable them to function beyond the intermediate algebra level.
Overarching Outcome of the Mathematics Core Area
Students who earn their Associate of Arts or Associate of Science degree at Miles Community College will demonstrate the ability to apply mathematical principles and to communicate quantitative information effectively.

General Outcomes of the Mathematics Core Area
Students will:
- Solve problems through mathematical reasoning and analysis.
- Use appropriate tools, such as mathematical properties, modeling, technology, and graphs.
- Perform mathematical applications beyond intermediate algebra.

Science

Vision Statement
The major goal of the science classes at Miles Community College is to help students develop critical-thinking and problem-solving skills in their study of the natural and physical sciences. Overcoming the challenges of the technical curriculum found so often in the science areas enhances learning. Science naturally goes well with "real life" experiences. Therefore, once students are able to break out of the structured mode of the technical, a whole new world opens up from which they may draw resources for real understanding to take place in the realm of the practical.

Overarching Outcome of the Science Core Area
Students who earn their Associate of Arts or Associate of Science degree at Miles Community College will demonstrate the knowledge and application of scientific principles, methodology, terminology, questioning, and reasoning.
General Outcomes of the Science Core Area
Students will:
- Utilize creative and critical scientific questioning to comprehend the scientific world.
- Identify and solve problems using methods of the discipline.
- Demonstrate scientific awareness of the interrelationships of the laws that govern the natural world.

History and Social Sciences

Vision Statement
Throughout human history, people have experienced many means of surviving and of interacting with one another. As is the case in any herd species, interrelationships have been and continue to be complex. It is the goal of the social sciences to study and understand this collective behavior, either in the past (history) or in the present (sociology). At the individual level (psychology) the goal is to help students understand the cognitive, social, emotional, and biological development of humans. Understanding humans within these contexts—historical, sociological, psychological—can lead students to a greater acceptance of cultural diversity and also help them develop skills for dealing with an ever-changing world.

Overarching Outcome of the History and Social Sciences Core Area
Students who earn their Associate of Arts or Associate of Science degree at Miles Community College will demonstrate the ability to understand, interpret, and analyze human behaviors within the context of history and the social sciences.

General Outcomes of the History and Social Sciences Core Area
Students will:
- Recognize the impact of human behaviors on society and the environment over time.
- Evaluate human behavior within the contexts of community, culture, time, and/or technoeconomic base.
- Analyze how human actions result from past events and impact future events.

Information Technology

Vision Statement
Technology has become a necessity in education as well as in business and industry. Since the one constant of technology is its dynamics, it is imperative that students learn information technology in order to keep pace with the demands of business and industry. The purpose of the information technology courses at Miles Community College is to prepare students at a basic technical level to meet the constantly changing needs of existing technology environments.

Overarching Outcome of the Information Core Area
Students who earn their Associate of Arts or Associate of Science degree at Miles Community College will demonstrate the knowledge of and the ability to use technology in today's computing environment.

General Outcomes of the Information Technology Core Area
Students will:

- Define the fundamentals of computers and terminology with respect to personal computer hardware and software, and the World Wide Web.
- Demonstrate an in-depth understanding of why computers are essential components in business and society.
- Develop the skills to adapt to the ever-changing world of information technology.

First Year Pioneer

Vision and Purpose Statement
The First Year Pioneer program is designed for first-time freshmen to make their first experiences with college and campus life positive. It is a retention initiative that involves a collaboration of services, programs, and people dedicated to assisting new students at MCC.

Overarching Outcome of the First Year Pioneer Core Area
Students who earn their general Associate of Arts or Associate of Science degree with no designated emphasis will develop education goals and demonstrate the ability to adequately navigate the expectations of college and adulthood. Transfer or returning students enrolling at Miles Community College with 24 credits or more, will have this core area waived.

A restricted online section of this course will be offered to distance students or on campus students who have schedule conflicts with the face to face sections. Restricted enrollment is approved by the student's advisor and the Vice President of Academic Affairs.

General Outcomes of the First Year Pioneer Core Area
Students will:

- Develop personal skills in time and stress management, creating positive relationships, developing educational goals, planning for careers and accepting responsibility.
- Practice academic success strategies related to advising processes, research methods and techniques, computer literacy and Banner, note taking and study skills.
- List student services and programs available to enhance collegiate success through financial aid, campus living and food services, clubs, groups and organizations.

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MILES
COMMUNITY COLLEGE

Programs of Study

Start Here... Go Anywhere.

Academic Programs

Programs of Study

Miles Community College is authorized by the State of Montana Board of Regents to offer the following programs resulting in the granting of Associate of Arts degrees (A.A.), Associate of Science degrees (A.S.), Associate of Science in Nursing Degree (A.S.N.), Associate of Applied Science degrees (A.A.S.), Certificates of Applied Science (C.A.S.) and Certificates (C.).

Transfer Programs

Associate of Arts (A.A.)

Elementary Education Emphasis
Elementary Education/Special Education Emphasis
Equine Management Emphasis
Secondary Education/Special Education Emphasis
Physical Education Emphasis

Associate of Science (A.S.)

Agribusiness Emphasis
Animal Science (Livestock Management) Emphasis
Animal Science (Pre-Veterinary) Emphasis
Biofuels Emphasis
Business Emphasis
Healthcare Informatics Emphasis (partnership)
Insurance Emphasis
Natural Resource and Range Management Emphasis
Pre-Engineering Technology Emphasis
Wildlife and Fisheries Biology Emphasis

Miles Community College uses the following MUS Core requirements for AA and AS degrees awarded with a specific emphasis:

Natural Sciences	6 semester credits
*At least one of the classes must have a laboratory experience	
Social Sciences/History	6 semester credits
Mathematics	3 semester credits
Communication	6 semester credits
*Written Communication and Oral Communication	
Humanities/Fine Arts	6 semester credits
Cultural Diversity	3 semester credits

Associate of Science in Nursing (A.S.N.)

Professional-Technical Education

Agriculture Production.....A.A.S.
Agriculture.....C.A.S.
Automotive Technology.....A.A.S.
Automotive Technology.....C.A.S.
Biofuels.....A.A.S.
Building Construction Management.....A.A.S.
Building Construction.....C.A.S.
Business
- Accounting Option..... C.
- Customer Relations Option..... C.
- Entrepreneurship Option..... C.A.S.
- Fundamentals of Business Option..... C.
- Sales and Marketing Option..... C.
- Business Management/Insurance Option.....A.A.S.
- Office Administration & Technology Option ...A.A.S.
- Small Business Management Option.....A.A.S.

Equine Studies.....A.A.S.
Heavy Equipment Operations..... C.A.S.
Information Technology
- Graphic and Web Design Option.....A.A.S.
- Networking and PC Maintenance Option.....A.A.S.

Paraprofessional Educator/Teacher's Assistant C.A.S.
Pharmacy Technician..... C.
Phlebotomy..... C.

All Associate of Applied Science Degrees, Certificates of Applied Science, and Certificates must contain general education requirements of written communication, computation, and human relations.

In Partnership with Bismarck State College

Medical Laboratory Technician..... A.A.S.

In Partnership with the Montana Tech College of Technology

Radiologic Technology..... A.A.S.

NOTE: This list of programs is subject to modification by the College.

Core Requirements—Associate of Arts Degree (A.A.)

All general associate or arts degrees awarded by Miles Community College contain a required number of hours in general education courses, called core requirements. The courses listed in each category are those which are acceptable to fulfill the requirements of that category. Students may then choose from additional elective courses to fulfill the entire 60 credit degree requirement.

Students who plan to transfer to four-year institutions should work closely with their advisor to appropriately match the core requirements of both Miles Community College and the transfer institution.

Communications—Oral
3 credit hours required from:

COMX 111	Public Speaking
COMX 115	Interpersonal Communication

Communications—Written
Required course:

WRIT 101	College Writing I

3 credit hours required from:

WRIT 121	Introduction to Technical Writing
WRIT 122	Introduction to Business Writing
WRIT 201	College Writing II

Computer Education

CAPP 120	Introduction to Computers

Humanities and Fine Arts
9 credit hours required from:

ARTH 101	Foundations of Art
ARTZ 105	Visual Language—Drawing
ARTZ 106	Visual Language—2-D Foundations
ARTZ 130	Intro to Ceramics
ARTZ 19101	Special Topics: Charcoal
ARTZ 19102	Special Topics: Oil Painting
ARTZ 19103	Ceramics Special Topics: Wheel Throwing
ARTZ 19104	Ceramics Special Topics: Hand Building
ARTZ 19105	Ceramics Special Topics: Tile Making
ARTZ 19106	Special Topics: Pastels
ARTZ 19107	Special Topics: Ink
ARTZ 242	Introduction to Stained Glass
ARTZ 244	Intro to Glass Mosaics
ARTZ 251	Sculpture I
CHIN 101	Beginning Chinese I
CRWR 240	Introductory Creative Writing Workshop
EDU 297	Methods: K-8 Art
LIT 110	Introduction to Literature
LIT 120	Poetry
LIT 210	American Literature I
LIT 211	American Literature II
LIT 223	British Literature
LSH 101	Introduction to Humanities
LSH 105	Mideast Culture*
LSH 220	End of Life Issues
MUSI 101	Enjoyment of Music
MUSI 105	Music Theory I
MUSI 112	Choir: Miles
MUSI 135	Keyboard Skills I
MUSI 136	Keyboard Skills II
MUSI 150	Beginning Voice
MUSI 151	Beginning Voice II
MUSI 160	Beginning Guitar
MUSI 178	Banjo
MUSI 235	Keyboard Skills III
MUSI 236	Keyboard Skills IV
MUSI 250	Beginning Voice III
MUSI 251	Beginning voice IV
PHL 101	Introduction to Philosophy
PHL 110	Introduction to Ethics
PHL 221	Introduction to Philosophy and Biomedical Ethics
PHOT 113	Understanding Photography
PHOT 116	Intermediate Black and White Photography
PHOT 154	Exploring Digital Photography
RLST 100	Intro to the Study of Religions*
SPNS 101	Elementary Spanish I*
SPNS 102	Elementary Spanish II*
THTR 105	Theater Workshop I
THTR 205	Theater Workshop II

Mathematics
3 or 4 credit hours required from:

M 105	Contemporary Mathematics
M 121	College Algebra
M 122	College Trigonometry
M 130	Mathematics for Elementary Teachers I
M 131	Mathematics for Elementary Teachers II
M 151	Precalculus
M 161	Survey of Calculus
M 171	Calculus I
M 172	Calculus II
STAT 216	Introduction to Statistics

Science
7-8 credit hours (must include one lab) required from:

ANSC 265/266	Functional Anatomy of Domestic Animals
BIOB 101/102	Discover Biology
BIOB 110	Introduction to Plant Science
BIOB 160/161	Principles of Living Systems
BIOB 170/171	Principles of Biological Diversity
BIOH 104/105	Basic Human Biology
BIOH 201/202	Human Anatomy and Physiology I
BIOH 211/212	Human Anatomy and Physiology II
BIOM 250/251	Microbiology for Health Sciences
CHMY 121/122	Introduction to General Chemistry
CHMY 123/124	Introduction to Organic & Biochemistry
CHMY 141/142	College Chemistry I
CHMY 143/144	College Chemistry II
ENSC 245	Soils
GPHY 111/112	Introduction to Physical Geography
NRSM 240	Natural Resources Ecology
NUTR 221	Basic Human Nutrition
PHSX 205/206	College Physics I
PHSX 207/208	College Physics II

Social Science, Economics, History, and Political Science
9 total credit hours required
At least 3 credit hours required from:

HSTA 101	American History I
HSTA 102	American History II
HSTA 160	Intro to the American West
HSTA 215	Post-WW II America
HSTA 250	Plains Indian History*
HSTA 255	Montana History
HSTR 101	Western Civilization I
HSTR 102	Western Civilization II

May also choose up to 6 credit hours from:

ANTY 101	Anthropology and the Human Experience*
ECNS 201	Principles of Microeconomics
ECNS 202	Principles of Macroeconomics
ECNS 205	Economics in the Real World
EDU 220	Human Growth and Development
PSCI 210	Introduction to American Government
PSYX 100	Introduction to Psychology
PSYX 230	Developmental Psychology
PSYX 240	Fundamentals of Abnormal Psychology
PSYX 260	Fundamentals of Social Psychology
SOCI 101	Introduction to Sociology
SOCI 206	Deviant Behavior
SOCI 208	Introduction to Sociology of Globalization

ED 299 (First Year Pioneer) is required for students completing the general AA degree (without an emphasis). Students in other degrees are also encouraged to take this course.

*** Meets Cultural Diversity Requirement for Montana University System.**

Core Requirements—Associate of Science Degree (A.S.)

All general associate of science degrees awarded by Miles Community College contain a required number of hours in general education courses, called core requirements. The courses listed in each category are those which are acceptable to fulfill the requirements of that category. Students may then choose from additional elective courses to fulfill the entire 60 credits degree requirement.

Students who plan to transfer to four-year institutions should work closely with their advisor to appropriately match the core requirements of both Miles Community College and the transfer institution.

Communications—Oral
3 credit hours required from:

COMX 111	Public Speaking
COMX 115	Interpersonal Communication

Communications—Written
Required course:

WRIT 101	College Writing I

3 credit hours required from:

WRIT 121	Introduction to Technical Writing
WRIT 122	Introduction to Business Writing
WRIT 201	College Writing II

Computer Education

CAPP 120	Introduction to Computers

Humanities and Fine Arts
6 credit hours required from:

ARTH 101	Foundations of Art
ARTZ 105	Visual Language—Drawing
ARTZ 106	Visual Language—2-D Foundations
ARTZ 130	Intro to Ceramics
ARTZ 19101	Special Topics: Charcoal
ARTZ 19102	Special Topics: Oil Painting
ARTZ 19103	Ceramics Special Topics: Wheel Throwing
ARTZ 19104	Ceramics Special Topics: Hand Building
ARTZ 19105	Ceramics Special Topics: Tile Making
ARTZ 19106	Special Topics: Pastels
ARTZ 19107	Special Topics: Ink
ARTZ 242	Introduction to Stained Glass
ARTZ 244	Intro to Glass Mosaics
ARTZ 251	Sculpture I
CHIN 101	Beginning Chinese I
CRWR 240	Introductory Creative Writing Workshop
EDU 297	Methods: K-8 Art
LIT 110	Introduction to Literature
LIT 120	Poetry
LIT 210	American Literature I
LIT 211	American Literature II
LIT 223	British Literature
LSH 101	Introduction to Humanities
LSH 105	Mideast Culture*
LSH 220	End of Life Issues
MUSI 101	Enjoyment of Music
MUSI 105	Music Theory I
MUSI 112	Choir: Miles
MUSI 135	Keyboard Skills I
MUSI 136	Keyboard Skills II
MUSI 150	Beginning Voice
MUSI 151	Beginning Voice II
MUSI 160	Beginning Guitar
MUSI 178	Banjo
MUSI 235	Keyboard Skills III
MUSI 236	Keyboard Skills IV
MUSI 250	Beginning Voice III
MUSI 251	Beginning voice IV
PHL 101	Introduction to Philosophy
PHL 110	Introduction to Ethics
PHL 221	Introduction to Philosophy and Biomedical Ethics
PHOT 113	Understanding Photography
PHOT 116	Intermediate Black and White Photography
PHOT 154	Exploring Digital Photography
RLST 100	Intro to the Study of Religions*
SPNS 101	Elementary Spanish I*
SPNS 102	Elementary Spanish II*
THTR 105	Theater Workshop I
THTR 205	Theater Workshop II

Mathematics
7 or 8 credit hours required from:

M 105	Contemporary Mathematics
M 121	College Algebra
M 122	College Trigonometry
M 130	Mathematics for Elementary Teachers I
M 131	Mathematics for Elementary Teachers II
M 151	Precalculus
M 161	Survey of Calculus
M 171	Calculus I
M 172	Calculus II
STAT 216	Introduction to Statistics

Science
8 credit hours required from:

ANSC 265/266	Functional Anatomy of Domestic Animals
BIOB 101/102	Discover Biology
BIOB 160/161	Principles of Living Systems
BIOB 170/171	Principles of Biological Diversity
BIOH 104/105	Basic Human Biology
BIOH 201/202	Human Anatomy and Physiology I
BIOH 211/212	Human Anatomy and Physiology II
BIOM 250/251	Microbiology for Health Sciences
CHMY 121/122	Introduction to General Chemistry
CHMY 123/124	Introduction to Organic & Biochemistry
CHMY 141/142	College Chemistry I
CHMY 143/144	College Chemistry II
GPHY 111/112	Introduction to Physical Geography
NRSM 240	Natural Resources Ecology
PHSX 205/206	College Physics I
PHSX 207/208	College Physics II

Social Science, Economics, History, and Political Science
6 credit hours required from:

ANTY 101	Anthropology and the Human Experience*
ECNS 201	Principles of Microeconomics
ECNS 202	Principles of Macroeconomics
ECNS 205	Economics in the Real World
EDU 220	Human Growth and Development
HSTA 101	American History I
HSTA 102	American History II
HSTA 160	Intro to the American West
HSTA 215	Post-WW II America
HSTA 250	Plains Indian History*
HSTA 255	Montana History
HSTR 101	Western Civilization I
HSTR 102	Western Civilization II
PSCI 210	Introduction to American Government
PSYX 100	Introduction to Psychology
PSYX 230	Developmental Psychology
PSYX 240	Fundamentals of Abnormal Psychology
PSYX 260	Fundamentals of Social Psychology
SOCI 101	Introduction to Sociology
SOCI 206	Deviant Behavior
SOCI 208	Introduction to Sociology of Globalization

ED 299 (First Year Pioneer) is required for students completing the general AS degree (without an emphasis). Students in other degrees are also encouraged to take this course.

*** Meets Cultural Diversity Requirement for Montana University System.**

Associate of Arts Degree (A.A.)

The Associate of Arts Degree program is designed for students who expect to complete a degree at a four-year institution in such areas as art, education, English, history, journalism, library science, pre-law, psychology, sociology, and speech.

Upon completion of this program, graduates will be able to demonstrate:

- The ability to read, write, listen, and speak effectively;
- Knowledge and understanding of the human cultural traditions as expressed in art, music, theater, language, literature, philosophy, or religion;
- The ability to apply mathematical principles and to communicate quantitative information effectively;
- The knowledge and application of scientific principles, methodology, terminology, questioning, and reasoning;
- The ability to understand, interpret, and analyze human behaviors with the context of history and the social sciences;
- The knowledge of and the ability to achieve a healthy lifestyle;
- The knowledge of and the ability to use technology in today's computing environment.

The curriculum gives students a broad educational background in liberal arts with emphasis on humanities and social sciences. **Students should consult the catalog of the institution to which they expect to transfer and should select appropriate courses in consultation with their advisor.**

First Year—Fall Semester		Cr. Hrs.
WRIT 101	College Writing I	3
COMX 115	Interpersonal Communications	3
	or	
COMX 111	Public Speaking	(3)
	*History Core Requirement	3
	*Humanities Core Requirement	3
	*Social Science Core Requirement	3
ED 299	First Year Pioneer	1
		16

First Year—Spring Semester		Cr. Hrs.
WRIT	*Written Communications Core Requirement	3
M	*Math Core Requirement	3/4
	*Humanities Core Requirement	3
	*Social Science Core Requirement	3
CAPP 120	Introduction to Computers	3
		15/16

Second Year—Fall Semester		Cr. Hrs.
	*Humanities Core Requirement	3
	*Science Core Requirement	4
	Electives	9
		16

Second Year—Spring Semester		Cr. Hrs.
	*Science Core Requirement	4
	Electives	9
		13

Total Hours in Program—60 (61)

* Refer to Core Requirements for the Associate of Arts Program. Core Requirements and Electives should be selected in consultation with an advisor and/or the college to which the student intends to transfer.

Associate of Arts Degree (A.A.)

Elementary Education Emphasis

This program offers course work leading to an Associate of Arts Degree for students planning to transfer to a four-year institution and pursue advanced studies in Elementary Education. Courses are designed to provide the initial foundational program to prepare qualified teaching and related personnel for the public school system. This scope and sequence has been aligned to transfer to MSU-Billings but will also transfer to other colleges and universities.

At the conclusion of this program students will possess the basic liberal arts educational core to:

- Effectively teach reading, math, writing, computers, music, art, physical education, science, social science and history at the elementary level and possess the skills to transfer to a four-year program.
- Explain the development of a child and the concepts of learning and behavior.
- Develop classroom rules and teach proper group behavior.
- Identify learning challenges for students and describe the Individualized Education Plan (IEP).

The program course requirements are presented in sequence. *Part-time students and others who cannot follow this sequence should check course descriptions in this Catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take courses.*

First Year—Fall Semester		**Cr. Hrs.**
EDU 297	Methods: K-8 Art	3
EDU 200	Introduction to Education	3
WRIT 101	College Writing I	3
PSYX 100	Intro to Psychology	3
CAPP 120	Intro to Computers	3
	*Humanities Core	3
		—
		18

First Year—Spring Semester		**Cr. Hrs.**
WRIT 201	College Writing II	3
GPHY 111	Intro to Physical Geography	3
GPHY 112	Intro to Physical Geography lab	1
HTH 101	Opportunities in the Health Professions	3
HEE 220	Intro to Physical Education	3
HSTA 101	American History I	3
	or	
HSTA 102	American History II	(3)
		—
		16

Second Year—Fall Semester		**Cr. Hrs.**
COMX 111	Public Speaking	3
SOCI 101	Introduction to Sociology	3
M 130	Math for Elementary Teachers I	4
BIOB 101	Discover Biology	3
BIOB 102	Discover Biology Lab	1
MUSI 101	Enjoyment of Music	3
		—
		17

Second Year—Spring Semester		**Cr. Hrs.**
EDU 220	Human Growth and Development	3
EDU 202	Early Field Experience	1
M 131	Math for Elementary Teachers II	4
HSTA 250	Plains Indian History	3
PSYX 272	Educational Psychology	3
EDSP 204	Intro to Teaching Exceptional Learners	3
		—
		17

Total Hours in Program— 68

Core Requirements should be selected in consultation with an advisor and/or the college to which the student intends to transfer. Refer to Core Requirements for the Associate of Arts Program.

Associate of Arts Degree (A.A.)

Elementary Education/Special Education Emphasis Paraprofessional Education

This is a two-year program designed for students who want to transfer to a four-year program such as Montana State University Billings for a Bachelor of Science in Education with a double major in Elementary Education and Special Education. It will also prepare paraprofessional educators to assist elementary classroom teachers. This program fully satisfies the requirements of the No Child Left Behind Act for employment as a paraprofessional educator in the United States.

At the conclusion of this program students will possess the basic liberal arts educational core to:

- Effectively teach reading, math, writing, computers, music, art, physical education, science, social science and history at the elementary level and possess the skills to transfer to a four-year program to complete this program of study or support instruction of the classroom teacher as a teacher's assistant.
- Explain the development of a child and the human concepts of learning and behavior.
- Develop classroom rules and teach proper group behavior.
- Identify learning challenges for students and describe the Individualized Education Plan (IEP).
- Safely supervise students and monitor student behavior.
- Support instruction of the classroom teacher, specifically in reading, writing and mathematics.
- Assist students with computer technology.
- Provide communication support for exceptional learners.

The program course requirements are presented in sequence. *Part-time students and others who cannot follow this sequence should check course descriptions in this catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take courses.*

First Year—Fall Semester		**Cr. Hrs.**
EDU 200	Intro to Education	3
EDU 297	Methods: K-8 Art	3
WRIT 101	College Writing I	3
CAPP 120	Intro to Computers	3
COMX 111	Public Speaking	3
EDU 142	Student Supervision	1
		16

First Year—Spring Semester		**Cr. Hrs.**
EDSP 204	Intro to Teaching Exceptional Learners	3
WRIT 201	College Writing II	3
MUSI 101	Enjoyment of Music	3
GPHY 111	Intro to Physical Geography	3
GPHY 112	Intro to Physical Geography Lab	1
PSCI 210	Intro to American Government	3
HTH 101	Opportunities in the Health Professions	3
		19

Second Year—Fall Semester		**Cr. Hrs.**
EDU 240	Behavior Management	2
M 130	Math for Elementary Teachers I	4
BIOB 101	Discover Biology	3
BIOB 102	Discover Biology Lab	1
PSYX 100	Intro to Psychology	3
HSTA 101	American History I	3
	or	
HSTA 102	American History II	(3)
	*Humanities Core Requirement	3
		19

Second Year—Spring Semester		**Cr. Hrs.**
EDSP 206	Severe Communication Support Needs	2
EDU 220	Human Growth and Development	3
EDU 202	Early Field Experience	1
M 131	Math for Elementary Teachers II	4
HSTA 250	Plains Indian History	3
HSTR 102	Western Civilization II	3
PSYX 272	Educational Psychology	3
		19

Total Hours in Program—73

Core Requirements should be selected in consultation with an advisor and/or the college to which the student intends to transfer. Refer to Core Requirements for the Associate of Arts Program.

Associate of Arts (A.A.)

Equine Management Emphasis

This two year transfer degree is designed to give students a foundation in equine science and the ability to apply that knowledge in a practical manner. Graduates will be prepared for a career in equine business and management, breeding, nutrition, and allied industries such as sales, feed, tack and equipment. The program is designed to give a broad base for any equine field and to transfer to a four-year program in Equine Science. There is no expectation that a student in this program will need a horse; thus, the Equine program fee is not applicable.

Upon completion of this program students will be able to:

- Identify breeds of horses and selection for specific uses.
- Quantify basic horse conformation while stressing the importance of form to desired function.
- Identify the fundamentals of equine anatomy and diseases.
- Apply basic horse care and nutrition principles.
- Demonstrate writing and mathematical skills for business application.

The program course requirements are presented in sequence. *Part-time students and others who cannot follow this sequence should check course descriptions in this Catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take courses.*

First Year—Fall Semester		**Cr. Hrs.**
COMX 111	Public Speaking	3
	or	
COMX 115	Interpersonal Communications	(3)
EQUS 101	Introduction to Equine Studies	4
M 105	Contemporary Math	3
	or	
STAT 216	Intro to Statistics	(4)
HSTR 101	Western Civilization I	3
ANSC 100	Intro to Animal Science	3
		16 (17)

First Year—Spring Semester		**Cr. Hrs.**
EQUS 102	Horse Conformation	2
EQUS 103	Horse Conformation lab	2
WRIT 101	College Writing I	3
BIOB 101	Discover Biology	3
BIOB 102	Discover Biology Lab	1
CAPP 120	Intro to Computers	3
		14

Second Year—Fall Semester		**Cr. Hrs.**
ANSC 265	Functional Anatomy of Domestic Animals	3
ANSC 266	Anatomy of Domestic Animals Lab	1
CHMY 121	Intro to General Chemistry	3
CHMY 122	Intro to General Chemistry Lab	1
ANSC 202	Livestock Feeding & Nutrition	3
	Humanities Core Requirement	3
		14

Second Year—Spring Semester		**Cr. Hrs.**
PSYX 100	General Psychology	3
	Humanities Core Requirement	3
	Cultural Diversity Core Requirement	3
WRIT 121	Intro to Technical Writing	3
	or	
WRIT 122	Intro to Business Writing	(3)
	Social Science Core Requirement	3
		15
Total Hours in Program— 60		

Core Requirements should be selected in consultation with an advisor and/or the college to which the student intends to transfer. Refer to Core Requirements for the Associate of Arts Program.

Associate of Arts Degree (A.A.)

Secondary Education/Special Education Emphasis Paraprofessional Educator

This is a two-year program designed for students who want to transfer to a four-year program such as Montana State University Billings for a Bachelor of Science in Education with a double major in Secondary Education and Special Education. It will also prepare paraprofessional educators to assist elementary or secondary classroom teachers. This program fully satisfies the requirements of the No Child Left Behind Act for employment as a paraprofessional educator in the United States.

At the conclusion of this program students will possess the basic liberal arts educational core to:

- Transfer to a four-year program to complete his or her secondary education degree with emphasis in a specific major, or serve as a teacher's assistant at the elementary or secondary level.
- Explain the development of a child and the concepts of learning and behavior.
- Develop classroom rules and teach proper group behavior.
- Identify learning challenges for students and describe the Individualized Education Plan (IEP).
- Safely supervise students and monitor student behavior.
- Assist students with computer technology.
- Provide communication support for exceptional learners.

Students should consult the catalog of the institution to which they expect to transfer and should select appropriate courses in consultation with their advisor. The program course requirements are presented in sequence. *Part-time students and others who cannot follow this sequence should check course descriptions in the Catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take courses.*

First Year—Fall Semester		Cr. Hrs.
EDU 200	Intro to Education	3
EDU 142	Student Supervision	1
EDU 240	Behavior Management	2
WRIT 101	College Writing I	3
CAPP 120	Intro to Computers	3
COMX 111	Public Speaking	3
		15

First Year—Spring Semester		Cr. Hrs.
WRIT 201	College Writing II	3
GPHY 111	Intro to Physical Geography	3
GPHY 112	Intro to Physical Geography Lab	1
HTH 101	Opportunities in the Health Professions	3
M	*Math Core Requirement	3 (4)
	*Humanities Core Requirement	3
		16 (17)

Second Year—Fall Semester		Cr. Hrs.
PSYX 100	Intro to Psychology	3
BIOB 101	Discover Biology	3
BIOB 102	Discover Biology Lab	1
HSTA 101	American History I	3
	or	
HSTA 102	American History II	(3)
	*Humanities Core Requirement	3
	Elective in Secondary area of study	3
		16

Second Year—Spring Semester		Cr. Hrs.
EDU 220	Human Growth and Development	3
EDU 202	Early Field Experience	1
EDSP 204	Introduction to Teaching Exceptional Learners	3
EDSP 206	Severe Communication Support Needs	2
HSTA 250	Plains Indian History	3
PSYX 272	Educational Psychology	3
	*Humanities Core Requirement	3
		18

Total Hours in Program—65 (66)

Core Requirements should be selected in consultation with an advisor and/or the college to which the student intends to transfer. Refer to Core Requirements for the Associate of Arts Program.

Associate of Arts Degree (A.A.)

Physical Education Emphasis

This program is designed for students transferring to a four-year college or university to complete a degree in physical education, health education, or coaching. **Students should consult the catalog of the institution to which they expect to transfer and should select appropriate courses in consultation with their advisor.** The basis of this program has been designed to transfer to MSU-Northern but will also transfer to other institutions.

At the conclusion of this program students will:

- Obtain a comprehensive general education core background for transfer to a four-year program.
- Have an in-depth background in health and education.
- Have completed the first-two years toward obtaining a degree for a teacher certification.
- Have a working knowledge of the human body and performance

The program course requirements are presented in sequence. *Part-time students and others who cannot follow this sequence should check course descriptions in this Catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take courses.*

First Year—Fall Semester		Cr. Hrs.
KIN121	Theory & Practice of Basic Exercise	2
WRIT 101	College Writing I	3
PSYX 100	Intro to Psychology	3
CAPP 120	Intro to Computers	3
EDU 200	Intro to Education	3
	*Humanities Core Requirement	3
		17

First Year—Spring Semester		Cr. Hrs.
HEE 220	Intro to Physical Education	3
WRIT 201	College Writing II	3
PSYX 230	Developmental Psychology	3
M 121	College Algebra	4
HTH 101	Opportunities in Health Professions	3
		16

Second Year—Fall Semester		Cr. Hrs.
HTH 110	Personal Health and Wellness	3
NUTR 221	Basic Human Nutrition	3
BIOH 104	Basic Human Biology	3
BIOH 105	Basic Human Biology Lab	1
COMX 111	Public Speaking	3
	*Humanities Core Requirement	3
		16

Second Year—Spring Semester		Cr. Hrs.
HSTA 255	Montana History	3
	* Science Core Requirement	3 (4)
PSYX 272	Educational Psychology	3
ECP 100	First Aid and CPR	1
	*Humanities Core Requirement	3
ACT	Choose two ACT courses:	2
	ACT 105 Aerobic Fitness	
	ACT 106 Beginning Conditioning	
	ACT 110 Beginning Weight Training	
	ACT 150 Beginning Yoga	
		15 (16)

Total Hours in Program— 64 (65)

Core Requirements should be selected in consultation with an advisor and/or the college to which the student intends to transfer. Refer to Core Requirements for the Associate of Arts Program.

Associate of Science Degree (A.S.)

The Associate of Science Degree program is designed for students who expect to complete a degree at a four-year institution in such areas as biology, engineering, mathematics, and physical sciences.

Upon completion of this program, graduates will be able to demonstrate:

- The ability to read, write, listen, and speak effectively;
- Knowledge and understanding of the human cultural traditions as expressed in art, music, theater, language, literature, philosophy, or religion;
- The ability to apply mathematical principles and to communicate quantitative information effectively;
- The knowledge and application of scientific principles, methodology, terminology, questioning, and reasoning;
- The ability to understand, interpret, and analyze human behaviors with the context of history and the social sciences;
- The knowledge of and the ability to achieve a healthy lifestyle;
- The knowledge of and the ability to use technology in today's computing environment.

Students should consult the catalog of the institution to which they expect to transfer and should select appropriate courses in consultation with their advisor.

First Year—Fall Semester		**Cr. Hrs.**
WRIT 101	College Writing I	3
COMX 115	Interpersonal Communications	3
	or	
COMX 111	Public Speaking	(3)
	*Humanities Core Requirement	3
	*Social Science Core Requirement	3
ED 299	First Year Pioneer	1
CAPP 120	Introduction to Computers	3
		16

First Year—Spring Semester		**Cr. Hrs.**
WRIT	Written Communications Core	3
	*Math Core Requirement	3 (4)
	*Social Science Core Requirement	3
	Electives	4
		13 (14)

Second Year—Fall Semester		**Cr. Hrs.**
	*Math Core Requirement	4
	*Science Core Requirement	4
	Electives	9
		17

Second Year—Spring Semester		**Cr. Hrs.**
	*Science Core Requirement	4
	*Humanities Core Requirement	3
	Electives	7
		14

Total Hours in Program—60 (61)

* Refer to Core Requirements for the Associate of Science Program. Core Requirements and Electives should be selected in consultation with an advisor and/or the college to which the student intends to transfer.

Associate of Science Degree (A.S.)

Agribusiness Emphasis

This two-year program is designed to allow students to attain employment upon graduation in production agriculture and other agriculture-related endeavors such as agriculture banking, agriculture sales, crop adjusting, and farm and ranch management. Students may also transfer to four-year programs like Montana State University—Bozeman's College of Agriculture and complete a baccalaureate degree in two additional years.

Students should consult the catalog of the institution to which they expect to transfer and should select appropriate courses in consultation with their advisor.

The program course requirements are presented in sequence. *Part-time students and others who cannot follow this sequence should check course descriptions in this Catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take courses.*

First Year—Fall Semester		Cr. Hrs.
AGSC 101	Intro to Ag & Environmental Resources	1
ANSC 101	Intro to Animal Science	3
BIOB 101	Discover Biology	3
BIOB 102	Discover Biology Lab	1
CHMY 121	Intro to General Chemistry	3
CHMY 122	Intro to General Chemistry Lab	1
WRIT 101	Intro to College Writing	3
		15

First Year—Spring Semester		Cr. Hrs.
BIOB 110	Intro to Plant Science	3
WRIT 201	College Writing II	3
	or	
WRIT 121	Intro to Technical Writing	(3)
COMX 111	Public Speaking	3
M 121	College Algebra	4
CAPP 120	Intro to Computers	3
		16

Second Year—Fall Semester		Cr. Hrs.
NRSM 101	Natural Resource Conservation	3
NRSM 102	Natural Resource Conservation Lab	1
ACTG 201	Principles of Financial Accounting	4
ECNS 201	Principles of Microeconomics	3
M 161	Survey of Calculus	4
	*Humanities Core Requirement	3
		18

Second Year—Spring Semester		Cr. Hrs.
ENSC 245	Soils	3
ACTG 202	Principles of Managerial Accounting	4
ECNS 202	Principles of Macroeconomics	3
STAT 216	Introduction to Statistics	4
	*Humanities Core Requirement	3
		17

Total Hours in Program—66

Core Requirements and Electives should be selected in consultation with an advisor and/or the college to which the student intends to transfer. Refer to Core Requirements for the Associate of Science Program.

Associate of Science Degree (A.S.)

Animal Science Emphasis— Livestock Management & Industry

This curriculum has an emphasis on Livestock Management and provides students with a foundation in the biological and natural sciences. Students will learn reproductive physiology, animal breeding, nutrition and livestock management. This option incorporates courses in economics and business to prepare graduates to manage livestock enterprises, or to be employed by companies producing and marketing livestock, animal feeds and health products.

Students should consult the catalog of the institution to which they expect to transfer and should select appropriate courses in consultation with their advisor.

The program course requirements are presented in sequence. *Part-time students and others who cannot follow this sequence should check course descriptions in this Catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take courses.*

First Year—Fall Semester		Cr. Hrs.
ANSC 100	Intro to Animal Science	3
NRSM 101	Natural Resource Conservation	3
NRSM 102	Natural Resource Conservation Lab	1
BIOB 160	Principles of Living Systems	3
BIOB 161	Principles of Living Systems Lab	1
CAPP 120	Intro to Computers	3
WRIT 101	College Writing I	3
		17

First Year—Spring Semester		Cr. Hrs.
COMX 111	Public Speaking	3
ANSC 262	Range Livestock Production	3
M 121	College Algebra	4
WRIT 121	Intro to Technical Writing	3
	or	
WRIT 201	College Writing II	(3)
	*Humanities Core Requirement	3
		16

Second Year—Fall Semester		Cr. Hrs.
ACTG 201	Principles of Financial Accounting	4
ANSC 265	Functional Anatomy of Domestic Animals	3
ANSC 266	Anatomy of Domestic Animals Lab	1
CHMY 121	Intro to General Chemistry	3
CHMY 122	Intro to General Chemistry Lab	1
ECNS 201	Principles of Microeconomics	3
	*Humanities Core Requirement	3
		18

Second Year—Spring Semester		Cr. Hrs.
ACTG 205	Principles of Managerial Accounting	4
ENSC 245	Soils	3
CHMY 123	Intro to Organic & Biochemistry	3
CHMY 124	Intro to Organic & Biochemistry Lab	1
STAT 216	Intro to Statistics	4
ECNS 202	Principles of Macroeconomics	3
		18

Total Hours in Program—69

Core Requirements and Electives should be selected in consultation with an advisor and/or the college to which the student intends to transfer. Refer to Core Requirements for the Associate of Science Program.

Associate of Science Degree (A.S.)

Animal Science Emphasis— Pre-Veterinary, Biotechnology, Nutrition, or Genetics

This curriculum provides students with a great depth of study in the biological and natural sciences. Students will also learn reproductive physiology, animal breeding, nutrition and livestock management. This option is designed for highly motivated students who have a strong interest in graduate training beyond a Bachelor's degree or professional studies such as veterinary medicine.

Students should consult the catalog of the institution to which they expect to transfer and should select appropriate courses in consultation with their advisor.

The program course requirements are presented in sequence. *Part-time students and others who cannot follow this sequence should check course descriptions in this Catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take courses.*

First Year—Fall Semester		Cr. Hrs.
ANSC 100	Intro to Animal Science	3
BIOB 160	Principles of Living Systems	3
BIOB 161	Principles of Living Systems Lab	1
CAPP 120	Intro to Computers	3
CHMY 141	College Chemistry I	3
CHMY 142	College Chemistry I Lab	1
WRIT 101	College Writing I	3
		17

First Year—Spring Semester		Cr. Hrs.
BIOB 170	Principles of Biological Diversity	3
BIOB 171	Principles of Biological Diversity Lab	1
CHMY 143	College Chemistry II	3
CHMY 144	College Chemistry II Lab	1
COMX 111	Public Speaking	3
M 121	College Algebra	4
WRIT 121	Intro to Technical Writing	3
	Or	
WRIT 201	College Writing II	(3)
		18

Second Year—Fall Semester		Cr. Hrs.
NRSM 101	Natural Resource Conservation	3
NRSM 102	Natural Resource Conservation Lab	1
ANSC 265	Functional Anatomy of Domestic Animals	3
ANSC 266	Anatomy of Domestic Animals Lab	1
M 161	Survey of Calculus	4
	*Social Science Core Requirement	3
	*Humanities Core Requirement	3
		18

Second Year—Spring Semester		Cr. Hrs.
ANSC 262	Range Livestock Production	3
CHMY 123	Intro to Organic & Biochemistry	3
CHMY 124	Intro to Organic & Biochemistry Lab	1
STAT 216	Intro to Statistics	4
	*Social Science Core Requirement	3
	*Humanities Core Requirement	3
		17

Total Hours in Program—70

Core Requirements and Electives should be selected in consultation with an advisor and/or the college to which the student intends to transfer. Refer to Core Requirements for the Associate of Science Program.

Associate of Science Degree (A.S.)

Biofuels Emphasis

This two year program is designed to allow students to attain employment upon graduation in biofuels production and other related endeavors such as feedstock production and procurement and co-product marketing and use. Students may also transfer to a four-year institution to complete higher degrees in science, engineering, agriculture, or business needed for entry level supervisory positions in the biofuels industry.

Upon graduation of this program, graduates will be able to:

- Demonstrate an understanding of systems perspectives in industry
- Exhibit knowledge of communication, organization, and leadership styles
- Display an understanding of basic scientific processes in biofuel production
- Demonstrate an understanding of biofuel feedstocks
- Identify economic and technical constraints in the biofuels industry
- Identify uses for co-products
- Articulate an understanding of wind, solar, biomass, geothermal, and biofuels technologies
- Illustrate an understanding of basic mechanical functions applied in biofuels

Students should consult the catalog of the institution to which they expect to transfer and should select appropriate courses in consultation with their advisor. *The program course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check course descriptions in this Catalog to determine prerequisites and, in addition, should consult their academic advisor*

First Year—Fall Semester	Cr. Hrs.	First Year—Spring Semester	Cr. Hrs.
NRGY 100 Intro to Biofuels	1	BIOB 110 Plant Science	3
COMX 111 Public Speaking	3	NRGY 101 Intro to Sustainable Energy	3
or		WRIT 201 College Writing II	3
COMX 115 Interpersonal Communications	(3)	*or*	
WRIT 101 College Writing I	3	WRIT 121 Intro to Technical Writing	(3)
M 121 College Algebra	4	CHMY 121 Intro to General Chemistry	3
CAPP 120 Intro to Computers	3	CHMY 122 Intro to General Chemistry Lab	1
	—	*Humanities Elective	3
	14		—
			16
Second Year—Fall Semester	**Cr. Hrs.**	**Second Year—Spring Semester**	**Cr. Hrs.**
ANSC 202 Livestock Feeding & Nutrition	3	NRGY 200 Energy Mechanics	2
ECNS 201 Principles of Microeconomics	3	NRGY 201 Energy Mechanics Lab	1
PHSX 205 College Physics I (with lab)	4	NRGY 202 Biofuels Production	2
or		NRGY 203 Biofuels Production Lab	1
BIOB 101 Discover Biology (with lab)	(4)	NRGY 241 Internship	3
STAT 216 Intro to Statistics	4	ECNS 202 Principles of Macroeconomics	3
Elective	1	*Humanities Elective	3
	—		—
	15		15
		Total Hours in Program—60	

Core Requirements and Electives should be selected in consultation with an advisor and/or the college to which the student intends to transfer. Refer to Core Requirements for the Associate of Science Program.

Associate of Science Degree (A.S.)

Business Emphasis

This is a program designed to provide students business foundation courses along with general academic requirements needed to transfer to a four-year institution.

Upon completion of this program, graduates will be able to:

- Demonstrate knowledge of communication, organizational and managerial skills
- Demonstrate an ability to market and promote products
- Demonstrate a knowledge of computer software
- Demonstrate an understanding of the elements of the accounting cycle and general financial statements
- Demonstrate an understanding of financial applications
- Demonstrate an understanding of the global economy and its impact on and opportunity for business
- Use mathematics and scientific principles in problem solving
- Appreciate the humanities and understand issues from a global perspective

Students should consult the catalog of the institution to which they expect to transfer and should select appropriate courses in consultation with their advisor. The program course requirements are presented in sequence. *Part-time students and others who cannot follow this sequence should check course descriptions in the Catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take courses.*

First Year—Fall Semester		**Cr. Hrs.**
BGEN 235	Business Law	3
CAPP 120	Intro to Computers	3
WRIT 101	College Writing I	3
	*Humanities Core Requirement	3
	*Science Core Requirement	4
		16

First Year—Spring Semester		**Cr. Hrs.**
M 121	College Algebra	4
COMX 111	Public Speaking	3
	or	
COMX 115	Interpersonal Communications	(3)
WRIT 121	Intro to Technical Writing	3
	or	
WRIT 122	Intro to Business Writing	(3)
	*Science Core Requirement	4
		14

Second Year—Fall Semester		**Cr. Hrs.**
ACTG 201	Principles of Financial Accounting	4
ECNS 201	Principles of Microeconomics	3
	*Humanities Core Requirement	3
	Electives	6
		16

Second Year—Spring Semester		**Cr. Hrs.**
ACTG 202	Principles of Managerial Accounting	4
STAT 216	Intro to Statistics	4
ECNS 202	Principles of Macroeconomics	3
	Elective	3
		14
Total Hours in Program—60		

Suggested Electives:					
BMKT 240	Advertising	CAPP 151	MS Office	ACTG 205	Computerized Accounting
BMKT 225	Marketing	CAPP 156	MS Excel		
BFIN 265	Finance	CAPP 158	MS Access	BMGT 215	Human Resource Management

Core Requirements and Electives should be selected in consultation with an advisor and/or the college to which the student intends to transfer. Refer to Core Requirements for the Associate of Science Program.

Associate of Science Degree (A.S.)

Healthcare Informatics Emphasis

Health Care Informatics is an emerging specialization in the health care industry that joins the disciplines of information technology, communications, and health care. A professional in Health Care Informatics will create or implement databases to collect, store and access medical data for hospitals, clinics and research or teaching facilities. They may analyze existing systems and workflows in clinics or hospitals and develop recommendations for ways to update or streamline their work processes. These professionals bridge the technology transfer gap between those entrusted to provide clinical care and those who manage the complex information systems required to operate today's health care system.

A career in health care informatics requires no special licensure or certification at this time. However, it is a very competitive field. The minimum of an Associate's degree will be required to find a job in this field. It is recommended that graduates of this program continue on to our partner institution, UM – Montana Tech in Butte to obtain their bachelor's degree for the ability to advance in the field. Montana Tech's curriculum prepares the graduate to sit for two major certification exams, which may also give a recent graduate an "edge" in their job search.

A limited number of students are admitted spring semester of each year. If the number of qualified applicants exceeds the available space, not all qualified applicants will be accepted. Since the competitive selection is based on GPA, students with higher GPAs are most likely to be accepted.

The program course requirements are presented in sequence. *Part-time students and others who cannot follow this sequence should check course descriptions in the Catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take courses.*

First Year—Fall Semester		**Cr. Hrs.**
CHMY 121	Intro to General Chemistry	3
CHMY 122	Intro to General Chemistry Lab	1
M 121	College Algebra	4
AHMS 144	Medical Terminology	3
CAPP 120	Intro to Computers	3
HCI 1016	*Intro to Health Care Informatics	3
		17

First Year—Summer Semester		**Cr. Hrs.**
BIOH 201	Anatomy & Physiology I	3
BIOH 202	Anatomy & Physiology I Lab	1
		4

Second Year—Fall Semester		**Cr. Hrs.**
BIOH 211	Anatomy & Physiology II	3
BIOH 212	Anatomy & Physiology II Lab	1
CSCI 110	Programming with Visual Basic I	3
CAPP 156	Spreadsheet Applications	3
HCI 2156	*Health Care Facilities Procedures	3
HCI 2306	*Overview of HCI Systems	4
HCI 4946	*Health Care Informatics Seminar	2
		19

First Year—Spring Semester		**Cr. Hrs.**
WRIT 101	College Writing I	3
SOCI 101	Introduction to Sociology	3
PSYX 100	General Psychology	3
BU 115	Introduction to Business	3
HCI 2256	*Data, Info & Knowledge	3
		15

Second Year—Spring Semester		**Cr. Hrs.**
STAT 216	Introduction to Statistics	3
CAPP 158	MS Access	3
	Humanities Elective	3
WRIT 121	Intro to Technical Writing	3
HCI 2016	*Health Care Ethics & Regulations	3
		15

Total Hours in Program—70

* Online course offered through Montana Tech of the University of Montana

Associate of Science Degree (A.S.)

Insurance Emphasis

This transfer degree is designed to prepare students for the first two years of a degree in risk management or another type of four-year degree in the insurance industry such as actuary science. This program is offered entirely online; students do not have to live in the Miles City area to complete the program. All online classes include discussions with the instructor and other students on a weekly basis. In addition, projects will take students to insurance providers in their community for real-world learning opportunities.

Students should consult the catalog of the institution to which they expect to transfer and should select appropriate courses in consultation with their advisor.

The program course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check course descriptions in this Catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take courses.

First Year—Fall Semester		Cr. Hrs.
INS 101	Introduction to Insurance	1
INS 121	Property & Liability Ins. Principles	3
WRIT 101	College Writing I	3
CAPP 120	Intro to Computers	3
	*Science Core Requirement	4
	*Humanities Core Requirement	3
		17

First Year—Spring Semester		Cr. Hrs.
INS 122	Personal Insurance	3
COMX 111	Public Speaking	3
	Or	
COMX 115	Interpersonal Communications	(3)
M 121	College Algebra	4
	Humanities Core Requirement	3
	*Science Core Requirement	4
		17

Second Year—Fall Semester		Cr. Hrs.
INS 123	Commercial Insurance	3
INS 281	Intro to Underwriting & Claims	3
ACTG 201	Principles of Financial Accounting	4
ECNS 201	Principles of Microeconomics	3
WRIT 121	Intro to Technical Writing	3
	or	
WRIT 122	Intro to Business Writing	(3)
		16

Second Year—Spring Semester		Cr. Hrs.
INS 282	Agency Operations & Sales Mgmt	3
INS 283	Insurance Regulations & Licensing Preparation	3
STAT 216	Intro to Statistics	4
ACTG 202	Pr. of Managerial Accounting	4
ECNS 202	Principles of Macroeconomics	3
		17

Total Hours in Program—67

Core Requirements and Electives should be selected in consultation with an advisor and/or the college to which the student intends to transfer. Refer to Core Requirements for the Associate of Science Program.

Associate of Science Degree (A.S.)

Natural Resources & Rangeland Management Emphasis

Natural Resources and Rangeland Management utilizes applied plant and animal sciences to manage the northwestern rangelands by balancing competing demands on the environment. Students will consider the soil, plants, and animals as a whole in their resource management plans. They will contemplate domestic grazing, wildlife impact and other land uses within the framework of total resource management. This degree is meant to transfer into a Bachelor of Science program to prepare students for employment with state and federal land management agencies. Some of these agencies include the USDA, US Forest Service, Natural Resource Conservation Service, Bureau of Land Management, US Dept. of the Interior, US Fish and Wildlife Service, state water management agencies, or parks and recreation agencies. Many positions are also available through private sector employment including mining, oil or forest product companies, consulting firms, water organizations and non-profit conservation and environmental organizations. Livestock producers also choose to take this field of study to improve the rate of return on their investment.

Upon completion of this program, graduates will be able to:

- Transfer as juniors to a Bachelor of Science program.
- Obtain a strong science background in biology, chemistry, biochemistry, ecology, and the specifics of animal and soil science.
- Calculate bioavailability, forage usage, stocking rates, and Animal Unit Equivalent.
- Communicate effectively both orally and in writing.
- Master basic computer and introductory GIS skills.

Students should consult the catalog of the institution to which they expect to transfer and should select appropriate courses in consultation with their advisor.

The program course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check course descriptions in this Catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take courses.

First Year—Fall Semester		Cr. Hrs.
ANSC 100	Intro to Animal Science	3
NRSM 101	Natural Resource Conservation	3
NRSM 102	Natural Resource Conservation Lab	1
WRIT 101	College Writing I	3
BIOB 160	Principles of Living Systems	3
BIOB 161	Principles of Living Systems Lab	1
		17

First Year—Spring Semester		Cr. Hrs.
COMX 111	Public Speaking	3
BIOB 170	Principles of Biological Diversity	3
BIOB 171	Principles of Biological Diversity Lab	1
WRIT 201	College Writing II	3
	or	
WRIT 121	Intro to Technical Writing (preferred)	(3)
M 121	College Algebra	4
CAPP 120	Intro to Computers	3
		17

Second Year—Fall Semester		Cr. Hrs.
CHMY 121	Intro to General Chemistry	3
CHMY 122	Intro to General Chemistry Lab	1
NRSM 235	Range & Pasture Monitoring	1
NRSM 240	Natural Resource Ecology	3
STAT 216	Intro to Statistics	4
ECNS 201	Principles of Microeconomics	3
	* Humanities elective	3
		18

Second Year—Spring Semester		Cr. Hrs.
CHMY 123	Intro to Organic & Biochemistry	3
CHMY 124	Intro to Organic & Biochemistry Lab	1
ENSC 245	Soils	3
GPHY 284	Intro to GIS Science	3
	* Humanities/Diversity Elective	3
	* Social Science Elective	3
		16

Total Hours in Program—68

Core Requirements and Electives should be selected in consultation with an advisor and/or the college to which the student intends to transfer. Refer to Core Requirements for the Associate of Science Program.

Associate of Science Degree (A.S.)

Pre-Engineering Technology Emphasis

Engineering technology programs allow graduates to undertake professional careers that require a solid foundation in engineering with emphasis on application of engineering technology. These four-year programs are general technically rigorous and production oriented. Graduates often work in the field as part of a multi-disciplinary team where they are expected to apply problem recognition and resolution. They often assume leadership roles as project managers while employing effective communication. These multi-disciplinary teams may include engineers, architects, constructors, scientists, and the public.

Students should consult the catalog of the institution to which they expect to transfer and should select appropriate courses in consultation with their advisor.

The program course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check course descriptions in this Catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take courses.

First Year—Fall Semester		Cr. Hrs.
WRIT 101	College Writing I	3
M 121	College Algebra	4
CAPP 120	Intro to Computers	3
	*Humanities Core Requirement	3
	Elective	3
		16

First Year—Spring Semester		Cr. Hrs.
WRIT 121	Intro to Technical Writing	3
M 151	Precalculus	4
COMX 115	Interpersonal Communications	3
	or	
COMX 111	Public Speaking	(3)
CHMY 121	Intro to General Chemistry	3
CHMY 122	Intro to General Chemistry Lab	1
		14

Second Year—Fall Semester		Cr. Hrs.
M 171	Calculus I	4
ECNS 201	Principles of Microeconomics	3
PHSX 205	College Physics I	3
PHSX 206	College Physics I Lab	1
	*Humanities Core Requirement	3
	Elective	1
		15

Second Year—Spring Semester		Cr. Hrs.
M 172	Calculus II	4
PHSX 207	College Physics II	3
PHSX 208	College Physics II Lab	1
ECNS 202	Principles of Macroeconomics	3
	Electives	4
		15

Total Hours in Program—60

Suggested Electives:

DDSN 114	Intro to CAD Drawing
NRGY 100	Intro to Biofuels
NRGY 201	Energy Mechanics
STAT 216	Intro to Statistics

Core Requirements and Electives should be selected in consultation with an advisor and/or the college to which the student intends to transfer. Refer to Core Requirements for the Associate of Science Program.

Associate of Science Degree (A.S.)

Wildlife & Fisheries Biology Emphasis

This transfer degree prepares students to further their education in a Biology of Wildlife and Fisheries Biology major. This degree is designed with potential transfer to Montana State University, the University of Montana, the University of Wyoming, the University of Idaho, or North Dakota State University. Graduates from a four-year program or with an advanced degree may find positions in resource management and conservation biology. A student graduating in this field with a four-year degree may become a wildlife disease specialist; law enforcement agent for the fish and game; wildlife refuge manager; waterfowl biologist; fisheries biologist; or naturalist in a national, state or municipal park; hatchery manager; or environmental consultant for the energy industry.

Most fish and wildlife biologists find employment with federal or state agencies. Competition for these jobs is intense and most professional-level positions require an advanced degree. Other career opportunities exist with private resource groups and private industry such as environmental consulting firms, and oil, coal, mineral, or chemical companies.

Upon completion of this program, graduates will be able to:

- Transfer into a four-year program in Biology, Zoology, Natural Resources, or Wildlife and Fisheries Biology and complete upper-division work.
- Communicate effectively both orally and in writing.
- Complete upper-level science courses in Biology, Ecology, Zoology, and Chemistry.
- Calculate and complete statistical analysis of migrating patterns and animal census for a population.

Students should consult the catalog of the institution to which they expect to transfer and should select appropriate courses in consultation with their advisor.

The program course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check course descriptions in this Catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take courses.

First Year—Fall Semester		Cr. Hrs.
M 121	College Algebra	4
NRSM 101	Natural Resource Conservation	3
NRSM 102	Natural Resource Conservation Lab	1
WRIT 101	College Writing I	3
BIOB 160	Principles of Living Systems	3
BIOB 161	Principles of Living Systems Lab	1
		15

First Year—Spring Semester		Cr. Hrs.
COMX 111	Public Speaking	3
BIOB 170	Principles of Biological Diversity	3
BIOB 171	Principles of Biological Diversity Lab	1
WRIT 201	College Writing II	
	or	
WRIT 121	Intro to Technical Writing (preferred)	(3)
STAT 216	Intro to Statistics	4
CAPP 120	Intro to Computers	3
		17

Second Year—Fall Semester		Cr. Hrs.
CHMY 121	Intro to General Chemistry	3
CHMY 122	Intro to General Chemistry Lab	1
ECNS 201	Principles of Microeconomics	3
M 161	Survey of Calculus	4
NRSM 240	Natural Resources Ecology	3
	*Humanities Elective	3
		17

Second Year—Spring Semester		Cr. Hrs.
CHMY 123	Intro to Organic & Biochemistry	3
CHMY 124	Intro to Organic & Biochemistry Lab	1
ENSC 245	Soils	3
GPHY 284	Intro to GIS Science	3
	*Humanities/Diversity Elective	3
	*Social Science Elective	3
		16

Total Hours in Program—65

*Core Requirements and Electives should be selected in consultation with an advisor and/or the college to which the student intends to transfer. Refer to Core Requirements for the Associate of Science Program.

Associate of Science in Nursing Degree (A.S.N.)

The Nursing Program is accredited by the National League for Nursing Accrediting Commission and has been designed to prepare graduates who will be eligible to apply for RN Licensure. Upon completion of the program, graduates will be able to give direct patient-centered, safe, and effective care. They may function in cooperation with other members of the health team in hospitals, nursing homes, doctors' offices, and other health agencies.

NOTE: This program has specific entrance requirements. Students must score at least a 66 on the Algebra portion of the COMPASS test *or* have completed M 095 or higher prior to admission to NRSG 101. There is a chemistry pre-requisite for BIOH 201 Anatomy & Physiology. Students intending to enter the Nursing program will be admitted through a formal selection process. Students who have yet to be admitted to the program will be classified as Pre-Nursing. Prior to admission to the program, student must take the ATI Test of Essential Academic Skills and Critical Thinking exams.

The program course requirements are presented in sequence. *Part-time students and others who cannot follow this sequence should check course descriptions in this Catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take courses.*

First Year—Fall Semester		**Cr. Hrs.**
NRSG 101	Fundamentals of Nursing I	3
NRSG 102	Fundamentals of Nursing I Clinical	2
PSYX 100	Intro to Psychology	3
BIOH 201	Anatomy & Physiology I	3
BIOH 202	Anatomy & Physiology I Lab	1
WRIT 101	College Writing I	3
CAPP 120	Intro to Computers	3
		18

First Year—Spring Semester		**Cr. Hrs.**
NRSG 103	Fundamentals of Nursing II	3
NRSG 104	Fundamentals of Nursing II Clinical	2
NRSG 156	Intro to Pathophysiology	3
NRSG 105	Nursing Pharmacology for ASN	1
NRSG 112	Nursing Math for Meds	1
PSYX 230	Developmental Psychology	3
BIOH 211	Anatomy & Physiology II	3
BIOH 212	Anatomy & Physiology II Lab	1
		17

Second Year—Fall Semester		**Cr. Hrs.**
NRSG 201	Adult Health Nursing	4
NRSG 202	Adult Health Nursing Clinical	5
	or	
NRSG 203	Maternal Child Nursing	(3)
NRSG 204	Maternal Child Nursing	(4)
NRSG 208	Nursing Pharmacology for ASN II	3
BIOM 250	Microbiology for Health Sciences	3
BIOM 251	Microbiol. for Health Sciences Lab	1
M 121	College Algebra	4
	or	
STAT 216	Intro to Statistics	(4)
		18-20

Second Year—Spring Semester		**Cr. Hrs.**
NRSG 203	Maternal Child Nursing	3
NRSG 204	Maternal Child Nursing	4
	or	
NRSG 201	Adult Health Nursing	(4)
NRSG 202	Adult Health Nursing Clinical	(5)
NRSG 205	Psychiatric Mental Health Nursing	3
NRSG 206	Psychiatric Mental Health Clinical	1
NRSG 207	Professional Issues in Nursing	1
COMX 111	Public Speaking	3
PHL 110	Introduction to Ethics	3
	or	
PHL 221	Intro Philosophy & Biomed Ethics	(3)
		18-20

Total Hours in Program— 73

Associate of Applied Science (A.A.S.)

Agriculture Production

This two-year plan of study prepares students to work in the agriculture industry in production livestock, farm and ranch management or agri-sales. It offers more in-depth learning in the areas of agriculture and business management than those covered in the one-year agriculture certificate. This degree is designed for those students who want to enter the job market with a two-year degree and do not plan to transfer to a four-year institution.

The program course requirements are presented in sequence. *Part-time students and others who cannot follow this sequence should check course descriptions in this Catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take courses.*

First Year—Fall Semester		Cr. Hrs.
AGSC 101	Intro to Ag & Environ. Resources	1
ANSC 100	Animal Science	3
NRSM 101	Natural Resource Conservation	3
NRSM 102	Natural Resource Conservation Lab	1
CAPP 120	Intro to Computers	3
WRIT 122	Intro to Business Writing	3
EG 100	Intro to Biofuels	1
		15

First Year—Spring Semester		Cr. Hrs.
AGSC 103	Applied Agricultural Science	2
AGSC 104	Applied Agricultural Science Lab	1
AGSC 110	Agricultural Issues Forum	3
COMX 115	Interpersonal Communications	3
	or	
COMX 111	Public Speaking	(3)
BIOB 101	Discover Biology	3
BIOB 102	Discover Biology Lab	1
M 108	Business Math	3
		16

Second Year—Fall Semester		Cr. Hrs.
ACTG 201	Principles of Financial Accounting	4
ANSC 202	Livestock Feeding & Nutrition	3
NRSM 235	Range & Pasture Monitoring	1
AGED 298	Ag Internship	3
	Directed Electives	3
		14

Second Year—Spring Semester		Cr. Hrs.
ACTG 205	Computerized Accounting	3
NRGY 201	Energy Mechanics	3
BIOB 110	Plant Science	3
GPHY 284	Intro to GIS Science	3
ANSC 222	Livestock in Sustainable Systems	3
		15

Total Hours in Program—60

Directed Electives:

ANSC 108/109	Intro to Livestock Evaluation
ACTG 180	Payroll Accounting
ACTG 202	Principles of Managerial Accounting
ANSC 265/266	Functional Anatomy of Domestics Animals
COMX 106	Communicating in a Dynamic Workplace
CAPP 151	MS Office
NRGY 202	Biofuels Production
EO 120/121	CDL and CDL Lab
ECNS 201	Principles of Microeconomics
NRSM 240	Natural Resources Ecology
ET 101	Electricity, Resistors, and OHM's Law
EQUH 130/131	Hoof Care Science and Lab
EQUH 230/231	Professional Hoof Care Provider
AGBE 232	Equine Sales and Marketing
WLDG 235	Oxy-Acetylene Welding
WLDG 240	Electric Arc Welding
EQUS 101	Intro to Equine Studies
EQUS 102/103	Horse Conformation and Lab
ECP 100	First Aid and CPR

Certificate of Applied Science (C.A.S.)

Agriculture

This program will provide students with the skills necessary for entry-level employment, or enhancement of present employment, in the agriculture industry. It provides an overview of agricultural careers, as well as opportunities to meet and work with agricultural professionals in the area. Upon completion of the program, students will be qualified for entry-level work with agricultural businesses, including farm, ranch, and entrepreneurial opportunities.

Should students choose to do so, the required certificate classes and electives will transfer into the two-year Associate of Applied Science degree in Agriculture.

The program course requirements are presented in sequence. *Part-time students and others who cannot follow this sequence should check course descriptions in the Catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take courses.*

First Year—Fall Semester		**Cr. Hrs.**
AGSC 101	Intro to Ag & Environ. Resources	1
ANSC 100	Animal Science	3
NRSM 101	Natural Resource Conservation	3
NRSM 102	Natural Resource Conservation Lab	1
M 108	Business Math	3
WRIT 108	Elementary Technical Writing	2
	or	
WRIT	100 level WRIT course	(3)
CAPP 120	Intro to Computers	3
		16 (17)

First Year—Spring Semester		**Cr. Hrs.**
AGSC 103	Applied Agricultural Science	2
AGSC 104	Applied Agricultural Science Lab	1
AGSC 110	Agricultural Issues Forum	3
ACTG 101	Accounting Procedures I	3
COMX 115	Interpersonal Communication	3
	or	
COMX 111	Public Speaking	(3)
	Directed Elective	3
		15

Total Hours in Program—31 (32)

Directed Electives:

ET 101 Electricity, Resistors and OHM's Law
ANSC 108 Intro to Livestock Evaluation
ANSC 109 Intro to Livestock Evaluation Lab
CAPP 151 MS Office
NRGY 100 Intro to Biofuels
EO 121 CDL
EO 121L CDL Lab
ECNS 201 Principles of Microeconomics
EQUH 230 Professional Hoof Care Provider
EQUH 231 Professional Hoof Care Provider Lab
COMX 106 Communicating in a Dynamic Workplace
BIOB 110 Plant Science
ANSC 202 Livestock Feeding & Nutrition
WLDG 235 Oxy-Acetylene Welding
WLDG 240 Electric Arc Welding
NRGY 201 Energy Mechanics
NRGY 101 Renewable Energy
AGBE 232 Equine Sales and Marketing
ECP 100 First Aid and CPR

Associate of Applied Science (A.A.S.)

Automotive Technology

The Associate of Applied Science degree in Automotive Technology will provide students with the skills necessary to open his or her own automotive repair business or for employment in the field of auto mechanics. Repair, service, maintenance, and retail/wholesale parts businesses comprise the automotive industry, which has a projected higher than average growth market in Montana.

At the conclusion of the program students will be able to:

- Test parts and systems to ensure that they are working properly
- Identify mechanical problems, often by using computerized diagnostic equipment
- Follow checklists to ensure that all critical parts are examined
- Test and lubricate the vehicle's engine and other major components
- Perform basic care and maintenance, including oil changes, tune-ups, and tire rotations
- Disassemble and reassemble parts
- Repair or replace worn parts, such as brake pads and wheel bearings
- Use testing equipment to ensure that repairs and maintenance are effective
- Explain to clients their automotive problems and the repairs done on their vehicles
- Rebuild an engine in its entirety
- Demonstrate basic welding skills
- Modify high-performance engines
- Complete the ASE Certification examinations

This program has an Automotive Service Excellence (ASE) certified instructor who prepares students to become ASE certified. The test is offered each spring on the College campus at the conclusion of the program. ASE certification is often a requirement for new hires in major auto dealerships.

The program course requirements are presented in sequence. *Part-time students and others who cannot follow this sequence completely may not be able to have met the prerequisite work for all classes in the next semester. Please work closely with an advisor.*

First Year—Fall Semester		**Cr. Hrs.**
AST 112	Automotive Braking Systems	1
AST 113	Automotive Braking Systems Lab	1
AST 134	Basic Electrical, Battery, Wiring, & Lighting	2
AST 135	Basic Electrical, Battery, Wiring, & Lighting Lab	2
AST 132	Charging and Starting Systems	1
AST 133	Charging and Starting Systems Lab	1
AST 150	Ignition Systems	1
AST 151	Ignition Systems Lab	1
AST 152	Fuel Systems	2
AST 153	Fuel Systems Lab	2
WRIT 108	Elementary Technical Writing	2
M 100	Intro to Technical Math	2
		18

First Year—Spring Semester		**Cr. Hrs.**
AST 156	Automotive Emissions	1
AST 157	Automotive Emissions Lab	1
AST 154	Engine Tune-Up	1
AST 155	Engine Tune-Up Lab	1
AST 106	Auto Manual Drive Train/Axles	1
AST 107	Auto Manual Drive Train/Axles Lab	2
AST 270	Auto Transmissions/Transaxles	2
AST 271	Auto Transmissions/Transaxles Lab	1
AST 104	Driveline & Rear Axle	1
AST 105	Driveline & Rear Axle Lab	1
AST 122	Suspension & Steering Systems	1
AST 123	Suspension & Steering Systems Lab	1
AST 120	Wheel Alignment & Balance	1
AST 121	Wheel Alignment & Balance Lab	1
AST 170	Air Conditioning	1
AST 171	Air Conditioning Lab	1
COMX 106	Comm. in a Dynamic Workplace	2
		20

Second Year—Fall Semester		**Cr. Hrs.**
AST 291	Specialized Auto Topics	3
AST 160	Automotive Engines	3
AST 161	Automotive Engines Lab	3
AST 158	Automotive Diagnostic Equipment I	3
CAPP 120	Intro to Computers	3
ED 105	Reading and Study Skills (or equivalent test scores)	3
		15 (18)

Second Year—Spring Semester		**Cr. Hrs.**
AST 298	Automotive Internship	3
WLDG 240	Electric Arc Welding	2
AST 285	ASE Preparation	2
AST 159	Automotive Diagnostic Equip. II	3
AST 268	High Performance Engine Modifications	2
ACTG 101	Accounting Procedures	3
		15

Total Hours in Program—68 (71)

Certificate of Applied Science (C.A.S.)

Automotive Technology

This program will provide students with the skills necessary for employment in the field of auto mechanics. At the conclusion of the one-year certificate, graduates may be employed as automotive service technicians or mechanics. They could also find employment in the retail/wholesale parts business. The median income for this field is $35,790 per the US Department of Labor.

This program has an Automotive Service Excellence (ASE) certified instructor who prepares students to become ASE certified if they choose to complete the AAS two-year degree. ASE certification is often a requirement for all new hires in major auto dealerships.

At the conclusion of the program students will be able to:

- Test parts and systems to ensure that they are working properly
- Identify mechanical problems, often by using computerized diagnostic equipment
- Follow checklists to ensure that all critical parts are examined
- Test and lubricate the vehicle's engine and other major components
- Disassemble and reassemble parts
- Perform basic care and maintenance, including oil changes, tune-ups, and tire rotations
- Repair or replace worn parts, such as brake pads and wheel bearings
- Use testing equipment to ensure that repairs and maintenance are effective
- Explain to clients their automotive problems and the repairs done on their vehicles

Fall Semester		Cr. Hrs.
AST 112	Automotive Braking Systems	1
AST 113	Automotive Braking Systems Lab	1
AST 134	Basic Electrical, Battery, Wiring, & Lighting	2
AST 135	Basic Electrical, Battery, Wiring, & Lighting Lab	2
AST 132	Charging and Starting Systems	1
AST 133	Charging and Starting Systems Lab	1
AST 150	Ignition Systems	1
AST 151	Ignition Systems Lab	1
AST 152	Fuel Systems	2
AST 153	Fuel Systems Lab	2
WRIT 108	Elementary Technical Writing	2
M 100	Intro to Technical Math	2
		18

Spring Semester		Cr. Hrs.
AST 156	Automotive Emissions	1
AST 157	Automotive Emissions Lab	1
AST 154	Engine Tune-Up	1
AST 155	Engine Tune-Up Lab	1
AST 106	Auto Manual Drive Train/Axles	1
AST 107	Auto Manual Drive Train/Axles Lab	2
AST 270	Auto Transmissions/Transaxles	2
AST 271	Auto Transmissions/Transaxles Lab	1
AST 104	Driveline & Rear Axle	1
AST 105	Driveline & Rear Axle Lab	1
AST 122	Suspension & Steering Systems	1
AST 123	Suspension & Steering Systems Lab	1
AST 120	Wheel Alignment & Balance	1
AST 121	Wheel Alignment & Balance Lab	1
AST 170	Air Conditioning	1
AST 171	Air Conditioning Lab	1
COMX 106	Communicating in a Dynamic Workplace	2
		20

Total Hours in Program—38

Associate of Applied Science Degree (A.A.S.)

Biofuels

This two-year program is designed to allow students to attain employment upon graduation in the alternative energy field or related endeavors. This is designed to be a terminal degree to provide students the skill necessary for entry level employment or enhancement of current employment.

Upon graduation of this program, graduates will be able to:

- Demonstrate an understanding of systems perspectives in industry;
- Apply basic scientific processes in bioenergy production;
- Perform and describe basic mechanical functions pertaining to biofuels production;
- List bioenergy feedstocks and co-products and describe their benefits and uses;
- Explain the similarities and differences of wind, solar, biomass, geothermal, and biofuels technologies
- Demonstrate verbal and written communication organization and leadership styles

The program course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check course descriptions in this Catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take courses.

First Year—Fall Semester		**Cr. Hrs.**
NRGY 100	Intro to Biofuels	1
COMX 111	Public Speaking	3
	or	
COMX 115	Interpersonal Communications	(3)
CAPP 120	Intro to Computers	3
M 100	Intro to Technical Mathematics	2
SC 110	Hazardous Materials	2
	Directed Elective	3
		14

First Year—Spring Semester		**Cr. Hrs.**
NRGY 101	Intro to Sustainable Energy	3
WRIT (100 level)	Intro to Technical Writing preferred	3
BIOB 101	Discover Biology	3
BIOB 102	Discover Biology Lab	1
BIOB 110	Plant Science	3
ACTG 101	Accounting Procedures	3
		16

Second Year—Fall Semester		**Cr. Hrs.**
ANSC 202	Livestock Feeding & Nutrition	3
ECNS 201	Principles of Microeconomics	3
CHMY 121	Intro to General Chemistry	3
CHMY 122	Intro to General Chemistry Lab	1
	Directed Electives	6
		16

Second Year—Spring Semester		**Cr. Hrs.**
NRGY 200	Energy Mechanics	2
NRGY 201	Energy Mechanics Lab	1
NRGY 202	Biofuels Production	2
NRGY 203	Biofuels Production Lab	1
NRGY 298	Internship	3
	Directed Electives	5
		14

Total Hours in Program—60

Directed Elective Choices:
ANSC 100 Animal Science
NRSM 101 Natural Resources
ENSC 245 Soils
CAPP 151 MS Office
WLDG 240 Arc Welding
NRSM 235 Range & Pasture Monitoring
NRSM 240 Natural Resource Ecology
GPHY 284 Intro to GIS Science & Cartography
CSCI 110 Programming with Visual Basic
EO 121/121L CDL Operations
ET 101 Electricity
ET 102 Series, Parallel Circuits
ET 103 Circuit Use
ET 104 Conductors and Batteries
WLDG 235 Oxy-Acetylene Welding
BGEN 235 Business Law
BMKT 225 Marketing
BMGT 235 Management
IT 150 Operating Systems

Associate of Applied Science (A.A.S.)

Building Construction Management

This degree is currently on moratorium. No new students will be admitted into this degree program until further notice.

Students in the Building Construction Management AAS degree program are those that plan to operate their own construction business or serve in a supervisory or management capacity for a larger company. In the first year of the program, they will build a home from the ground up learning all aspects of the construction trade. In their second year of study, they will gain the business skills necessary to operate or manage a construction business.

The program course requirements are presented in sequence. *Part-time students and others who cannot follow this sequence should check course descriptions in this Catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take courses.*

First Year—Fall Semester		Cr. Hrs.
M 100	Intro to Technical Math	2
WRIT 108	Elementary Technical Writing	2
CSTN 100	Fund. of Construction Technology	3
CSTN 101	Introduction to Concrete	1
CSTN 112	Floor Systems	1
CSTN 113	Floor Systems Lab	1
CSTN 116	Wall & Ceiling Framing	1
CSTN 117	Wall & Ceiling Framing Lab	2
CSTN 119	Carpentry Fundamentals	2
CSTN 133	Roof Framing & Roofing Applications	2
CSTN 134	Roof Framing & Roofing Applications Lab	2
		19

First Year—Spring Semester		Cr. Hrs.
COMX 106	Communicating in a Dynamic Workplace	2
CSTN 145	Ext. Finish, Stair, and Metal SF	5
CSTN 153	Interior Finishing Lab	2
CSTN 154	Drywall Lab	2
CSTN 155	Interior Wall Framing	1
CSTN 156	Interior Wall Framing Lab	1
CSTN 158	Thermal & Moisture Protection Lab	1
ED 105	Reading & Study Skills (or equivalent test scores)	3
		14 (17)

Second Year—Fall Semester		Cr. Hrs.
BMGT 215	Human Resource Management	3
BGEN 235	Business Law	3
CAPP 120	Intro to Computers	3
M 108	Business Math	3
CSTN 255	Environmental Protection Issues In Building	1
CSTN 277	Alternative Construction Materials	3
		16

Second Year—Spring Semester		Cr. Hrs.
ACTG 101	Accounting Procedures I	3
WRIT 122	Intro to Business Writing	3
COMX 115	Interpersonal Communication	3
BMGT 210	Small Business Entrepreneurship	3
CSTN 165	Cabinet Fabrication	1
CSTN 166	Cabinet Fabrication & Installation	2
		15

Total Hours in Program— (64) 67

Certificate of Applied Science (C.A.S.)

Building Construction

This degree is currently on moratorium. No new students will be admitted into this degree program until further notice.

This one-year modular-based certificate program is designed to provide students with the skills and knowledge to build new home construction from the ground up. Students in this program will learn to estimate, read blue prints and apply practical construction and critical thinking skills that will make them highly marketable in the building construction industry.

The program course requirements are presented in sequence. *Part-time students and others who cannot follow this sequence should check course descriptions in this Catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take courses.*

First Year—Fall Semester		Cr. Hrs.
M 100	Intro to Technical Math	2
CSTN 100	Fund. of Construction Technology	3
CSTN 101	Introduction to Concrete	1
CSTN 112	Floor Systems	1
CSTN 113	Floor Systems Lab	1
CSTN 116	Wall & Ceiling Framing	1
CSTN 117	Wall & Ceiling Framing Lab	2
CSTN 119	Carpentry Fundamentals	2
CSTN 133	Roof Framing & Roofing Applications	2
CSTN 134	Roof Framing & Roofing Applications Lab	2
		17

First Year—Spring Semester		Cr. Hrs.
WRIT 108	Elementary Technical Writing	2
COMX 106	Communicating in a Dynamic Workplace	2
CSTN 145	Ext. Finish, Stair, and Metal SF	5
CSTN 153	Interior Finishing Lab	2
CSTN 154	Drywall Lab	2
CSTN 155	Interior Wall Framing	1
CSTN 156	Interior Wall Framing Lab	1
CSTN 158	Thermal & Moisture Protection Lab	1
		16

Total Hours in Program—33

Certificate (C.)

Accounting

This certificate is designed to develop the necessary skills for persons seeking employment in entry-level accounting positions.

Upon completion of this program, students will:

- Interpret and explain financial statements to make management decisions;
- Utilize accounting software to make business decisions;
- Complete payroll taxes and prepare records and reports;
- Utilize Microsoft Office which includes Word, Excel, Power Point and Access at an intermediate level;
- Identify elementary business psychology, behavior characteristics, and personality traits;
- Develop key business communication skills.

The program course requirements are presented in sequence. *Part-time students and others who cannot follow this sequence should check course descriptions in this Catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take courses.*

Fall Semester		**Cr. Hrs.**
ACTG 201	Principles of Financial Accounting	4
WRIT (100 level)	Intro to Business Writing preferred	3
M 108	Business Math	3
COMX 106	Communicating in a Dynamic Workplace	2
CAPP 120	Intro to Computers	3
		15

Spring Semester		**Cr. Hrs.**
ACTG 202	Principles of Managerial Accounting	4
ACTG 205	Computerized Accounting	3
CAPP 151	MS Office	3
ACTG 180	Payroll Accounting	3
		13
Total Hours in Program—28		

Certificate (C.)

Customer Relations Option

This certificate program is designed to develop the skills necessary for an individual entering the service industry. Upon completion of this program, students will have the interpersonal skills necessary for sales and customer service associates in a retail or business setting. They will also have proficient computer skills and key business communication skills to make them candidates for future promotion. This certificate is considered a pathway in the business curriculum to a Small Business Management AAS degree. Classes taken in this certificate will transfer to a two year degree or higher.

The program course requirements are presented in sequence. *Part-time students and others who cannot follow this sequence should check course descriptions in the Catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take classes.*

Fall Semester		**Cr. Hrs.**
CAPP 120	Intro to Computers	3
M 108	Business Math	3
BMKT 210	Sales, Merchandising, & Retail	3
BMKT 225	Marketing	3
		12

Spring Semester		**Cr. Hrs.**
COMX 106	Communicating in a Dynamic Workplace	2
ACTG 101	Accounting Procedures	3
BMGT 245	Customer Service Management	3
WRIT (100 level)	Intro to Business Writing preferred	3
COMX 115	Interpersonal Communications	3
		14
Total Hours in Program—26		

Certificate of Applied Science (C.A.S.)

Entrepreneurship

This is a distance learning program that can be taken on campus or through a combination of online and ITV courses. This program is designed to provide students with the basic skills necessary to run their own business or qualify for employment in wholesale or retail business.

Students who complete this program should be able to:

- Proficiently write a business plan
- Understand proper hiring techniques
- Successfully implement marketing tools for their business
- Adeptly communicate in business
- Understand the fundamentals of bookkeeping
- Identify basic laws that apply to small business

Note: This program is developed in partnership with Chief Dull Knife College and Little Big Horn College. This class numbers below represent classes from MCC, but classes from any of the partnering colleges may be accepted and degrees can be offered through any of the colleges.

The program course requirements are presented in sequence. *Part-time students and others who cannot follow this sequence should check course descriptions in the Catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take classes.*

Fall Semester		**Cr. Hrs.**
WRIT	100 level WRIT course	3
BGEN 235	Business Law	3
BMKT 225	Marketing	3
BMGT 215	Human Resource Management	3
ECNS 201	Principles of Microeconomics	3
		15

Spring Semester		**Cr. Hrs.**
WRIT	100 level WRIT course	3
ACTG 101	Accounting Procedures I	3
M 108	Business Math	3
CAPP 120	Introduction to Computers	3
BMGT 210	Small Business Entrepreneurship	3
		15

Total Hours in Program—30

Certificate (C.)

Fundamentals of Business

This certificate is designed to develop the necessary skills for persons seeking employment in entry-level business positions.

Upon completion of this program, students will:

- Interpret and explain basic financial statements to make management decisions;
- Utilize Microsoft Office which includes Word, Excel, Power Point, and Access;
- Identity the key roles of Marketing and Advertising in the workplace;
- Explain the critical concepts in Management;
- Utilize effective communication techniques for professional and personal correspondence;
- Explain core human resource concepts for the health of an organization.

The program course requirements are presented in sequence. *Part-time students and others who cannot follow this sequence should check course descriptions in the Catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take classes.*

Fall Semester		**Cr. Hrs.**
WRIT(100 level)	Intro to Technical Writing preferred	3
BMGT 215	Human Resource Management	3
BMKT 225	Marketing	3
CAPP 120	Intro to Computers	3
M 108	Business Math	3
		15

Spring Semester		**Cr. Hrs.**
ACTG 101	Accounting Procedures I	3
COMX 115	Interpersonal Communications	3
BMGT 235	Management	3
BMKT 240	Advertising	3
		12
Total Hours in Program—27		

Certificate (C.)

Sales and Marketing

This certificate is designed to develop the skills necessary to work in a marketing or sales related environment.

Upon completion of this program, students will:

- Interpret and explain basic financial statements to make management decisions;
- Utilize Microsoft Office which includes Word, Excel, Power Point and Access;
- Develop sales skills for the retail environment
- Identify key Advertising and Marketing techniques;
- Develop key business communication skills such as public speaking.

The program course requirements are presented in sequence. *Part-time students and others who cannot follow this sequence should check course descriptions in the Catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take classes.*

Fall Semester		**Cr. Hrs.**
M 108	Business Math	3
BMKT 210	Sales, Merchandising, & Retail	3
BMKT 225	Marketing	3
COMX 111	Public Speaking	3
CAPP 120	Intro to Computers	3
		15

Spring Semester		**Cr. Hrs.**
ACTG 101	Accounting Procedures I	3
WRIT (100 level)	Intro to Business Writing preferred	3
BMKT 240	Advertising	3
CAPP 151	MS Office	3
		12
Total Hours in Program—27		

Associate of Applied Science Degree (A.A.S.)

Business Management: Insurance Option

This two-year degree program is designed to provide the skills necessary to manage an insurance business. Courses are taught by a certified insurance agent, and will prepare the student to sit for their Montana producer's licensure exam at the conclusion of the program. This program is offered entirely online; students do not have to live in the Miles City area to complete the program. All online classes include discussions with the instructor and other students on a weekly basis. In addition, projects will take students to insurance providers in their community for real-world learning opportunities. An internship is also part of the program. The internship can be completed in an insurance office near the student's home, or at a larger producer's headquarters.

At the conclusion of this program students will be able to:

- Explain property and liability insurance principles
- Writ personal insurance contracts
- Demonstrate basic computer skills and writing proficiency
- Manage an insurance business and employees
- Sell commercial insurance lines
- Discuss insurance regulations and the requirements for licensing to sell insurance in the state of Montana.

The program course requirements are presented in sequence. *Part-time students and others who cannot follow this sequence should check course descriptions in this Catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take courses.*

First Year—Fall Semester		**Cr. Hrs.**
INS 101	Introduction to Insurance	1
INS 121	Property and Liability Insurance	3
COMX 106	Communicating in a Dynamic Workplace	2
CAPP 120	Intro to Computers	3
WRIT 121	Intro to Technical Writing	3
BMKT 225	Marketing	3
		15

First Year—Spring Semester		**Cr. Hrs.**
INS 122	Personal Insurance	3
WRIT 122	Intro to Business Writing	3
BMGT 245	Customer Service Management	3
M 108	Business Math	3
	Or	
STAT 216	Intro to Statistics	(4)
	Elective	3
		15 (16)

Second Year—Fall Semester		**Cr. Hrs.**
INS 281	Intro to Underwriting & Claims	3
INS 123	Commercial Insurance	3
BMGT 215	Human Resource Management	3
ACTG 201	Financial Accounting	4
ECNS 201	Principles of Microeconomics	3
		16

Second Year—Spring Semester		**Cr. Hrs.**
INS 282	Agency Operations & Sales Mgmt	3
INS 283	Insurance Regulations & Licensing Preparation	3
BMGT 225	Management	3
ACTG 202	Managerial Accounting	4
INS 241	Insurance Industry Internship	3
		16

Total Hours in Program—62 (63)

Associate of Applied Science Degree (A.A.S.)

Office Administration and Technology

This is a two-year program designed to provide students with the skills necessary to find employment as a computer operator, data entry clerk, or office worker who manages accounts receivable and payable, billings, payroll and web designing.

Upon completion of this program, students will:

- Operate a computer efficiently utilizing Microsoft Office applications;
- Navigate the Internet and manage electronic correspondence;
- Demonstrate an understanding of the elements of the accounting cycle and general financial statements;
- Explain laws that apply to the business environment
- Demonstrate an ability to market and promote products
- Design web pages, flyers, and other publications
- Develop key business communication skills

The program course requirements are presented in sequence. *Part-time students and others who cannot follow this sequence should check course descriptions in the Catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take classes.*

First Year—Fall Semester		**Cr. Hrs.**
CAPP 120	Intro to Computers	3
WRIT(100 level)	Intro to Business Writing preferred	3
BGEN 235	Business Law	3
M 108	Business Math	3
MART 213	Photoshop and Illustrator	3
		15

First Year—Spring Semester		**Cr. Hrs.**
CAPP 151	MS Office	3
COMX 111	Public Speaking	3
	or	
COMX 115	Interpersonal Communications	(3)
IT 250	Internet & Web Page Development	3
MART 214	Desktop Publishing	3
	Directed Elective	3
		15

Second Year—Fall Semester		**Cr. Hrs.**
ACTG 201	Principles of Financial Accounting	4
COMX 106	Communicating in a Dynamic Workplace	2
CAPP 156	MS Excel	3
BMKT 225	Marketing	3
IT 150	Operating Systems	3
		15

Second Year—Spring Semester		**Cr. Hrs.**
ACTG 202	Principles of Managerial Accounting	4
CAPP 158	MS Access	3
BMGT 245	Customer Service Management	3
BGEN 298	Business Internship	3
	Directed Elective	2
		15
Total Hours in Program—60		

Elective Options:

ACTG 180 Payroll Accounting
ACTG 205 Computerized Accounting
BMGT 235 Management
BMKT 240 Advertising
IT 231 CompTIA®A+
IT 255 Web Animation & Motion Graphics
INS 101 Introduction to Insurance
INS 121 Property & Liability Ins.

Associate of Applied Science Degree (A.A.S.)

Small Business Management Option

This is a two-year program designed to provide students with the skills necessary to start their own business or qualify for employment in middle-level management positions in wholesale or retail businesses.

Upon completion of this program, students will:

- Demonstrate knowledge of communication, organizational and managerial skills;
- Demonstrate an ability to market and promote products;
- Demonstrate working knowledge of application software used in the field of small business;
- Demonstrate an understanding of the elements of the accounting cycle and general financial statements;
- Demonstrate an understanding of the global economy and its impact on and opportunity for small business.

The program course requirements are presented in sequence. *Part-time students and others who cannot follow this sequence should check course descriptions in the Catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take classes.*

First Year—Fall Semester		Cr. Hrs.
CAPP 120	Intro to Computers	3
M 108	Business Math	3
WRIT (100 level)	Intro to Business Writing preferred	3
BGEN 235	Business Law	3
	Electives	3
		15

First Year—Spring Semester		Cr. Hrs.
CAPP 151	MS Office	3
BMGT 235	Management	3
COMX 111	Public Speaking	3
COMX 106	Human Relations	2
	Electives	3
		14

Second Year—Fall Semester		Cr. Hrs.
ACTG 201	Principles of Financial Accounting	4
BMGT 215	Human Resource Management	3
ECNS 201	Principles of Microeconomics	3
BMKT 225	Marketing	3
CAPP 156	MS Excel	3
		16

Second Year—Spring Semester		Cr. Hrs.
ACTG 202	Principles of Managerial Accounting	4
BMGT 210	Small Business Entrepreneurship	3
BGEN 298	Business Internship	3
BFIN 265	Intro to Business Finance	3
	Electives	3
		16

Total Hours in Program—61

Elective Options:

ACTG 205	Computerized Accounting
BMGT 245	Customer Service Management
BMKT 210	Sales, Merchandising, & Retail
BMKT 240	Advertising
CAPP 158	MS Access
CAPP 154	MS Word
ECNS 202	Principles of Macroeconomics
IT 150	Operating Systems
MART 213	Photoshop & Illustrator
MART 214	Desktop Publishing
IT 231	CompTIA®A+
INS 101	Introduction to Insurance
INS 121	Property and Liability Insurance
INS 122	Personal Insurance
INS 123	Commercial Insurance
INS 281	Intro to Underwriting & Claims

Associate of Applied Science Degree (A.A.S.)

Equine Studies

This two year degree is designed to give students a foundation in natural horsemanship and how to apply that knowledge in a practical manner to train working horses. Graduates will be prepared for a career in equine business and management, colt training, assistant trainer and facilities management, or allied industries such as feed, tack and equipment sales. The program is designed to give a broad base for any equine field. Internships are encouraged and will be available from all the different disciplines.

Upon completion of this program students will be able to:

- Demonstrate how to communicate effectively with their horse and train them to work with livestock.
- Start a colt from the ground up.
- Evaluate correct and incorrect information pertaining to the equine industry.
- Understand basic marketing concepts for a variety of horses.
- Demonstrate basic horse care and nutrition.
- Demonstrate how to control all the parts of a horse to give the horse a solid foundation to go into any discipline, such as reining, reined cow horse, cutting, versatile ranch horse, roping, and trail horses.

Each student accepted into the program will have their riding skills evaluated by the instructor. Those students who are not at the level to start with EQUH 155 Intro to Natural Horsemanship will be required to start with EQUH 110 Western Equitation to learn the basics of riding prior to the first course that deals with the training of a horse. As the program course requirements are presented in sequence, students who start at the level of EQUH 110 may require more than four semesters to complete the program or must take an Equine course during the summer term.

The program course requirements are presented in sequence. *Part-time students and others who cannot follow this sequence should check course descriptions in the Catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take classes.*

First Year—Fall Semester		**Cr. Hrs.**
AGSC 101	Intro to Ag & Environmental Resources	1
EQUH 155	Intro to Natural Horsemanship	3
BIOB 101	Discover Biology	3
BIOB 102	Discover Biology Lab	1
EQUS 101	Intro to Equine Studies	4
ANSC 100	Intro to Animal Science	3
		15

First Year—Spring Semester		**Cr. Hrs.**
EQUS 102	Horse Conformation	2
EQUS 103	Horse Conformation Lab	2
EQUH 130	Hoof Care Science	1
EQUH 131	Hoof Care Science Lab	1
EQUH 252	Natural Horsemanship: Building a Relationship	3
EQUH 253	Starting Colts	3
M 108	Business Math	3
		15

Second Year—Fall Semester		**Cr. Hrs.**
EQUH 254	Natural Horsemanship: Harmony With your Horse I	3
ANSC 265	Functional Anatomy of Domestic Animals	3
ANSC 266	Anatomy of Domestic Animals Lab	1
ANSC 202	Livestock Feeding & Nutrition	3
EQUH 165	Livestock Handling & Ranch Roping	3
COMX 106	Communicating in a Dynamic Workplace	2
		15

Second Year—Spring Semester		**Cr. Hrs.**
EQUH 255	Natural Horsemanship: Harmony II	3
EQUH 256	Developing the Young Horse	3
AGBE 232	Equine Sales & Marketing	3
WRIT 121	Introduction to Technical Writing	3
ACTG 101	Accounting Procedures I	3
		15

Total Hours in Program—60

Certificate of Applied Science (C.A.S.)

Heavy Equipment Operations

The purpose of this program is to provide students with practical skills for enhanced employment opportunities in heavy equipment operations, such as mining, construction, oil fields, etc. Students receive classroom training as well as many hours of instruction in the field operating a variety of heavy equipment machinery.

The nationally recognized competency-based curriculum built upon industry standards is from the national Center for Construction Education and Research. In 2009 the median yearly earnings of operating engineers and other construction equipment operators was $18.18 per hour, according to the U.S. Bureau of Labor Statistics.

There are 15 slots available each year for the Miles Community College Heavy Equipment program. Students must be accepted into the program. The selection process is completed by June 30 prior to the fall semester of entrance. Contact the admissions office for the complete student selection criteria.

To be accepted into the program, a student must be a U.S. or Canadian citizen and hold a drivers license in good standing with no restrictions. Students accepted into the program will be placed into a random drug test pool in accordance with federal guidelines. At any time during the academic year, if there is reasonable suspicion, the student must submit a drug test to the student health center for testing before operating any equipment. A positive drug test will result in removal from the program for the remainder of the academic year. Tuition and fees are nonrefundable and the student may owe back financial aid. Students must apply for readmission into the program the following year.

The program course requirements are presented in sequence. *Part-time students and others who cannot follow this sequence should check course descriptions in the Catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take classes.*

Fall Semester		**Cr. Hrs.**
WRIT 108	Elementary Technical Writing	2
M 100	Intro to Technical Mathematics	2
EO 100L	Core Skills for Heavy Equipment Operations Lab	1
EO 101	Basic Construction Safety	1
EO 103	Intro to Hand & Power Tools	1
EO 110	Heavy Equipment Operations I	3
EO 110L	Heavy Equipment Operations I Lab	2
EO 113	Intro to Earth Moving & Safety	2
EO 121	CDL Operations	3
EO 121L	CDL Operations Lab	2
		19

Spring Semester		**Cr. Hrs.**
EO 120	Heavy Equipment Operations II	4
EO 120L	Heavy Equipment Operations II Lab	2
EO 130	Heavy Equipment Operations III	5
EO 130L	Heavy Equipment Operations III Lab	2
COMX 106	Communicating in a Dynamic Workplace	2
		15

Total Hours in Program—34

Associate of Applied Science Degree (A.A.S.)

Information Technology—Graphic and Web Design Option

This two-year degree prepares students for a career in computer graphics and/or web design. Students learn techniques to build a web site using proper design principles and to create and edit graphics using both film and digital formats.

Upon completion of this program, graduates will be able to:

- Demonstrate basic understanding of graphic editing software and graphic file formats;
- Create simple and complex publications;
- Demonstrate basic use of typography;
- Apply basic design principles to publications;
- Recognize and edit HTML code;
- Design a web site using a HTML editor;
- Implement web animation and motion graphics;
- Publish and maintain a website;
- Understand ethical responsibilities linked to graphic and web design.

The program course requirements are presented in sequence. *Part-time students and others who cannot follow this sequence should check course descriptions in the Catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take classes.*

First Year—Fall Semester		**Cr. Hrs.**
CAPP 120	Intro to Computers	3
ARTZ 105	Visual Language—Drawing	3
BMKT 225	Marketing	3
M 108	Business Math	3
COMX 111	Public Speaking	3
		15

First Year—Spring Semester		**Cr. Hrs.**
PHOT 113	Understanding Photography	3
ARTZ 106	Visual Language—2D Foundations	3
IT 250	Internet & Web Page Development	3
WRIT (100 level)	Intro to Business Writing preferred	3
	Elective	3
		15

Second Year—Fall Semester		**Cr. Hrs.**
CSCI 110	Programming with Visual Basic I	4
MART 213	Photoshop & Illustrator	3
IT 255	Web Animation & Motion Graphics	3
	Electives	5
		15

Second Year—Spring Semester		**Cr. Hrs.**
CSCI 210	Web Programming	4
MART 214	Desktop Publishing	3
CSCI 121	Programming with Java II	3
COMX 106	Communicating in a Dynamic Workplace	2
	Elective	3
		15
	Total Hours in Program—60	

Electives:

CAPP 151	MS Office	CAPP 161	Introduction to Gaming
IT 231	CompTIA®A+ Hardware	CAPP 163	Fundamentals of Game Design
IT 232	CompTIA®A+ Software	PHOT 116	Intermediate Black & White Photography
CAPP 154	MS Word	ACTG 201	Principles of Financial Accounting
CAPP 156	MS Excel	BMKT 240	Advertising
CAPP 158	MS Access		

Associate of Applied Science Degree (A.A.S.)

Information Technology—Networking & PC Maintenance Option

This two-year degree prepares students for a career in the computer technology field. Students learn techniques to install and troubleshoot problems relating to networking, operating systems and maintenance. Students will gain knowledge and skills to solve problems relating to both hardware and software.

Upon completion of this program, graduates will be able to:

- Troubleshoot hardware problems;
- Install, upgrade, and configure software;
- Install, configure, and maintain LANs;
- Provide preventive maintenance, component I installations, and repair services;
- Identify and resolve network connectivity issues;
- Configure routers, firewalls, and switches;
- Understand ethical responsibilities linked to networking, software licensing, and maintenance issues.

The program course requirements are presented in sequence. *Part-time students and others who cannot follow this sequence should check course description in the Catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take courses.*

First Year—Fall Semester		**Cr. Hrs.**
CAPP 120	Intro to Computers	3
WRIT	100 level WRIT class	3
ITS 140	CCNA 1: Discovery	4
M 108	Business Math	3
	Elective	2
		15

First Year—Spring Semester		**Cr. Hrs.**
CAPP 151	MS Office	3
COMX 111	Public Speaking	3
ITS 142	CCNA 2: Discovery	4
IT 250	Internet & Web Page Development	3
	Elective	3
		16

Second Year—Fall Semester		**Cr. Hrs.**
CSCI 110	Programming with Visual Basic I	4
IT 150	Operating Systems	3
COMX 106	Communicating in a Dynamic Workplace	2
CAPP 156	MS Excel	3
	Elective	3
		15

Second Year—Spring Semester		**Cr. Hrs.**
CSCI 210	Web Programming	4
IT 231	CompTIA®A+	4
CAPP 158	MS Access	3
IT 241	Internship	3
		14
Total Hours in Program—60		

Electives:

IT 255	Web Animation & Motion Graphics	ACTG 205	Computerized Accounting
CSCI 121	Programming with Java II	CAPP 161	Introduction to Gaming
MART 213	Photoshop & Illustrator	CAPP 163	Fundamentals of Game Design
MART 214	Desktop Publishing	BMGT 245	Customer Service Management

Associate of Applied Science Degree (A.A.S.)

Medical Laboratory Technician

In Association with Bismarck State College—AAS degree awarded by BSC

Medical laboratory technicians are trained in the general disciplines of laboratory medicine, including hematology, clinical chemistry, immunology, microbiology, blood banking and transfusion medicine. The analytical procedures they perform provide the basis for 75-80% of all medical decisions made by physicians in the diagnosis and treatment of disease.

Medical lab technicians are also well qualified to work outside the healthcare arena. Their analytical, scientific and technical skills are valuable and desired assets in forensic (crime) labs, medical research, industrial, pharmaceutical, veterinary and public health labs. Still others choose sales and marketing, consulting, product research and development, or education.

Upon completion of this program, graduates will be able to:

- Demonstrate the knowledge and skills necessary for entry level proficiency in all areas of medical laboratory science.
- Follow standard precautions and quality assurance to ensure safety and accuracy in clinical laboratory testing.
- Apply didactic knowledge related to the MLT program including the disciplines of hematology, immunohematology, chemistry, microbiology and all aspects set by the guidelines and standards of the National Accrediting Agency for Clinical Laboratory Science (NAACLS).
- Use effective oral and written communication with healthcare professionals and customers.
- Complete a national board examination to become certified as an MLT.
- Transfer to a four-year Medical Laboratory Science program.

Students receive both theoretical and experiential study, including a 7-month rotation through one of the program's clinical affiliate laboratories. Minimum grade requirements of a 2.0 are required for acceptance into the Bismarck State program the second year. Students must continue to carry a 2.0 GPA to remain eligible to completed the requirements for an Associate of Applied Science degree from Bismarck State College. The MLT program is highly selective and has a limited enrollment. Selection depends upon academic preparation as well as early application. The deadline for application is May 1.

This curriculum allows students to begin employment after completing the two-year program, or to transfer into a four-year program in Medical Laboratory Science. Those who successfully complete the requirements of the two-year program earn an Associate in Science degree and are eligible to complete a national board examination to become certified as an MLT.

The program course requirements are presented in sequence. Part-time students and others who cannot follow sequence should check course descriptions in this Catalog and the Bismarck State College Catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take courses.

Associate of Applied Science Degree (A.A.S.)

Medical Laboratory Technician, continued...

First Year—Miles Community College Students (Financial Aid Issued by MCC)

Fall Semester		Cr. Hrs.	Spring Semester		Cr. Hrs.
MLS 103	Fundamentals of Phlebotomy	3	BIOH 201	Human Anatomy & Physiology I	3
MLS 104	Fund. Of Phlebotomy Lab	1	BIOH 202	Anatomy & Physiology I Lab	1
CHMY121/122	Intro to General Chemistry & Lab	4	WRIT 101	College Writing I	3
	or		CHMY 123	Intro to Organic and Biochemistry	3
CHMY141/142	College Chemistry & Lab	(4)	CHMY 124	Organic and Biochemistry Lab	1
M 121	College Algebra	4	COMX 111	Public Speaking	3
	Social Science Elective—Diversity (ECNS 201 or SOCI 101)	3	PHL 110	Intro to Ethics: Problems of Good and Evil	3
		15			17

Second Year—Bismarck State Students upon acceptance into Bismarck State College Program

Fall Semester		Cr. Hrs.	Spring Semester		Cr. Hrs.
MLS 101	Intro to Medical Lab Science	1	MLS 201	Immunology	4
MLS 113	Urinalysis	1	MLS 225	Hematology	3
MLS 115	Parasitology	1	PSYX 100	Intro to Psychology	3
WRIT 122	Intro to Business Writing	3		Arts/Humanities Elective	3
BIOM 250	Microbiology for Health Sciences	3		Enrichment (see advisor for list of acceptable classes)	2
BIOM 251	Microbiology Lab	1			15
BIOH 211	Anatomy & Physiology II	3			
BIOH 212	Anatomy & Physiology II Lab	1			
		14			

Summer Semester—Bismarck State College

MLS 235	Clinical Chemistry I	3
MLS 245	Clinical Microbiology I	3
MLS 205	Clinical Internship I	1
MLS 215	Clinical Internship II	2
		9

Third Year—Fall Semester—Bismarck State College

MLS 240	Immunohematology	3
MLS 236	Clinical Chemistry II	1
MLS 246	Clinical Microbiology II	1
MLS 255	Clinical Internship III	12
		17

Certificate of Applied Science (C.A.S.)

Paraprofessional Education/Teacher's Assistant

This is a one-year program designed to prepare paraprofessional educators to assist K-12 classroom teachers, or pre-school teachers with supervision and instruction. This certificate program is designed to meet the requirements of the No Child Left Behind Act for paraprofessional educators working in the state of Montana under Title or Special Education programs of a K-12 school. Students wanting to work as a paraprofessional educator in another state may want to consider completing the two-year paraprofessional educator degree to assure employment qualifications. The average wage for paraprofessional educators in the state of Montana is $24,000 according to the U.S. Bureau of Labor Statistics 2012 data.

At the conclusion of the program students will be able to:

- Tutor students one-on-one at a time when the classroom teacher is not providing instruction.
- Assist in the management of the classroom by organizing and gathering instructional materials or monitoring student behavior.
- Support instruction of the classroom teacher, specifically in reading, writing and mathematics.
- Assist students with computer technology.
- Identify the needs of exceptional learners and implement their Individualized Education Plan (IEP).
- Provide communication support for exceptional learners.

Coursework in this program will apply toward the two-year Associate of Arts degree with emphasis in Paraprofessional Educator and Elementary Education or Secondary Education at Miles Community College if students take the math, writing, and health courses labeled as transfer.

The program course requirements are presented in sequence. *Part-time students and others who cannot follow sequence should check course descriptions in this Catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take courses.*

Fall Semester		**Cr. Hrs.**
WRIT 108	Elementary Technical Writing	2
	or	
WRIT 101	College Writing I (Transfer)	(3)
EDU 200	Introduction to Education	3
M 100	Introduction to Technical Math	2
	or	
M 130	Math for Elementary Teachers I (Transfer)	(4)
PSYX 100	Intro to Psychology	3
CAPP 120	Intro to Computers	3
EDU 142	Student Supervision	1
EDU 240	Behavior Management	2
		16 (19)

Spring Semester		**Cr. Hrs.**
EDU 220	Human Growth and Development	3
EDU 202	Early Field Experience	1
ECP 100	First Aid & CPR	1
	or	
HTH 101	Opportunities in the Health Professions (Transfer)	(3)
EDSP 206	Severe Communication Support Needs	2
EDU 205	Instructing Reading, Writing & Math	3
EDSP 204	Introduction to Teaching Exceptional Learners with built in lab	3
		13 (15)

Total Hours in Program—29 (34)

Certificate of Applied Science (C.A.S.)

Pharmacy Technician

A pharmacy technician works under the supervision of a licensed pharmacist, assisting in pharmacy activities that do not require the professional judgment of a pharmacist. Pharmacy technicians are used in a wide variety of practice settings, including community pharmacies, hospitals, and clinical or retail settings. Job duties may include assisting pharmacists in labeling and filling prescriptions, taking inventory and stocking incoming supplies, entering prescriptions and patient profiles into the computer and verifying that the customer receives the correct prescription. Pharmacy technicians may also compound oral solutions, ointments, and creams, prepackage bulk medications and work with insurance carriers to obtain payments and refilling authority.

At the conclusion of this program, graduates are prepared to:

- Sit for the national Pharmacy Technician Certification (PTCB) examination.
- Practice as a qualified, licensed pharmacy technician working with pharmacists to provide medication and other healthcare products to patients.
- Demonstrate positive work ethic, professionalism and appropriate interpersonal skills whether in a hospital, clinical or retail setting.
- Demonstrate knowledge of medical terminology, pharmacy calculations, pharmacology, pharmacy law, insurance billings and video conferencing equipment to communicate with a pharmacists at a distant location.

The program course requirements are presented in sequence. *Part-time students and others who cannot follow this sequence should check course descriptions in the Catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take classes.*

Fall Semester		**Cr. Hrs.**
PHAR 100	Intro to Pharmacy Practice for Technicians	2
PHAR 101	Pharmacy Calculations	3
CAPP 120	Intro to Computers	3
AHMS 144	Medical Terminology	3
WRIT 122	Intro to Business Writing	3
M 108	Business Math	3
		17

Spring Semester		**Cr. Hrs.**
PHAR 112	Intro to Pharmacy Practice, Law & Calculations	4
PHAR 198	Pharmacy Internship	4
BMGT 245	Customer Service Management	3
AHMS 156	Medical Billings Fundamentals	4
EDU 294	Video Conferencing Fundamentals	1
		16

Total Hours in Program—33

Certificate (C.)

Phlebotomy

The phlebotomist is an important member of the health care team whose primary role is to collect and process blood and other specimens for testing. This two semester program includes an internship off-site at a clinical facility. Affiliated clinical facilities for the phlebotomy internships currently include Billings Clinic Miles City, Holy Rosary Healthcare in Miles City and Rosebud Health Care Center in Forsyth.

A person successfully completing the phlebotomy program is qualified to sit for the ASCP (American Society for Clinical Pathology) PBT (Phlebotomy Technician) certification examination. All phlebotomy coursework and internships are taught or arranged through Sharon O'Meara, medical technologist and program director.

The phlebotomy program is approved by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) located at 5600 N. River Road, Rosemont, IL. For further information on the accrediting body please call 847.939.3597 or log onto http://naacls.org.

Upon completion of this program, a phlebotomy student will be proficient in:

- Collecting, transporting, handling, and processing blood specimens for analysis;
- Recognizing the importance of specimen collection in the overall patient care system;
- Relating the anatomy and physiology of body systems and anatomic terminology to the major areas of the clinical laboratory, and to general pathologic conditions associated with body systems;
- Identifying and selecting equipment, supplies and additives used in blood collection;
- Recognizing factors that affect specimen collection procedures and test results, and taking appropriate actions within predetermined limits;
- Recognizing and adhering to infection control and safety policies and procedures and monitoring quality control within predetermined limits;
- Recognizing the responsibilities of other laboratory and health care personnel and interacting with them with respect for their jobs and patient care;
- Demonstrating professional conduct, interpersonal and communication skills with patients, peers and other health care personnel and with the public;
- Demonstrating an understanding of requisitioning and the legal implication of their work environment.

Reference: NAACLS Guide to Approval

The program course requirements are presented in sequence. *Part-time students and others who cannot follow sequence should check course descriptions in this Catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take courses.*

Fall Semester		**Cr. Hrs.**
MLS 103	Phlebotomy Fundamentals	3
MLS 104	Phlebotomy Fundamentals Lab	1
AHMS 144	Medical Terminology I	3
M 100	Intro to Technical Math	2
WRIT 101	College Writing I	3
		—
		12

Spring Semester		**Cr. Hrs.**
COMX 106	Communicating in a Dynamic Workplace	2
MLS 105	Phlebotomy Internship	3
PHL 221	Intro to Philosophy & Biomedical Ethics	3
BIOH 104	Basic Human Biology	3
BIOH 105	Basic Human Biology Lab	1
		—
		12
Total Hours in Program—24		

Associate of Applied Science Degree (A.A.S.)

Radiologic Technology

In Association with Highlands College of Montana Tech—AAS degree awarded by Highlands

Miles Community College has collaborated with Montana Tech College of Technology in Butte to offer courses for students wishing to pursue an Associate of Applied Science Degree in Radiologic Technology. This program allows students to take their first semester of courses at Miles Community College before application to the program. If accepted into the Butte program, students will take online Radiologic Technology courses offered through Montana Tech College of Technology and face-to-face portions of the courses held in Miles City. Formal application to the Montana Tech College of Technology Radiologic Technology Program is completed during the fall term of each school year. Miles Community College students are given preference to the competitive Miles City program when their application is signed and approved by the Radiologic Technology Academic Advisor at MCC. If accepted into the program the student will become a student of Montana Tech College of Technology. After acceptance in the program all registration of classes, financial aid, and scholarships will be administered by Montana Tech COT. Students completing the two-year AAS degree must sit for a national certification test before they may enter the workforce.

The plan of study includes 18 credits for the first fall semester plus a 3 credit computer class that must be completed before application to the Radiologic Technology program. These credits are the basis for selecting students into the program. The minimum selective GPA for consideration into the Radiologic Technology Program is 2.75. Other selection criteria include computer proficiency demonstrated by completion of CAPP 120 Introduction to Computers, a successful challenge of the course, or a similar course approved by academic advisor.

A limited number of students are admitted spring semester of each year. If the number of qualified applicants exceeds the available space, not all qualified applicants will be accepted. Since the competitive selection is based on GPA, students with higher GPAs are most likely to be accepted.

First Year—Fall Semester (MCC Student)		**Cr. Hrs.**
BIOH 201	Anatomy & Physiology I	3
BIOH 202	Anatomy & Physiology I Lab	1
CHMY 121	Intro to General Chemistry	3
CHMY 122	Intro to General Chemistry Lab	1
WRIT 101	College Writing I	3
M 121	College Algebra	4
PSYX 100	Intro to Psychology	3
CAPP 120	Intro to Computers	(3)
	(if no employment experience)	—
		18 (21)
Summer Term		**Cr. Hrs.**
AHRX 195	Radiographic Clinical II **	10
Second Year—Fall Semester		**Cr. Hrs.**
AHRX 225	Radiobiology/ Radiographic Protection*	2
AHRX 221	Radiographic Imaging II*	3
AHRX 101	Patient Care in Radiology*	3
AHRX 295	Radiographic Clinical III**	6
		—
		14

First Year—Spring Semester (MT Tech)		**Cr. Hrs.**
BIOH 211	Anatomy & Physiology II	3
BIOH 212	Anatomy & Physiology II Lab	1
AHRX 100	Introduction to Diagnostic Imaging*	3
AHRX 140	Radiographic Methods*	3
AHRX 121	Radiographic Imaging I*	4
AHRX 195	Radiographic Clinical I**	4
		—
		18
Second Year—Spring Semester		**Cr. Hrs.**
PHL 221	Intro Philosophy & Biomed Ethics	3
AHRX 222	Radiographic Imaging III*	2
AHRX 270	Radiographic Registry Review*	2
AHRX 295	Radiographic Clinical IV**	6
		—
		13
Total Hours in Program—73 (76)		

* Web-based course offered through Montana Tech College of Technology with face-to-face portions at MCC.
** Hospital-based course

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MILES
COMMUNITY COLLEGE

Course Descriptions

Start Here... Go Anywhere.

Course Numbers and Classification

Courses are given general classification according to their numbers as follows:

001-099 Courses. These courses are designated to provide students with improved academic and/or personal skills. Such courses do not count toward graduation and are not transferable to other institutions.

100-299 General Introductory Lower-Division Courses. These courses may be taken by either freshmen or sophomores. If appropriate to student's major, they may be transferable to other colleges and universities for full credit value.

292 Independent Study Courses. Miles Community College offers two categories of independent study. One category is the regular coursework equivalent. When the course is not available for the semester, students may take a regular course by independent study. The second category is independent study for which there is not course equivalent.

294 Seminars or Workshops. Seminars or workshops are typically one or two credit courses within a subject area organized for the study of a special topic of interested.

295 Practicum Courses. These courses are designed to give students practical training in various disciplines.

298 Internship Courses. Internship courses are planned and supervised work-learning experiences in business, industry, government, education, or community service agencies which are related to a student's program of study.

For additional information about course numbers, see page 44.

Course Descriptions

Terminology

Pre-requisite—Course must be taken prior to enrolling in this course.

Co-requisite—Course must be taken the same term as this course.

ACCOUNTING

See also Business General, Business Finance

ACTG 101 - Accounting Procedures I
This course provides fundamental instruction on financial record keeping and basic bookkeeping methods. Topics include implementing the basic accounting equation; using T accounts; preparing and posting journal entries, reversing entries, and closing entries; payroll reporting; compiling income statements, balance sheets, and statements of owner's equity. This course satisfies a core requirement for the AAS degree in Auto Mechanics or Building Technology. In addition, it is an excellent class to prepare students for the Principles of Accounting series.
3.000 Credit hours

ACTG 180 - Payroll Accounting
This course examines the complete payroll accounting cycle including the impact that various laws and regulations have on personnel and payroll operations. Application of the payroll accounting concepts through the comprehensive payroll project result in practical, first-hand experience in calculating payroll, completing payroll taxes, preparing records and reports, and journalizing payroll transactions. Pre-requisite: ACTG 201 Principles of Financial Accounting.
3.000 Credit hours

ACTG 201 - Principles of Financial Accounting
This is an intensive course sequence in the fundamental principles of accounting emphasizing the accounting cycle, journalizing, posting, trial balance, financial statements, plant and intangible assets, depreciation, inventories, accounting systems, payroll, and taxes. Prerequisite: CAPP 120/120A Introduction to Computers & Applications, M 090 Introductory Algebra or M 108 Business Mathematics.
4.000 Credit hours

ACTG 202 - Principles of Managerial Accounting
This is an intensive course sequence in the fundamental principles of accounting emphasizing corporations, department and branch accounting, manufacturing and job order cost systems, budgeting, cost accounting, management reports, financial position, consolidated statements, and financial statement analysis. Prerequisite: ACTG 201 Principles of Financial Accounting.
4.000 Credit hours

ACTG 205 - Computerized Accounting
This course provides students with a realistic approach to computerized accounting principles. Financial statements and other financial reports will be created. Accounting concepts will be reinforced, and software will be utilized to make business decisions. Prerequisites: ACTG 201 (Principles of Financial Accounting) and CAPP 120 (Intro to Computers.)
3.000 Credit hours

ACTIVITIES

See also Activities—Varsity

ACT 104 - Beginning Bowling
This course introduces the elements of stance, push-away and delivery, back swing and follow through, ball types, spare shooting, and spot bowling.
0.500 Credit hours

ACT 105 - Aerobic Fitness
This is a program of physical exercise for women and men designed to tone up muscles and improve physical conditioning.
1.000 Credit hours

ACT 106 - Beginning Conditioning and Fitness
This is a high level cardiovascular and strength training course. Students will participate in conditioning activities to include sprinting intervals, agility, and strength training. All students must have a current physical exam (sports physical) allowing them to enter into strenuous physical activity. This course is restricted to varsity athletes.
0.500 Credit hours

ACT 109 - Beginning Racquetball
This course introduces stroke mechanics, shot selection, defensive and offensive strategy, equipment, rules of play, and court safety.
1.000 Credit hours
ACT 110 - Beginning Weight Training
This course covers instruction and fundamentals of weight lifting. Elements of grip, proper form and breathing, specific muscle group training, circuit, and strength training are introduced.
1.000 Credit hours
ACT 127 - Beg. Conditioning and Fitness
This is a high level cardiovascular and strength training course. Students will participate in conditioning activities to include sprinting intervals, agility and strength training. All students must have a current physical exam (sports physical) allowing them to enter into strenuous physical activity.
0.500 Credit hours
ACT 129 - Circuit Training: Mixed
This class uses circuit training methods to improve strength, flexibility and cardiovascular fitness. This class will accommodate student of all fitness levels.
1.000 Credit hours
ACT 146 - Beginning Golf
This course introduces elements of club selection, grip, stance, swing, shot types, difficult lies, golf rules, and etiquette. Emphasis is put on the swing.
1.000 Credit hours
ACT 149 - Lifestyle Management
The focus of this course is on improving a person's present lifestyle through exercise and diet. Additional topics such as stress reduction, preventing and treating exercise-related injuries, environmental effects on exercise and exercise for special populations will also be addressed. The student will be required to complete pre and post physical fitness testing to determine their fitness level. The student will develop and participate in an exercise program during the length of the course; thus, self-motivation will play an important role in completing the course.
2.000 Credit hours
ACT 150 - Beginning Yoga
This course helps students to develop feelings of peace and to reduce stress through the use of full body stretching, deep breathing, relaxation, muscle toning, and understanding the body.
1.000 Credit hours
ACT 165 - Power Cycling
This course is a cycling exercise program that is done indoors on custom-designed bicycles Students are able to stand up, use tension with regular cycling, and speed spinning.
1.000 Credit hours
ACT 166 - Cycling + Yoga
This class begins with a yoga flow to warm up, and continues with indoor cycling which focuses on such ideas as peddling with positive energy and against the negative energy in our body. Each class concludes with a yoga cool down that is designed to elongate the muscles and refocus the mind, body, and spirit.
1.000 Credit hours
ACT 169 - Beginning Tennis
This course introduces the techniques of grip, stance, footwork, service, strokes, volley, lobs, and smashing.
0.500 Credit hours
ACT 170 - Sports Officiating
This course is intended to certify officials in the sports of baseball, football, soccer, softball, and basketball.
1.000 Credit hours
ACT 189 - Individualized Exercise Program
This course allows students to design a workout program that fits their needs and/or students can consult their instructor for guidance on setting up an exercise program.
1.000 Credit hours
ACT 204 - Intermediate Bowling
This course continues the development of foundational bowling skills with more emphasis on spare shooting and spot bowling, and developing consistency with higher scores. Pre-requisite: ACT 104 Beginning Bowling.
0.500 Credit hours
ACT 205 - Intermediate Step Aerobics
This course expands on the movements learned in ACT 105 Aerobic Fitness with more intensity and at a faster pace. This class is not for the inexperienced stepper. Body toning and stretching are included.
1.000 Credit hours
ACT 247 - Intermediate Golf
This course is a continuation of ACT 146 Beginning Golf. Students continue to work on their golfing skills, including elements of club selection, grip, stance, swing, shot types, difficult lies, and golf rules.
0.500 Credit hours
ACT 250 - Pilates
This class is structured to help flexibility, better posture and strength in the abdominals and back with a series of stretches done repeatedly. Exercises will be one on a Pilates mat or Exerball. This class will be introductory and anyone can participate.
1.000 Credit hours

ACTIVITIES – VARSITY

See also Activities
ACTV 120 - Basketball I-Varsity
Enrollment is restricted to varsity team members and managers.
1.000 Credit hours
ACTV 121 - Basketball II-Varsity
Enrollment is restricted to varsity team members and managers.
1.000 Credit hours
ACTV 140 - Baseball I-Varsity
Enrollment is restricted to varsity team members and managers.
1.000 Credit hours
ACTV 141 - Varsity Baseball II
This is a varsity team sport representing the College. Credit may be earned by completing a full season on the team.
1.000 Credit hours
ACTV 143 - Baseball II-Varsity
Enrollment is restricted to varsity team members and managers.
1.000 Credit hours

ACTV 160 - Rodeo I-Varsity
Enrollment is restricted to varsity team members and managers.
1.000 Credit hours
ACTV 161 - Varsity Rodeo II
This course is designed to prepare rodeo athletes for competition in the nine different rodeo events. NIRA rules and regulations, safety, and conditioning will be emphasized. Prerequisite: Active NIRA membership and participation in all Big Sky rodeos or permission of instructor.
1.000 Credit hours
ACTV 163 - Rodeo II-Varsity
Enrollment is restricted to varsity team members and managers.
1.000 Credit hours
ACTV 180 - Cheerleading I-Varsity
Enrollment is restricted to varsity team members and managers.
1.000 Credit hours
ACTV 181 - Cheerleading II-Varsity
Enrollment is restricted to varsity team members and managers.
1.000 Credit hours
ACTV 185 - Golf I-Varsity
Enrollment is restricted to varsity team members and managers.
1.000 Credit hours
ACTV 186 - Golf II-Varsity
Enrollment is restricted to varsity team members and managers.
1.000 Credit hours
ACTV 220 - Basketball III-Varsity
Enrollment is restricted to varsity team members and managers.
1.000 Credit hours
ACTV 221 - Basketball IV-Varsity
Enrollment is restricted to varsity team members and managers.
1.000 Credit hours
ACTV 240 - Baseball III-Varsity
Enrollment is restricted to varsity team members and managers.
1.000 Credit hours
ACTV 241 - Varsity Baseball IV
This is a varsity team sport representing the College. Credit may be earned by completing a full season on the team.
1.000 Credit hours
ACTV 243 - Baseball IV-Varsity
Enrollment is restricted to varsity team members and managers.
1.000 Credit hours
ACTV 260 - Rodeo III-Varsity
Enrollment is restricted to varsity team members and managers.
1.000 Credit hours
ACTV 261 - Varsity Rodeo IV
This course is designed to prepare rodeo athletes for competition in the nine different rodeo events. NIRA rules and regulations, safety, and conditioning will be emphasized. Prerequisite: Active NIRA membership and participation in all Big Sky rodeos or permission of instructor.
1.000 Credit hours
ACTV 263 - Rodeo IV-Varsity
Enrollment is restricted to varsity team members and managers.
1.000 Credit hours
ACTV 280 - Cheerleading III-Varsity
Enrollment is restricted to varsity team members and managers.
1.000 Credit hours
ACTV 281 - Cheerleading IV-Varsity
Enrollment is restricted to varsity team members and managers.
1.000 Credit hours
ACTV 285 - Golf III-Varsity
Enrollment is restricted to varsity team members and managers.
1.000 Credit hours
ACTV 286 - Golf IV-Varsity
Enrollment is restricted to varsity team members and managers.
1.000 Credit hours

AG BUSINESS AND ECONOMICS

See also Equine Horsemanship, Equine Sciences, Agricultural Sciences
AGBE 232 - Equine Sales and Marketing
Students will learn how to prepare a horse for sale. They will also study how to market horses in different venues (production sale, catalog sale, internet, etc.). They will incorporate the use of appropriate periodicals and magazines to target the correct market for their horse and develop marketing materials.
3.000 Credit hours

AGRICULTURAL EDUCATION

AGED 298 - Agricultural Internship
Agriculture Internships provide highly valuable work experience to students who desire careers in agriculture and related industries. The internships are collaborations between the College and business partners, to develop the future workforce. Students will work a minimum of 135 hours during the unpaid or paid internship. Internships are designed to help provide “real world” experience in the agricultural industry.
3.000 Credit hours

AGRICULTURAL SCIENCES

See also Animal Science, Environmental Sciences, Natural Resource Science and Management
AGSC 101 - Intro to Ag & Env Resources
This course is an overview of the agriculture industry and includes discussion of careers and training or degree programs required for employment in agriculture.
1.000 Credit hours
AGSC 103 - Applied Agriculture Science
This course includes a variety of current topics in agriculture. The purpose of this course is to expose

students to a different area of agriculture every week and includes working with professionals in each area. Co-Requisite: AGSC 104 Applied Agriculture Science Lab.
2.000 Credit hours

AGSC 104 - Applied Agriculture Science Lab
This course is designed to complement the lectures of AGSC 103. This course will provide the opportunity to discover different topics of importance to agriculture with a practical on-site approach. Co-requisite: AGSC 103 Applied Agriculture Science.
1.000 Credit hours

AGSC 110 - Ag Issues Forum
Students survey current issues in agriculture through guest speakers, agricultural news, and media presentations.
3.000 Credit hours

AGSC 291 - Special Topics
1.000 Credit hours

AGSC 292 - Independent Study
0.000 Credit hours

ALLIED HEALTH MEDICAL SUPPORT

AHMS 144 - Medical Terminology
This course is an introduction to word building/analysis of medical terms using word elements. Study of medical terms, abbreviations, anatomy, procedures, etc. are included. Sections on pharmacology, radiology, and psychiatry will be covered.
3.000 Credit hours

AHMS 154 - Advanced Medical Terminology
This course is a continuation of AHMS 144. Students will continue with building/analysis of medical terms, systems, abbreviations, diseases, anatomy, etc. Spelling of terms included. Prerequisite: AHMS 144
3.000 Credit hours

AHMS 212 - Procedural Coding
Students will learn CPT-4, which is a coding system designed to identify medical procedures and treatments performed by medical professionals for reimbursement by insurance carriers and other third-party payers. Prerequisite: AHMS 154 Advanced Medical Terminology.
3.000 Credit hours

AHMS 214 - Diagnosis Coding
3.000 Credit hours

AHMS 220 - Medical Office Procedures
This course is designed to help students set up a transcription and/or a coding office in their home. It also reviews editing of reports and typing medical reports with corrections made on screen rather than hard copy.
4.000 Credit hours

AHMS 223 - Medical Transcription Applications
This course is for students taking the medical options by independent study. Development of skill in using transcription machines with emphasis on mechanics including grammar, spelling, and punctuation will be emphasized. Word processing concepts that are necessary for transcribing medical documents are also covered.
2.000 Credit hours

AHMS 224 - Medical Transcription Simulation I
This course covers transcribing a variety of medical reports including chart notes, letters, consultations, hospital summaries, history and physicals, etc. Emphasis is placed on producing error-free documents, spelling punctuation, and proper usage of medical reference materials. Co-requisite/pre-requisite: AHMS 144 Medical Terminology and AHMS 223 Medical Transcription Applications.
4.000 Credit hours

AHMS 225 - Medical Transcription Simulation II
This course continues the development of skills in transcribing medical reports with exposure to advanced technical dictation, including surgical reports, dictation by foreign doctors, etc. Prerequisite: AHMS 224 Medical Transcription Simulation I.
4.000 Credit hours

AHMS 230 - Medical Office Routines
This course provides an overview of the Medical Records/ Health Information Management Department. It provides a background in filing, terminal digit filing, record retrieval, record processing, assembly and analysis of records. Working with physicians in the Physician Incomplete Area, confidentiality, release of information, and computerization of documentation will also be covered.
2.000 Credit hours

AHMS 250 - Advanced Medical Coding
3.000 Credit hours

ANIMAL SCIENCE

See also Agricultural Sciences, Equine Sciences

ANSC 100 - Introduction to Animal Science
This course is an introduction to fundamental physical and biological phenomena forming the basis of animal science in agriculture.
3.000 Credit hours

ANSC 108 - Intro to Livestock Evaluation
This course is designed to provide students with techniques and experience in live animal evaluation and comparative appraisal of beef cattle, sheep, swine, and meat goats. Co-requisite: ANSC 109 Intro to Livestock Evaluation Lab.
2.000 Credit hours

ANSC 109 - Intro to Livestock Evaluation Lab
This course is designed to provide students with techniques and experience in live animal evaluation and comparative appraisal of beef cattle, sheep, swine and meat goats. Co-requisite: ANSC 108 Introduction to Livestock Evaluation.
1.000 Credit hours

ANSC 202 - Livestock Feeding & Nutrition
This course is designed to teach the principles of feeding livestock including: digestive systems, nutrient requirements, nutrient characteristics, and sources utilized in the formulation of balanced rations.
3.000 Credit hours

ANSC 262 - Range Livestock Production
This course covers the fundamental principles of beef and sheep production in rangeland environments. Areas of management involved with animal breeding, reproductive physiology, nutrition, and marketing will be discussed. Topics also include animal health and diseases, and grading and marketing methods of slaughter and feeder animals.

3.000 Credit hours

ANSC 265 - Functional Anatomy of Domestic Animals

This course is designed to be an overview of the form (anatomy) and function (physiology) of the normal body of common domestic animals. It will cover: digestion, circulation, production, reproduction and environment of common farm animals. This class is a core class in the Animal Science program and will provide an overview of the terminology of anatomy and insight in to how the healthy body functions. Pre-requisites: ANSC 100 Introduction to Animal Science and BIOB 101 Discovering Biology or BIOB 160 Principles of Living Systems. Co-requisite: ANSC 266 Functional Anatomy of Domestic Animals Lab.

3.000 Credit hours

ANSC 266 - Functional Anatomy of Domestic Animals Lab

This course is designed to be an overview of the form (anatomy) and function (physiology) of the normal body of common domestic animals. Lab will focus on hands-on application of ANSC 265. Co-requisite of ANSC 265 Functional Anatomy of Domestic Animals.

1.000 Credit hours

ANTHROPOLOGY

ANTY 101 - Anthropology and the Human Experience

This course offers a survey of the subfield of anthropology, including archaeology, physical anthropology, linguistics, and cultural (social) anthropology. This class explores the methods for studying human biological and cultural backgrounds, including the theories that attempt to explain that background, such as the theory of evolution.

3.000 Credit hours

ART HISTORY

See also Visual and Studio Arts

ARTH 101 - Foundations of Art

ARTH 101 provides experience with two- and three-dimensional materials and techniques appropriate for elementary teachers. This course focuses on providing students with resources for teaching art in the elementary classroom and designing and implementing lesson plans for the elementary classroom.

3.000 Credit hours

AUTOMOTIVE

See also Automotive Technology

AST 104 - Driveline & Rear Axle

This course is an intense study of driveline and drive axle components as well as rear drive axles. Topics covered include driveline and rear axle theory, construction, diagnosis, and repair. (Class meets days 40-51 of the second semester.) Co-requisite AST 105 Driveline & Rear Axle Lab.

1.000 Credit hours

AST 105 - Driveline & Rear Axle Lab

This course is an intense study of driveline and drive axle components as well as rear drive axles. Topics covered include driveline and rear axle theory, construction, diagnosis, and repair. (Class meets days 40-51 of the second semester.) Co-requisite AST 104 Driveline & Rear Axle.

1.000 Credit hours

AST 106 - Automotive Manual Drive Train and Axles

This course is designed to prepare students to properly diagnose and repair automotive clutches, manual transmissions, and transaxles utilizing both theory and service operations and overhaul. Class meets days 13-21 of the second semester.) Co-requisite AST 107 Automotive Manual Drive Train and Axles Lab.

1.000 Credit hours

AST 107 - Automotive Manual Drive Train and Axles Lab

This course is designed to prepare students to properly diagnose and repair automotive clutches, manual transmissions, and transaxles utilizing both theory and service operations and overhaul. Class meets days 13-21 of the second semester.) Co-requisite AST 106 Automotive Manual Drive Train and Axles.

2.000 Credit hours

AST 112 - Automotive Braking Systems

This course is a complete study of hydraulic brake systems, including theory of operation, diagnosis, and repair of all hydraulic and friction items. Class meets the first nine (9) days of the first semester. Co-requisite AST 113 Automotive Braking Systems Lab.

1.000 Credit hours

AST 113 - Automotive Braking Systems Lab

Students will work with a hydraulic brake system to diagnose and repair all hydraulic and friction items. Class meets the first nine (9) days of the first semester. Co-requisite AST 112 Automotive Braking Systems.

1.000 Credit hours

AST 120 - Wheel Alignment & Balance

This course is a complete study of wheel alignment principles, settings, and adjustment procedures. Tire and wheel construction and balancing will be covered. (Class meets days 62-68 of the second semester.) Co-requisite AST 121 Wheel Alignment & Balance Lab.

1.000 Credit hours

AST 121 - Wheel Alignment & Balance Lab

This course is a complete study of wheel alignment principles, settings, and adjustment procedures. Tire and wheel construction and balancing will be covered. (Class meets days 62-68 of the second semester.) Co-requisite AST 120 Wheel Alignment & Balance.

1.000 Credit hours

AST 122 - Foundations of Automotive Suspension & Steering Systems

This course is a complete study of the operation, construction, diagnosis, and repair of automotive suspension and steering systems. (Class meets days 52-61 of the second semester.) Co-requisite AST 123 Foundations of Automotive Suspension & Steering Systems Lab.

1.000 Credit hours

AST 123 - Foundations of Automotive Suspension & Steering Systems Lab

This course is a complete study of the operation, construction, diagnosis, and repair of automotive

suspension and steering systems. (Class meets days 52-61 of the second semester.) Co-requisite AST 122 Foundations of Automotive Suspension & Steering Systems.
1.000 Credit hours

AST 132 - Charging & Starting Sysems
This course is a complete study of the principles, operation, testing, and repair of charging and starting systems. Class meets days 19-26 of the first semester. Co-requisite AST 133 Charging & Starting Sysems Lab.
1.000 Credit hours

AST 133 - Charging & Starting Systems Lab
Students will use instrumentation and troubleshooting skills to test and repair charging and starting systems. Class meets days 19-26 of the first semester. Co-requisite AST 132 Charging & Starting Systems.
1.000 Credit hours

AST 134 - Basic Automotive Electrical, Battery, Wiring & Lighting
This course is a complete study of electrical principles, battery operation (rating and types), the fundamentals of operation of automotive lighting and wiring, and the use of electrical meters and test instruments. Class meets days 10-18 of the first semester. Co-requisite AST 135 Basic Automotive Electrical, Battery, Wiring & Lighting Lab.
1.000 Credit hours

AST 135 - Basic Automotive Electrical, Battery, Wiring & Lighting Lab
Students will use electrical meters and test instruments to monitor battery operation, and repair automotive lighting and wiring. Class meets days 10-18 of the first semester. Co-requisite AST 134 Basic Automotive Electrical, Battery, Wiring & Lighting.
1.000 Credit hours

AST 150 - Ignition Systems
This course is a complete study of the function and operation of point, electronic, and computer ignition systems. The servicing and testing of ignition components and operation of oscilloscopes and other ignition test equipment will be included. Class meets days 51-59 of the first semester. Co-requisite AST 151 Ignition Systems Lab.
1.000 Credit hours

AST 151 - Ignition Systems Lab
Students will use oscilloscopes and other ignition test equipment to repair electronic and computer ignition systems. Class meets days 51-59 of the first semester. Co-requisite AST 150 Ignition Systems.
1.000 Credit hours

AST 152 - Fuel Systems
This course is designed to prepare students to properly diagnose and repair all types of automotive fuel systems utilizing both theory and service procedures used in the industry. Co-requisite AST 153 Fuel Systems Lab.
1.000 Credit hours

AST 153 - Fuel Systems Lab
Using theory and service procedures students will diagnose and repair all types of automotive fuel systems. Co-requisite AST 152 Fuel Systems.
1.000 Credit hours

AST 154 - Engine Tune-Up
This course is designed to prepare students to properly diagnose, test, and repair problems with the engine, fuel, ignition, and emissions systems that can cause high emissions, poor fuel economy, and/or poor drivability. Co-requisite AST 155 Engine Tune-Up Lab.
1.000 Credit hours

AST 155 - Engine Tune-Up Lab
Students will properly diagnose, test and repair problems with the engine, fuel, ignition, and emissions systems that can cause high emissions, poor fuel economy, and/or poor drivability. Co-requisite AST 154 Engine Tune-Up.
1.000 Credit hours

AST 156 - Automotive Emissions
This course will provide students with the information needed to diagnose and repair emission control systems. Co-requisite AST 157 Automotive Emissions Lab.
1.000 Credit hours

AST 157 - Automotive Emissions Lab
This course will provide students with the information needed to diagnose and repair emission control systems. Co-requisite AST 156 Automotive Emissions.
1.000 Credit hours

AST 158 - Automotive Diagnostic Equipment I
This course is an intense study of electrical and electronic theory, systems, and components. Students participate in troubleshooting techniques and repair of electrical and electronic components.
3.000 Credit hours

AST 159 - Automotive Diagnostic Equipment II
This course is a continuation of study of electrical and electronic theory, systems, and components. Prerequisite: AST 158 Automotive Diagnostic Equipment I.
3.000 Credit hours

AST 160 - Automotive Engine Repair
This course is a complete study of the operation, construction, diagnosis, and repair of the internal combustion engine. Class meets days 27-50 of the first semester. Co-requisite AST 161 Automotive Engine Repair Lab.
3.000 Credit hours

AST 161 - Automotive Engine Repair Lab
Using tools, instrumentation and the diagnostic skills learned in the theory portion of the class, students will diagnose and repair an internal combustion engine. Class meets days 27-50 of the first semester. Co-requisite AST 160 Automotive Engine Repair.
3.000 Credit hours

AST 170 - Automotive Air Conditioning
This course is a complete study of the operation, service, and repair of heating and air conditioning systems. The operation of detailed state-of-the-art equipment for diagnosing and repairing these systems without endangering the environment will be covered. (Class meets days 69-75 of the second semester.) Co-requisite AST 171 Automotive Air Conditioning Lab.
1.000 Credit hours

AST 171 - Automotive Air Conditioning Lab
This course is a complete study of the operation, service, and repair of heating and air conditioning systems. The operation of detailed state-of-the-art equipment for diagnosing and repairing these systems without endangering the environment will be covered. (Class meets

days 69-75 of the second semester.) Co-requisite AST 170 Automotive Air Conditioning.
1.000 Credit hours

AST 268 - High Performance Engine Modifications
This course will provide the student with the principles and techniques to successfully build and modify automotive engines for high performance usage.
2.000 Credit hours

AST 270 - Automatic Transmissions and Transaxles
This course is a complete study of operation, construction, diagnosis, and repair of automatic transmissions and transaxles. (Class meets day 22-39 of the second semester.) Co-requisite AST 271 Automatic Transmissions and Transaxles Lab.
2.000 Credit hours

AST 271 - Automatic Transmissions and Transaxles Lab
This course is a complete study of operation, construction, diagnosis, and repair of automatic transmissions and transaxles. (Class meets day 22-39 of the second semester.) Co-requisite AST 270 Automatic Transmissions and Transaxles.
2.000 Credit hours

AST 285 - ASE Exam Prep: Section One
This course is designed to update students on the most important areas of vehicle service and to help prepare students for the ASE Automotive Technicians Certification tests.
2.000 Credit hours

AST 291 - Special Topics
This course presents advanced and continued training in specialized areas of automotive technology. Students complete work orders for actual customers. Pre-requisites are completion of all 100-level courses with a grade of "C-" or better or permission of instructor.
5.000 Credit hours

AST 298 - Automotive Internship
This course is a planned and supervised work learning experience in the field of automotive mechanics.
3.000 Credit hours

AUTOMOTIVE TECHNOLOGY

See also Automotive

AM 29902 - Auto Body Basics
2.000 Credit hours

AM 29906 - Auto Body Basics II
2.000 Credit hours

BIOLOGY

See also Human Biology, Microbiology

BIOB 101 - Discover Biology
This course is a review of the fundamental principles concerning plant and animal life. Covering topics on the structure and physiology of cells, genetics, reproduction and the diversity of life found in plants, animals, and microorganisms, including their ecological relationships. Co-requisite BIOB 102 Discover Biology Lab.
3.000 Credit hours

BIOB 102 - Discover Biology Laboratory
The laboratory exercise will relate to the fundamental principles of biology discussed in BIOB 101 Discover Biology. Co-requisite BIOB 101 Discover Biology.
1.000 Credit hours

BIOB 110 - Introduction to Plant Biology
This course provides an understanding of basic plant science principles. Students will discuss environmental components that impact humankind and will develop solutions to potential issues.
3.000 Credit hours

BIOB 160 - Principles of Living Systems
Survey of cellular organization and functions. Topics covered will include biological macromolecules, cell structure and organelles, energy pathways, cell cycle, genetics, and biotechnology.
3.000 Credit hours

BIOB 161 - Principles of Living Systems Laboratory
The laboratory exercises will relate to cellular topics discussed in BIOB 160 Principles of Living Systems. Co-requisite: BIOB 160 Principles of Living Systems.
1.000 Credit hours

BIOB 170 - Principles of Biological Diversity
This course is an in-depth examination of the five-kingdoms of organisms, with an emphasis on vascular plants and vertebrate animals. Survival strategies, nutrition, reproduction, and ecological and economic importance of organisms will also be covered. Co-requisite: BIOB 171 Principles of Biological Diversity Lab.
3.000 Credit hours

BIOB 171 - Principles of Biological Diversity Laboratory
The laboratory exercises will relate to organism topics discussed in BIOB 170 Principles of Biological Diversity. Co-requisite: BIOB 170 Principles of Biological Diversity.
1.000 Credit hours

BUILDING TECHNOLOGY

CSTN 100 - Fundamentals of Construction Technology
This module is designed to introduce students to basic safety in the construction industry. They are introduced to hand and power tools used in the trade, as well as basic rigging. An introduction to blueprints will also be covered in this course.
3.000 Credit hours

CSTN 101 - Introduction to Concrete
This module will cover building basic forms and placing reinforcing materials to build footings, foundations, and floor slabs. A residential carpenter might also have to mix a batch of concrete to support deck pillars and other vertical supports. Carpenters doing commercial and industrial construction can expect to spend a lot of time building, bracing, and stripping concrete forms for walls, columns, slabs, beams, and other structures. Students will also learn to layout their site for a foundation.
1.000 Credit hours

CSTN 112 - Floor Systems
This module concentrates on identifying and sizing different floor systems and their components such as joists, beams, girders and posts. Students will learn to determine loading

requirements/carrying capacities for floors. Co-requisite CSTN 113 Floor Systems Lab.
1.000 Credit hours

CSTN 113 - Floor Systems Lab
This module will cover the construction of different floor systems and their components such as joists, beams, girders and posts. The module starts at installing the sill plate on a concrete foundation and continues through floor framing members completing with the installation of subflooring. Co-requisite CSTN 112 Floor Systems.
1.000 Credit hours

CSTN 116 - Wall and Ceiling Framing
This course concentrates on building exterior walls and ceilings on top of those walls. Students will learn the principles of plumb, level, and square to erect a structurally sound building. Students will also learn how to identify and size the components of a wall and ceiling system; and layout methods necessary to build walls. Co-requisite: CSTN 117 Wall and Ceiling Framing Lab.
1.000 Credit hours

CSTN 117 - Wall and Ceiling Framing Lab
This module will cover the construction of exterior walls and ceilings on top of those walls. Students will implement the principles of plumb, level, and square to erect a structurally sound building. Students will also learn how to install the components of a wall and ceiling system; and layout the plates to build walls. Co-requisite: CSTN 116 Wall and Ceiling Framing.
2.000 Credit hours

CSTN 119 - Carpentry Fundamentals
Carpentry Fundamentals provides an orientation to the building construction trade. It also continues with a more comprehensive study of building materials, fasteners, adhesives and hand and power tools. Students build upon their introduction to reading blueprints covered in CSTN 100 with a more extensive study of techniques for reading and using blueprints and specifications relevant to the carpentry trade. Pre-requisite: CSTN 100 Fundamentals of Construction Technology.
2.000 Credit hours

CSTN 133 - Roof Framing & Roofing Applications
This module will cover the identification, intended uses, and building of many common roof structures. Students will learn about manufactured trusses and stick-framed rafters for several different roof designs. Students will learn to calculate lengths and angles necessary to stick-frame and roof. Students will also be introduced to the materials and installation techniques for a number of basic types of roof coverings. Co-requisite: CSTN 134 Roof Framing and Roofing Applications Lab.
2.000 Credit hours

CSTN 134 - Roof Framing & Roofing Applications Lab
This module will cover the construction of many common roof structures. Students will set manufactured trusses and cut and construct stick-framed rafters for several different roof designs. Students will calculate lengths and angles necessary to stick-frame and roof. Students will also install several basic types of roof coverings. Co-requisite: CSTN 133 Roof Framing and Roofing Applications.
2.000 Credit hours

CSTN 145 - Ext Finish, Stair, and Metal SF
This course instructs the student in methods and procedures used in the selection and installation of residential windows and exterior doors. A carpenter will sometimes have to lay out and build stairways, or build a form for concrete stairs even though prefabricated stairways are available in a variety of designs. Students will learn to construct stairs to code. The primary purpose of any exterior finish is to provide protection from the elements. This course covers various boxed cornices, exterior finishes, gutters, downspouts, along with their installation. Wall flashings and thermal insulation will also be discussed. Exterior Finishing Lab will cover the materials to which the siding will be fastened to make it weather resistant. Then, the exterior finish will be installed so that it is weather tight, structurally sound, and fit in such a way as to reflect the pride and craftsmanship of the installer.
5.000 Credit hours

CSTN 153 - Interior Finishing Lab
This course covers the installation of metal doors and related hardware in steel-framed, wood-framed, and masonry walls, along with their related hardware such as locksets and door closers. Also covered is the installation of wooden doors, folding doors and pocket doors. Students will also be introduced to the materials, tools and procedures used to lay out, install, and maintain suspended ceilings. Finally, the students will cover the proper methods for selecting, cutting and fastening window, door, floor and ceiling trim.
2.000 Credit hours

CSTN 154 - Drywall Lab
Students will learn to properly install and finish gypsum drywall. At the conclusion of this course they will be thoroughly familiar with the tools, materials, and procedures used in drywall finishing and repair.
2.000 Credit hours

CSTN 155 - Interior Wall Framing
In this course students will learn to use metal studs and traditional wood framing in the construction of walls. In the lab, students will cover the tools, materials and procedures used to frame interior walls, floors and ceilings. Co-requisite: CSTN 156 Interior Wall Framing Lab.
1.000 Credit hours

CSTN 156 - Interior Wall Framing Lab
In this course students will learn to use metal studs and traditional wood framing in the construction of walls. In the lab, students will cover the tools, materials and procedures used to frame interior walls, floors and ceilings. Co-requisite: CSTN 155 Interior Wall Framing.
1.000 Credit hours

CSTN 158 - Thermal and Moisture Protection Lab
This course covers thermal insulation, moisture control and ventilation, water-proofing and air-filtration control. Students are presented with materials and procedures that can be applied to ensure effective installations that create vapor barriers. A properly installed vapor barrier will protect ceilings, walls and floors from moisture originating within a heated space.
1.000 Credit hours

CSTN 165 - Cabinet Fabrication
This course provides an overview of cabinets, cabinet construction, and the various types of hardware used with cabinets. Students will also learn to install cabinets. Co-requisite: CSTN 166 Cabinet Fabrication and Installation Lab.
1.000 Credit hours
CSTN 166 - Cabinet Fabrication and Installation Lab
Students will construct cabinets using the various types of hardware used with cabinets. Students will also learn to install cabinets. Co-requisite: CSTN 165 Cabinet Fabrication.
2.000 Credit hours
CSTN 255 - EPA Issues in Building
Environmental Protection Agency (EPA) Issues in Building are becoming more prevalent in today's building industry. This course will take a deeper look at some of those issues ranging from lead based paints and asbestos encountered during remodel situations to the proper removal of site water that may be present in new construction situations. The information in this course will better equip future carpenters for this ever-changing industry. Upon successful completion of this course, students will be Montana State recognized Certified Lead Renovators.
1.000 Credit hours
CSTN 277 - Alternative Construction Materials
"Green building" is the application of materials and processes that are environmentally responsible and resource-efficient throughout the various phases and lifecycles of today's construction projects. These include design, construction, operation, maintenance, renovation and deconstruction. The information presented in this course will broaden the skill set and knowledge base of the students, enabling them to be more marketable to a wider array of future employers and/or potential customers.
3.000 Credit hours

BUSINESS

See also Accounting, Business Finance, Business General, Business Marketing, Business Management
BU 115 - Introduction to Business
This course is a survey of business, including the major operations of production, marketing, finance, and human resource management. The economic, social, and political environment of business will be examined.
3.000 Credit hours

BUSINESS FINANCE

BFIN 265 - Introduction to Business Finance
This course introduces students to the principles of finance through application of financial concepts in business decisions. Topics include capital budgeting, cash flow, financial ratio analysis, time value of money, working capital management, and personal finance. Pre-requisite: ACTG 201 Principles of Financial Accounting.
3.000 Credit hours

BUSINESS GENERAL

BGEN 235 - Business Law
The course provides a fundamental knowledge of the legal, ethical, and professional business environments. Contract law, property law, crimes, torts, and organizational forms are the core areas covered.
3.000 Credit hours
BGEN 298 - Business Internship
This course is a planned and supervised work-learning experience in a business, industry, government, or community service agency that is related to the field of business
3.000 Credit hours

BUSINESS MANAGEMENT

BMGT 210 - Small Business Entrepreneurship
This course covers major topics relating to starting a small business including market research, forecasting, financing, legal aspects, and business plans.
3.000 Credit hours
BMGT 215 - Human Resource Management
This course is an overview of all the major functions of human resources including recruitment and retention, training and development, motivation, performance appraisals, compensation management, and labor relations.
3.000 Credit hours
BMGT 235 - Management
This course explores the field of management focusing on the core managerial functions of planning, organizing, directing, coordinating and understanding the general business environment.
3.000 Credit hours
BMGT 245 - Customer Service Management
This course is an overview of proven principles that create customer satisfaction and loyalty. Covered topics include customer relationship management, complaint handling, service design and delivery, and quality issues.
3.000 Credit hours

BUSINESS MARKETING

BMKT 210 - Sales, Merchandising, & Retailing
This course covers the fundamental principles and practices of strategic retail management. Traditional and non-traditional retailing, store location, managing a retail business including merchandise management and relationship retailing are the focus of this course.
3.000 Credit hours
BMKT 225 - Marketing
This course covers the fundamental principles of marketing including the marketing mix, target markets, consumer behavior, marketing research and marketing plans.
3.000 Credit hours
BMKT 240 - Advertising
This course is an overview of the core advertising concepts including brand communication, creative messages, media's role in advertising, public relations, integrated marketing communications and advertising plans.
3.000 Credit hours

CHEMISTRY

CHMY 121 - Intro to General Chemistry
This is an introductory general chemistry course. Topics covered include measurement systems, atomic structure, chemical periodicity, bonding, chemical reactions, acid-base chemistry, and nuclear chemistry. Prerequisite: M 090 Introductory Algebra or M 100 Introduction to Technical Math, ACT score of 18 or higher in Math or Compass Placement score of 44 or higher on the Algebra section. Co -requisite: CHMY 122 Intro to General Chemistry Lab.
3.000 Credit hours

CHMY 122 - Intro to General Chemistry Laboratory
This is an introductory general chemistry course. Topics covered include measurement systems, atomic structure, chemical periodicity, bonding, chemical reactions, acid-base chemistry, and nuclear chemistry. Prerequisite: M 090 Introductory Algebra, or M 100 Introduction to Technical Math or an ACT score of 18 or higher in Math or Compass Placement score of 44 or higher on the Algebra section. Co -requisite: CHMY 121 Intro to General Chemistry.
1.000 Credit hours

CHMY 123 - Intro to Organic & Biochemistry
This is an introductory organic and biochemistry course covering functional group organic chemistry and important biochemical structures, concepts, and processes. Prerequisite CHMY 121 Intro to General Chemistry, or CHMY 141 College Chemistry I. Co-requisite of CHMY 124 Intro to Organic and Biochemistry Lab.
3.000 Credit hours

CHMY 124 - Intro to Organic & Biochemistry Laboratory
This lab focuses on functional group organic chemistry and important biochemical structures, concepts, and processes. Co-requisite: CHMY 123 Intro to Organic and Biochemistry.
1.000 Credit hours

CHMY 141 - College Chemistry I
A more mathematical intensive approach to the topics of general chemistry, intended for science-oriented majors. Topics covered include matter and measurement, atomic theory, chemical reactions, stoichiometry, aqueous reactions, solution stoichiometry, thermochemistry, electronic structure, the periodic table, chemical bonding, molecular geometry, and gases. Gathering and analysis of empirical data, along with laboratory safety and technique, will be emphasized. Prerequisite: M 095 Intermediate Algebra or comparable COMPASS Placement Test score. Co-requisite: CHMY 142 College Chemistry I Lab.
3.000 Credit hours

CHMY 142 - College Chemistry I Lab
This is the required lab for CHMY 141 College Chemistry I, the first of a two-semester course sequence about the general principles of modern chemistry with emphasis on atomic structure, chemical bonding, the periodic table, equilibria, chemical reactivity, and kinetics. Prerequisite: M 095 Intermediate Algebra or comparable COMPASS Placement Test score. Co-requisite: CHMY 141 College Chemistry I.
1.000 Credit hours

CHMY 143 - College Chemistry II
This is the second of a two-semester course sequence about the general principles of modern chemistry with emphasis on intermolecular forces, colligative properties, kinetics, equilibrium, thermodynamics, oxidation/reduction, and electrochemical cells. Prerequisite: CHMY 141 College Chemistry I and CHMY 142 College Chemistry I Lab. Pre/ Co requisite: M 121 College Algebra. Co-requisite: CHMY 144 College Chemistry II Lab.
3.000 Credit hours

CHMY 144 - College Chemistry II Lab
This is the required lab for CHMY 143 College Chemistry II, the second of a two-semester course sequence about the general principles of modern chemistry with emphasis on atomic structure, chemical bonding, the periodic table, equilibria, chemical reactivity, and kinetics. Prerequisite: CHMY 141 College Chemistry I and CHMY 142 College Chemistry I Lab. Co-requisite: CHMY 143 College Chemistry II.
1.000 Credit hours

CHINESE

CHIN 101 - Elementary Chinese I
This course is designed for students with no previous training in Mandarin Chinese, the national language of China. The emphasis will be on listening comprehension, speaking, grammar and basic vocabulary. The study of various aspects of Chinese culture will also be an integral part of the course. Prerequisite: College level reading and writing skills as evidenced by ACT/SAT or Compass scores.
5.000 Credit hours

COMMUNICATION

See also Written Communication

COMX 106 - Communicating in a Dynamic Workplace
Students will study human behavior and personality, self-management, self-development, and elementary business psychology. Classroom focus is on career planning and job search: students will develop skills to prepare resumes, cover letters, and other communications involved in obtaining a job. This class is a requirement for the Professional-Technical programs.
2.000 Credit hours

COMX 111 - Introduction to Public Speaking
This course is intended to help students develop skills in speaking, organizing thoughts, and listening. Major emphasis is placed on the preparation and presentation of formal speeches.
3.000 Credit hours

COMX 115 - Interpersonal Communication
The objectives of this introductory-level course are to help students develop an understanding of the fundamentals of interpersonal communication theory and to learn useful skills that will enable them to be more effective in establishing healthy interpersonal relationships in their personal lives and professions.
3.000 Credit hours

COMPUTER APPLICATIONS

See also Computer Science/Programming, Information Technology, Information Technology Systems, Media Arts

CAPP 120 - Introduction to Computers

This course emphasizes the practical aspects of today's computing environment. Instruction includes the basic computer architecture and operation, hardware, operating systems, network communication, ethical issues associated with computers, and aspects of integrated software with an emphasis on business applications. Co-requisite: CAPP 120A Introduction to Computer Applications.

1.000 Credit hours

CAPP 120A - Introduction to Computer Applications

This course emphasizes the practical aspects of today's computing environment. Instruction includes the basic computer architecture and operation, hardware, operating systems, network communication, ethical issues associated with computers, and aspects of integrated software with an emphasis on business applications. Co-requisite: CAPP 120 Introduction to Computers.

2.000 Credit hours

CAPP 151 - MS Office

This is an intermediate-level course using the Windows Vista operating system and an integrated software package with emphasis on the business environment. The approach is a hands-on experience creating more complex documents, spreadsheets, databases, presentations, publications, web pages, and pictures. Prerequisite: CAPP 120/120A Introduction to Computers & Applications.

3.000 Credit hours

CAPP 154 - MS Word

This course introduces students to word processing software. Basic and advanced word processing functions are covered. Emphasis is on formatting business documents using proper grammar, punctuation, and spelling. Prerequisites: TASK 115 (or permission of instructor) and CAPP 120.

3.000 Credit hours

CAPP 156 - MS Excel

This is an intermediate-level course using Excel as a tool for calculation, analysis, and reporting through applications and exercises. A hands-on approach is used to enhance students' working knowledge of work sheets. Prerequisite: CAPP 120/120A Introduction to Computers & Applications.

3.000 Credit hours

CAPP 158 - MS Access

This is an intermediate-level course presenting computerized database management and design with emphasis on the relational concepts. Topics covered include hands-on experience creating, querying, and maintaining databases; presenting information using reports and forms; and integrating data with other software programs. Prerequisite: CAPP 120/120A Introduction to Computers and Applications.

3.000 Credit hours

CAPP 161 - Introduction to Gaming

This course emphasizes the emergence of games and the gaming culture. A theoretical approach to the foundation of gaming will be the basis of this course. This class will utilize a practical approach to implementing emerging games while using next-step development with a focus on natural interaction. Pre-requisite: CAPP 120 & CAPP 120A Introduction to Computers.

3.000 Credit hours

CAPP 163 - Fundamentals of Game Design

This course will provide students with the necessary conceptual foundation for creating worlds, characters, stories, gameplay, core mechanics and a user interface. An application approach of these principles will apply to the common genres on the market today including action, strategy, and role-playing games. Pre-requisite: CAPP 161 Introduction to Gaming.

3.000 Credit hours

COMPUTER SCIENCE/PROGRAMMING

See also Computer Applications, Information Technology, Information Technology Systems

CSCI 110 - Programming with Visual Basic I

This course covers the Fundamentals of BASIC programming language using structured techniques. Hands -on presentation includes problem-solving techniques, interface creation and design, simple data structures, array processing, and debugging programming code. Pre-requisite: CAPP 120 Intro to Computers.

4.000 Credit hours

CSCI 121 - Programming with Java II

This intermediate level course provides fundamental instruction on designing, creating, and debugging Java programs. Students will learn the syntax of the Java programming language, how to design programs using Object Orientated Analysis and Design, and how to create programs that run over the Internet as well as stand-alone applications. Emphasis is placed on program design, using Java programs with HTML pages (applets) and software re-use. Pre-requisite: CSCI 110 Programming with Visual Basic I.

3.000 Credit hours

CSCI 210 - Web Programming

This course covers the fundamentals of the languages PHP, Perl and MySQL. Course content will feature the use of these open source programming languages to create websites, fun games and controlling database engines in MySQL, SQL, PHPMyAdmin and Access. Pre-requisite: CSCI 110 Programming with Visual Basic I.

4.000 Credit hours

CREATIVE WRITING

See also Written Communication

CRWR 240 - Intro Creative Writing Workshop

The writing, discussion, and revision of students' work by other writers in the group is the opportunity presented in this course. Students will explore techniques and models of fiction and nonfiction germane to various genre; students are free to pursue any and all which may be appealing. Prerequisite: WRIT 101 College Writing I.

3.000 Credit hours

DANCE

DANC 150 - Social Dance
This course introduces western dance most commonly used in society. Students will learn to polka, waltz, two-step, and jitterbug.
0.500 Credit hours

DRAFTING DESIGN

DDSN 114 - Introduction to CAD
This course is designed to introduce students to the concepts, techniques, and applications of PC-based computer-aided drafting (CAD). The intent of this course is to provide students with basic CAD skills that will allow them to use a PC-based CAD program to create, edit, and print highly accurate drawings. Prerequisite: CAPP 120/120A Introduction to Computers and Applications.
3.000 Credit hours

ECONOMICS

ECNS 201 - Principles of Microeconomics
This course focuses on model building, production possibilities, frontiers, economic systems, and resource allocation. Market structures will be examined by comparing perfect competition to monopoly, oligopoly, and monopolistic competition. Market power, labor, and public choice will be covered.
3.000 Credit hours

ECNS 202 - Principles of Macroeconomics
This course introduces the economic way of thinking and examines the macro economy of the United States. Measurement of the economy in terms of price level, unemployment and Gross Domestic Product will be covered. International trade issues in a globalized world, the banking system, and fiscal and monetary policy actions used to manage the economy will be explored. Supply-side theories and determinants of economic growth will be presented. Prerequisite: ECNS 201 Principles of Microeconomics.
3.000 Credit hours

ECNS 205 - Economics in the Real World
This course is for students wishing to further pursue and study economic issues in today's world. It will look at more issues than can be covered in introductory courses and will pursue them in depth. It will also discuss current and popular economic books. Pre-requisite: ECNS 202 Principles of Macroeconomics or consent of instructor.
3.000 Credit hours

EDUCATION

See also Education—Special Education, Reading

EDU 200 - Introduction to Education
This course studies the history of public education and how it has evolved on American soil. The influences of cultural issues and expectations on school curriculum, school funding, and student attendance are explored. The developments of teacher licensing, student achievement testing and national standards as well as the development of special education programs are examined.
3.000 Credit hours

EDU 202 - Early Field Experience
This course is designed to provide the beginning student majoring in Education with an opportunity to develop an understanding of the environment, activities and relationships on-going in a regular primary or secondary classroom setting. Students are required to observe 30 hours in a classroom, (i.e. 3 hours of observation for 10 weeks.). Co-requisite EDU 220 Human Growth and Development.
1.000 Credit hours

EDU 205 - Instructing Reading, Writing and Math
This course is designed to develop basic skills in instructing reading, writing, and mathematics. Students learn to identify developmental levels by evaluation writing, math, and reading samples. Adaptation of material to learning styles is practices in assignments in all three areas.
3.000 Credit hours

EDU 211 - Multicultural Education
This course deals with ways to integrate historical and contemporary information on Montana's Indians into the K-8 classroom. An emphasis is placed on substituting usual lesson plan assignments with information on Montana's Indians. Materials on Math, Reading Comprehension, Language Arts and Art will be distributed, and computer research will allow teachers time to create their own bibliographies of helpful internet sites.
3.000 Credit hours

EDU 220 - Human Growth and Development
This course is an introduction to the theories of human development from conception through adolescence. Prerequisite/ Corequisite: PSYX 100. It is recommended that Elementary Education majors co-enroll in EDU 202 to meet any practical requirements they may encounter at their transfer institutions.
3.000 Credit hours

EDU 232 - Foundations of Reading
This course assists students in gaining a background of information and skills in the structure of the English language, including phonics, dictionary skills, inflections, structural analysis of words, and penmanship.
2.000 Credit hours

EDU 240 - Behavior Management
This course is designed to provide students with knowledge and skill in instructional methods that support students who have challenging behaviors in inclusive classrooms, resource rooms, self-contained classrooms, domestic settings, and the community. This course focuses on the interactions that educators have with students whose behaviors are challenging and on the role they play in assisting other professional team members with behavior challenges.
2.000 Credit hours

EDU 260 - Introduction to Teaching Exceptional Learners
This course considers the characteristics of individuals with exceptional learning needs and examines the services required to support them in their total development. It examines the services and strategies to provide for individual need of students with disabilities in the least restrictive environment.

3.000 Credit hours

EDU 270 - Instructional Technology (equivalent to EDU 370)

This course is an introduction of audiovisual equipment and information technology materials used in the educational process. Videotape projectors, scanners, digital cameras, and computer software presentation materials are explored as ways of improving teaching strategies. A laboratory setting is provided for practicing with various types of audiovisual equipment and materials with special emphasis placed on instructional strategies utilizing the equipment and software.

3.000 Credit hours

EDU 297 - Methods: K-8 Art

Provides experience with two- and three-dimensional materials and techniques appropriate for elementary teachers. This course focuses on providing students with resources for teaching art in the elementary classroom and designing and implementing lesson plans for the elementary classroom.

3.000 Credit hours

EDUCATION – SPECIAL EDUCATION

See also Education

EDSP 204 - Introduction to Teaching Exceptional Learners

This course prepares the aspiring classroom teacher to be an effective professional delivering appropriate service to the exceptional learner while including them in the regular classroom. Study of the historical origins of special education lays the foundation for understanding the role of federal guidelines when it comes to determining who can receive special education services, and defining exactly how those services must be delivered. Collaboration between teacher, parent and educational team members is emphasized as the student explores the variety of services, appropriate settings for delivery of those services, and the process used for IEP development for each challenged learner.

3.000 Credit hours

EDSP 206 - Severe Communication Support Needs

This course prepares the aspiring educator, or paraeducator, to effectively communicate with the student presenting speech and language barriers. Strategies for communication with those students, including those who are nonverbal are explored. Practice writing an instructional plan based on the components of an IEP is included. The roles of the classroom teacher, the speech specialist, and the paraeducator are defined. Vocabulary development activities, plus receptive and expressive language activities are explored, as well as methods used to establish a predictable learning environment.

2.000 Credit hours

EMERGENCY CARE PROVIDER

ECP 100 - First Aid and CPR

This course is designed to provide students with the knowledge and skills to provide emergency care of injury and illness as well as CPR for both the healthcare provider and general layperson. 1.000 Credit hours

ENVIRONMENTAL SCIENCES

See also Agricultural Sciences, Natural Resource Science and Management

ENSC 245 - Soils

This course covers soils and their properties as components of landscapes and ecosystems. The application of soils knowledge to problems in environmental sciences and the management of agricultural, wildland, and urban landscapes will be covered. Prerequisite: CHMY 121 Intro to General Chemistry and CHMY 122 Intro to General Chemistry Laboratory.

3.000 Credit hours

EQUINE HORSEMANSHIP

See also Equine Sciences

EQUH 110 - Western Equitation

This course is designed to develop knowledge and positive communication skills as they relate to horses. Attention will be given to a broad array of equine issues including nutrition and health management, horse anatomy and psychology, the judging of conformation and performance, and the skills of horse packing. Additional aspects of this course will focus on training for Western pleasure, trail, equitation and reining, and, to a lesser degree, on packing. The ultimate goal of this course is to enrich the horse/human relationship.

3.000 Credit hours

EQUH 130 - Hoof Care Science

This is designed for horse owners interested in doing light barefoot maintenance or trimming on their own horses. Students will recognize the goals of hoof care and basic anatomy and biomechanics of the horse foot, as well as how to evaluate the horse movement and gait for proper training. Co-Requisite: EQUH 131 Hoof Care Science Lab.

1.000 Credit hours

EQUH 131 - Hoof Care Science Lab

After recognizing the movement and gait patterns of the horse, students will learn to approach the horse and use proper farrier/trimmer positioning to make the animal comfortable. The student will then use farrier and hoof care tools to exfoliate the foot/sole before completing hoof mapping and trimming on several different horses. Co-Requisite: EQUH 130 Hoof Care Science.

1.000 Credit hours

EQUH 150 - Driving the Harness or Work Horse

This course is an introduction to driving the harness or work horse. It will cover basic harness and driving techniques.

1.000 Credit hours

EQUH 151 - Packing the Horse and Mule

Students will learn how to pack an animal with different saddles, such as the saw buck or decker. Students will also learn how to organize people for dude rides and wilderness rides.

1.000 Credit hours

EQUH 155 - Introduction to Natural Horsemanship

The student will gain an understanding of the basic concepts of horsemanship first in ground work, and then riding. The student will learn and implement a number of basic maneuvers to achieve the horse's confidence and

respect from the ground. Students will learn to read the horse's body language and basic safety. Then, the student will learn safe and efficient saddle techniques, and how and when to safely mount the horse. In the saddle, the student will learn the fundamentals of rein position and will be able to control the horse in all three gaits (Walk, trot, and canter.)
3.000 Credit hours

EQUH 165 - Livestock Handling and Ranch Roping
Students will learn how to read and handle livestock in a low stress approach. They will accomplish proper positioning of their horse in a correct manner. They will teach their horses how to read and rate cattle and be able to throw basic loops that would be needed on a ranch. Pre-requisite: EQUH 155 Introduction to Natural Horsemanship.
3.000 Credit hours

EQUH 230 - Professional Hoof Care Provider I
This course is for students who would like to be able to trim and shoe their own horses. This course is the first in a series that prepares students for certification to become a professional hoof care service provider or farrier. Co-requisite EQUH 231 Professional Hoof Care Provider I Lab.
2.000 Credit hours

EQUH 231 - Professional Hoof Care Provider I Lab
Students will demonstrate trimming and shoeing techniques. This course is the first in a series that prepares students for certification to become a professional hoof care service provider or farrier. Co-requisite EQUH 230 Professional Hoof Care Provider I.
3.000 Credit hours

EQUH 252 - Natural Horsemanship: Building a Relationship
This course will take the student to a new level of communication with the horse by obtaining responses to the slightest pressure without resistance. The student will develop more feel, better timing, and harmony with their horse. The student will learn the concept of impulsion and how to use the reins less and the seat more. The student will continue to learn more about the horse's emotional behavior. Pre-requisite: EQUH 155 Introduction to Natural Horsemanship.
3.000 Credit hours

EQUH 253 - Starting Colts
Students will work with at least two different colts starting with ground work and continuing to the use of the saddle. This gives students experience with different horses and attitudes and prepares them to start horses in a realistic situation. Pre-requisites: EQUH 155 Introduction to Natural Horsemanship.
3.000 Credit hours

EQUH 254 - Natural Horsemanship: Harmony with your Horse I
The student will learn impulsion programs and the different patterns of different gaits. Students will also learn about the importance of seat connection while riding their horse and how to control the speed and direction of the horse while at liberty and online at every gait, and with and without obstacles. Certain exercise patterns will be learned to deal with a particular horse's impulsion levels. Prerequisite: EQUH 252 Natural Horsemanship: Building a Relationship.
3.000 Credit hours

EQUH 255 - Natural Horsemanship: Harmony with your Horse II
Entering into this course, a student should have a thorough understanding of horsemanship and competence both on the ground and in the saddle. The student will advance the skills, confidence, and respect gained on the ground by creating a stronger connection with the horse through a liberty (bareback) component. In the saddle, the horse and rider will develop more emotional collection, improving impulsion and self-carriage in all three gaits. The combination of the increased ground connection developed through liberty and increased harmony between the horse and rider will prepare them for the next level of refinement. Prerequisite EQUH 254 Natural Horsemanship: Harmony with Your Horse I.
3.000 Credit hours

EQUH 256 - Developing the Young Horse
This course is designed to develop the skills of handling, gentling, saddling, driving, and riding a young horse. Students will design, implement, review, and discuss their training horse program. Positive communication techniques will be used throughout the process. Pre-requisite: EQUH 254 Natural Horsemanship: Harmony with your Horse I.
3.000 Credit hours

EQUINE SCIENCES

See also Equine Horsemanship

EQUS 101 - Introduction to Equine Studies
The horse has served humanity for centuries in many different ways. Today, the horse serves primarily as a source of pleasure in technologically advanced nations, but it still serves as a beast of burden and for draft power in underdeveloped countries. This course will give the student an overview of equine health that will provide a basis for subsequent more practical and scientifically based courses. In this class, we will look at the evolution and behavior of the horse, the history of horsemanship, contemporary breeds and their uses, selection of an appropriate horse (including conformation and pre-purchase examinations), and insights into career avenues within the equine industry.
4.000 Credit hours

EQUS 102 - Horse Conformation and Selection
This course will cover basic conformation while stressing the importance of form to desired function. Co-requisite: EQUS 103 Horse Conformation and Selection Lab.
2.000 Credit hours

EQUS 103 - Horse Conformation and Selection Lab
The students will understand horse conformation and demonstrate selection skills through a judging format that includes giving written and verbal reasons. Students will also learn professional conduct at horse shows and other related equine events. Co-requisite: EQUS 102 Horse Conformation and Selection.
2.000 Credit hours

EQUS 201 - Basic Horse Care and Nutrition
In this course, the student will learn the principles of horse care by focusing on nutrition and preventive medicine. Topics covered will include appropriate feeds for horses, principles of equine digestion, nutritional requirements demanded by different types of horses and their uses, and

preventive medicine (including vaccination and deworming programs.) Prerequisite: BIOB 101 Discover Biology and BIOB 102 Discover Biology Laboratory.
4.000 Credit hours

EQUS 202 - Equine Science I
In this course, the student will learn the fundamentals of equine anatomy, physiology, and diseases using a step-wise systems approach. The normal anatomy and physiology of each system of the horse are covered initially, and then basic pathologic concepts and important diseases of each system are investigated. The first of this two part series will cover the body as a whole, and then look in more detail at the musculoskeletal system, cardiovascular system, hematopoietic system, respiratory system, and the digestive system. CHMY 121 Intro to General Chemistry is recommended prior to taking the course. Prerequisite: BIOB 101 Discover Biology and BIOB 102 Discover Biology Laboratory.
4.000 Credit hours

EQUS 203 - Equine Science II
In this course, the student will learn the fundamentals of equine anatomy, physiology, and diseases using a step-wise systems approach. The normal anatomy and physiology of each system of the horse are covered initially, and then basic pathologic concepts and important diseases of each system are investigated. The second of this two-part series will cover the liver, nervous system, urinary tract, endocrine system, reproductive system, the integumentary system (skin), basic equine reproductive techniques, and equine genetics. Prerequisites: EQUS 201 Basic Horse Care and Nutrition and EQUS 202 Equine Science I.
4.000 Credit hours

EQUS 298 - Equine Internship
Students will work with horses in a ranch or equine stable setting.
3.000 Credit hours

GEOGRAPHY

GPHY 111 - Introduction to Physical Geography
This introductory survey course covers relationships between the four major environments: atmosphere-ocean, solid earth, surface land, and living organisms. Topics covered include weather and climate, soils, vegetation, landforms, and water with an emphasis on their interdependence and distribution. Co-requisite: GPHY 112 Introduction to Physical Geography Lab.
3.000 Credit hours

GPHY 112 - Introduction to Physical Geography Lab
This introductory survey course covers relationships between the four major environments: atmosphere-ocean, solid earth, surface land, and living organisms. Topics covered include weather and climate, soils, vegetation, landforms, and water with an emphasis on their interdependence and distribution. Co-requisite: GPHY 111 Introduction to Physical Geography.
1.000 Credit hours

HEALTH

See also Activities, Health Enhancement, Nutrition

HTH 101 - Opportunities in the Health Professions
Provides pre-service educators with an introduction to contemporary health issues and the importance of individual responsibility for personal health care. Reviews the health and safety issues of children and adolescents and provides an introduction to the role of the teacher as it applies to the eight component model of the coordinated school health program.
3.000 Credit Hours

HTH 110 - Personal Health and Wellness
This course is designed to provide students with knowledge and comprehension of basic health concepts, theories, and practical applications as they relate to a variety of health and wellness topics.
3.000 Credit hours

HTH 205 - Drug Issues for Education
The investigation of the pharmacological, physiological, sociological, educational, and rehabilitative implications of substance use will be explored in this course.
3.000 Credit hours

HEALTH ENHANCEMENT

See also Activities, Health, Nutrition

HEE 220 - Introduction to Physical Education
This course is an introduction to physical education with emphasis on its historical, cultural, social, and scientific foundations. This course will also explore current issues, fitness issues, and career opportunities for both teaching and non-teaching professions.
3.000 Credit hours

HEAVY EQUIPMENT OPERATOR

EO 100L - Core Skills for Heavy Equipment Operation Lab
Students identify civil, architectural, structural, mechanical, plumbing/piping, and electrical blueprint schematics. Utilizing blueprint drawings students interpret the dimensions. In addition, students will utilize basic rigging such as ropes, chains and hoists to move items.
1.000 Credit hours

EO 101 - Basic Construction Safety
Explains the safety obligations of workers, supervisors, and managers to ensure a safe workplace. Discusses the causes and results of accidents and the dangers of rationalizing risk. Reviews the role of company policies and OSHA regulations in maintaining a safe workplace. Introduces common job-site hazards and protections such as lockout/tagout, personal protective equipment (PPE), and HazCom.
1.000 Credit hours

EO 103 - Introduction to Hand and Power Tools
Introduces trainees to hand and power tools that are widely used in the construction industry. Explains the specific applications of each tool and shows how to use them properly. Also discusses important safety and maintenance issues related to hand and power tools.
1.000 Credit hours

EO 110 - Heavy Equipment Operations I
Students begin an overview of heavy equipment operation, operator responsibilities, and career opportunities. They study OSHA and NIOSH requirements, identify the ten most used pieces of heavy equipment and describe the functional operation and uses for each piece of equipment. Preventive maintenance responsibilities of the operator are covered with emphasis on dump trucks and tractors. Students are introduced to soil composition and characteristics and preparing graded surfaces using heavy equipment.
3.000 Credit hours

EO 110L - Heavy Equipment Operations I Lab
Students identify and don protective clothing and safely drive equipment. They will complete equipment preventive maintenance checks. Students will identify construction stakes and interpret marks on each type of stake as well as describe the process for grading slopes.
2.000 Credit hours

EO 113 - Introduction to Earth Moving and Safety
This course provides a broad introduction to the process of planning and executing earth moving activities on various types of construction projects. The uses of heavy equipment such as bulldozers, scrapers, excavators, and loaders are explained. Students further study OSHA safety requirements for operating heavy equipment.
2.000 Credit hours

EO 120 - Heavy Equipment Operations II
Intermediate study of the heavy equipment trades to include specific safety training in the operation of scrapers, bulldozers, backhoes, and front end loaders. Students will also describe basic soil classificaiton methods, detail factors affecting classification, and soil density and compaction requirements. The student is also taught how to read and interpret construction plans to determine grading requirements.
4.000 Credit hours

EO 120L - Heavy Equipment Operations II Lab
Students will learn: the operation and maintenance of scrapers and scraper techniques; bulldozer operating techniques and bulldozer attachments and their uses; safe operating techniques of the backhoe and front bucket tractor; use of the backhoe for trenching and digging foundations; and review the different types of loaders and the various attachments available. The student will also present proper practices for setting grades of bench marks and demonstrate methods for setting grades using various types of levels.
2.000 Credit hours

EO 121 - CDL Operations
The study of the operation, maintenance and basic components of the semi truck and trailer. Topics include but are not limited to: driving skills, backing skills, maintaining log books, road/weather conditions and safety practices for the professional driver. Students will be required to be enrolled in an MCC contracted random drug and alcohol testing pool. At the conclusion of this course, students are prepared to sit for the written CDL licensure examination. Students must pass the written Montana DMV tests prior to being allowed to drive MCC's semi. Co-requisite EO 121L CDL Operations Lab.
3.000 Credit hours

EO 121L - CDL Operations Lab
Students will utilize the MCC truck to practice safety inspections before driving, driving skills, backing skills with mirrors, utilizing a spotter for blind spots while backing up, and other over the road skill requirements. Students must pass the written Montana DMV tests prior to being allowed to drive MCC's semi. Students will be required to be enrolled in an MCC contracted random drug and alcohol testing pool. At the conclusion of the course, students may use the MCC truck to complete the drivers portion of the CDL examination. Co-requisite EO 121 CDL Operations.
2.000 Credit hours

EO 130 - Heavy Equipment Operations III
Advanced study of the heavy equipment trades to include specific operator functions such as finish operator, motor graders, excavators, and finishing and grading. Students will discuss leadership abilities in relation to organizing and directing workers and operations for finishing work. Students complete advanced safety techniques and requirements for heavy equipment operators such as safety reporting, inspections, and investigations. Students will address problems associated with bridged areas and breakthroughs, as well as soil stabilization; presents the proper use of geotextile materials; and review soil compaction requirements.
5.000 Credit hours

EO 130L - Heavy Equipment Operations III Lab
Students will demonstrate how to set up and adjust leveling instruments. They will learn the daily preventive maintenance, safety checking, and control of motor graders and excavators. They will describe the use of various types of heavy equipment to finish and trim grades and slopes of roads, pads, ditches, and other structures. Students will perform the procedures for checking the final grade. Finally they will complete a running moisture-density test and describe methods of fixing compaction problems.
2.000 Credit hours

HISTORY AMERICAN

See also History World

HSTA 101 - American History I
This course combines the mainstream historical political diplomatic-economic approach to American history with the historians continuing interest in social and cultural developments. HSTA 101 begins with the pre-Colonial era and continues through the Revolutionary-Constitutional period, westward expansion, the sectional crises, and the Civil War.
3.000 Credit hours

HSTA 102 - American History II
This course is a survey of American history from the Post bellum era to the present. Topics covered include Reconstruction, the American West, urbanization and industrialization, imperialism, American involvement in the two world wars, the New Deal, and postwar developments. The postwar era focuses on the rapidly changing course of events relative to the nations economy, the Civil Rights era, and the Cold War. The history of social and cultural trends is integrated throughout this course.

3.000 Credit hours

HSTA 160 - Introduction to the American West

This course considers the history of the American West from the earliest Native American cultures to the present with a focus on broad trends common to the West such as land, water, economic dependence, ethnicity, and development. In addition, the course will seek to place Montana's history within the larger regional narrative.

3.000 Credit hours

HSTA 215 - Post-WWII America

This course is a survey of U.S. history from 1945 to the present. The Cold War, the Civil Rights movement, the Vietnam War, Nixon's presidency, American Foreign Policy, the Conservative reaction, and the U.S.' role in world affairs are covered. The history of social and cultural trends is integrated throughout this course.

3.000 Credit hours

HSTA 250 - Plains Indian History

Beginning with prehistory, this class surveys the history, culture, value structure, and social patterns of the Plains Indians. The historical relationship between the non-Indians and the Plains Indians is explored as well as Native American involvement in major events in U.S. history, such as the Civil and World wars. Native Americans in their present conditions and status in American society are studied.

3.000 Credit hours

HSTA 255 - Montana History

This course is a broad survey of Montana history, relating its geography and resources to historical development. Historical background, exploration, settlement, economic development, statehood, and political development to the present are covered. A special emphasis is placed on the history of eastern Montana in the past 100 years.

3.000 Credit hours

HSTA 29101 - History of Miles City

This course begins with the pre-historic geography of this region, then progresses to examine the indigenous people of this area. With the first permanent American settlements of the Tongue River cantonment and Old Milestown, a decade by decade examination of the history of Miles City is undertaken. Topics include: the Great Depression, World War II Nazi POWs in Miles City and the growth of Haynes Avenue.

1.000 Credit hours

HISTORY WORLD

See also History American

HSTR 101 - Western Civilization I

This course is a survey of the major developments of Western society from classical times through the Renaissance. Units covered include the early history of the Middle East, classical Greece and Rome, the Middle Ages, Christianity, and early modern Europe through the Renaissance. Social and cultural developments are an integral part of this course.

3.000 Credit hours

HSTR 102 - Western Civilization II

This course is a history of Western society from the Protestant Reformation to the present. This course covers such major events as European absolutism, the French Revolution, 19th century politics and industrial developments, the two world wars of the 20th century, and postwar developments. This course balances economic and political history with social developments.

3.000 Credit hours

HSTR 291 - Special Topics

3.000 Credit hours

HSTR 29101 - The Ascent of Man I

The Ascent of Man I honors course offers the student the opportunity to begin the path of exceptional academic excellence. Upon the completion of the program, the student will have the skills to adapt to any accelerated program in the University system and will become an eligible candidate for acceptance into an Honors college or an Honors program at their transfer university of choice.

4.000 Credit hours

HSTR 29102 - The Ascent of Man II

The Ascent of Man II honors course offers the student the opportunity to begin the path of exceptional academic excellence. Upon the completion of the program, the student will have the skills to adapt to any accelerated program in the University system and will become an eligible candidate for acceptance into an Honors college or an Honors program at their transfer university of choice.

4.000 Credit hours

HSTR 29402 - World War II

3.000 Credit hours

HUMAN BIOLOGY

See also Biology, Microbiology

BIOH 104 - Basic Human Biology

This course covers the basic biology of the human organism. Topics include simple chemistry, cell and tissue structure and function, and also the structure and function of the major organ systems of the body including the skeletal, muscular, nervous, respiratory, reproductive, digestive, urinary, and endocrine systems. The lecture will also include discussions on disease processes. This course is intended for non-science majors. Co-requisite: BIOH 105 Basic Human Biology Laboratory.

3.000 Credit hours

BIOH 105 - Basic Human Biology Laboratory

This lab will focus on the anatomy of the organ systems. The relationship between body anatomy and physiology will be emphasized. This course is intended for non-science majors. Co-requisite: BIOH 104 Basic Human Biology.

1.000 Credit hours

BIOH 201 - Human Anatomy & Physiology I (equiv to 301)

This course is the first half of a one-year study in anatomy and physiology of the human body. The first semester will focus on the anatomy and physiology of cells, tissues, the integumentary system, the musculoskeletal system, and nervous system. Prerequisite: CHMY 121/122 Intro. to General Chemistry & Lab. Co-requisite: BIOH 202 Human Anatomy & Physiology I Laboratory.

3.000 Credit hours

BIOH 202 - Human Anatomy & Physiology I Laboratory

This lab will focus on the anatomy of cells, tissues, the integumentary system, the musculoskeletal system, and the nervous system. Students will examine human anatomy through histological and skeletal preparations. Prerequisite: CHMY 121/122 Intro to General Chemistry and Lab. Co-requisite: BIOH 201 Human anatomy & Physiology I (equiv to 301).
1.000 Credit hours

BIOH 211 - Human Anatomy & Physiology II (equiv to 311)
This course is the second half of a one-year study of anatomy and physiology of the human body. This second semester will focus on the structure and function of the lymphatic, respiratory, urinary, reproductive, digestive, and endocrine system. The relationship between body anatomy and physiology will be emphasized. Pre-requisite: BIOH 201/202 Human Anatomy & Physiology I and Lab. Co-requisite BIOH 212 Human Anatomy & Physiology II Lab.
3.000 Credit hours

BIOH 212 - Human Anatomy & Physiology II Lab
This lab will focus on the anatomy of the lymphatic, respiratory, urinary, reproductive, digestive, and endocrine systems. The relationship between body anatomy and physiology will be emphasized. Pre-requisite: BIOH 201/202 Human Anatomy & Physiology I with Lab. Co-requisite: BIOH 211 Human Anatomy and Physiology II.
1.000 Credit hours

INFORMATION TECHNOLOGY

See also Computer Applications, Computer Science/ Programming, Information Technology Systems

IT 150 - Operating Systems
This course consists of a comparative analysis of several common computer operating systems and the basic principles of how each system functions. Managing files, customizing the operating environment, working with system and application software, maintaining computers, and sharing information will be presented through hands-on instruction. Prerequisite: CAPP 120.
3.000 Credit hours

IT 231 - CompTIA A+
This course provides concepts in understanding and supporting PC hardware and software. Topics covered include CPUs, systems architecture, system boards, expansion slots, memory, input/output devices, peripherals, installation and configuration, memory and storage management, batch and script files, device drivers, troubleshooting and maintenance tools, and virus protection. Students learn how to build, configure, and troubleshoot a personal computer. Emphasis is on current operating systems in the Windows family. Completion of this course with a passing grade prepares student to sit for the CompTIA A+ Essentials (220-701) exam and the CompTIA A+ IT Technician (220-702) exam held at Miles Community College. Pre-requisite CAPP 120 Introduction to Computers.
4.000 Credit hours

IT 250 - Internet and Web Page Development
This course provides fundamental instruction on creating, editing, and enhancing Internet websites. Students will gain hands-on experience that includes internet navigation and communication, web page creation using both basic HTML code and Adobe Dreamweaver, publishing web pages to the World Wide Web, and website management and maintenance. Prerequisite: CAPP 120.
3.000 Credit hours

IT 255 - Web Animation and Motion Graphics
This intermediate level course provides fundamental instruction on creating, motion graphics and web animation. The Adobe Flash program will be used to manipulate drawings, images, text, animation, sounds, and basic actionscripting integration. A combination of logical reasoning (basic programming), critical thinking and artistic creativity will be used to create Flash productions, including site map and navigation building, button making, output, optimization, and testing. Pre-requisite: IT 250 Internet and Web Design.
3.000 Credit hours

INFORMATION TECHNOLOGY SYSTEMS

See also Computer Applications, Computer Science/ Programming, Information Technology

ITS 140 - CCNA 1: Discovery
This course introduces the basic concepts and terminology of computer networking. Topics covered include communication hardware and software, data transmission, protocols, routing and addressing, OSI model, and network design. Students will gain hands-on experience with local-area networking. This course is the first course in a four-course series that leads towards certification as a CCNA (CISCO Certified Network Associate). Prerequisite/ Corequisite: CAPP 120.
4.000 Credit hours

ITS 142 - CCNA 2: Discovery
This course focuses on wide area networks (WANs) and configuration of routers. Topics covered include WAN devices, technologies and standards, router components, router commands and setup, IP addressing, routing protocols, and network troubleshooting. Students will gain hands-on experience configuring routers. This course is the second course in a four-course series that leads towards certification as a CCNA (CISCO Certified Network Associate). Prerequisite: ITS 140 CCNA 1: Discovery.
4.000 Credit hours

ITS 240 - CCNA 3: Discovery
This course provides students with the general knowledge of small business server software features, installation and updates. Topics include basic installation and configuration tasks; troubleshooting basic installation, configuration, and administration problems; and performing day-to-day administration tasks in a small business network. Students will gain hands-on experience configuring and updating servers. Prerequisite: ITS 142 CCNA 2: Discovery.
4.000 Credit hours

ITS 242 - CCNA 4: Discovery
This course focuses on configuring and managing a network infrastructure that uses Microsoft Windows Server products. Topics include managing users, groups and

resources, security and protecting the network, maintenance and data recovery, implementing Group Policy and understanding the Group Policy tasks required to centrally manage users and computers. Prerequisite ITS 240 CCNA 3: Discovery or permission of instructor.
4.000 Credit hours

ITS 298 - Internship
3.000 Credit hours

INSURANCE

INS 101 - Introduction to Insurance
Students will identify and describe the basic principles of insurance as well as how insurance jobs relate to one another. Through lectures, activities, and quizzes students will understand the fundamental workings and coverages of property and liability insurance. Students will complete short written assignments and participate in discussions with other students each week. At the conclusion of each unit, students will take a short, multiple-choice exam. Resources will be provided for additional independent study at the interest of the student.
1.000 Credit hours

INS 121 - Property and Liability Insurance Principles
Students become familiar with the principles that underlie property and liability insurance. They are introduced to insurance contracts, insurance marketing, underwriting, claims adjustment, risk management and general policy provisions. Pre-requisite or Co-requisite: INS 101 Intro. to Insurance.
3.000 Credit hours

INS 122 - Personal Insurance
Students will analyze commercial loss exposure and personal insurance coverage including homeowners and other dwelling coverage, personal liability, inland marine, auto, life, health and government programs. Pre-requisite INS 121 Property and Liability Insurance Principles.
3.000 Credit hours

INS 123 - Commercial Insurance
Students will analyze commercial loss exposures and coverage including property, business income, inland and ocean marine, crime, boiler and machinery, general liability, business auto, workers compensation, farm and business owners, as well as miscellaneous liability coverage, surety, and excess and surplus lines.
3.000 Credit hours

INS 241 - Insurance Internship
3.000 Credit hours

INS 281 - Introduction to Underwriting and Claims
This course is designed to provide students with a broad overview of underwriting and claim processing within the insurance industry. Students will explore underwriting as a decision making tool through the analysis of personal lines (auto and homeowners) and commercial lines (property and general liability) underwriting. Pre-requisites: INS 101 Introduction to Insurance and INS 121 Property & Liability Insurance Principles.
3.000 Credit hours

INS 282 - Agency Operations and Sales Management
Students will explore insurance agency formation and environment. Organizational management will be emphasized, including information technology and financial management pertaining to insurance agencies. Effective selling and negotiating techniques, including the examination of market segmentation and target marketing, will be reviewed. Students will gain an understanding of the legal and ethical responsibilities of an insurance producer and agency. Pre-requisite of INS 123 Commercial Insurance.
3.000 Credit hours

INS 283 - Insurance Regulations & Licensing
3.000 Credit hours
course.
3.000 Credit hours

KINESIOLOGY

See Activities, Health, Health Enhancement

KIN 121 - Theory and Practice of Basic Exercise
This course is designed to explore the theory, principles, and practice of exercise for aerobic and resistance exercise programs. Emphasis will be placed on lifelong exercise.
2.000 Credit hours

LIBERAL STUDIES AND HUMANITIES

See also Philosophy, Religious Studies

LSH 101 - Introduction to the Humanities Contemporary Arts and Literature
This is an interdisciplinary course emphasizing how the humanities enhance understanding, perception, and communication in our everyday life. Emphasis is placed on the visual arts, film, music, and literature as they relate to contemporary urbanized technological culture.
3.000 Credit hours

LSH 105 - Mideast Culture
This course is a survey of the cultural aspects of the Middle Eastern Arabs and non-Arabs. Discussions will cover historical, religious, and social areas as well as geography, ethnic origin, values, tradition, and temperament. The focus of this course is on Saudi Arabia, Iraq, Israel, and Lebanon. References are also made to the remaining thirteen Middle Eastern countries: Egypt, Turkey, Iran, Sudan, Syria, Yemen, United Arab Emirates, Jordan, Kuwait, Oman, Bahrain, Qatar, and Cyprus. The major rivalries and conflicts in the area are surveyed.
3.000 Credit hours

LSH 220 - End of Life Issues
This course is an introduction to attitudes and perspectives on death and dying, including specific topics on historical and cross-cultural aspects; sociological forces; health care systems; living with life-threatening illness; medical ethics; dying in a technological age; survivors and understanding the experience of loss; funerals; the law and death; death in the lives of children, adolescents, and adults; suicide; risks of death in the modern world; beyond death; and personal and social choices related to these issues. A selection of readings from classical and contemporary literature which are related to death and dying are offered for discussion.
3.000 Credit hours

LITERATURE

LIT 110 - Intro to Lit
This course is an introduction to the study of literature and literary forms. This course will focus on understanding literary texts using a variety of approaches for critical analysis and understanding some basic assumptions about major movements in literary criticism. Prerequisite/ Corequisite: WRIT 101 College Writing I.
3.000 Credit hours

LIT 120 - Poetry
Students will study lyric and narrative poetry and the poet's implementation of voice, imagery, sound, rhyme, form, and symbol. Students will explicate and analyze poems and then contrast and compare them. Students will study poetry but will not write poetry as part of their coursework. Prerequisite/Co requisite: WRIT 101 College Writing I.
3.000 Credit hours

LIT 210 - American Lit I
This course is a survey of selected works and writers of American literature from 1492 to the Civil War. Major movements in American literature and the ideas associated with them from cultural, social, and historical perspectives will be examined. Prerequisite/Co requisite: WRIT 101 College Writing I.
3.000 Credit hours

LIT 211 - American Lit II
American Literature II covers 1865 to contemporary times, is a critical reading/writing/thinking intensive sophomore level course. The focus is placed upon recognizing and understanding literary terms, approaches to critical analysis, and understanding basic assumptions about major moments and movements in Post Reconstruction "American" literary history and criticism. The premise is that we will examine important elements of fiction, poetry, and drama to better understand what they offer, to understand how they are constructed, to comprehend why they continue appeal to readers; and finally, why they are distinctly American in substance and form. We will read representative selections, analyze and discuss philosophies, societal mores, social milieus and social concerns. Prerequisite: WRIT 101 College Writing I.
3.000 Credit hours

LIT 223 - British Lit I
In this course the role of mythical and cultural elements will be examined in an attempt to better understand the conventions and cultures which comprise English literature from the Old English period through the 19th century. How these texts still figure in the 20th century as pieces of Western culture's collective consciousness will be examined. Prerequisite: WRIT 101 College Writing I.
3.000 Credit hours

LIT 29101 - The Ascent of Man I
The Ascent of Man I honors course offers the student the opportunity to begin the path of exceptional academic excellence. Upon the completion of the program, the student will have the skills to adapt to any accelerated program in the University system and will become an eligible candidate for acceptance into an Honors college or an Honors program at their transfer university of choice.
4.000 Credit hours

LIT 29102 - The Ascent of Man II
The Ascent of Man II honors course offers the student the opportunity to begin the path of exceptional academic excellence. Upon the completion of the program, the student will have the skills to adapt to any accelerated program in the University system and will become an eligible candidate for acceptance into an Honors college or an Honors program at their transfer university of choice.
4.000 Credit hours

MATHEMATICS

See also Statistics

M 065 - Prealgebra
This is a refresher course in math concepts and operations and includes whole numbers, fractions, decimals, percents, ratios/proportions, measurements (including metrics), some aspects of geometry, and an introduction to signed numbers. This class is designed for students who have basic arithmetic skills but need further preparation to proceed to M 090 Introductory Algebra.
3.000 Credit hours

M 090 - Introductory Algebra
This course is designed for students who already have a solid understanding of basic arithmetic, fractions, and decimals. Topics covered include real numbers and their properties, linear equations and inequalities with applications, systems of equations and inequalities with applications, graphing linear equations and inequalities, exponents, and operations with polynomials. Prerequisite: M 065 Prealgebra or appropriate placement on COMPASS test.
3.000 Credit hours

M 095 - Intermediate Algebra
This course covers factoring, rational expressions and their operations with applications, equations and inequalities containing absolute values, synthetic division, graphing, rational exponents, and radical expressions and their operations with applications. Prerequisite: M 090 Introductory Algebra or appropriate placement on COMPASS test.
4.000 Credit hours

M 100 - Introduction to Technical Mathematics
This course is designed to provide a mathematical background necessary for success in the industrial areas and to meet the math requirement for the automotive, heavy equipment and building trades certificate programs at Miles Community College. Pre-requisite: M 065 Prealgebra or satisfactory completion of placement tests.
2.000 Credit hours

M 105 - Contemporary Mathematics
This course will cover ideas in mathematics and their applications to other disciplines. Topics covered include ideas from set theory, logic, elementary statistics and probability, combinations, and permutations. This class is intended for students not expecting to enroll in additional math classes. Prerequisite: M 095 Intermediate Algebra, or appropriate placement on COMPASS test.
3.000 Credit hours

M 108 - Business Mathematics
This course is a study of math and terminology used by

business and industry. The course will begin with a review of the fundamental principles of arithmetic and percentages. Payroll, bank records, interest, notes, discounts, markup, inventory, depreciation, and stocks and bonds will be covered. Prerequisite M 065 Prealgebra or a score of 49 or higher on the Compass exam. This course does not fulfill General Education requirements for the AA/AS degrees.
3.000 Credit hours

M 121 - College Algebra
This course covers the concept of functions; complex numbers; and solving systems of equations, sequences, and series. Functions investigated include linear, quadratic, polynomial, exponential, and logarithmic. Prerequisite: M 095 Intermediate Algebra, or appropriate placement on COMPASS test.
4.000 Credit hours

M 122 - College Trigonometry
This course is designed to give an analytic development of the trigonometric and circular functions. Topics covered include angle and triangle measure, the identities, equations, inverse functions, Law of Cosines/Sines, and polar coordinates. Prerequisite: M 121 College Algebra.
2.000 Credit hours

M 130 - Mathematics for Elementary Teachers I
This course is intended for mathematical training of prospective elementary teachers and students interested in human services. Topics covered include problem solving techniques, logic, sets, relations, functions, decimal numbers, and different number systems Prerequisite: M 095 Intermediate Algebra, or appropriate placement on COMPASS test.
4.000 Credit hours

M 131 - Mathematics for Elementary Teachers II
This course is intended for mathematical training of prospective elementary teachers and students interested in human services. Topics covered include: elementary statistics, probability, applications to geometry, and area-volume problems. Prerequisite: M095 Intermediate Algebra or appropriate placement on COMPASS test.
4.000 Credit hours

M 151 - Precalculus
This course is designed to prepare students for M 171 Calculus I. Topics covered include trigonometry and algebra. Prerequisite M 121 College Algebra or appropriate placement on Compass, ACT or SAT examinations.
4.000 Credit hours

M 161 - Survey of Calculus
This course is designed to give students a non-rigorous introduction to differential and integral calculus. Emphasis will be placed on applications to business and the social sciences in topics including limits, continuity, derivatives, and definite integrals of single variable functions. Prerequisite: M 121 College Algebra.
4.000 Credit hours

M 171 - Calculus I
This course is designed to give students a semi-rigorous introduction to the calculus of functions of single variable. Topics covered include limits, derivatives, minimization and maximization, the Mean Value Theorem, integration, and the Fundamental Theorem of Calculus. Prerequisite: M 121 College Algebra and High School Trigonometry or (M 122 College Trigonometry), or appropriate placement on Compass, ACT or SAT examinations.
4.000 Credit hours

M 172 - Calculus II
This course covers calculus methods of integration, applications to the integral, logarithmic, and exponential functions; parametric equations; infinite sequences; and series. Prerequisite: M 171 Calculus I.
4.000 Credit hours

MEDIA ARTS

See also Computer Applications, Information Technology

MART 213 - Photoshop and Illustrator
This course covers the fundamentals of creating a variety of documents using Adobe Photoshop and Illustrator. Practical application of skill is emphasized.
3.000 Credit hours

MART 214 - Desktop Publishing
This course covers the fundamentals of creating a variety of publications using Adobe Creative Suite 3: InDesign, Illustrator and Photoshop, including typography usage and terminology. Students will develop layout and design solutions to problems presented in class. Practical application of skill is emphasized.
3.000 Credit hours

MEDICAL LABORATORY TECHNICIAN

MLS 103 - Phlebotomy Fundamentals
Phlebotomy is the art of drawing blood. The course includes anatomy of hand, arm, foot, and blood vessels; blood composition, specimen types, and coagulation factors. Co-requisite: MLS 104 Phlebotomy Fundamentals Lab.
3.000 Credit hours

MLS 104 - Phlebotomy Fundamentals Lab
The phlebotomy lab will include instruction in manual phlebotomy techniques, and drawing and handling specimens. Co-requisite: MLS 103 Phlebotomy Fundamentals; Pre-requisite: current CPR certification and basic health screening.
1.000 Credit hours

MLS 105 - Phlebotomy Internship
Students will complete at least 135 hours of clinical lab experience in multiple clinical sites. Upon satisfactory completion of the course, the student will have demonstrated a working knowledge of many of the skills necessary to be a valuable member of the patient health care team and qualify to sit for the PBT (ASCP) [Phlebotomy Technician, American Society of Clinical Pathologists] national certifying exam. Transportation to the clinical sites in surrounding communities shall be the responsibility of the student. Pre-requisites: MLS 103 Phlebotomy Fundamentals, MLS 104 Phlebotomy Fundamentals Lab, current CPR certification and basic health screening.
3.000 Credit hours

MICROBIOLOGY

See also Biology, Human Biology

BIOM 250 - Microbiology for Health Sciences
Introduces the relationship of microorganisms to infectious disease in humans. Virulence, resistance, prevention, and control of microbial diseases will also be covered. Prerequisite: BIOB 101 Discover Biology or SC 204 Anatomy & Physiology I. Co-requisite: BIOM 251 Microbiology for Health Sciences Lab.
3.000 Credit hours

BIOM 251 - Microbiology for Health Sciences Lab
The laboratory exercises will emphasis techniques for the isolation, identification and control of microorganisms. Co-requisite: BIOM 250 Microbiology for Health Sciences.
1.000 Credit hours

MUSIC

MUSI 101 - Enjoyment of Music
This course is an introduction to musical elements, forms, composers, and stylistic periods. Students develop listening skills to increase understanding and knowledge of music in general.
3.000 Credit hours

MUSI 105 - Music Theory I
This course is a study of the fundamentals of music theory rhythm, melody, harmony, tone, color, and form. An introduction to the piano is included where students will learn scales, keys, intervals, triads, clefs, meter rhythm and some basic harmony. The student will also develop fluency in reading and writing musical notation.
3.000 Credit hours

MUSI 112 - Choir: Miles
This course covers instruction in part singing, voice building, correct reading, and proper diction. Participation in the community choral group and in public programs is included.
1.000 Credit hours

MUSI 135 - Keyboard Skills I
Students will demonstrate skill in functional theory at the keyboard through individual lessons. The student will demonstrate skill in playing scales, major/minor triads, sight reading, transposing and harmonizing melodies.
1.000 Credit hours

MUSI 136 - Keyboard Skills II
The student will continue functional theory at the keyboard through individual lessons. The student will demonstrate skill in more complex scales, chord progressions, proper voice leading, simple keyboard solos, and keyboard accompaniment of basic ensembles. Pre-requisite MUSI 135 Keyboard Skills I.
1.000 Credit hours

MUSI 150 - Beginning Voice
Students will learn basic singing techniques including tone production and interpretation. This course also offers an introduction to song literature and solo and ensemble performance.
1.000 Credit hours

MUSI 151 - Beginning Voice II
Students continue basic tone production and interpretation learned in MUSI 150 Beginning Voice with more complicated solo and ensemble performance pieces. Pre-requisite MUSI 150 Beginning Voice.
1.000 Credit hours

MUSI 160 - Beginning Guitar
This class is designed for anyone interested in learning to play guitar. Instruction includes music theory, notes on all strings up to the fifth fret, strums and chords, and techniques of performance.
1.000 Credit hours

MUSI 178 - Banjo
Individual lessons are adapted to the needs of the student.
1.000 Credit hours

MUSI 179 - Banjo II
Individual lessons are adapted to the needs of the student.
1.000 Credit hours

MUSI 212 - Choir II: Miles CC Choir
This course covers instruction in part singing, voice building, correct reading, and proper diction. Participation in the community choral group and in public programs is included.
1.000 Credit hours

MUSI 235 - Keyboard Skills III
Continuation of MSUI 136 Keyboard Skills II. The student will continue functional theory at the keyboard through individual lessons. The student will demonstrate more complex scales and chord progressions including harmonization of melodies, transposition and improvisation essential for teaching music. Pre-requisite MUSI 136 Keyboard Skills II.
1.000 Credit hours

MUSI 236 - Keyboard Skills IV
Continuation of MSUI 235 Keyboard Skills III. The student will continue functional theory at the keyboard through individual lessons. The student will demonstrate more complex scales and chord progressions including harmonization of melodies, transposition and improvisation essential for teaching music. Pre-requisite MUSI 235 Keyboard Skills III.
1.000 Credit hours

MUSI 250 - Beginning Voice III
Individual lessons are adapted to the needs of the student.
1.000 Credit hours

MUSI 251 - Beginning Voice IV
Individual lessons are adapted to the needs of the student.
1.000 Credit hours

NATURAL RESOURCE SCIENCE AND MANAGEMENT

See also Agricultural Sciences, Environmental Sciences

NRSM 101 - Natural Resource Conservation
This course is designed to introduce students to the benefits of range management and illustrate how the science of range management can be used on the farm or ranch. Range economics, range management plans, improvement and repair of rangeland and ecosystems will be covered. Co-requisite: NRSM 102 Natural Resource Conservation Lab.
3.000 Credit hours

NRSM 102 - Natural Resource Conservation Lab

Rangeland inventory and classification methods will be reviewed. Common native and introduced plants will be identified in the field and the classroom. Co-requisite: NRSM 101 Natural Resource Conservation.
1.000 Credit hours

NRSM 235 - Range and Pasture Monitoring
This course covers methods which can be used by private operators as well as state and federal land managers to identify site potential, inventory forage resources, evaluate range and pasture condition, estimate stocking rates, and measure forage utilization by wildlife and livestock. Prerequisites: ANSC 100 Introduction to Animal Science, NRSM 101 Natural Resource Conservation and NRSM 102 Natural Resource Conservation Lab.
1.000 Credit hours

NRSM 240 - Natural Resource Ecology
The class will focus on the physical and biotic processes of ecosystem function, including natural and managed ecosystems such as rangelands, wildlife habitat, watersheds, and disturbed environments. This course includes an embedded lab. Prerequisite: NRSM 101 Natural Resource Conservation, NRSM 102 Natural Resource Conservation Lab.
3.000 Credit hours

NURSING

NRSG 101 - Fundamentals of Nursing I for ASN
This course is designed to introduce nursing students to the roles of the Associate Degree Registered Nurse (ADRN) as Provider of Care, Manager of Care, and Member Within the Discipline of Nursing. Concepts for critical thinking include communication, patient teaching, clinical competence and health assessment. The Nursing Process utilizes Evidence Based Practice as the foundaiton for decision making which is integrated into the uniqueness of health care delivery in rural settings. Pre-requisites: Admission to Miles Community College Associate Degree Nursing. Completion of Current Health Screen, proof of medical insurance or waiver, BLS for Healthcare Providers, and C.N.A. Co-requisite: NRSG 102 Fundamentals of Nursing I for ASN Clinical. All nursing and required courses for nursing must be completed with a "C" or better, and completed in the prescribed sequence to progress to the next semester.
3.000 Credit hours

NRSG 102 - Fundamentals of Nursing I for ASN Clinical
This component of Fundamentals of Nursing I will introduce the Associate Degree Registered Nurse (ADRN) to evidence based clinical skills caring for the adult and geriatric client in various healthcare settings. The course includes clinical experiences with patient assignments in long-term care facilities, public health nursing, home health nursing, assisted living homes, and outpatient clinics. The students will begin to develop skills in the three roles of the ADRN nurse: Provider of Care, Manager of Care, and Member Within the Discipline of Nursing, which will begin the development of their professional nursing foundation. Nursing students will demonstrate skills using the Nursing Process, which includes: assessment, diagnosis, planning, goals, outcomes, implementation and evaluation. Co-requisite: NRSG 101 Fundamentals of Nursing I for ASN. All nursing and required courses for nursing must be completed with a "C" or better, and completed in the prescribed sequence to progress to the next semester.
2.000 Credit hours

NRSG 103 - Fundamentals of Nursing II for ASN
This course continues the development of the concepts of the roles of the Associate Degree Registered Nurse (ADRN) with emphasis on the roles as Provider of Care, Manager of Care, and Member Within the Discipline of Nursing. This course includes: concepts of gerontological nursing, basic physiological and psychosocial needs of the adult and geriatric client, caring for the surgical client, and professional nursing concepts, including leadership, management, and legal aspects. The Nursing Process utilizes Evidence Based Practice as the foundation for decision making which is integrated into the uniqueness of health care delivery in rural settings. Prerequisite: NRSG 101 Fundamentals of Nursing I for ASN, NRSG 102 Fundamentals of Nursing I for ASN Clinical. Co-requisite: NRSG 104 Fundamentals of Nursing II for ASN Clinical. All nursing and required courses for nursing must be completed with a "C" or better, and completed in the prescribed sequence to progress to the next semester.
3.000 Credit hours

NRSG 104 - Fundamentals of Nursing II for ASN Clinical
This course contains a clinical and skills portion that will continue the development of the roles of the ADRN using evidence based clinical practice. The student will gain clinical knowledge in caring for the adult and geriatric client expanding the role to include: research and pathophysiology of chronic and acute disease processes, and psychosocial needs including support of the dying client and his or her family. Simulation will be used to increase knowledge and skills related to physical and functional health assessment and care of the surgical client. The students will continue to develop professional nursing concepts including leadership, management and legal aspects of nursing. Pre-requisite: NRSG 101 Fundamentals of Nursing I ASN, and NRSG 102 Fundamentals Nursing I ASN Clinical. Co-requisite: NRSG 103 Fundamentals of Nursing II for ASN. All nursing and required courses for nursing must be completed with a "C" or better, and completed in the prescribed sequence to progress to the next semester.
2.000 Credit hours

NRSG 105 - Nursing Pharmacology for ASN
This course is an overview of fundamental concepts of pharmacology as related to nursing practice. It includes documentation, orders, legal aspects, general principles of medication administration, pharmacological references, and nursing implication of medication administration. An introduction to drug classification, drug interactions, nursing implications and client teaching is presented. Students will understand their role in terms of the nursing process as it relates to pharmacology. Prerequisite: NRSG 101 Fundamentals of Nursing I for ASN and NRSG 102 Fundamentals of Nursing I for ASN Clinical. All nursing and required courses for nursing must be completed with a “C” or better, and completed in the prescribed sequence to

progress to the next semester.
2.000 Credit hours

NRSG 112 - Nursing Math for Meds

This course includes mathematical formulas and medication concepts commonly used in nursing. Students learn about the equipment used in measuring dosages, as well as interpreting drug orders, understanding drug labels, and calculating oral, intravenous, parenteral and pediatric dosages of drugs. Prerequisite: NRSG 101 Fundamentals of Nursing I for ASN and NRSG 102 Fundamentals of Nursing I for ASN Clinical. Students must be currently admitted to the nursing program. All nursing and required courses for nursing must be completed with a “C” or better, and completed in the prescribed sequence to progress to the next semester.
1.000 Credit hours

NRSG 156 - Introduction to Pathophysiology

This course is an introduction to the physiologic responses to altered health states. Biological and behavioral perspectives of common health problems are included. Prerequisite: BIOH 201/202 Human Anatomy & Physiology I w/Laboratory; Prerequisite/Co requisite: BIOH 211/212 Human Anatomy & Physiology II w/Laboratory. All co-requisite courses must be passed with a "C" or higher or all must be repeated.
3.000 Credit hours

NRSG 201 - Adult Health Nursing for ASN

This course covers the application of the three roles of the Associate Degree Registered Nurse (ADRN) to the nursing care of the adult population in a variety of health care settings. Nursing students will demonstrate a working knowledge of pathophysiology as it applies to chronic and acute illness in the adult population. The Nursing Process utilizes Evidence Based Practice as the foundation for decision making when addressing common and complex illnesses to the adult population. Prerequisite: NRSG 103 Fundamentals of Nursing II for ASN, NRSG 156 Pathophysiology, NRSG 105 Pharmacology Introduction for Nurses, and NRSG 112 Math for Meds; Co requisite: NRSG 202 Adult Health Nursing ASN Clinical. All nursing and required courses for nursing must be completed with a “C” or better, and completed in the prescribed sequence to progress to the next semester.
4.000 Credit hours

NRSG 202 - Adult Health Nursing for ASN Clinical

Students will provide holistic nursing care for the adult client and support systems in a variety of clinical experiences. The students will be acting as Provider of Care, Manager of Care and Member within the Discipline of Nursing. The Nursing Process will be utilized in caring for selected adult clients with common and complex health problems. Students will incorporate Evidence Based Practice to achieve therapeutic goals, changes in health status, promote physical and psychological comfort, and provide client education. The student will teach family members the nature of a disease including signs, symptom, health promotion and care of the dying client and support for their family. Pre-requisites: NRSG 104 Fundamentals of Nursing II for ASN Clinical, NRSG 156 Pathophysiology, NRSG 105 Pharmacology Introduction for Nurses, and NRSG 112 Math for Meds. Co requisite: NRSG 201 Adult Health Nursing for ASN. All nursing and required courses for nursing must be completed with a “C” or better, and completed in the prescribed sequence to progress to the next semester.
5.000 Credit hours

NRSG 203 - Maternal Child Nursing for ASN

This course covers the application of the three roles of the Associate Degree Registered Nurse (ADRN) to the nursing care of the family as a group and individual members of the family during the childbearing years and childhood. Prerequisite: NRSG 103 Fundamentals of Nursing II for ASN, NRSG 156 Pathophysiology, NRSG 105 Pharmacology Introduction for Nurses, and NRSG 112 Math for Meds. Co requisite: NRSG 204 Maternal Child Nursing for ASN Clinical. All nursing and required courses for nursing must be completed with a “C” or better, and completed in the prescribed sequence to progress to the next semester.
3.000 Credit hours

NRSG 204 - Maternal Child Nursing for ASN Clinical

There are two clinical components to Maternal Child Nursing: Maternal/Newborn Nursing and Pediatric Nursing which are dispersed throughout the semester. Students will care for the individual and family as a group in a variety of clinical settings. The Nursing Process and Evidence Based Practice will be the guiding principal providing holistic, family centered care. Prerequisite: NRSG 104 Fundamentals of Nursing II for ASN Clinical, NRSG 156 Pathophysiology, NRSG 105 Pharmacology Introduction for Nurses, and NRSG 112 Math for Meds ; Co requisite: NRSG 203 Maternal Child Nursing for ASN. All nursing and required courses for nursing must be completed with a “C” or better, and completed in the prescribed sequence to progress to the next semester.
4.000 Credit hours

NRSG 205 - Psychiatric Mental Health Nursing for ASN

This course covers an application of the three roles of the ADRN to the nursing management of the client with a psychiatric diagnosis, including treatment modalities, application of the Nursing Process, and decision-making skills. A clinical component is included. Prerequisites: NRSG 103 Fundamentals of Nursing II for ASN, NRSG 104 Fundamentals of Nursing II for ASN Clinical, NRSG 208 Nursing Pharmacology for ASN II, and PSYX 230 Developmental Psychology; Prerequisites/Co requisites: NRSG 201 Adult Health Nursing for ASN, NRSG 202 Adult Health Nursing for ASN Clinical, NRSG 203 Maternal Child Nursing for ASN and NRSG 204 Maternal Child Nursing for ASN Clinical. All co-requisite courses must be passed with a "C" or higher or all must be repeated.
3.000 Credit hours

NRSG 206 - Psychiatric Mental Health Nursing for ASN Clinical

The student will care for the client in a variety of clinical experiences in outpatient clinics, and multiple community health care service agencies. The student will utilize the nursing process of selected clients with psychiatric or emotional health issues. Prerequisites: NRSG 103 Fundamentals of Nursing II for ASN, NRSG 104 Fundamentals of Nursing II for ASN Clinical, NRSG 208 Nursing Pharmacology for ASN II, and PSYX 230

Developmental Psychology; Co requisites: NRSG 205 Psychiatric Mental Health Nursing for ASN. All co-requisite courses must be passed with a "C" or higher or all must be repeated.
1.000 Credit hours

NRSG 207 - Professional Issues in Nursing for ASN
This course addresses nursing as a profession, reality shock, applying to take the NCLEX-RN, applying for professional employment, leadership and management, delegation, current and issues and trends related to professional registered nursing and self-care strategies. Pre/Co requisites: NRSG 201 Adult Health Nursing for ASN, NRSG 202 Adult Health Nursing for ASN Clinical, NRSG 203 Maternal Child Nursing for ASN and NRSG 204 Maternal Child Nursing for ASN Clinical. All co-requisite courses must be passed with a "C" or higher or all must be repeated.
1.000 Credit hours

NRSG 208 - Nursing Pharmacology for ASN II
This course addressed the concepts of Pharmacology as applied to the Nursing Care of clients. A continuing emphasis is on broad drug classification, drug interactions, nursing implications and client teaching. Pre-requisites: All nursing and required courses for nursing must be completed with a “C” or better, and completed in the prescribed sequence to progress to the next semester. Co requisites: NRSG 201 Adult Health Nursing for ASN, NRSG 202 Adult Health Nursing for ASN Clinical, or NRSG 203 Maternal Child Nursing for ASN, and NRSG 204 Maternal Child Nursing for ASN Clinical. All co-requisite courses must be passed with a "C" or higher or all must be repeated.
2.000 Credit hours

NRSG 250 - LPN to RN Transition
This course is designed to assist students in making the transition from Licensed Practical Nurse to Registered Nurse. This course includes the roles of provider of care, manager of care, and member within the discipline of nursing that are essential to the professional nurse. Review of core skill competencies, scope of practice, the nursing process, dosage calculations, and APA format will be covered. Prerequisite: Initial admission to the LPN to RN completion program.
3.000 Credit hours

NUTRITION

NUTR 221 - Basic Human Nutrition
This course covers the basic concepts of human nutrition. Topics include carbohydrates, lipids, proteins, vitamins, minerals, absorption, digestion, metabolism, and energy utilization as they relate to health and food consumption at different stages of the life cycle. This course meets the Science General Education CORE for the Associate of Arts degree only.
3.000 Credit hours

PERSONAL ENRICHMENT/NO-CREDT

NC 015 - Developmental Math
This course provides individualized instruction in math concepts and operations and includes whole numbers, fractions, decimals, percents, rations/proportions, measurements (including metrics), some aspects of geometry, and an introduction to signed numbers. This class is designed for students who have basic arithmetic skills but need further preparation for higher-level mathematics. This is a non-credit course; no charge is assessed the student. This course is equivalent to M 065 Prealgebra.
0.000 Credit hours

NC 016 - Developmental English
This course provides individualized instruction in basic English at the pre-college level. This course is designed for students who need improved skills in English before enrolling in subsequent college courses. This is a non-credit course; no charge is assessed the student. This course is equivalent to WRIT 015 Developmental English.
0.000 Credit hours

NC 017 - Developmental Reading
This course provides individualized instruction in basic vocabulary and reading at the pre-college level. This course is designed for students who need improved skills in reading before enrolling in subsequent college courses. This is a non-credit course; no charge is assessed the student. This course is equivalent to ED 015 Developmental Reading.
0.000 Credit hours

PHARMACY

PHAR 100 - Introduction to Pharmacy Practice for Technicians
The purpose of this course is to initiate the student to the roles/functions/expectations of the pharmacy technician. This course will explore professional courtesy, behavior, dress, and communications, also ethical behavior and confidential communications. This course covers basic communication in the business environment, including; verbal and non-verbal communication, listening, speaking, reading, good customer service and appropriate answers to common interview questions. This course includes the shadowing of a pharmacy technician for 2-3 hours.
2.000 Credit hours

PHAR 101 - Pharmacy Calculations
This course teaches calculations used in pharmacy practice including: various systems of weights and ensures, dosage determinations, percentage preparations, reducing and enlarging formulas, dilution and concentration. This course provides basic knowledge of the most commonly prescribed pharmaceuticals with an emphasis on classification, indications, therapeutic effects, side effects, interactions, and contraindications.
3.000 Credit hours

PHAR 112 - Introduction to Pharmacy Practice, Law, and Calculations
This course will review pharmaceutical calculations, basic pharmaceuticals, and the history of pharmacy services. Students will be introduced to basic concepts of pharmacy practice, laws, ethical considerations, customer service, and the varying roles and functions within the pharmacy profession. Students will develop the necessary skills to

communicate effectively as a representative of the pharmacy profession and serve as an intermediary between patients, pharmacists, technicians, and other health care professionals.
4.000 Credit hours

PHAR 198 - Internship: Hospital and Community Pharmacy Practice
This course will provide observational training and/or practice in varying pharmacy settings, including hospital and community pharmacies. Under the supervision of a pharmacist, students will experience dispensing, unit-dose systems, IV admixtures, bulk and sterile compounding, purchasing, control of inventory, order entry and patient profiles. Students will display effective communication skills, professional behaviors and customer service.
4.000 Credit hours

PHILOSOPHY

See also Liberal Studies and Humanities, Religious Studies

PHL 101 - Introduction to Philosophy: Reason and Reality
This course is an introduction to the theories, methods, and issues of philosophy. Areas explored include logic, metaphysics, aesthetics, epistemology, ethics, and religion.
3.000 Credit hours

PHL 110 - Introduction to Ethics: Problems of Good and Evil
This course is an introduction to the major theories that dominate moral philosophy, including cultural relativism, subjectivism, divine command theory, natural law theory, psychological egoism, ethical egoism, utilitarianism, Kantian theory, social contract theory, and virtue theory. Fundamentals of logic, including inductive reasoning, deductive reasoning, and logical fallacies are emphasized.
3.000 Credit hours

PHL 221 - Introduction to Philosophy & Biomedical Ethics
This course is designed to help students think critically and thoughtfully about ethical decisions and the legal consequences they may face in the practice of any healthcare discipline. Utilizing the legal knowledge and various ethical decision making process models presented in this course, students will develop their own framework for making effective choices that lead to a professional and caring response to patients and clients.
3.000 Credit hours

PHL 29101 - The Ascent of Man I
The Ascent of Man I honors course offers the student the opportunity to begin the path of exceptional academic excellence. Upon the completion of the program, the student will have the skills to adapt to any accelerated program in the University system and will become an eligible candidate for acceptance into an Honors college or an Honors program at their transfer university of choice.
4.000 Credit hours

PHL 29102 - The Ascent of Man II
The Ascent of Man II honors course offers the student the opportunity to begin the path of exceptional academic excellence. Upon the completion of the program, the student will have the skills to adapt to any accelerated program in the University system and will become an eligible candidate for acceptance into an Honors college or an Honors program at their transfer university of choice.
4.000 Credit hours

PHOTOGRAPHY

See also Visual and Studio Arts

PHOT 113 - Understanding Photography
This course is designed to familiarize students with the function of the camera, use of film, and production of black and white prints. Basic techniques of film processing and printing from negative images are covered. Attention is paid to the use of adjustable 35mm or 2 1/4 x 2 1/4 cameras and enlargers. Emphasis is on the craft of photography.
3.000 Credit hours

PHOT 116 - Intermediate Black & White Photography
This course is designed with emphasis on the application of the craft of black and white photography to presentation of concepts and ideas through the printed image. A modified zone system is followed to render aesthetically pleasing prints. An adjustable camera is required. Prerequisite: PHOT 113 or permission of instructor.
2.000 Credit hours

PHOT 154 - Exploring Digital Photography
This course introduces 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.
3.000 Credit hours

PHYSICS

PHSX 205 - College Physics I
This course covers measurement and experimental error, kinematics, dynamics, work and energy, momentum, rotational motion, properties of solids and fluids, thermal physics, properties of ideal gases, kinetic theory, and thermodynamics. Students must register for a lecture and laboratory section. Three Credits lecture; one Credit laboratory. Prerequisite: M 151 Pre Calculus. Corequisite: PHSX 206 College Physics I Lab
3.000 Credit hours

PHSX 206 - College Physics I Laboratory
This lab applies the concepts taught in PHSX 205 College Physics I. Students will learn to measure physical phenomenon and applications of the laws of physics covered in class and interpret the data as it applies to these concepts. Co requisite: PHSX 205 College Physics I.
1.000 Credit hours

PHSX 207 - College Physics II
This course covers the properties of periodic motion, waves, and light; geometric optics; optical instruments; wave optics and electric charge; electric field; electric potential; capacitance; electric current; resistance; magnetism; electromagnetic induction; alternating-current circuits; relativity; and atomic structure. Students must register for a lecture and laboratory section. Three Credits

lecture; one Credit laboratory. Prerequisite: PHSX 205 College Physics I and PHSX 206 College Physics I Laboratory. Co requisite: PHSX 208 College Physics II Laboratory.
3.000 Credit hours

PHSX 208 - College Physics II Laboratory
This lab applies the concepts taught in PHSX 207 College Physics II. Students will learn to measure physical phenomenon and applications of the law of physics covered in class and interpret the data as it applies to these concepts. Prerequisite: PHSX 205 College Physics I and PHSX 206 College Physics I Laboratory. Co requisite: PHSX 207 College Physics II.
1.000 Credit hours

POLITICAL SCIENCE

PSCI 210 - Introduction to American Government
This course is a survey of the structure of our government and the political process. This course includes a study of political institutions, organizations, and public policy. Attention is given to historical forces, including the Constitution, that have shaped our government and politics. This course attempts to monitor some of the more important changing events and ideas that are affecting democracy here and abroad.
3.000 Credit hours

PSYCHOLOGY

PSYX 100 - Intro to Psychology
This course is an introduction to the methods of study in psychology, cognitive science, and neuroscience, including an overview of physiological aspects of behavior, sensation, perception, research methodology, statistics, learning principles, motivation, intelligence, cognition, abnormal behavior, personality, therapy, and social psychology.
3.000 Credit hours

PSYX 182 - Stress Management
This workshop-format class takes a holistic approach to wellness rather than a remedial approach to stress. Problem solving, decision making, assertiveness, and other life skills are taught with an emphasis on balance and the roles of perception and individual differences. Brief exposure to several relaxation techniques will be included.
1.000 Credit hours

PSYX 212 - Improving Self Esteem
This is a discussion/participation oriented course that offers instruments and opportunities for students to assess, increase, and maintain their self-esteem. Focus is on the areas of self-awareness, self-acceptance, and self-responsibility.
1.000 Credit hours

PSYX 226 - Psychology of Sports
This course is an introduction to mental training techniques used by world-class athletes. Topics covered include setting goals and translating them into images to achieve athletic ambitions, learning new approaches to relaxation, and maintaining peak performance once it is achieved.
2.000 Credit hours

PSYX 230 - Developmental Psychology
This course is an introduction to the theories of human development across the lifespan, with an emphasis on developmental research methodology. Prerequisite: PSYX 100 Intro to Psychology.
3.000 Credit hours

PSYX 240 - Fund of Abnormal Psychology
This course explores the causes, treatments and classification of psychological disorders. The areas covered include psychotic disorders, mood disorders, anxiety disorders, somatoform disorders, sexual disorders, dissociative disorders, and personality disorders. Prerequisite: PSYX 100 Intro to Psychology.
3.000 Credit hours

PSYX 260 - Fund of Social Psychology
This course explores the causes, treatments and classification of psychological disorders. The areas covered include psychotic disorders, mood disorders, anxiety disorders, somatoform disorders, sexual disorders, dissociative disorders, and personality disorders. Prerequisite: PSYX 100 Intro to Psychology.
3.000 Credit hours

PSYX 272 - Educational Psychology
This course focuses on human learning by examining learning theories, testing and measurement issues, and different learning styles. Prerequisite/Corequisite: PSYX 100.
3.000 Credit hours

READING

ED 015 - Developmental Reading
This course provides individualized instruction in basic vocabulary and reading at the pre-college level. This course is designed for students who need improved skills in reading before enrolling in 100-level academic courses.
3.000 Credit hours

ED 105 - Reading and Study Skills
This course is for entering college students who need to improve their reading and study skills and for the students who are returning to school after a period of several years' absence from the formal classroom. The course emphasizes improving reading comprehension and speed, vocabulary, and critical thinking and questioning skills while reading. Students will also learn to set goals, manage time efficiently, recognize learning styles, and improve their note-taking, text-marking, and test-taking skills. The pre-requisite reading requirement for college level coursework is satisfied through this course for students in the 69 to 81 range on the COMPASS reading placement test.
3.000 Credit hours

ED 299A - First Year Pioneer
The First Year Pioneer program is designed to help incoming students maximize the first year by getting comfortable on campus, connecting with the college, and start to think of Miles Community College as home. It is a collaboration of services, programs, and peopled dedicated to assisting new students at MCC become successful and well-oriented members of our campus community. Co-requisite ED 299B First Year Pioneer Breakout.
0.500 Credit hours

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0.500 Credit hours

RELIGIOUS STUDIES

See also Liberal Studies and Humanities, Philosophy

RLST 100 - Introduction to the Study of Religion
This course is an introduction to the theories, origin, nature, and function of religion throughout the world. Traditional religious expressions such as ritual, myth, sacred writings, and ethics are covered. Emphasis will be placed on multiculturalism through a comparative analysis of major world religions including Christianity, Islam, Judaism, Hinduism, Taoism, Confucianism, African religion, and ancient religions of the world.
3.000 Credit hours

SCIENCE

See also Animal Science, Biology, Chemistry, Geography, Human Biology, Microbiology, Physics

SC 110 - Hazardous Materials
This course will cover corrosives, acids, alkalis, explosives, and other dangerous materials likely to be encountered by fire fighters or workers in automotive and industrial environments. Basic chemistry necessary to understand course content is covered. This class is designed for Automotive and Building Technology students.
2.000 Credit hours

SIGN LANGUAGE

SIGN 101 - Intro to American Sign Language
At the completion of this course, students will have a sign vocabulary of 500+ words and be fluent enough to converse with children and adults in a variety of situations. Educational options for the hearing impaired, the philosophy of signing, and ways to effectively communicate with signing and non-signing hearing-impaired persons are covered.
2.000 Credit hours

SIGN 201 - Intermediate American Sign Language
This course is intended to offer students with beginning skills more advanced communication and conceptual awareness. Students will also have an opportunity to converse with individuals who use sign language as a native or second language. Vocational skills and interpreting as a vocation will be addressed. Prerequisite: SIGN 101 Intro. to Amercian Sign Language or permission of instructor.
2.000 Credit hours

SOCIOLOGY

SOCI 101 - Introduction to Sociology
This course is a study of society and social interaction. Sociological methods, culture, socialization, social groups, social inequality, social institutions, collective behavior, and theories of social change are covered. Social theories are integrated with individual topics.
3.000 Credit hours

SOCI 206 - Deviant Behavior
This course examines the forms and theories of social deviance. Students will develop a basic understanding of the different theories underlying deviant behavior, specific forms of deviant behavior, and violent and nonviolent crime. This course is of value to students interested in criminal justice, social work, or other social science areas.
3.000 Credit hours

SOCI 208 - Introduction to Sociology of Globalization
This course focuses on several international problems that are rapidly becoming a main concern in the academic community and among the informed public. Linkage between the following is the theme of the course: industrialization and development, destruction of the environment, overpopulation and poverty, international disputes and political conflict, and personal choices confronting individuals. This course includes a survey of organizations and resources related to global-environmental issues.
3.000 Credit hours

SPANISH

SPNS 100 - Conversational Spanish
SPNS 100 Conversational Spanish is a slow-paced, introductory course designed for students with no previous training in Spanish. Primary emphasis is placed on listening, comprehension, and speaking.
2.000 Credit hours

SPNS 101 - Elementary Spanish I
This course is designed for students with no previous training in Spanish with emphases on listening comprehension, speaking, grammar, and vocabulary. Study of various Spanish-speaking cultures is an integral part of the course. (Sequence begins each fall.)
5.000 Credit hours

SPNS 102 - Elementary Spanish II
This course is a continuation of SPNS 101 Elementary Spanish I and is designed for students with no previous training in Spanish with emphases on listening comprehension, speaking, grammar, and vocabulary. Study of various Spanish-speaking cultures is an integral part of the course.
5.000 Credit hours

SPNS 201 - Intermediate Spanish I
This course provides a thorough review of, and expands on, areas covered in SPNS 101 Elementary Spanish I and SPNS 102 Elementary Spanish II. This course is available only through independent study. Prerequisites: SPNS 102 Elementary Spanish II, or permission of instructor. (Consideration will be given only to those who earned an "A" or "B" in SPNS 102.)
4.000 Credit hours

SPNS 202 - Intermediate Spanish II
This course is a continuation of SPNS 201 Intermediate Spanish I and provides a thorough review of, and expands

on, areas covered in SPNS 101 Elementary Spanish I and SPNS 102 Elementary Spanish II. This course is available only through independent study. Prerequisites: SPNS 201 Intermediate Spanish I, or permission of instructor. (Consideration will be given only to those who earned an "A" or "B" in SPNS 102.)
4.000 Credit hours

STATISTICS

See also Mathematics

STAT 216 - Introduction to Statistics
This course is an introduction to descriptive and inferential statistics. Topics covered include descriptive statistics; probability; various distributions, including normal and binomial; estimation; sample sizes; hypothesis testing; correlation; regression; one-way analysis of variance; multinomial experimentation; contingency tables; and nonparametric testing. Students will collect and analyze their own data as well as use the computer and calculator for statistical analysis. Prerequisites: M 095 Intermediate Algebra or appropriate placement on ACT/SAT, COMPASS test and basic computer skills.
4.000 Credit hours

SUSTAINABLE ENERGY

NRGY 100 - Introduction to Biofuels
This course is an overview of the biofuels industry. It covers an introduction to both biodiesel and ethanol specifically in comparison to the traditional transportation fuels. This course also includes discussion on careers in the biofuels industry and the training or degree programs required for employment. Some application to small scale private production is included.
1.000 Credit hours

NRGY 101 - Introduction to Sustainable Energy
The course is designed to identify and outline the main fields of renewable energy application. The major technologies for energy production from fossil fuels are discussed as a basis for comparison. An overview of solar, wind, hydroelectric, geothermal and hydrogen energies will be presented.
3.000 Credit hours

NRGY 200 - Energy Mechanics
This course covers a basic understanding and identification of AC/DC electrical systems, Hydraulics and pneumatics, as well as pumps, valves, motors, electrical motor control, and mechanical drive systems. Co-requisite: NRGY 201 Energy Mechanics Lab.
2.000 Credit hours

NRGY 201 - Energy Mechanics Lab
This lab provides hands on training on proper procedures for energy related mechanical systems. Startup, shutdown and operation will be addressed. Troubleshooting of common problems will be addressed in the lab as well as functions and characteristics of the different systems. Co-requisite: NRGY 200 Energy Mechanics.
1.000 Credit hours

NRGY 202 - Biofuels Production
This course provides detailed information regarding the overall fundamental processes of biodiesel and ethanol production. It addresses feedstock selection and preparation, a study of the chemical processes and properties of these fuels as well as general plant operation, co-products and fuel quality. This class will also address the environmental and economic impacts of biofuels. Pre-requisites: NRGY 100 Introduction to Biofuels; CHMY 121 and 122 Intro to General Chemistry and Lab. Co-requisite: NRGY 203 Biofuels Production Lab.
2.000 Credit hours

NRGY 203 - Biofuel Production Lab
This course provides application of the fundamental processes of biodiesel and ethanol production. Students will select and prepare feedstock, as well as study the chemical processes and properties of these fuels, co-products and fuel quality. Co-requisite: NRGY 202 Biofuels Production.
1.000 Credit hours

NRGY 298 - Energy Internship
Energy Internships provide highly valuable work experience to students who desire careers in energy related industries. The internships are collaborations between the College and business partners, to develop the future workforce. Students will work a minimum of 135 hours during the unpaid or paid internship. Internships are designed to help provide “real world” experience in the energy industry.
3.000 Credit hours

NRGY 299 - From Field to Fuel Biofuels
This class will provide an overview of biofuels production from the feedstock selection and production process to the analysis of the properties of the fuel. Students in this class will learn to integrate biofuel education into several curriculums including: agriculture, science, math, social studies, English, and business.
1.000 Credit hours

TECHNICAL ADMINISTRATIVE SKILLS

TASK 145 - Records Management
Basic records management concepts are covered. All aspects of the records cycle are included in this course. Students learn to file correspondence by using the ARMA alphabetic filing rules. Numeric, terminal digit, geographic, and subject filing methods are also covered in this course. In addition, students receive hands-on training through the completion of filing simulations.
3.000 Credit hours

TASK 210 - Office Success Strategies
This course is an introduction to the many aspects of a business environment. Topics covered include teamwork and office relationships, telephone and postal procedures, scheduling and prioritizing, meetings and travel arrangements, ergonomics and safety, and office ethics and etiquette. Pre-requisites: CAPP 120 Introduction to Computers and CAPP 120A Introduction to Computer Applications.
3.000 Credit hours

TASK 298 - Office Technology Internship
This course is a supervised work-learning experience within an organization. The student will gain hands-on training in the fields of business and technology.
3.000 Credit hours

THEATRE

THTR 105 - Theatre Workshop I
This course will give students hands-on theatre experience. Students will learn about the history of the theatre and the various individuals who make productions possible: actors, directors, producers, playwrights, and technical crews. Students will have the opportunity to act, build sets, and participate in other aspects of the production for presentation to the community.
3.000 Credit hours

THTR 120 - Introduction to Acting I
This course is an intensive development of basic acting skills through psycho-physical techniques: dramatic action, image making and improvisation. Pre-requisite THTR 205 Theatre Workshop II.
3.000 Credit hours

THTR 205 - Theatre Workshop II
Second year students in THTR 205 Theatre Workshop II will assume a leadership capacity in the community theatre production. They will serve as mentors to other actors, directors, producers and technical crews as they act, build sets and participate in all aspects of the production for the community. Pre-requisite THTR 105 Theatre Workshop I.
3.000 Credit hours

VISUAL AND STUDIO ARTS

See also Photography

ARTZ 105 - Visual Language - Drawing
This course will introduce students to basic ideas, issues, and skills in the areas of drawing, two-dimensional design, composition, and value through a series of problem-solving activities. Students will also heighten their awareness of the visual world.
3.000 Credit hours

ARTZ 106 - Visual Language - 2-D Foundations
This course is an introduction to the design elements of line, shape, form, value, color, texture, and space; and design principles of balance, movement, rhythm, contrast, emphasis, pattern, and unity. These basic elements and principles of design form the structures that underlie most visual arts, whether commercial arts or fine arts.
3.000 Credit hours

ARTZ 130 - Introduction to Ceramics
1.000 Credit hours

ARTZ 19101 - Special Topics: Charcoals
This course is an introduction to the artistic use of charcoals. Still life, value techniques, and beginning drawing techniques will be applied.
1.000 Credit hours

ARTZ 19102 - Special Topics: Oil Painting
This course will introduce students to basic ideas, issues, and skills in the areas of painting, two-dimensional design, composition, and color. Color theory, linear perspective, pictorial composition, figure/ground relationships, visual perception, spatial concepts, and critical thinking skills will all be emphasized. Students will also heighten their awareness of the visual world.
1.000 Credit hours

ARTZ 19103 - Ceramics Special Topics: Wheel Throwing
This class is open to both beginning and advanced students. Students will experiment with the Shino family of glazes. They range in color from milky white to a light orange, and usually have charcoal grey spotting, known as "carbon trap" which is the trapping of carbon in the glaze during the firing process. The pottery will be fired to a con-10 high-fire. Participants will learn to throw cup and saucer sets, small-lidded jars and pitchers.
1.000 Credit hours

ARTZ 19104 - Ceramics Special Topics: Handbuilding
This is an advanced class; participants will need to have previous clay experience. Ovenware will be thrown on the wheel and hand built. Students will be use an ovenware clay body and will experiment with high and low temperature firings. Pre-requisite: ARTZ 19103 Ceramics Special Topics: Wheel Throwing.
1.000 Credit hours

ARTZ 19105 - Ceramics Special Topics: Tilemaking
Open to advanced and beginning students, this class will experiment with a wide range of tile construction. Students will learn how to make plaster molds, pore slip, carve into leather hard clay and work with modeling clay. At the end of the class students will have a wide array of handmade tiles.-
1.000 Credit hours

ARTZ 19106 - Special Topics: Pastels
This course will give students the opportunity to discover the beauty of pastels. Various techniques of oil and soft pastels will be included. Still life and beginning drawing techniques will be applied to help students begin.
1.000 Credit hours

ARTZ 19107 - Special Topics: Ink
This course will give students the opportunity to create with ink. Various techniques, such as calligraphy, painting with values of ink, glue and watercolor design, and abstract designs will be covered. Beginning drawing and calligraphy techniques will be applied.
1.000 Credit hours

ARTZ 242 - Intro to Stained Glass
In this course students will learn how to follow patterns and cut and assemble their own stained glass projects.
1.000 Credit hours

ARTZ 244 - Intro to Glass Mosaics
This is an introductory course for those interested in applying glass mosaic techniques to two- and three-dimensional projects. The mosaic projects will include a demonstration of cutting and using various tools.
1.000 Credit hours

ARTZ 251 - Sculpture I
This course will introduce students to the fundamentals of clay sculpture, three-dimensional design, composition, and heighten students' anatomical knowledge of sculpture.
3.000 Credit hours

WELDING

WLDG 235 - Oxy-Acetylene Welding
This course presents basic oxyacetylene welding principles, techniques, theories, and practical applications.

The care and use of welding equipment, generators, regulators, torches, tanks, and manifolds will be covered. The oxyacetylene welding of sheet metal and mild steel, cutting, brazing, and soldering are also covered. (Lab fee required.)
2.000 Credit hours

WLDG 240 - Electric Arc Welding
This course presents the fundamentals of arc welding in flat and horizontal positions. Areas covered include basic welding techniques, joints, fundamental welds, electrode classification, metal identification, welding symbols, and control of expansion and contraction. Students will have the opportunity to use AC-DC, MIG, and TIG welders. (Lab fee required.)
2.000 Credit hours

WRITTEN COMMUNICATION

See also Communication, Creative Writing

WRIT 015 - Developmental English
This course provides individualized instruction in basic English at the pre-college level. This course is designed for students who need improved skills in English before enrolling in 100-level academic courses.
3.000 Credit hours

WRIT 095 - Developmental Writing
This class is a review course in basic grammar, sentence structure, mechanics of grammar, paragraph structure, and short essay writing as a preparation for WRIT 101 College Writing I. Pre-requisite WRIT 015 Developmental English or appropriate placement on Compass exam.
3.000 Credit hours

WRIT 101 - College Writing I
This is an introductory writing course with emphasis on writing to a targeted audience. College Writing I prepares students for success in a wide variety of academic and vocational writing concerns. The writing process, formal voice, audience concerns, close reading strategies, effective styles and techniques, and the use of the computer as a writing tool are covered. Asserting and supporting a central claim and using MLA documentation and format are addressed. Pre-requisite: WRIT 095 Developmental Writing or appropriate placement on Compass, ACT or SAT examination scores.
3.000 Credit hours

WRIT 108 - Elementary Technical Writing
Technical Writing for the Trades is designed to prepare the student for job-related writing. The student will learn to communicate information that is new to someone who needs to know the information in order to do a job or make a decision. Topics include adapting messages to audiences, organizing paragraphs, revising for style, summarizing information, weighing ethical issues, creating appropriate page layout for everyday communications situations, and explaining a process. Specific applications are individualized according to students' career plans and are chosen from several categories including effective memo/letter writing, short report writing, and proposal writing. This course does not fulfill General Education requirements for transfer. Pre-requisite: Compass test score of 47 or higher on the English (Writing) component.
2.000 Credit hours

WRIT 121 - Intro to Technical Writing
Introduction to Technical Writing is designed to prepare students for job-related writing. Students learn to communicate information in order to do a job or make a decision. Topics covered include adapting messages to audiences, organizing paragraphs, revising for style, summarizing information, using definitions in reports, outlining, explaining a process, and researching. Specific applications are individualized according to students' career plans and are chosen from several categories, including effective letter writing, short report writing, proposal writing, research writing, and formal report writing from analyzed data. Pre-requisite: WRIT 095 Developmental Writing or appropriate placement on Compass, ACT or SAT examination scores.
3.000 Credit hours

WRIT 122 - Intro to Business Writing
This course is designed to teach students how to write better routine business correspondence. The basic concepts of letter, memo, and report writing are taught. Emphasis is on composing at the keyboard, given different office situations and following oral and written instruction. While grounded in solid business communication fundamentals, this course takes a strong workplace activity orientation, which helps students connect what they learn to what they do or will do on the job. Grammar and punctuation will be reviewed and emphasis on business usage. Pre-requisite: WRIT 095 Developmental Writing or a score of 70 or higher on the Compass Placement test.
3.000 Credit hours

WRIT 201 - College Writing II
This course provides experience in writing essays based on close readings of more demanding texts. Students will come to understand more fully the intellectual demands of an academic discourse community by preparing essays designed to meet more rigorous expectations. WRIT 201 is designed to prepare transfer students to succeed in their junior- and senior-level courses by exposing them to Modern Language Association (MLA) and American Psychological Association (APA) documentation, critical thinking strategies, and logical construction of arguments. Students will complete developed essays that emphasize writing as a process of drafting and revising. Prerequisite: WRIT 101.
3.000 Credit hours

MILES
COMMUNITY COLLEGE

Directory and Index

Start Here... Go Anywhere.

Directory and Index

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Theodore Hanley, Ph.D., Vice President, Academic Affairs

Jessie Dufner, MBA, Vice President, Student Success and Institutional Research

Board of Trustees

Miles Community College's Board of Trustees performs duties prescribed for it in the statutes of Montana to operate and maintain a community college adequate to meet the needs of the people of the district and area it serves. The functions of the Board of Trustees are that of legislation and appraisal.

2013-2014 Members

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The Miles Community College Endowment is an independent, nonprofit corporation that is dedicated to establishing and maintaining a permanent endowment fund through the solicitation, investment, and management of donations for the purpose of providing scholarships and assisting in capital improvements and special needs of the College for the betterment of the students, faculty, staff, and community.

Established in 1964, the Endowment is governed by a local board and works closely with Miles Community College in carrying out the mission of the College. The Endowment accepts and solicits both cash and noncash gifts throughout the year, investing and administering those funds to provide a growing source of additional support for the College, now and into the future.

Contributions or questions regarding the Endowment can be directed to the Endowment Office at 406-874.6288. Further information concerning the Endowment is available by writing to the Miles Community College Endowment, 2715 Dickinson, Miles City, MT 59301.

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James Lucas	Terri Stevenson
Shirley Gierke	Julie Nowicki
Stan Markuson	Susan Stanton

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Program Advisory Committees

Miles Community College utilizes advisory committees to help improve and enhance the quality of the College's programs and services for students and the employers of Southeastern Montana.

Advisory committees function to advise and assist in assessing occupational manpower needs; understanding trends that could influence program development; reviewing curricula to ensure their relevancy; and placing interns, cooperative education students, and graduates.

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Kyann Norcutt
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Sharon Stein
Sileen Swinney
Terrel Turnquist
Jennifer Winkley

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