



# **ACADEMIC CATALOG & STUDENT HANDBOOK**

## **2020-2021**

**2715 DICKINSON ST  
MILES CITY, MT 59301  
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**[WWW.MILESCC.EDU](http://WWW.MILESCC.EDU)**

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## Catalog Policy

This catalog contains official announcements of Miles Community College (hereinafter MCC or College) policies, programs of study, and courses offered for the period of 2020-2021. 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 [milescc.edu/Academics/Academics](http://milescc.edu/Academics/Academics).

When catalog addenda occur, 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.

## College Website

The College maintains a website with current and updated information about catalog and program updates, class schedules, events, admissions, news, and general information at [milescc.edu](http://milescc.edu).

# ACADEMIC CALENDAR

## 2020-2021

### Summer 2020

June 1.....	Classes Begin
June 4.....	Last Day to Add Classes/Late Registration
June 5.....	Book Vouchers End
June 8.....	Fee Payment
June 11.....	50% Refund for Withdrawals Only
June 12.....	Financial Aid Refunds
July 3.....	Independence Day Holiday/School Closed
July 10.....	Last Day to Withdraw/Drop without Academic Penalty
July 20.....	Last Day to Drop/Withdraw
July 20-24.....	Book Buy Back
July 24.....	Last Day of Classes
July 28.....	Final grades due for Summer 2020

### Fall 2020

August 31.....	Faculty Day
August 31.....	Orientation
September 1-4.....	Faculty Day
September 7.....	Labor Day Holiday/School Closed
September 8.....	Faculty Day
September 9.....	Classes Begin (Full session & 1st Mini-Session)
September 14.....	Last Day to Add Classes/Late Registration for 1st Mini-Session
September 16.....	Last Day to Add Classes/Late Registration for Full Session
September 18.....	Fee Payment
September 24.....	50% Refund for Withdrawals Only
September 25.....	Financial Aid Refunds
October 26-30.....	Mid-terms/Intent to Graduate Due
October 28.....	Classes Begin (2nd Mini-Session)
November 2.....	Last Day to Add Classes/Late Registration for 2nd Mini-Session
November 9.....	Fee Payment (2nd Mini-Session)
November 11.....	Veteran's Day Holiday/School Closed
November 16.....	Last Day to Withdraw/Drop without Academic Penalty
November 18.....	Advising Day
November 26 & 27.....	Thanksgiving Holiday/School Closed
December 10.....	Last Day to Drop/Withdraw
December 14.....	Last Day of Classes
December 14-18.....	Book Buy Back
December 15-18.....	Final Exams
December 22.....	Final grades due for Fall 2020
December 23-25.....	Christmas Holiday/School Closed

## Spring 2021

Dec. 31-Jan. 1 .....	New Year's Day Holiday/School Closed
January 12-15 .....	Faculty Day
January 18 .....	Martin Luther King Holiday/School Closed
January 19 .....	Orientation
January 19 .....	Faculty Day
January 20 .....	Classes Begin (Full session & 1st Mini-Session)
January 25 .....	Last Day to Add Classes/Late Registration for 1st Mini-Session
January 27 .....	Intent to Graduate Forms Due
January 27 .....	Last Day to Add Classes/Late Registration for Full Session
January 29 .....	Fee Payment
February 4 .....	50% Refund for Withdrawals Only
February 5 .....	Financial Aid Refunds
February 15 .....	President's Day Holiday/School Closed
March 1-5 .....	Mid-terms
March 8-12 .....	Spring Break
March 12 .....	School Closed
March 15 .....	Classes Begin (2nd Mini-Session)
March 18 .....	Last Day to Add Classes/Late Registration for 2nd Mini-Session
March 22 .....	Fee Payment (2nd Mini-Session)
March 24 .....	Advising Day
April 2 .....	Spring Day/School Closed
April 6 .....	Last Day to Withdraw/Drop without Academic Penalty
April 28 .....	Last Day to Drop/Withdraw
May 3 .....	Last Day of Classes
May 4 – 7 .....	Final Exams
May 4 – 7 .....	Book Buy Back
May 7 .....	Nurses Pinning
May 8 .....	Commencement
May 10-11 .....	Faculty Days
May 12 .....	Final grades due for Spring 2021
May 14 .....	Western Heritage Day/School Closed
May 28 & 31 .....	Memorial Day Holiday/School Closed

## MESSAGE FROM THE PRESIDENT

Greetings from Beautiful Miles Community College – the home of the Mighty Pioneers!!

Our Mission Statement guides our work when it states,

***“Miles Community College prepares students for success and provides opportunities for lifelong learning through quality programs, community outreach, and partnerships.”***

Student success is one of our core themes. We genuinely care about each of our students and work diligently to set them on a path for success throughout their career and life.

We also care deeply about our community. After all, Community is our middle name and we intend to honor that. Miles City, Custer County, and Southeastern Montana is our home and we are proud to be Your Community College! We offer robust academic programs that continuously demonstrate academic excellence. Our Nursing Program is celebrating its 50th Year. Our Ag Programs help to provide the workforce of tomorrow for our local economy. Last year our athletic teams posted the 4th Highest GPA in the entire NJCAA which consists of over 1,000 institutions. All while winning conference championships and qualifying for postseason tournaments. This year alone our students are on pace to provide over 2,000 hours of volunteer service to our community. We are the largest provider of concurrent enrollment to high school students in all of Eastern Montana! These are just a few of the reasons why I am confident that you will find our tag line true .....

### ***Start Here – Go Anywhere!***

On behalf of our Tremendous Board of Trustees, our Outstanding Faculty and Staff, our Amazing Students, I encourage you to join us and experience the Miles Community College Difference!

Go Pioneers!!!

Ron Slinger  
President  
[President@milescc.edu](mailto:President@milescc.edu)



# THE COLLEGE

## Mission & Core Themes

### Mission

Miles Community College prepares students for success and provides opportunities for lifelong learning through quality programs, community outreach, and partnerships.

### Core Themes

1. Student Success
2. Academic Achievement
3. Workforce Training and Partnerships
4. Community Outreach and Lifelong Learning

## Accreditation & Approval

Miles Community College (MCC) is accredited by the Northwest Commission on Colleges and Universities (NWCCU). Accreditation of an institution of higher education by NWCCU 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 NWCCU 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 MCC's accredited status by the Northwest Commission on Colleges and Universities should be directed to MCC's Accreditation Liaison Officer at 1-406-874-6212. Individuals may also contact NWCCU at 8060 165th Avenue NE Redmond, WA 98052 1-425-558-4224 [www.nwccu.org](http://www.nwccu.org).

The Nursing Program at Miles Community College is a Candidate for accreditation by the Accreditation Commission for Education in Nursing (ACEN) [www.acenursing.us/candidates/candidacy.asp](http://www.acenursing.us/candidates/candidacy.asp), and is approved by the Montana Board of Nursing [boards.bsd.dli.mt.gov/](http://boards.bsd.dli.mt.gov/).

All educational programs offered at Miles Community College are approved by the Montana Board of Regents, United States Department of Education, United States Bureau of Indian Affairs, The United States Department of Veterans Affairs, and the Montana Department of Vocational Rehabilitation Services.

## About Miles Community College

### History

Miles Community College (MCC) 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.

In 2016, Miles Community College received \$1.17 million in grants to purchase and renovate the old National Guard Readiness Center (Armory) to provide space for Heavy Equipment Operations and Commercial Driver's License programs. The building, now named the Workforce Readiness Center, opened in August 2017. During the 2016-2017 academic year, construction began on the MCC Agriculture Advancement Center, the culmination of a multi-year fundraising campaign. The state-of-the-art learning facility opened its doors in April 2017, and provides a home to MCC's Agriculture and Equine Studies programs, as well as an indoor arena that is used by the MCC rodeo teams and the community.

MCC offers Associate of Arts, Associate of Science, Associate of Science in Nursing, and Associate of Applied Science degrees and one-year Certificate and Certificate of Applied Science programs.

Miles Community College enrolls approximately 500 credit students each semester. Additional students are enrolled in Continuing Education/Workforce Training programs. The average student to faculty ratio is 11 to 1, and class sizes typically range from 8 to 40 students.

Miles Community College is a member of the National Junior College Athletic Association, Region 13, and a member of the MonDak Conference, consisting of community colleges from North Dakota and Montana. 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; volleyball for women, and basketball, rodeo for men and women. Scholarships are available for these activities.

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.

## 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 MCC.

Direct inquiries or complaints to:

- MCC Dean of Administrative Services and HR, Phone (406)874-6292, Email [HumanResources@milesc.edu](mailto:HumanResources@milesc.edu)
- Office for Civil Rights, U.S. Department of Education, 915 Second Avenue, Room 3310, Seattle, WA 98174-1099, Telephone: (206) 607-1600, Email [OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov)

## Anti-Discrimination

Miles Community College is committed to providing an environment that emphasizes the dignity and worth of every member of its community and that is free from harassment and discrimination based upon race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation. Such an environment is necessary to a healthy learning, working, and living atmosphere because discrimination and harassment undermine human dignity and the positive connection among all people at the college.



Guidance concerning means and methods of reporting, criminal reporting, confidentiality and anonymous reporting are found in the Discrimination Grievance Procedure. *MCC Policy 600.13.1 Discrimination, Harassment, Sexual Misconduct, Dating Violence, Domestic Violence, Stalking, and Retaliation.*

Direct inquiries or complaints to:

- MCC Title IX Coordinator, Phone (406)874-6292, Email [TitleIX@milescc.edu](mailto:TitleIX@milescc.edu)
- MCC Deputy Title IX Coordinators, Phone (406)874-6226, (406)874-6211, or (406)874-6480, Email [TitleIX@milescc.edu](mailto:TitleIX@milescc.edu)

The College is committed to eliminating disability-based discrimination against persons with disabilities and making reasonable accommodation for any known disability that interferes with an applicant's ability to compete in a selection process, an employee's ability to perform the essential functions of a job, a student's ability to meet the essential requirements of an academic program, or a person's ability to benefit from a college service or participate in a college sponsored or hosted event. *MCC Policy 600.13.3 Disability Discrimination.*

Direct inquiries or complaints to:

*Students or student applicants*

- MCC Director of Student Success & Retention and Coordinator of Disabilities Support Services, Learning Center, Room 208, Phone (406)874-6151, [DSS@milescc.edu](mailto:DSS@milescc.edu), [milescc.edu/DisabilityServices/Disability\\_Services](http://milescc.edu/DisabilityServices/Disability_Services).

*Employees, employment applicants or participants*

- Dean of Administrative Services and HR, Office 218, Phone (406)874-6292, [HumanResources@milescc.edu](mailto:HumanResources@milescc.edu)

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.

## Safety Information

Miles Community College strives to provide a safe and positive campus climate for people to work and study. The College provides information on the incidence of crime on the College's campus; statistics, reporting tools, and additional resources are available online at [milescc.edu/AboutUs/CampusSafety](http://milescc.edu/AboutUs/CampusSafety).

## Programs & Services

### Degrees & Certificates

- Associate of Arts (A.A.)
- Associate of Science (A.S.)
- Associate of Science in Nursing (A.S.N.)
- Certificate of Applied Science (C.A.S.)
- Associate of Applied Science (A.A.S.)
- Certificate (C.)

See [Degrees & Certificates](#).

### Developmental Education

The College provides academic support services such as adult basic education and high school equivalency test preparation to students who need additional preparation before embarking on college-level studies. Co-requisite support is provided for math and writing courses required by all degree programs. See [Placement](#) for additional information on how placement into co-requisite support is determined. Tutoring services are also available for students needing assistance in any college course.

## 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. Additional fees apply.

## Dual Enrollment

Miles Community College offers opportunities for students to earn college credits while still enrolled in high school. Through these "dual enrollment" courses, students earn college credit, and may even simultaneously earn high school credit. MCC offers two distinct kinds of dual enrollment classes, Pioneer Express and concurrent enrollment. See [milescc.edu/Academics/PioneerExpress](https://milescc.edu/Academics/PioneerExpress).

## Pioneer Express Program

High school students from Montana high schools may attend Miles Community College on a part-time basis while still in high school through the Pioneer Express Program. High school juniors, seniors, and graduating seniors who have not begun college are eligible to participate. Students enrolled in the Pioneer Express program will have tuition waived, and will only pay regular fees and course fees. Out-of-state students may enroll in Pioneer Express courses, but are not eligible for the Pioneer Express tuition waiver.

Students may choose from specific transferable or career and technical courses offered on-campus or online. Pioneer Express 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.

## Concurrent Enrollment

Concurrent enrollment courses are those courses, taught at partner high schools, for which students can simultaneously earn high school credit and college credit. MCC currently has concurrent enrollment agreements with the following high schools:

- Custer County District High School
- Baker High School
- Colstrip High School
- Fairview High School
- Forsyth High School
- Nashua High School
- Powder River Co. High School
- Sidney High School
- St. Labre High School

## Exam Preparation Programs

### Commercial Driver's License (CDL)

Commercial Transportation Basics course designed to provide students with the essential knowledge and practical skills necessary to take the Montana CDL Class A Knowledge Test and Road Test. This program is designed to meet educational requirements for a specific professional license or certification that is required for employment in an occupation. Miles Community College has not made a determination as to whether this program meets the education requirements for licensure in states other than Montana. See [milescc.edu/CommunityOutreach/CDL](https://milescc.edu/CommunityOutreach/CDL).

### Certified Nursing Assistant (CNA)

Preparation Course which prepares a student to take the Headmaster certification exam. The CNA course consists of 45 hours of online instruction dedicated to theory, plus 30 additional hours are dedicated to clinical instruction. This program is designed to meet educational requirements for a specific professional license or certification that is required for employment in an occupation. Miles Community College has not made a determination as to whether this program meets the education requirements for licensure in states other than Montana. See [milescc.edu/DegreesPrograms/Nursing/CNA](https://milescc.edu/DegreesPrograms/Nursing/CNA).

## **Community Outreach & Business Relations**

### **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 enhance 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.

### **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.

### **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. Contact Executive Assistant Candy Laney for more information, [LaneyC@milescc.edu](mailto:LaneyC@milescc.edu). See [milescc.edu/BusinessCommunity/BusinessCommunity](http://milescc.edu/BusinessCommunity/BusinessCommunity).

# ADMISSION & REGISTRATION

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, state-approved high school equivalency certificate or diploma (GED, HiSET, or TASC), or satisfactory ACCUPLACER scores. 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 high school equivalency certificate or diploma 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 pre-requisites (see [Course Descriptions](#)) or to enter a program that has a limited number of spaces and minimum entrance requirements.

## Admission Procedures

**Forms** [milescc.edu/Admissions/applynow](https://milescc.edu/Admissions/applynow)

**Submit admission materials** Secure document upload, [app.mt.gov/accessgov/milescc](https://app.mt.gov/accessgov/milescc); Mail, Attn: Admission Miles Community College 2715 Dickinson Miles City, MT 59301; or Fax, 1-406-874-6283.

**For more information** Call, 1-800-541-9281 ext. 6101 or 1-406-874-6010; Email, [admissions@milescc.edu](mailto:admissions@milescc.edu); or Visit, [milescc.edu/Admissions](https://milescc.edu/Admissions).

## Degree Seeking Students

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

- Completed Application form and \$30 nonrefundable application fee
- High school transcript or high school equivalency certificate
- College or university transcripts, if applicable
- Evidence of immunization records
- Current ACT or SAT scores, if applicable

There are additional requirements for students interested in pursuing degrees in [Nursing](#), [Equine Studies](#), and [Heavy Equipment Operations](#).

## International Students

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

- Proof of English language proficiency (not required for students from English-speaking countries) demonstrated by meeting one of the following:
  - TOEFL (Test of English as a Foreign Language) PBT (Paper-based test) score of 500 or iBT (internet-based test) score of 61
  - IELTS (International English Language Testing System) score of 5.5 MELAB (Michigan English Language Assessment Battery) score of 73
  - PTE-A (Pearson Test of English Academic) score of 50
- Completed International Student Financial Statement, showing evidence that \$16,000 (in equivalent US dollars) is available for each year in attendance at Miles Community College, exclusive of travel costs.
- Evidence of medical insurance coverage that is honored in the United States.
- Completed MCC I-20 Request Form.

All documents for general and international admission listed above must be completely translated into English before being submitted to Student Services.

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 \$350 [I-901 SEVIS Fee](#), upon receipt of the I-20 in order to be eligible for a visa.

International students must have all information completed by July 1 to enter fall semester, November 10 for spring semester, April 1 for summer semester. However, international applicants are encouraged to apply as early as possible to allow adequate time for mailing delays, obtaining a visa, and making travel arrangements. Exceptions to the above deadlines will be reviewed on a case-by-case basis. See [milescc.edu/Admissions/International](https://milescc.edu/Admissions/International).

## Transfer Students

MCC welcomes students who pass courses from regionally accredited higher education institutions with a “C-” grade or higher that are applicable to their program of study. These courses will be recorded on their Miles Community College transcript. Transfer grades will not be calculated in the Miles Community College grade-point average. Courses passed with a “D” grade will not be accepted. Courses numbered below 100 do not transfer. 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.

## 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 from MCC. These students need only to register at Student Services for the classes they plan to take. Enrollment in most courses will require high school transcripts, current ACT/SAT or ACCUPLACER scores for placement, or unofficial college or university transcripts. Non-degree seeking students are not eligible for financial aid.

## Dual Enrollment

### Pioneer Express Program

In order to qualify for admission, students must submit a completed Application & Registration for Pioneer Express Courses. Students under 18 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 Pioneer Express courses might require that a writing and or math placement be determined. Writing and math placement is determined through the use of multiple measures including high school GPA, previous college course work, ACCUPLACER scores, and/or ACT/SAT test 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 Pioneer Express courses.

### Concurrent Enrollment

Student enrollment requires permission of appropriate high school personnel, and is limited to high school juniors and seniors.

See [milescc.edu/Academics/PioneerExpress](https://milescc.edu/Academics/PioneerExpress).

## Students Returning After an Absence

Miles Community College holds student application files for five years from the term of application. Students returning after an absence of less than five years must submit an application for reentry, application fee (if more than one year from date of last application or if the student applied and never enrolled), 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.

### 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.

## Residency Classification

### In-State Residency

#### *MT Board of Regents State Residency Policy 940.1*

B. 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.

C. 1. 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,
- a Montana voter registration is acquired,
- a principal residence is purchased, and/or
- a resident Montana individual income tax return is filed.

3. 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.

See [MT Residency Requirements](#).

#### *Grow Eastern Montana (GEM)*

Students from North Dakota, South Dakota, Wyoming, and Saskatchewan, CA will be classified as in-state out-of-district students.

### In-District (Custer County) 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-District Residency

Students establishing residency in Montana but outside of Custer County will be classified as out-of-district students.

### 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.

## Registration & Enrollment

### New Student Checklist

- ✓ Submit to Admissions:
  - Complete [application for admission](#) and application fee as early as possible prior to the term of attendance.
  - Final high school transcript or high school equivalency certificate or diploma.
  - Official transcripts from any college or university attended, if applicable.
  - Proof of immunization.
- ✓ Complete [housing request form](#), if applicable.
- ✓ Apply for financial aid, if applicable. Apply early as possible at [studentaid.gov](#). Preview questions using the [FAFSA on the Web Worksheet](#) available from the College's Financial Aid Office or from a high school counselor.
- ✓ Submit to Financial Aid a [Scholarship Application Form](#) by the due date on form, if applicable.

- ✓ Attend an orientation session.
- ✓ Register for classes during or upon completion of orientation.
- ✓ Purchase textbooks and supplies ([store.milesc.edu](http://store.milesc.edu)).
- ✓ Begin classes.
- ✓ Review and accept tuition and fees at the Business Office.

## Orientation

An orientation session is held for new and transfer students before each semester, SOAR (Student Orientation, Advising, and Registration) provide students with general information concerning the College and an opportunity for students to familiarize themselves with College facilities, services, and personnel. New students will be notified of times and dates of SOAR sessions. Online SOAR sessions are available for distance students. All degree seeking students are required to attend a SOAR session prior to their first semester. See [milesc.edu/Admissions/soar](http://milesc.edu/Admissions/soar).

## Placement

Miles Community College has a mandatory placement policy—students may only enroll into the courses that align with their placement. MCC uses multiple measures to determine the most appropriate placement for each student including high school GPA, previous college course work, ACCUPLACER scores, and/or ACT/SAT scores. Students must take a writing and a math course in their first year of enrollment (first term preferred).

- All students start in the writing course required for their degree but may be required to enroll in varying levels of co-requisite support based on their placement.
- All students on a math pathway that does not require algebra-based math will start in the math course required for their degree but may be required to enroll in co-requisite support based on their placement.
- All students on a math pathway that does require algebra-based math may be required to take a prerequisite math course before enrolling in the math course required by their degree.

### Student placement is determined in the following ways:

#### *High school transcript, if less than 10 years old*

Students can be placed into courses using their high school GPA and placement matrix, which can be found in the orientation materials and is available upon request from Student Services. The high school GPA must be at least 7 semesters (3.5 years) and less than 10 years old. See below for how to proceed without a qualifying GPA. Transcripts must be on file with Student Services prior to SOAR.

#### *ACT or SAT scores*

Students can be placed into their math and writing courses using their ACT or SAT scores if they have achieved the test scores listed below. ACT or SAT tests must be less than three years old. Students that do not meet these minimum scores can be placed using a high school GPA (see above) or may take the ACCUPLACER.

ACT	SAT (after March 2016)	SAT (prior to March 2016)
Reading $\geq$ 19	Writing/Language $\geq$ 25	English $\geq$ 440
English $\geq$ 20	Reading $\geq$ 25	Reading $\geq$ 480
Math $\geq$ 22	Math $\geq$ 27.5	Math $\geq$ 520

The ACT Writing Test, ACT Writing Subscore, ACT English/Writing Section, or SAT Essay may also be used, provided certain minimum scores are met. If you did not list MCC's school code when you took the ACT or SAT (in which case your scores would automatically be sent to us) if you have them, please be sure that a copy of your scores is on file with Student Services prior to attending SOAR.

#### *Transfer Work*

Students who have successfully completed equivalent mathematics and writing courses at a regionally accredited college or university do not need to use other means of placement but must ensure that their official college transcript is on file in the admissions office prior to attending SOAR. Students who have already been awarded an associate's or bachelor's degree from a regionally accredited college or university are also exempt from placement testing. Students whose new degree requires more advanced coursework may be required to complete the placement test (example: a student's previous degree required



Business Math, but MCC degree requires College Algebra). Official transcripts must be on file with Student Services at least two weeks prior to attending SOAR.

### ***Students without a qualifying GPA, ACT or SAT scores, or transfer work***

Students may contact the Learning Center if they wish to challenge the following placements.

- Writing course required for degree + studio co-requisite support.
- **Math pathway that does not require algebra-based math:** Math course required for degree + co-requisite support.
- **Math pathway that does require algebra-based math:** M 095: Intermediate Algebra + co-requisite support.

Many college courses have pre-requisites and co-requisites of writing and math. For example, a student with a writing placement of WR 1 (WRIT 101S/121S/122S) may enroll concurrently in a writing course and PSXY 100 Intro to Psychology; however, that student may not take PSXY 100 without also concurrently or previously completing the writing course. Therefore, students who do not complete required developmental 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. See [Course Descriptions](#) for pre- and co-requisite information.

## **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. See [Advising](#).

## **Late Registration**

Students who are not registered by the first instructional day of the semester must meet with the Dean of Enrollment Management and Educational Support Services, who will determine if an exception can be made based on individual circumstances. A late fee of \$50 is assessed to all students whose tuition and fees are not paid in full or whose deferred payment contract has not been completed by the sixteenth day of classes.

## **Distance Education Enrollment Procedures**

When signing up for distance education courses in the College's student information system, Banner, 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.

Online course delivery happens via a Learning Management System (LMS), Canvas. Training for Canvas is provided during SOAR for degree seeking students and online for non-degree seeking students at <https://milescc.instructure.com/courses/3153>. All students (degree seeking and non-degree seeking) may contact the Associate Dean of Instruction and Distance Learning, 1-406-874-6228 [kloewers@milescc.edu](mailto:kloewers@milescc.edu), for additional one-on-one training.

Students who register for an ITV section will be sent course access instructions by the instructor of the course. The site options will vary by course and will be communicated to students by the course instructor.

## **Changes of Schedule**

Students may drop or add courses during specified times listed on the academic calendar. Drop forms 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, [milescc.edu/courseSchedule/](https://milescc.edu/courseSchedule/). 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 fewer 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 semester. 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.

## **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 visit with their advisor or class instructors.

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

## **Contact**

### ***Admissions***

Phone: 1-406-874-6101

Email: [Admissions@milescc.edu](mailto:Admissions@milescc.edu)

### ***Registrar***

Phone: 1-406-874-6214

# FINANCIAL INFORMATION

## Tuition & Fees

All tuition and fees are subject to revision. Current tuition and fee rates are posed on the MCC website at [milescc.edu/CampusServices/CollegeCosts](http://milescc.edu/CampusServices/CollegeCosts).

## Residency Requirements for Tuition

Tuition and fees are based on residency, which is determined by MT Board of Regents State Residency Policy: [Residency Classification](#).

### 2020-2021 Tuition and Fees

Credits	In-District	Out-of-District & GEM	Out-of-State	WUE	Fees
1	91.00	140.00	260.00	214.00	<b>57.00</b>
2	182.00	280.00	520.00	428.00	<b>114.00</b>
3	273.00	420.00	780.00	642.00	<b>171.00</b>
4	364.00	560.00	1,040.00	856.00	<b>228.00</b>
5	455.00	700.00	1,300.00	1,070.00	<b>285.00</b>
6	546.00	840.00	1,560.00	1,284.00	<b>342.00</b>
7	637.00	980.00	1,820.00	1,498.00	<b>399.00</b>
8	728.00	1,120.00	2,080.00	1,712.00	<b>456.00</b>
9	819.00	1,260.00	2,340.00	1,926.00	<b>513.00</b>
10	910.00	1,400.00	2,600.00	2,140.00	<b>570.00</b>
11	1,001.00	1,540.00	2,860.00	2,354.00	<b>627.00</b>
12	1,092.00	1,680.00	3,120.00	2,568.00	<b>684.00</b>
13	1,183.00	1,820.00	3,380.00	2,782.00	<b>741.00</b>
14	1,274.00	1,960.00	3,640.00	2,996.00	<b>798.00</b>
15-21	1,365.00	2,100.00	3,900.00	3,210.00	<b>855.00</b>
22-UP	=1,365.00+ 91.00/cr	=2,100.00+ 140.00 cr	=3,900.00+ 260.00 cr	=3,210.00+ 214.00 cr	<b>=855.00+ 57.00/cr</b>

All tuition, fees, and deposits must be paid at registration. Students with outstanding financial obligations to MCC will not receive official copies of transcripts, nor will they be allowed to participate in commencement activities. Financial obligations include educational costs such as, but not limited to, tuition, books, supplies, fees, and library charges.

## Other Fees

### Application, Orientation, and Placement Fees

Application Fee (non-refundable—paid prior to enrollment)	\$30.00
Placement Test Fee (non-refundable—paid prior to enrollment)	\$15.00
Orientation Fee	\$25.00

### Residence Hall Rates

Pioneer Hall Double Room	\$1,625 Per Semester	\$3,250 Per Year
Pioneer Hall Single Room	\$2,580 Per Semester	\$5,160 Per Year
Quads Double Room	\$2,145 Per Semester	\$4,290 Per Year
Quads Single Room	\$3,060 Per Semester	\$6,120 Per Year

### Meal Plan Rates

Meal Plan A	\$1,955 Per Semester	\$3,910 Per Year
Meal Plan B	\$1,735 Per Semester	\$3,470 Per Year
Meal Plan C	\$1,540 Per Semester	\$3,080 Per Year

### Distance Education Fees

ITV/Distance Course Fee	\$45.00 Per Credit
Online Course Fee	\$30.00 Per Credit

### Additional Course and Program Fees

Ag Classes Fee	\$15.00 Per Course
Arena Use Fee	\$100.00 Per Semester
Art Center Fee	\$30.00 Per Semester
Art Lab Fee	\$8.00 Per Credit
Auto Body Fee	\$75.00 Per Semester
CDL Program Fee	\$300.00 Per Semester
Equine Program Fee	\$625.00 Per Semester
Heavy Equipment Program Fee	\$300.00 Per Semester
MyMathLab Fee	\$70.00 Per Course
Nursing Insurance Fee	\$30.00 Per Semester
Nursing Program Fee	\$350.00 Per Semester
Nursing Test Fee	\$100.00 Per Semester
Phlebotomy Lab Fee	\$25.00 Per Credit
Science Lab Fee	\$25.00 Per Credit
Welding Course Fee	\$120.00 Per Semester

### Deferred Payment Plan Charges

Service Charge	\$25.00 Per Semester
Fee Payment Late Charge	\$50.00 Per Semester

### Auditing Fees

Full tuition and fees are typically required when auditing any class. See [Auditing Courses](#).

### 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.

### 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 eighth instructional day during Spring and Fall semesters, and the sixth instructional day during Summer semester.

### Replacement Student ID Card

A \$5 fee will be applied to students registered for fewer than six credits or for a replacement card. For students assigned residence hall access or other special security access, there may be up to a \$25 replacement fee for lost cards.

## Veterans Education Benefits

Miles Community College complies with Section 103 of the Veterans Benefits and Transition Act of 2018. MCC will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or require Chapter 31 or Chapter 33 recipients to borrow additional funds to meet their financial obligations to the institution due to the delayed disbursement of payment by the U.S. Department of Veteran Affairs. Miles Community College will not collect payment from a student for tuition and fees while awaiting payment from the Department of Veteran Affairs within a 90-day period.

Students are required to provide a Certificate of Eligibility to the Registrar's Office to ensure they are entitled to educational benefits through the Department of Veteran Affairs. Any student who qualifies for less than 100% entitlement level will be required to pay for any expenses not covered by their educational benefits.

## 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:

- An administrative charge of \$25 per semester will be levied.
- A minimum of 1/4 of the balance owed must be paid at the time the contract is signed during spring and fall semesters and 1/3 during summer semester. All payments and/or arrangements are due by Fee Payment Day (eighth instructional day for spring and fall semesters, and the sixth instructional day during summer semester).
- A \$50 late fee will be assessed if a student neglects to set up a deferred payment plan by Fee Payment Day.
- A \$15 late fee is assessed on deferred payment plan monthly payments that are late.
- Any unpaid balance of the deferred obligation must be paid before the student may re-enroll, graduate, or receive transcripts.
- A binding contractual agreement must be completed for any payment arrangements where tuition and fees are not paid in full by Fee Payment Day. Contracts can be completed by accessing the link in Banner Self-Serve in Student account detail by term.
- This deferred payment plan does not pertain to books or supplies and is subject to change.

## 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. The following refund policy applies to all dropped courses or complete withdrawals. If a student withdraws from all classes, the official withdrawal process must be complete before a refund will be processed.

Students will receive a full refund up to the sixth instructional day Spring and Fall semesters and the fourth instructional day Summer semester. A 50% refund up to the twelfth day of Spring and Fall semesters and the ninth day of Summer semester. There are no refunds after that.

## Short Session Classes

For any classes that meet for five days or less, a 100% refund for tuition and fees will be made whenever the student withdraws at least two business days before the class begins. If the student withdraws at any time after the two days before the class begins, no refund will be given.

Financial aid for mini session classes, specifically summer semester, 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% 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.

## 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 and board members, 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.

## Western Undergraduate Exchange Scholarship

The Western Undergraduate Exchange (WUE), 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% 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. For additional information about this program, contact Student Services.

## Pioneer Express Tuition Waiver

As a part of our Free 2 Explore Program, your first two dual enrollment classes will be free. If you're also taking concurrent enrollment classes, these also count towards your two course total, unless you are enrolled at CCDHS or Sidney High School. After you've taken your first two free courses through Free 2 Explore, you'll still receive a significant discount. Tuition is waived for all other classes, but students are responsible for the cost of mandatory fees, course fees and online fees, and textbooks (where applicable). These equals a savings of 60-70% off the full price of a college course.

## 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.

**Forms** [milescc.edu/Finaid/FormsPolicies](https://milescc.edu/Finaid/FormsPolicies)

**Submit materials** Secure document upload, [app.mt.gov/accessgov/milescc](https://app.mt.gov/accessgov/milescc); Mail, Attn: Financial Aid Miles Community College 2715 Dickinson Miles City, MT 59301; or Fax, 1-406-874-6283.

**For more information** Call, 1-800-541-9281 ext. 6101 or 1-406-874-6010; Email, [finaid@milescc.edu](mailto:finaid@milescc.edu); or Visit, [milescc.edu/Finaid/finaid](https://milescc.edu/Finaid/finaid).

### How to Apply

Students apply for all forms of federal, state, and institutional aid by completing the Free Application for Federal Student Aid (FAFSA) at [studentaid.gov](https://studentaid.gov). The FAFSA serves as the universal application in initiating all financial aid at Miles Community College. MCC's Title IV School Code is 002528.

### When to Apply

The FAFSA or Renewal Application must be completed every year. December 1 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 December 1.

## 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 [Tuition and Fees](#) 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 financial need of the student ( $COA - EFC = \text{Need}$ ).

## 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.

1. Student submits FAFSA with Miles Community College's school code listed (002528). Department of Education processes FAFSA and calculates EFC.
2. Student receives SAR, and Miles Community College receives ISIR.
3. Miles Community College sends letter to student requesting additional information, which may include verification materials if student is chosen for verification.
4. Student returns requested information to Miles Community College.
5. Financial Aid Director determines student's financial need and creates a financial aid award package.
6. 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).
7. Student returns signed award letter to Miles Community College.
8. Student completes Entrance Counseling online through [studentaid.gov](http://studentaid.gov).
9. Student completes a Master Promissory Note (MPN) if student accepted a student loan. The Master Promissory Note is completed online through [studentaid.gov](http://studentaid.gov).
10. 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.
11. Book Charges//Miles Community College allows students 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 their account.
12. Students who have been awarded and accept work study must complete employment forms before becoming eligible to work.
13. Funding is disbursed to student during fee payment days published in the Academic Calendar. 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 they were 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.

## 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 published in the Academic Calendar.

## Types of Financial Aid

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

#### Eligibility Requirements

To receive federal student aid, students must meet the following eligibility requirements:

- demonstrate financial need (for most programs);
- be a U.S. citizen or an [eligible noncitizen](#);
- have a valid Social Security number (with the exception of students from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau);
- be registered with Selective Service, if you're a male (you must register between the ages of 18 and 25);
- be enrolled or accepted for enrollment as a regular student in an eligible degree or certificate program;
- be enrolled at least half-time to be eligible for Direct Loan Program funds;
- maintain satisfactory academic progress in college or career school;
- sign the certification statement on the FAFSA form stating that
  - you are not in default on a federal student loan,
  - you do not owe money on a federal student grant, and
  - you will use federal student aid only for educational purposes; and
- show you're qualified to obtain a college or career school education by
  - having a high school diploma or a recognized equivalent;
  - completing a high school education in a [homeschool](#) setting approved under state law (or—if state law does not require a homeschooled student to obtain a completion credential—completing a high school education in a homeschool setting that qualifies as an exemption from compulsory attendance requirements under state law); or
  - enrolling in an eligible career pathway program and meeting one of the ["ability-to-benefit" alternatives](#).
- [Additional eligibility](#) requirements can apply.

See [Basic Eligibility Criteria](#).

#### *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.

### ***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:** 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. 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:** 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. 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.

Visit [StudentAid.gov/interest](https://StudentAid.gov/interest) for the latest information on interest rates.

### **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)

	<b>Freshman</b>	<b>Sophomore</b>
<b>Student Status</b>	<b>Annual Loan Limits</b>	<b>Annual Loan Limits</b>
<i>Dependent</i>	\$3,500 (sub/unsub) +\$2,000 (add'l unsub)	\$4,500 (sub/unsub) +\$2,000 (add'l unsub)
<i>PLUS Denied</i>	+\$4,000 (add'l unsub)	+\$4,000 (add'l unsub)
<i>Independent</i>	\$3,500 (sub/unsub) +\$6,000 (add'l unsub)	\$4,500 (sub/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. 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. Visit [StudentAid.gov/interest](https://studentaid.gov/interest) for the latest information on interest rates.

### **Scholarships**

Miles Community College awards scholarships to currently enrolled students, transfer students, non-traditional students, and high school graduates from accredited high schools. These awards are intended to recognize scholastic and athletic excellence and support specific programs offered at Miles Community College. The scholarships are non-need based.

The deadline for submitting a scholarship application for all students is February 1. All applications must be fully completed in order for them to be reviewed by the MCC Scholarship Committee. Applicants must also have applied for admission at Miles Community College.

If a student is receiving assistance specifically marked for tuition 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. See [milescc.edu/Finaid/Scholarships](https://milescc.edu/Finaid/Scholarships).

All recipients of MCC room and board scholarships are required to live on-campus per Miles Community College's Residence Life Policy. See [milescc.edu/CampusServices/ResidenceHall/ResidenceHall](https://milescc.edu/CampusServices/ResidenceHall/ResidenceHall).

### ***MCC Pioneer Scholarship***

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:

- Students must be residents of Montana.
- Students must be degree-seeking and 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 HiSET, ACCUPLACER, ACT, or SAT scores to determine academic eligibility.
- Applicants will be reviewed and awarded up to 100% tuition.

Materials to submit when applying for the Pioneer Scholarship:

- 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.
- An essay not exceeding 500 words of how you will benefit from receiving the Pioneer Scholarship at Miles Community College.
- Scholarship application completed and signed.

### ***MCC Foundation Scholarship***

This scholarship is not available for the summer semester.

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 HiSET, ACCUPLACER, ACT, or SAT scores to determine academic eligibility.

Materials to submit when applying for the Endowment Scholarships:

- 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.
- An essay on how you will benefit from receiving an Endowment Scholarship while attending Miles Community College.
- Scholarship application completed and signed.

### ***Pioneer Promise Scholarship***

Students who pass at least six credits from MCC through Pioneer Express will be automatically eligible for a \$1,000 scholarship to MCC if they enroll at MCC as a degree seeking student after high school graduation.

Only Pioneer Express courses (MCC online or on-campus classes) will count for eligibility. Credits earned through concurrent enrollment (those courses taught at the high school) will not count towards the six credits of eligibility for the Pioneer Promise Scholarship. Students must earn at least a C or better in their MCC Pioneer Express courses to be eligible. The scholarship will be awarded as \$500 per semester for their first year of degree-seeking enrollment, provided students maintain good academic standing while enrolled at MCC (2.0 semester GPA).

### **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 1-877-296-1198 or visit [MVR Services](#).

### **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 Veterans Affairs [education and training](#) or call 1-888-442-4551. For further information, contact MCC's Registrar at 1-406-874-6214 or 1-800-541-9281 ext. 6214.

### **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, [BIE Higher Education](#).

## **Policies**

### **Satisfactory Academic Progress (SAP)**

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 their own expense and bringing their 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 their financial aid suspension status (please review the appeal process below).

## **Financial Aid Appeal/Probation**

A student may appeal their 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 what has changed in the student's situation that would demonstrate satisfactory academic progress at the next evaluation. If a student's appeal is granted, they 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:

"Academic attendance" and "attendance at an academically-related activity"—

Include, but are not limited to—

- (1) Physically attending a class where there is an opportunity for direct interaction between the instructor and students;
- (2) Submitting an academic assignment;
- (3) Taking an exam, an interactive tutorial, or computer-assisted instruction;
- (4) Attending a study group that is assigned by the institution;
- (5) Participating in an online discussion about academic matters; and
- (6) Initiating contact with a faculty member to ask a question about the academic subject studied in the course; and

Do not include activities where a student may be present, but not academically engaged, such as—

- (1) Living in institutional housing;
- (2) Participating in the institution's meal plan;
- (3) Logging into an online class without active participation; or
- (4) Participating in academic counseling or advisement.

A determination of “academic attendance” or “attendance at an academically-related activity” must be made by the institution; a student’s certification of attendance that is not supported by institutional documentation is not acceptable ([34 CFR 668.22](#)).

## 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 their 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

- full-time student: 12 or more credit hours
- three-quarter time student: 9-11 credit hours
- half-time student: 6-8 credit hours
- 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 instructional day for Fall and Spring semesters and the fourth instructional 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 the max credit limit is exceeded. 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 Dual Degree and Change of Program 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

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 Program

Students must be aware that a change in program may prohibit them from graduating within the maximum time frame previously described. Credit hours attempted prior to a change in program 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 progress 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 instructional day for Fall and Spring semesters and the fourth instructional day for Summer semester 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 or fourth 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 [Withdrawal](#).

## **Professional Judgment**

Students who believe that they have special circumstances that warrant a consideration of professional judgment should contact the Financial Aid Director at 1-406-874-6182. 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 instructional day, students enrolled in one of the module based programs (Automotive, Heavy Equipment) 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.

## **Contact**

### ***Business Office***

Phone: 1-406-874-6159

### ***Financial Aid***

Phone: 1-406-874-6208

Email: [finaid@milescc.edu](mailto:finaid@milescc.edu)

# STUDENT INFORMATION

## Resources, Services, & Student Life

### Campus Resources

#### Advising

The cornerstone for student success is academic advising. Academic Advising expectations for students and advisors at Miles Community College is guided by the Advising Syllabus. 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. During fall and spring semesters, students meet with an advisor on Advising Day to assess their progress, select classes, and develop a schedule to meet their needs. Registration for the following term opens on Advising Day. 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.

#### Bookstore/Pioneer Mercantile

Textbooks, lab manuals, workbooks, and other materials needed for classes are available at the Pioneer Mercantile. MCC clothing, supplies, gift cards, and novelty items are also available. Special book orders must be paid in advance.

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 semester. The Pioneer Mercantile does not accept returns on sale items, or textbooks that have either been marked or have the shrink wrap removed. Financial Aid can be used during the designated time at the beginning of each semester to purchase textbooks and any supplies needed for classes; such as pens, pencils, notebooks, flash drives and nursing uniforms etc. Pioneer Mercantile will always advertise this time frame, but if a student is unsure of when they can use their financial aid they stop in, call or email [bookstore@milescc.edu](mailto:bookstore@milescc.edu).

Book buy back is always during finals week of each semester. This is the ONLY time the bookstore will buy books. 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. See all policies at [store.milescc.edu/policies](http://store.milescc.edu/policies).

*Phone, 1-406-874-6207; Fax, 1-406-874-6278; Email, [bookstore@milescc.edu](mailto:bookstore@milescc.edu); Web, [store.milescc.edu](http://store.milescc.edu) and [milescc.edu/CampusServices/Bookstore/](http://milescc.edu/CampusServices/Bookstore/); Location, Smith Center Student Union Building.*

#### Business Services

The Miles Community College Business Office is located in the James P. Lucas Hall. Accounts Receivable, Accounts Payable, Purchasing, Budgeting and Cashiering are the primary functions of the Business Office. Tuition and fees may be paid at the window or through the mail.

*Phone, 1-406-874-6159; Web, [milescc.edu/CampusServices/BusinessServices/](http://milescc.edu/CampusServices/BusinessServices/); Location, Lucas Hall.*

#### Counseling

Miles Community College provides access to counseling. Counseling is offered on Mondays, Wednesdays, and Fridays from 8:00am-12:00noon. Counseling services are intended to provide support in helping students balance intellectual, emotional, interpersonal and developmental needs.

All currently enrolled MCC students are eligible for counseling sessions regardless of age, ethnicity, gender, disability, race, religion, sexual orientation or progress toward academic degree. Students needing extensive and/or long-term counseling, or those who cannot attend the in-person sessions during the times offered may be referred to another community's support agencies.

Current services are provided through a partnership with oneHealth. We also have a network of private practice counselors located in the Miles City area. Access to this network is given by the Dean of Student Engagement and Auxiliary Services or designee. Referrals by the Dean are confidential and not part of the student's educational record.

To schedule an appointment, a student can stop by the Student Services desk to schedule. For students completing their first appointment, they must complete a patient intake form that will be shared with oneHealth to establish patient records.

The Dean of Student Engagement and Auxiliary Services is located at Student Services or can be reached at 1-406-874-6226. See [milescc.edu/CampusServices/Counseling](https://milescc.edu/CampusServices/Counseling).

## Distance & eLearning

Canvas is a Learning Management System (LMS) that students will use to complete online courses. Canvas has several features that instructors might ask students to use. Students should access Canvas regularly as they complete their courses. Face-to-face courses will also use Canvas at least for the syllabus, gradebook, and course announcements. The Miles Community College Canvas login page is <https://milescc.instructure.com>. If students would like to schedule a one-on-one Canvas training session (in person, via video chat, or phone call), please contact: Sarah Kloewer, Associate Dean of Instruction and Distance Learning, [kloewers@milescc.edu](mailto:kloewers@milescc.edu). See [milescc.edu/DistanceLearning/OnlineCourses](https://milescc.edu/DistanceLearning/OnlineCourses).

## Food Service/Café

All residents living in the dorms are required to purchase a meal plan. Students may select between three different meal plans depending on the amount of dining funds they 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 semester to semester, from year to year, or to another individual.

*Web, [milescc.edu/CampusServices/Dining/Dining](https://milescc.edu/CampusServices/Dining/Dining); Location, Smith Center Student Union Building.*

## 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 listed at [Residence Hall and Meal Plan Rates](#). The Housing Application should be submitted to Student Services by July 1. More information and application available at [milescc.edu/CampusServices/ResidenceHall/ResidenceHall](https://milescc.edu/CampusServices/ResidenceHall/ResidenceHall).

Miles Community College offers two different types of housing:

### Pioneer Hall

Pioneer Hall 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 and WiFi access.

### Quads/Lodges

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 and WiFi access, refrigerator, and microwave oven.

## Information Technology

The IT Support office assists MCC students, faculty, and staff with Internet connection and basic computer troubleshooting support. All users must abide by MCC's IT Acceptable Use Policy, [milescc.edu/MCCStudents/StudentLife](https://milescc.edu/MCCStudents/StudentLife).

### Computer Labs

There are four computer labs on campus. These labs are used for instruction of computer and administrative assistant courses; computer simulations in business, science, statistics, and other courses; and as a resource for students. A variety of software products are available to students to use for class assignments and other tasks. The labs are open in the evenings. All currently

enrolled students have free access to these labs. Computers in the Library are equipped with software applications specific to MCC courses.

### **Internet Access**

Wireless network coverage is available for personal devices in most areas including the residence halls, which also have Ethernet connectivity.

### **Student Printing**

All currently-enrolled Miles Community College students have access to grayscale printing in the computer labs and Library. Copying, scanning, and color printing is available in the Library.

### **Student ID Cards**

Students enrolled in six or more credits are entitled to a Student ID/Activity Card each academic year. This card permits free access to most College activities and sporting events, as well as other privileges and discounts. ID pictures are taken during registration, orientation, and fee payment days. ID cards may be obtained at the Library. There is a \$5 charge to replace a student ID card. For students assigned residence hall access or other special security access, there may be up to a \$25 replacement fee for lost cards.

## **Learning Center**

### **Adult Basic Education & ESL**

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.

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. See [milescc.edu/CampusServices/CAS/AdultBasicEd](https://milescc.edu/CampusServices/CAS/AdultBasicEd).

### **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 equitable access to all students. Students who would like to request accommodations should contact Disability Support Services to review the process and provided any needed documentation. Disability Support Services works individually with students to arrange for reasonable accommodations. See [milescc.edu/DisabilityServices/Disability\\_Services](https://milescc.edu/DisabilityServices/Disability_Services).

### **College & Career Readiness**

The College Readiness/Developmental Coursework program provides individualized instruction in reading, English, and mathematics for students who want refresher classes before entering college-level courses. This instruction is provided free of charge. The Bridge to College & Careers assists students enrolled in the Adult Basic Education/High School Equivalency program. The Bridge program provides HiSET preparation, career exploration, college readiness activities, and transition advisement and support. Students who meet all requirements of the program will receive valuable incentives, such as waivers of MCC application fees and free ACCUPLACER placement testing. See [milescc.edu/CampusServices/CAS/ColleteReadiness](https://milescc.edu/CampusServices/CAS/ColleteReadiness).

### **Get a GRIP**

GRIP stands for "Grade Recovery in Progress." First-time students placed on academic probation and all students placed on academic suspension will be required to enroll in the Get a GRIP program. Get a GRIP is also a voluntary academic support program for students concerned with improving their academic performance. Depending on the needs of the individual students, Get a GRIP components may include mandatory tutoring, study table sessions, and regular meetings with academic advisors and GRIP Program staff.

### **Study Skills**

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.

## Testing & Proctoring

Miles Community College administers the ACCUPLACER 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. ACCUPLACER scores will be valid for three years from the date of the original assessment, and students are permitted no more than two retests per discipline each semester. See [milescc.edu/CampusServices/CAS/PlacementTesting](https://milescc.edu/CampusServices/CAS/PlacementTesting).

The College Board's College-Level Examination Program (CLEP) allows students to demonstrate their mastery of college-level material and earn college credit. The MCC Learning Center is a certified CLEP Test Center. See [milescc.edu/CampusServices/CAS/CLEP](https://milescc.edu/CampusServices/CAS/CLEP).

## 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 contact the Learning Center. See [milescc.edu/CampusServices/CAS/Tutoring](https://milescc.edu/CampusServices/CAS/Tutoring).

Phone, 1-406-874-6152; Email, [lc@milescc.edu](mailto:lc@milescc.edu); Web, <https://www.milescc.edu/CampusServices/CAS/>; Location, Lucas Hall Room 208.

## Library

The Judson H. Flower, Jr. Library (Flower Library) provides access to print and electronic materials that support the instructional programs of the College and its curriculum. The Library offers research and library instruction available to all. Library privileges are granted to all students, faculty, staff, and local community members. The Library is a member of the TRAILS academic library consortium bringing together resources from across the Montana University System to provide exemplary access to information sources including electronic, digital and print materials from across the state.

The Library provides a quiet space for students to work and study as well as two rooms are available for group study. Students are encouraged to ask for guidance and assistance anytime.

Phone, 1-406-874-6153; Email, [library@milescc.edu](mailto:library@milescc.edu); Web, [milescc.edu/CampusServices/library](https://milescc.edu/CampusServices/library); Location, Lucas Hall Room 301.

## Recreation Center/Centra

The Centra is available to all students and 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. Personal trainers 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.

Phone, 1-406-874-6286; Web, [milescc.edu/CampusServices/centra](https://milescc.edu/CampusServices/centra).

## Student Life at MCC

### Intercollegiate Athletics

Miles Community College is a member of the National Junior College Athletic Association, Region 13, and is part of the MonDak Conference, consisting of 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; volleyball and softball for women; and basketball and rodeo for men and women.

All students receive free admission to Pioneer Athletic events (with the exception of post-season play) with their student ID. See [mccpioneers.com](https://mccpioneers.com).

## Activities and Clubs

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 (ASMCC). All students are encouraged to participate in activity programs suited to their interests and abilities. See [milescc.edu/CampusServices/StudentActivitiesClubs/](https://milescc.edu/CampusServices/StudentActivitiesClubs/).

### Associated Students of Miles Community College 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.

### Young Farmers and Ranchers Club

The Young Farmers and Ranchers Program of the Montana Farm Bureau provides an excellent opportunity for young farmers and ranchers to actively participate in Farm Bureau programs and become leaders in the Farm Bureau organization. YF&R members will experience personal growth and achievement as Farm Bureau members, farmers or ranchers, citizens, and community leaders. The Young Farmers and Ranchers Club is open to any MCC student.

### 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.

### 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 fundraisers 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.

### Multicultural and Diversity Club

The Multicultural and Diversity Club celebrates the different forms of diversity at MCC. Whether you are an international student, identify as an underrepresented population, or simply are a student who celebrates diversity, this club is for you. The group will organize an annual diversity social, promote activities that celebrate different cultures, beliefs, and lifestyles, and be a place for students to gather and socialize. The club will also have breakout meetings for groups that want to create special gatherings (example: Black Student Association, International Student Association, LGBTQ Association, etc.)

### Pioneer 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. The 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 Nursing Association

SNA is a pre-nursing and nursing group that helps support each other through nursing school. Networking and support is the key to becoming a successful nurse and that is exactly what this group offers. A great way to meet other students with the same interests and goals. Being involved in SNA is a great way to make a difference in the community, relieve stress, and show your passion for nursing.

## Table Top Gaming Club

This club is for hobbyists, card players, RPGers, and for those who simply like to play board games. The main focus of the club is to bring students together in a welcoming environment. Anyone is able to bring in a board game and we will try our very best to play at some meeting. We plan to attend tournaments (excluding poker and gambling games) in a competition formats.

## Volunteer MCC

This organization organizes and promotes community outreach opportunities and promotes civic responsibility.

## Email Communication

Students will set their preferred email address in their Banner Self-Service account. College faculty and staff will communicate with students regarding assignments, announcements, financial aid concerns, notices from Student Services, and grades using the student's preferred e-mail address.

Students may request a Miles Community College e-mail address. If the student wants to use this MCC email account for communication with the College, they will need to set it as their preferred email address in Banner. Students who cannot access their college e-mail account should contact IT Support for assistance.

## Emergency Notification System

Miles Community College has partnered with Rave Mobile Safety to offer an emergency notification system, Rave Alert, to its campus community. The emergency alert system allows students as well as anyone else who signs up for the service to receive official notification alerts from Miles Community College. These emergency alerts include weather-related cancellations, lock-downs, or other important information that is sent directly to users' cell phones via text messaging as well as through e-mails. All students are highly encouraged to register for this free service at <https://www.getrave.com/login/milesc>. More information about Rave Alert can be found on the College's Campus Safety page of its website: [milescc.edu/AboutUs/CampusSafety](https://milescc.edu/AboutUs/CampusSafety).

## Inclement Weather

Miles Community College operates on the premise that classes will be held on a regularly scheduled basis. In the event of severe weather conditions or emergencies, the College will determine if classes are to be delayed or cancelled. Local media will be notified as soon as a decision is made. Rave Alert, the emergency alert system, will also be used to notify students of emergency- or weather-related delays or school closures.

Students must make their own decisions regarding travel on snow-covered or icy roads. Students with children should plan ahead for days when the College is open and public schools are closed. This may include understandings in advance with instructors regarding the results of absences under such circumstances.

## Jeanne Clery Act

The U.S. Department of Education and the Jeanne Clery Act require all colleges to provide information to students and employees about its campus safety policies, procedures and statistics on certain crimes, i.e. murder, manslaughter, forcible sex, fondling, incest, robbery, aggravated assault, burglary, vehicle theft, arson, hate crimes, liquor law violations, drug law violations, weapons law violations, and any arrests or referrals reported to law enforcement that have occurred on campus and the adjoining public property. The report contains violations from the most recent calendar year and the two preceding years. This information is available through the Office of the Dean of Student Engagement (located in Student Services) and online at [www.milescc.edu/MCCStudents](https://www.milescc.edu/MCCStudents) under campus safety.

## Photographs and Videotaping

Miles Community College takes photographs and videotapes on campus throughout the year. These images often include students, employees, and guests in classrooms, computer labs, athletic events, and other campus activities. Miles Community College reserves the right to use these photographs and videotapes as part of its educational, public interest, publicity and marketing efforts. Those who attend, visit, or work at Miles Community College do so with the understanding that these photographs and videotapes might include them and might be used in college publications, newspapers, and other media. As



a condition of attendance, visiting or working at the college you are consenting to the College's use of such photographs or videos which may include your likeness, and waive any privacy interests you may have in such photographs or videos.

## Student Policies

### Student Rights & Responsibilities

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.

#### Student Rights

Rights of students include, but are not limited to:

- Freedom of inquiry, speech, and assembly.
- Freedom from threats.
- Freedom from acts of violence.
- Freedom from unfair or obscene treatment from others.
- Freedom from interference from others in an unreasonable and unauthorized manner while in class, activities, and public events.
- Freedom from theft and willful destruction of personal property.
- Right to study and learn in an atmosphere of academic freedom.
- Right to procedural due process in College misconduct action.
- Right to be governed by justifiable academic regulations.
- To be informed in writing of the academic requirements determined by individual instructors.
- Right to be informed of the regulations for academic and social conduct, and graduation requirements of the College.
- Right to appeal decisions of College administration, faculty, or staff.

#### Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA [34 CFR 99](#)) 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. See [FERPA General Guidance for Students](#).

#### *Access to Education Records*

Miles Community College requires written permission (via a Release of Information form available at [milescc.edu/MCCStudents/StudentLife](http://milescc.edu/MCCStudents/StudentLife)) 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.

### ***Directory Information***

FERPA also permits the release of directory information (information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed) to third parties without consent (34 CFR § 99.37.). Directory information includes:

- Name
- Address
- Residence classification
- Telephone number
- Class level

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 education records and personally identifiable information (PII) contained in such records — including Social Security Number, grades, or other private information — may be accessed without 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.

## **Student Responsibilities**

Each student has the responsibility:

- To abide by the rules, acceptable student conduct, regulations & policies of Miles Community College.
- To respect the rights and property of others.
- To be fully acquainted and comply with the published rules and regulations of the College.
- To comply with all local, state, and federal laws.
- To recognize that student activities reflect upon the individuals involved as well as upon the entire College community.
- To recognize the College's obligation to provide a safe environment conducive for learning and academic inquiry.
- To adhere to the academic requirements determined by individual instructors.
- To support and promote campus safety policies through timely reporting.

## **Student Conduct Code**

Miles Community College expects all students to conduct themselves as honest, responsible, and law-abiding members of the academic community and to respect the rights of other students, members of the faculty, staff, and the public to use, enjoy, and participate in the College's programs and facilities. Student conduct that disrupts, invades, or violates the personal and property rights of others is prohibited and may be subject to disciplinary sanctions action.

### **Judicial Authority and Jurisdiction**

1. Student conduct violations which occur on College-owned or College-controlled property or at College-sponsored events are subject to College disciplinary jurisdiction. The College may also apply this code to student conduct, regardless of where it occurs, when behavior is suspected to adversely impact or affect the overall functions of the College or the health and safety of members of the College community.

2. Students who commit offenses against the laws of the city, state, or U.S. are subject to prosecution by those authorities and may be subject to disciplinary action under this code if the offenses are also violations of this code. College disciplinary proceedings may precede, follow, or take place simultaneously with criminal proceedings or investigations and shall not be subject to challenge on the ground that criminal charges involving the same incident have been dismissed or reduced. When a student has been charged by a civil authority for a violation of law, the College shall neither request nor agree to special consideration for the student solely because of their status as a student.

## A. Expected Conduct

Students are expected to:

- Adhere to the highest standards of academic honesty and to refrain from any action which is dishonorable or unethical
- Attend every class and arrive on time and leave the classroom only at the end of class
- Engage in class discussions and activities when appropriate
- Exhibit classroom behavior that is not disruptive of the learning environment
- Secure and turn off all electronic communications and entertainment devices during class time unless otherwise directed by the course instructor
- Be respectful and polite to all instructors and other students
- Observe course prerequisites, co-requisites, and other requirements
- Keep up with coursework and course requirements
- Seek academic or other assistance from MCC services and resources
- Adhere to the Student Conduct Code in and out of the classroom

## B. Prohibited Conduct

Any student, or groups of students, such as College-sponsored clubs, organizations, or athletic teams, found to have committed a violation of the Student Conduct Code is subject to disciplinary sanctions outlined in F. Sanctions. The following offenses constitute violations of the Student Conduct Code and can lead to serious disciplinary action, including suspension or expulsion from the College.

### B.1 Acts of Dishonesty

Acts of dishonesty include but are not limited to:

- Cheating, plagiarism, or other breaches of academic integrity, such as fabrication, facilitating or aiding academic dishonesty; collusion in online courses; theft, unauthorized possession or use of instructional materials or tests; unauthorized access to or manipulation of laboratory equipment or experiments; alteration of grades or files; misuse of research data in reporting results; use of personal relationships to gain grades or favors, or otherwise attempting to obtain grades or credit through fraudulent means. Faculty may take disciplinary action and have the right to sanction a student who is found guilty of acts of dishonesty in the classroom.
- Knowingly furnishing false information to any College official, faculty member or office;
- Forgery, alteration or misuse of College documents, records, instruments of identification, computer programs or accounts. Misrepresenting personal identification in an online course, which includes, but is not limited to, another person completing course requirements.

### B.2 Stalking, Harassment, Bullying, and Hazing

- Stalking includes repeatedly following, harassing, threatening, or intimidating another by telephone, mail, electronic communication, social media, or any other action, device or method that purposely or knowingly causes substantial emotional distress or reasonable fear of bodily injury or death.
- Harassment is based upon an individual's race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation. Harassing conduct may take various forms, including name-calling, graphic or written statements (including the use of cell phones, social media, or the Internet), or other conduct that may be physically threatening, harmful, or humiliating. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Sex-based harassment includes sexual harassment and non-sexual harassment based on

stereotypical notions of what is female/feminine v. male/masculine or a failure to conform to those gender stereotypes. Harassment includes unwelcome verbal or physical conduct when:

- submission to such conduct is made either explicitly or implicitly a term of condition of an individual's employment or student standing; or
- submission to or rejection of such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions affecting an individual; or
- The conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, or creating an intimidating, hostile, or offensive working or academic environment.
- Bullying is unwanted, repeated (more than once) behavior that involves a real or perceived power imbalance inflicting physical hurt or psychological distress on one or more students or employees.
- Hazing includes but is not limited to any conduct or method of initiation, admission, or condition of continued membership in any student organization which:
  - endangers the physical or mental health or safety of any student or other person, including extended deprivation of sleep or rest; forced consumption of food, liquor, beverage, or drugs; beating or branding; involuntary confinement or imprisonment; or
  - destroys, vandalizes or removes public or private property.

### **B.3 Assault**

Physical assault, which includes but is not limited to: physical contact of an insulting or provoking nature or physical interference with a person which prevents the person from conducting his/her customary or usual affairs, puts the person in fear for his/her physical safety, or causes the person to suffer actual physical injury.

NOTICE: FOR TITLE IX COMPLIANCE AND VIOLATIONS OF SEXUAL HARASSMENT, SEXUAL MISCONDUCT AND/OR SEXUAL ASSAULT POLICIES, see [Discrimination, Harassment, Sexual Misconduct, Domestic Violence, and Stalking](#).

### **B.4 Alcohol and Drug Offenses**

- Use, possession, manufacture, distribution or sale of narcotics or dangerous drugs is strictly prohibited, except as expressly permitted by College policy.
- Use, possession or distribution of intoxicants, including alcohol, in the buildings or on the grounds of Miles Community College is strictly prohibited except as expressly permitted by College policy.

### **B.5 Firearms, Explosives and Weapons Offenses**

Illegal or unauthorized possession or use of firearms, explosives, weapons, switchblade knives, bayonets, decorative knives or swords, ninja throwing stars, etc., and all other weapons with blades over three inches in length, or dangerous chemicals on College premises, including:

- Carrying a concealed weapon and/or firearm;
- Discharging firearms on campus;
- Possessing firearms or ammunition on campus, except as defined in the Residence Life Handbook; and/or
- Possessing dangerous chemicals on campus, except as authorized by College policy.

### **B.6 Illegal and Disruptive Conduct**

- Violation of federal, state, or local law on College premises or at College sponsored activities; violation of published College policies, rules or regulations;
- Acting to impair, interfere with or obstruct the orderly conduct, processes and functions of the College, including but not limited to:
  - Violence or threat of violence against any member or guest of the College community;
  - Interference with the freedom of movement of any member or guest of the College;
  - Interference with the rights of others to enter, use, or leave any College facility, service, or activity;
  - Obstruction or disruption of teaching, learning, research, administration, disciplinary procedures, or other College activities, or of other authorized activities on College premises;
  - Use of public address systems on the campus outside of College buildings except with permission of the Dean of Student Engagement or designee;
  - Failure to comply with directions of law enforcement officers and College officials acting in the performance of their duties and/or failure to identify oneself to those persons when requested;
  - Failure to comply with any authorized Student Conduct Code sanction(s)/condition(s); and/or

- Trespassing or unauthorized entry into College buildings or property.

### **B.7 Theft/Misuse of Property**

- Theft, attempted theft, unauthorized possession, use, or removal of College property or the property of any member of the College community.
- Defacing, tampering, damaging, or destroying College property or the property of any member of the College community.
- Unauthorized presence in or use of College grounds, facilities, or property.
- Theft or other abuse of computer facilities, capabilities and/or computer time, including but not limited to:
  - Unauthorized entry into a file to use, read, or change the contents, or for any other purpose;
  - Unauthorized transfer of a file;
  - Unauthorized use of another individual's identification or password;
  - Use of computing facilities to interfere with the work of another student, faculty member or College official;
  - Use of computing facilities to send harassing or abusive messages;
  - Use of computing facilities to interfere with the normal operation of the computing system;
  - Unauthorized use of computer resources, or the unauthorized use or copying of computer data or software. Examples of unauthorized use or copying include: attempts to alter systems; unauthorized access or copying of data or software; attempts to release data, text, files or software in violation of copyright protection; and the condoning, approving, or directing of unauthorized use or copying;
  - Unlawful downloading and distribution of copyrighted digital media via peer-to-peer (P2P) file sharing applications including, but not limited to, video (movies) and sound (music) files;
  - Attempts to circumvent or defeat any College owned system firewall or any other mechanism put in place to manage the network; and/or
  - Failure to abide by or comply with the Miles Community College Information Technology User Agreement.

### **B.8 Retaliation**

Retaliation is action taken by an accused individual or an action taken by a third party against any person because that person has opposed any practices forbidden under this policy or because that person has filed a complaint, testified, assisted, or participated in any manner in an investigation or proceeding under this policy. This includes action taken against a bystander who intervened to stop or attempt to stop discrimination, harassment, or sexual misconduct. Retaliation includes intimidating, threatening, coercing, or in any way discriminating against an individual because of the individual's complaint or participation. Action is generally deemed retaliatory if it would deter a reasonable person in the same circumstances from opposing practices prohibited by this policy. Retaliation against an individual for taking any of the actions in support of this policy is prohibited. It is central to the values of the College that any individual who believes he/she may have been the target of unlawful discrimination or harassment feel free to report his/her concerns for appropriate investigation and response, without fear of retaliation or retribution.

## **C. Conduct Code Violations**

On its own initiative or at the request of any student, faculty or staff member, the College, through the Dean of Student Engagement Office, may file appropriate accusations/complaints of misconduct against a student.

- When complaints are referred to the Dean of Student Engagement or designee for resolution, an investigation of the allegations shall be conducted within thirty (30) business days from the date the complaints were filed, unless there is good cause for delay, which shall be communicated in writing to the Complainant (person/s submitting the complaint) and Respondent (student/s or student organizations alleged to have violated an MCC policy).
- If a student has withdrawn or withdraws from the College after complaints have been filed, the College may:
  - place a hold on the student's academic record and notify the student that disciplinary action shall be initiated before the student's re-enrollment in the College; or
  - proceed with the disciplinary process, determining sanctions to be imposed if the student is readmitted.
- The Dean of Student Engagement or designee may order College administrative services such as grades, registration, course drop/adds, fee payment, refunds, withdrawals, fee waivers, etc. be withheld to compel students accused of violation(s) of the Student Conduct Code to meet with the Dean of Student Engagement or designee as necessary to properly investigate the alleged violation(s). Unless otherwise ordered by the Dean of Student

Engagement or designee, all services shall be withheld pending the outcome of the formal investigation, and any resulting sanctions and appeals.

## D. Investigation Procedures

- The formal investigation shall be conducted by a designee (Investigator/s) appointed by the Dean of Student Engagement and, when an employee is also involved in the complaint, the Dean of Administrative Services and HR. This investigation shall be concluded within thirty (30) days of the date the matter was referred for formal investigation, unless there is good cause for delay which shall be communicated in writing to the Complainant and Respondent.
- The Investigator shall identify all policies that apply to the situation, identify all witnesses and other persons to be interviewed in order to understand the matter fully.
- Both the Complainant and Respondent shall be interviewed as part of the investigation and given the opportunity to review the notes from their own interviews for accuracy. Legal counselors or advisors, if present, are not allowed to directly question the Investigator, and instead must confine their comments to their client only.
- The Investigator shall present their findings regarding any violation of policy or Student Conduct Code, and recommendation for addressing of the findings to the designated College official acting in the matter. The designated College official shall, within five (5) business days after receiving the findings and recommendations of the Investigator, determine what sanction/s, if any, shall be imposed. The designated College official shall send a copy of the decision and the sanction to be imposed to the Respondent and the Complainant.
- The decision of the designated College official and the sanctions imposed may be appealed to the College President or Dean of Student Engagement as set forth in G. Appeals.

## E. Notice

In the event of a formal investigation, the accused student shall be notified within three (3) business days that a formal investigation is being conducted. Such notice shall be in writing and shall include the following:

- The specific complaint/s citing the College policies or regulation/s allegedly violated.
- A brief description of the alleged violation/s, including the time and place of the alleged act/s (insofar as may reasonably be known) and a summary of the information upon which the complaints are based.
- The timeline expected for the conduct and conclusion of the investigation and decision to be made as a result of the investigation.
- The procedures to be followed in communication with both parties of the complaint (Complainant and Respondent).

## F. Sanctions

Sanctions are intended to improve the students' moral and ethical decision-making and to help them learn more about what is expected as members of the MCC community.

- Individual Sanctions: In recommending or determining a sanction, a designated College official may consider the student's present and past disciplinary record, the nature of the offense, the severity of any damage, injury, or harm resulting therefrom, and other factors relevant to the matter. If the student is found to have violated the Student Conduct Code, the responsible College official may impose one or more of the following sanctions:
  - Expulsion: Permanent separation of the student from the College. The student may also be prevented from being on College premises.
  - Suspension: Separation of the student from the College for a specified period of time. While suspended, the student shall not participate in any College sponsored activity and may be prevented from being on College premises.
  - Deferred Suspension: A status of reprimand or probation with restrictions for students which may include, but are not limited to, the following: making restitution, monetarily or otherwise, for cases such as theft, property damage, and/or injury to others; eviction from or moving from one residence hall to another; denial of eligibility to run for student office or represent a student organization; denied privilege of participating in athletic, extracurricular, or other student activities; and/or be assessed a fine for his or her conduct violation. This status can be imposed during a designated period of time and includes the probability of more severe disciplinary sanctions, including suspension or expulsion, if the student is found to have violated the Student Conduct Code during the period.



- Conduct Probation/Suspension Warning: A status which is imposed for a designated period of time and includes the probability of more severe disciplinary sanctions, including suspension or expulsion, if the student is found to have violated the Student Conduct Code during the period.
- Disciplinary Reprimand: A formal reprimand, which may be imposed either in verbal or written form, a written reprimand for violation of the Student Conduct Code and a warning that further misconduct may result in more severe disciplinary action.
- Restitution: Compensation for actual loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
- Other Sanctions: Other sanctions may be imposed instead of or in addition to those specified above, such as work requirements, restrictions, loss of privileges, withholding registration, limitation of access to College property, imposition of mandatory educational or counseling requirements or other sanction appropriate under the circumstances.
- Group Sanctions: All policies of the Student Conduct Code relate to individuals and groups. The following sanctions may be imposed upon student groups or organizations registered with the College:
  - Those sanctions listed above: Expulsion, Suspension, Deferred Suspension, Conduct Probation/Suspension Warning, Disciplinary Reprimand, Restitution, and/or Other Sanctions as outlined above in Section F. SANCTIONS.
  - Deactivation: Loss of all privileges, including College recognition or registration for a specified period of time.

## G. Appeals

- The Respondent may appeal the decision of the designated College official following formal investigation by delivering a letter of appeal to the College President or designee within five (5) business days of receipt of the official's decision. The letter of appeal shall specifically allege and factually support one or more of the following grounds:
  - The student's rights as set forth in this procedure were violated (i.e., there was an error in the procedure or the interpretation of the Student Conduct Code which substantially affected the decision);
  - The student has discovered new evidence, not previously available, which would have materially affected the decision; or
  - The sanctions imposed are not appropriate, given the nature of the violation.
- If a sufficient claim is presented under one or more of the specified grounds, the College President or designee shall request a copy of the record of the formal investigation. Within fifteen (15) business days from receipt of the record, the College President or designee shall review the entire record and render a written decision. The College President or designee may remand the case to the Investigator for further findings of fact or clarification. The decision of the College President or designee shall be based on the record only and is the final decision of the College. A copy of the decision shall be sent to the Respondent, the Complainant, and included in the record, which shall be returned to the Dean of Student Engagement's office for official record keeping. Grades shall be withheld until the appeal has been decided.

## H. Interim Restrictions

- The College President, Dean of Student Engagement, or their designee may impose interim restrictions or College suspension upon a student pending the resolution of disciplinary proceedings if there is reason to believe that the student's conduct poses an imminent and substantial threat of injury to or interference with persons or property.
- Interim restrictions may include, but are not limited to, the following:
  - Temporary suspension from College;
  - Limitation of access to College facilities, or College property in general;
  - Restriction of communication with named individuals or groups within the College community; and/or
  - The requirement to secure advance authorization to engage in a specified activity and/or professional evaluation, intervention and/or treatment.
- The College official imposing the interim restrictions shall notify the student in writing of the restrictions imposed and shall schedule a meeting with the student to be held within two (2) business days after the imposition of the interim restrictions. If the student is unable to attend for good cause, the meeting shall be held as soon as the student is able to attend.



- At the meeting, the student shall be informed of the basis of the allegations that led to the imposition of the Interim Restrictions and shall be offered the opportunity to explain his/her position regarding the charges and the imposition of the Interim Restrictions. If, after hearing the student's position, the College official believes the imposition of the Interim Restrictions was made in error or is too restrictive, he/she may rescind or modify the restrictions. Otherwise, the restrictions shall continue until the decision is rendered in the disciplinary proceedings.
- The time limitations set forth in this section may be expanded upon the consent of the Complainant and by the College official.

## **I. Student Grievance Procedure**

A grievance is a claim of injustice or discrimination against a student, faculty, or staff member of the College or college policy arising from an event, condition, or decision which affects the welfare or conditions of enrollment of a student or group of students. When a student has a concern about the action of a particular individual or department, the complaint initially should be directed to the person/s responsible for the individual or department.

- Students may initiate a grievance with the Dean of Student Engagement. When the grievance filed is against another student, the Dean of Student Engagement shall determine the nature and validity of the grievance and determine which section(s) of the Student Conduct Code have been potentially violated. Upon determining that the grievance is valid, the Dean of Student Engagement or designee shall conduct an investigation per Section D. INVESTIGATION PROCEDURES within thirty (30) business days from the date of the complaint filed, unless there is good cause for delay which shall be communicated in writing to the Complainant and Respondent.
- When students initiate a grievance with the Dean of Student Engagement that is against a faculty or staff member of Miles Community College, the Dean of Student Engagement shall notify the Dean of Administrative Services and HR and supervisor of the involved faculty or staff member. Upon determining that the grievance is valid, an investigation shall be conducted within thirty (30) business days from the date of the complaints filed, unless there is good cause for delay which shall be communicated in writing to the Complainant and the Respondent.

## **J. Records and Confidentiality**

- The Dean of Student Engagement's Office shall maintain student disciplinary records, which shall include, but not be limited to, the student's name and related identifying information, applicable Student Conduct Code section(s), parties involved, description of the incident, sanction(s), expiration dates, agreements or restrictions, and any other data deemed relevant. Disciplinary records and related information shall be made available to Investigators and designated officials to assist in recommendation of an appropriate sanction, and to other College personnel who require such information to fulfill their official duties.
- Students may arrange to review their own disciplinary records and related information by contacting the Dean of Student Engagement's Office.
- Except as provided elsewhere in this Code and/or as required by law, the College shall not communicate a student's disciplinary record to any person or agency without the prior written consent of the student or, when the student is a minor, the student's parents or legal guardian.
- Disciplinary records shall be maintained for seven (7) years from the last recorded entry, and then destroyed.
- The Dean of Administrative Services and HR shall maintain all records for faculty and staff.

## **Discrimination, Harassment, Sexual Misconduct, Domestic Violence, & Stalking**

MCC Policy 600.13: State and federal laws and regulations prohibit certain kinds of discrimination in employment and in educational services. The Miles Community College policy is intended to comply with the following laws and regulations: Titles IV, VI, and VII of the Civil Rights Act of 1964; 34 C.F.R. pt. 100; Title IX; 28 C.F.R. pt. 54 and 34 C.F.R. pt. 106; Section 504 of the Rehabilitation Act; 34 C.F.R. pt. 104; Age Discrimination Act of 1975; 34 C.F.R. pt. 110; and Titles I and II of the Americans with Disabilities Act; 28 C.F.R. pt. 35; Montana Human Rights Act and Governmental Code of Fair Practices, Title 49, Montana Code Annotated.

In addition, Title IX of the Education Amendments of 1972 and its implementing regulation, at 34 C.F.R. § 106.31 (a), provide that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to

discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by Miles Community College.

The MCC Responsible Official/Title IX Coordinator may be reached at 1-406-874-6292 or [TitleIX@milescc.edu](mailto:TitleIX@milescc.edu).

## Policy Statement

The college is committed to providing an environment that emphasizes the dignity and worth of every member of its community and that is free from harassment and discrimination based upon race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation. Such an environment is necessary to a healthy learning, working, and living atmosphere because discrimination and harassment undermine human dignity and the positive connection among all people at the college. Acts of discrimination, harassment, sexual misconduct, dating violence, domestic violence, stalking, and retaliation shall be addressed consistent with this policy.

## Definitions of Discriminatory Conduct

The following are common definitions of terms used throughout this policy:

- A. Discrimination is conduct that is based upon an individual's race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation that excludes an individual from participation, denies the individual the benefits of, treats the individual differently or otherwise adversely affects a term or condition of an individual's employment, education, living environment or participation in a college program. This includes failing to provide reasonable accommodation, consistent with state and federal law, to persons with disabilities.
- B. Harassment is covered under this policy if it is based upon an individual's race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation. Harassing conduct may take various forms, including, name-calling, graphic or written statements (including the use of cell phones, social media, or the Internet), or other conduct that may be physically threatening, harmful, or humiliating. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Sex-based harassment includes sexual harassment, which is further defined below, and non-sexual harassment based on stereotypical notions of what is female/feminine v. male/masculine or a failure to conform to those gender stereotypes.
- C. Sexual Harassment can include unwelcome: sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, including sexual misconduct. Sexual harassment, including sexual misconduct, can involve persons of the same or opposite sex.

Consistent with the law, this policy prohibits two types of sexual harassment:

- a. **Tangible Employment or Educational Action:** This type of sexual harassment occurs when the terms or conditions of employment, educational benefits, academic grades or opportunities, living environment or participation in a college program is conditioned upon, either explicitly or implicitly, submission to or rejection of unwelcome sexual advances or requests for sexual favors, or such submission or rejection is a factor in decisions affecting that individual's employment, education, living environment, or participation in a college program. Generally, this type of sexual harassment will involve agents or employees with some authority from the college.
- b. **Hostile Environment:** A Hostile Environment based on race, color, religion, national origin, creed, service in the uniformed services, veteran status, sex, age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation exists when harassment:
  - i. is sufficiently serious (i.e., severe, pervasive, or persistent) and objectively offensive so as to deny or limit a person's ability to participate in or benefit from the college's programs, services, opportunities, or activities; or

- ii. when such conduct has the purpose or effect of unreasonably interfering with an individual's employment or academic performance.

A hostile environment can be created by anyone involved in a college program or activity (e.g., administrators, faculty members, students, and even campus guests). Mere offensiveness is not enough to create a hostile environment. Although repeated incidents increase the likelihood that harassment has created a hostile environment, a serious incident, such as a sexual assault, even if isolated, can be sufficient. In determining whether harassment creates a hostile environment, the harassment shall be considered not only from the perspective of the individual who feels harassed, but also from the perspective of a reasonable person in a similar situation. Also, the following factors shall be considered:

- i. The degree to which the conduct affected one or more students' education or individual's employment;
  - ii. The nature, scope, frequency, and duration;
  - iii. The location, event, or circumstances, whether or not these items are on a school's campus, includes where the school has substantial control over the context of the alleged harassment and the person accused of committing sexual harassment;
  - iv. The identity, number, and relationships of persons involved;
  - v. The perspective of a "reasonable person" in the same situation as the person harassed; and
  - vi. The nature of higher education.
- D. Sexual Misconduct includes sexual assault, inducing incapacitation for sexual purposes, sexual exploitation, and dating violence. While sexual assault and other sexual misconduct is often considered a subset of "sexual harassment," for purposes of this policy and the consequences that may result from violating this policy, the terms are distinct.
- Sexual Assault means an actual or attempted sexual contact with another person without that person's consent. Sexual assault includes, but is not limited to:
- a. Involvement in any sexual contact when the victim is unable to consent.
  - b. Intentional and unwelcome contact with the breasts, buttock, groin or genitals or touching another with any of these body parts or coercing or forcing or attempting to coerce or force another to touch the perpetrator or themselves with or on any of these body parts.
  - c. Any other intentional bodily contact in a sexual manner, including contact by a penis, tongue or finger, and oral copulation (mouth to genital contact or genital to mouth contact).
  - d. Sexual intercourse without consent, including acts commonly referred to as "rape."
- E. Consent is an understandable exchange of affirmative words or actions, which indicate a willingness to participate in mutually agreed upon sexual activity. Consent must be informed, freely and actively given. If coercion, intimidation, threats, or physical force are used there is no consent.
- There is no consent if a person is mentally or physically incapacitated or impaired so that such person cannot understand the fact of, or make a reasonable judgment as to the nature or harmfulness of the conduct, or extent of the sexual situation. This includes impairment or incapacitation due to mental disability, alcohol or drug consumption, or being asleep or unconscious. There is no consent when there is force, expressed or implied, or use of duress or deception upon the victim. Silence does not necessarily constitute consent. Past consent to sexual activities does not imply ongoing future consent. Whether an individual has taken advantage of a position of influence over an alleged victim may be a factor in determining consent. Effective consent may not be given by minors less than 16 years old.
- F. Inducing incapacitation for sexual purposes includes using drugs, alcohol, or other means with the intent to affect or having an actual effect on the ability of an individual to consent or refuse to consent (as "consent" is defined in this policy) to sexual contact.
- G. Sexual Exploitation/coercion occurs when a person takes non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited, and that behavior does not otherwise constitute one of the preceding sexual misconduct offenses. Examples of sexual exploitation include:
- a. Prostituting another person;
  - b. Non-consensual visual (e.g., video, photograph) or audio-recording of sexual activity;

- c. Non-consensual distribution of photos, other images, or information of an individual's sexual activity, intimate body parts, or nakedness, with the intent to or having the effect of embarrassing an individual who is the subject of such images or information;
  - d. Going beyond the bounds of consent (such as letting others hide in the closet to watch you having consensual sex);
  - e. Engaging in non-consensual voyeurism;
  - f. Knowingly transmitting a sexually transmitted disease, such as HIV to another;
  - g. Exposing one's genitals in non-consensual circumstances, or inducing another to expose his or her genitals; and
  - h. Possessing, distributing, viewing or forcing others to view illegal pornography.
- H. Dating Violence is abuse or violence between, partners or persons in a social relationship of an intimate or romantic nature involving one or more of the following elements:
- a. Battering that causes bodily injury;
  - b. Emotional abuse creating apprehension of bodily injury or property damage;
  - c. Repeated telephonic, electronic, or other forms of communication -- anonymously or directly -- made with the intent to intimidate, terrify, harass, or threaten.

The existence of such a relationship shall be determined based on consideration of the following factors:

- d. The length of the relationship;
  - e. The type of relationship; and
  - f. The frequency of interaction.
- I. Stalking includes repeatedly following, harassing, threatening, or intimidating another by telephone, mail, electronic communication, social media, or any other action, device or method that purposely or knowingly causes substantial emotional distress or reasonable fear of bodily injury or death. To the extent applicable as provided in Off Campus Conduct, allegations of stalking, regardless of whether they are based on discrimination, shall be addressed and considered in accordance with this Policy and the Discrimination Grievance Procedure.
- J. Domestic Violence is an act of partner or family member assault (as defined in Section 45-2-206 Montana Code Annotated) A person "commits . . . partner or family member assault if the person:
- a. purposely or knowingly causes bodily injury to a partner or family member;
  - b. negligently causes bodily injury to a partner or family member with a weapon; or
  - c. purposely or knowingly causes reasonable apprehension of bodily injury in a partner or family member."

"Partners" are spouses, former spouses, persons who have a child in common, and persons who have been or are currently in a dating or ongoing intimate relationship. "Family member" means mothers, fathers, children, brothers, sisters, and other past or present family members of a household.

To the extent applicable as provided in Off Campus Conduct, allegations of domestic violence, regardless of whether they are based on discrimination, shall be addressed and considered in accordance with this Policy and the Discrimination Grievance Procedure.

## Disability Discrimination

The College is committed to eliminating disability-based discrimination against persons with disabilities and making reasonable accommodation for any known disability that interferes with an applicant's ability to compete in a selection process, an employee's ability to perform the essential functions of a job, a student's ability to meet the essential requirements of an academic program, or a person's ability to benefit from a college service or participate in a college sponsored or hosted event. Applicants, employees, students or participants with a disability seeking an accommodation should contact the appropriate person identified below:

### Students or student applicants

Director of Student Success & Retention and Coordinator of Disabilities Support Services  
 Learning Center, Room 208, Phone 1-406-874-6151, Email [dss@milescc.edu](mailto:dss@milescc.edu)

## **Employees, employment applicants or participants**

Dean of Administrative Services & HR, Office 218, Phone 1-406-874-6292, Email [HumanResources@milescc.edu](mailto:HumanResources@milescc.edu)

## **Off Campus Conduct**

Conduct that occurs off campus can be the subject of a complaint or report and shall be evaluated to determine whether it violates this policy or student code of conduct, e.g., if off-campus harassment has continuing effects that create a hostile environment on campus. Allegations of off-campus sexual misconduct are of particular concern and should be brought to the attention of the Responsible Official (RO).

## **Applicability**

This policy prohibits discrimination and harassment of employees by the employer and between members of the Miles Community College community more generally: for example, between an instructor and a student, between two students, or between a student and an applicant or campus guest. The policy applies in all college programs and activities, including, but not limited to, discrimination in athletics, instruction, grading, housing, clubs, organizations, and employment.

## **Reporting Violations of This Policy**

All reports or any concerns about conduct that may violate this policy and retaliation should be reported to official responsible for receiving reports of discrimination referred to throughout this Policy as the Responsible Official (“RO”).

### *The MCC Responsible Official (ROs) is:*

Title IX Coordinator  
Dean of Administrative Services &  
Human Resources  
Office 218  
Phone: 1-406-874-6292  
[TitleIX@milescc.edu](mailto:TitleIX@milescc.edu)

Deputy Title IX Coordinator  
Dean of Student Engagement  
Student Services Office  
Phone: 1-406-874-6226

Deputy Title IX Coordinator  
Dean of Enrollment Management  
Student Services Office  
Phone: 1-406-874-6211

Guidance concerning means and methods of reporting, criminal reporting, confidentiality and anonymous reporting are found in the Discrimination Grievance Procedure.

### **Upon receiving a report, the RO shall follow the procedures described in the Discrimination Grievance Procedure.**

Please do not wait to report conduct of concern until harassment becomes sufficiently serious (i.e., severe, pervasive, or persistent) to create a hostile environment. The RO can take proactive steps to prevent harassment from continuing and perhaps escalating and to protect or otherwise assist the person harassed. For example, in the case of a student experiencing harassment, the Dean of Student Engagement, or designee, can arrange for no-contact orders, counseling and changes in class schedules, living arrangements, class requirements, and testing schedules as needed. The RO can also provide expertise and advice to help identify conduct that might be a warning sign of or constitute sexual harassment or hostile environment harassment prohibited by this policy and address concerns appropriately.

## **Mandatory Employee Reporting of Sexual Harassment and Sexual Misconduct Involving Students**

To enable the college to respond effectively and to stop instances of sexual harassment and sexual misconduct involving students proactively, all employees must promptly (normally within 24 hours) report information they have about alleged or possible sexual harassment and sexual misconduct involving students to the RO. Employees, such as licensed health-care professionals and victim advocates who have a statutory privilege under Montana law, are exempt from these reporting requirements.

## **Sanctions and Corrective Action**

Violations of this policy shall be addressed through the Discrimination Grievance Procedures. Consequences for violating this policy shall depend upon the facts and circumstances of each particular situation.

In determining the severity of sanctions or corrective actions, factors such as the frequency and severity of the offense and any history of past discriminatory, harassing or retaliatory conduct are relevant. A finding of discrimination, harassment that

creates a hostile environment or results in a tangible employment or educational action, or sexual misconduct may be cause for disciplinary action up to and including the discharge of employees and the expulsion of students, in accordance with applicable college policies and procedures and collective bargaining agreements.

## **Amnesty for Drug or Alcohol Possession and Consumption Violations**

The college strongly encourages students to report instances of sex-based discrimination, sexual harassment, and sexual misconduct involving students. Therefore, students who provide information about sex-based discrimination, sexual harassment, sexual misconduct, domestic violence, or stalking involving students shall not be disciplined by the college for any violation of the college's drug or alcohol possession or consumption policies in which they might have engaged in connection with the reported incident.

## **Free Speech and Academic Freedom**

This policy shall not be construed or applied to restrict academic freedom at the college, nor shall it be construed to restrict constitutionally protected expression, even though such expression may be offensive, unpleasant, or even hateful.

In addressing all complaints and reports under this policy, the college shall take all permissible actions to ensure the safety of students and employees while complying with free speech requirements for students and employees.

## **External Complaints**

As an employee or student, if you filed a complaint with the RO and believe the college's response was inadequate, or otherwise believe you have been discriminated against by the college on the basis of race, color, national origin, sex, including sexual harassment, disability, age, or retaliation, you may file a complaint with the Office for Civil Rights (OCR) of the U.S. Department of Education based in Seattle or the Educational Opportunities Section (EOS) of the Civil Rights Division of the U.S. Justice Department of Justice, and a complaint based on religion with EOS of the U.S. Justice Department. Contact information for the Office for Civil Rights is as follows:

- U.S. Department of Education Office for Civil Rights Seattle Office  
915 Second Avenue, Room 3310  
Seattle, WA 98174-1099  
[OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov)  
Voice: 206-607-1600  
Fax: 206-607-1601  
TDD: 206-607-1647

As an employee or student, if you filed a complaint with the RO and believe the college's response was inadequate, or you otherwise believe you have been discriminated against by the college on the basis of race, color, national origin, sex, including sexual harassment, disability, age, religion, creed, pregnancy, marital status, familial status (housing only), or political beliefs, or retaliation, you may file a complaint with the Montana Human Rights Commission. Contact Information is as follows:

- Montana Human Rights Commission  
1625 11th Ave. PO Box 1728  
Helena, MT 59624-1728  
Voice: 1-406-444-2884  
Toll free: 1-800-542-0807

<http://erd.dli.mt.gov/human-rights/human-rights-commission>

## **Discrimination, Harassment, and Title IX Training**

To educate staff and faculty on the importance of non-discrimination and the prevention of sexual harassment in the work environment and classroom, the college requires all employees (faculty, administrators, and staff members) to:

- complete discrimination and harassment prevention training on a biennial basis; and
- complete Title IX on-line training.

New employees must complete the training within 45 days of employment. Temporary employees and student employees are required to complete the training program only at the discretion of the RO or Human Resources and/or in conjunction with the department of hire.

Supervisors shall support the employee in providing a reasonable amount of work time for the employee to complete the training program. Training programs can be selected from resources such as online programs, presentations or self-study options as determined and pre-approved by the responsible college officials.

The college requires primary prevention, risk reduction and awareness training programs for all incoming students and new employees concerning sexual misconduct, domestic violence and stalking. The college shall maintain ongoing primary prevention, risk reduction, and awareness campaigns concerning sexual misconduct, domestic violence, and stalking for students and employees.

## **Retaliation**

Retaliation is action taken by an accused individual or an action taken by a third party against any person because that person has opposed any practices forbidden under this policy or because that person has filed a complaint, testified, assisted, or participated in any manner in an investigation or proceeding under this policy. This includes action taken against a bystander who intervened to stop or attempt to stop discrimination, harassment, or sexual misconduct. Retaliation includes intimidating, threatening, coercing, or in any way discriminating against an individual because of the individual's complaint or participation. Action is generally deemed retaliatory if it would deter a reasonable person in the same circumstances from opposing practices prohibited by this policy.

Retaliation against an individual for taking any of the actions in support of this policy is prohibited. It is central to the values of the college that any individual who believes they may have been the target of unlawful discrimination or harassment feel free to report their concerns for appropriate investigation and response, without fear of retaliation or retribution.

## **Contact**

### ***Student Services***

Phone: 1-406-874-6101

Web: [milescc.edu/MCCStudents/StudentLife](https://milescc.edu/MCCStudents/StudentLife)

### ***Human Resources***

Phone 1-406-874-6292

HumanResources@milescc.edu



# ACADEMIC INFORMATION

## Degree and Certificate Information

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

MCC offers 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 neighboring state colleges and universities.

- A minimum of 60 credit hours of courses numbered 100 or higher in a prescribed transfer curriculum is required for the A.A./A.S. degree. As part of the 60 credits, students must complete the outlined required courses and program requirements.
- A cumulative grade-point average of 2.0 or better is required in the credits earned toward the A.A./ A.S. degree.

See [Associate of Arts](#) and [Associate of Science](#).

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

MCC offers the Associate of Science Degree in Nursing (A.S.N.) designed for individuals wishing to enter the medical field as registered nurses or RNs. This degree prepares you to take the NCLEX exam through hands-on training and coursework. 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 A.S.N. degree.

See [Associate of Science in Nursing](#)

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

Programs 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.

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

See [Associate of Applied Science](#).

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

Certificate of Applied Science and Certificate 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.

- 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.
- Certificates are programs of study of one year or less with no more than 29 credits.

See [Certificate of Applied Science](#) and [Certificate](#).

## 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 of 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 of Academic Affairs.

When a program has been reviewed and is to be terminated (placed on moratorium for three academic years), 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 of their program and should keep abreast of current degree, curriculum, and course requirements.

## **Class Attendance Policy**

A record of each student's attendance is highly recommended. 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.

## **Courses**

### **Drop/Add**

Fall & Spring Semester Courses:

- Students may add/drop courses prior to the sixth instructional day via Banner in consultation with their advisor
- Students may not add courses after the sixth instructional day

Mini-Sessions & Summer Semester Courses:

- Students may add/drop courses prior to the fourth instructional day via Banner in consultation with their advisor
- Students may not add courses after the fourth instructional day

To drop a course after the sixth or fourth instructional day, students must obtain a drop form from Student Services and complete the information required. Before the transaction is official, it must be signed by the instructor of the course and the advisor and returned to the Registrar for processing.

Distance students must contact the Registrar to add/drop courses.

### **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" will be placed on the transcript if the course is not being passed at the time of withdrawal. The course grade assignment will be made by the instructor. The "WF" will be calculated within the GPA in the same manner as an "F."

Students who feel there are extenuating circumstances that warrant an exception to the normal drop/add procedures and a resulting adjustment to their student account should contact the Business Office.

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

### **Repeating a Course**

Students who repeat a course will have the most recently earned grade counted toward their grade-point average and graduation requirements. For financial aid policies, see [Repeat Coursework](#).

### **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.

## Changes of Schedule

Students may drop or add courses during specified times listed on the academic calendar included in each semester schedule of classes. Drop forms 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 Vice President for Academic Affairs.

## 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 support to improve academic 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:

- **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.
- **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 one semester at Miles Community College with an institutional grade point average of no less than 2.0, and submit a letter of recommendation from a staff or faculty member. A maximum of six credits will be counted toward graduation. All internship courses are numbered 298 under the appropriate department heading.

## Dual Enrollment

Course Requirements:

- Courses eligible will be 100 or 200 level college courses included in the Catalog and having the same course prefix, number, title, credits, and outcomes as those established by Miles Community College.
- The syllabus for a dual enrollment course must include the same content, outcomes, and bases for assessment of student achievement of outcomes as other non-campus sections of MCC course.
- Dual credit courses must meet the outcomes for the course approved by MCC, as well as the content and performance standards for the local district curriculum and all other applicable accreditation standards.
- MCC faculty in the discipline and/or the Vice President of Academic Affairs will verify through site visits and other measures that the curriculum of concurrent enrollment courses reflects the pedagogical, theoretical, and philosophical orientation of the College. See [milescc.edu/Academics/PioneerExpress](https://milescc.edu/Academics/PioneerExpress).

## Credits

### 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.

### 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

### 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.

## Dual Enrollment

Credit Models:

- **Concurrent courses** award both high school credit and college credit for MCC courses taken by the high school student.
- **Pioneer Express courses** award college credit, *but not high school credit*, for an MCC course taken by the high school student.

Both models may be delivered at MCC, the partnering high school, online, via interactive video, at alternatives sites, and at times beyond the traditional school day and year – inclusive of summer, evenings, and weekends.

Delivery Models:

- **Pioneer Express:** the course is taught at MCC or online by MCC faculty to a class that includes college students and dual enrollment students. Students are required to complete the same graded work and be assessed with the same standards applied to all other students in the course.
- **Concurrent enrollment:** the course is taught, usually at the high school, to a class of high school students by MCC faculty or by appropriately qualified high school teachers serving as adjunct faculty of the college. MCC employs specific strategies to ensure that students are held to the same standard of achievement as students in the on-campus section of the course.

## Alternate Methods 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; call 1-406-874-6152 or 1-800-541-9281 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 their 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 of Academic Affairs. Regular tuition and fees are charged for credit by exam.

Only degree seeking 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 of 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 pre-requisite 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.

### *Prior Credit Policy for students using VA Education Benefits*

Miles Community College will evaluate all previous postsecondary education and training, including military credits and training, for students using VA education benefits. All prior postsecondary transcripts and military transcripts must be submitted to the Registrar’s Office for evaluation. Upon completion of the evaluation process, the institution will grant credit as appropriate, reduce program length and cost, notify the student of the evaluation, and maintain all credit evaluation records. Accepted military training credits will be applied to the student’s MCC transcript as transfer work and recorded with a “P” grade(s).

For additional information about military training credits, contact the Miles Community College Registrar at 1-406-874-6214 or 1-800-541-9281..

### *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 Academic Affairs to follow the requirements of their program area and the portfolio process. The administrative cost to process, evaluate, approve, and post credits for approved Portfolio submissions is \$50 per approved credit. For additional information about experiential/portfolio credit, contact the Associate Dean of Academic Affairs at 1-406-874-6212 or 1-800-541-9281 ext. 6212.

## 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.

### *Montana University System General Education Transfer Policy*

#### **I. Board Policy 301.10**

- A. The Montana University System (MUS) 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 MUS will recognize the integrity of general education programs and courses offered by units of the MUS, 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 MUS shall also recognize the integrity and transferability of the MUS transferable core.
- B. To ensure adequate student preparation for transfer, campuses will exclude any courses from their general 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 course work 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 [here](#).
- B. The MUS transferable core.  
An undergraduate student who has completed courses identified as part of the (MUS) 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 MUS that student cannot be required to take additional general education courses at the lower division level.
  2. If the 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 or 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 of the approved general education program at the campus to which he or she transfers. The student should make the 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.
- C. Other “General Education” Course work.  
 An undergraduate student, in the following situations, will have their 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 course work outside of the Montana University System;
  2. A student who completes postsecondary course work in the Montana University System that does not fall within the MUS Core described in paragraph II.B of this policy.

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 another 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 course work 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 will have to 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 Montana University System 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 Montana University System 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.

### 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 ([mus.edu/transfer/MUScoreCultural](https://mus.edu/transfer/MUScoreCultural)) 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: [mus.edu/transfer/highermingrades.asp](https://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.

### MUS Core Areas

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

## Grades & Grading

### 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:

- 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;
- A “C-” or better in all classes that are used to satisfy a general education program.
- 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.

### Academic Standards

The College will make all reasonable efforts to assist students toward academic success. All degree-seeking students taking six or more credits during any term (fall, spring, or summer) will be reviewed for satisfactory academic standing. To maintain 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 an academic probationary status and that their inadequate work may jeopardize their degree or certificate objective. Students must meet with the Director of Student Success & Retention and Coordinator of Disabilities Support Services to complete an improvement plan before enrolling in the next semester. First-time students placed on academic probation will be required to enroll in the "Get a GRIP (Grade Recovery in Progress)" program. See [milescc.edu/CampusServices/CAS/CollegeSuccess](https://milescc.edu/CampusServices/CAS/CollegeSuccess).

Students with two successive semesters of inadequate work will be placed on academic suspension. Such students must consult with their advisor and the Director of Student Success & Retention and Coordinator of Disabilities Support Services to determine the most appropriate course of action and will be required to complete a reinstatement form to enroll in the next semester. Students placed on academic suspension will also be required to enroll in the "Get a GRIP" program. 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 of Academic Affairs and the Dean of Enrollment Management and Educational Support Services.

GRIP stands for "Grade Recovery in Progress." First-time students placed on academic probation and all students placed on academic suspension will be required to enroll in the Get a GRIP Program. Get a GRIP is a voluntary academic support program for any other students concerned about improving their academic performance.

Depending on the needs of the individual students, Get a GRIP Program components may include mandatory tutoring, study table sessions, and regular meetings with academic advisors and GRIP Program staff.

### **Final Grade Appeal**

Incidents may arise between a teacher and student in respect to grading. The student should make every effort to resolve the problem on an informal basis by speaking to the instructor. If after discussing the issue with the instructor, the student feels there is evidence to support their belief that the grade awarded was incorrect, the student has thirty (30) calendar days from the official posting of the grade by the Registrar to file a grade appeal.

#### ***Procedures for Final Grade Appeal***

Academic freedom is fundamental to the rights of a teacher to teach and a student to learn. While academic freedom supports a teacher's right and responsibility to seek truth and to communicate it to others, such a freedom presumes respect for the rights and responsibilities of students. Instructors will provide students with a syllabus for the course at the beginning of each semester. The syllabus shall outline the objectives of the course, and general grading expectations.

Incidents may arise between a teacher and student in respect to grading. The student should make every effort to resolve the problem on an informal basis by speaking to the instructor. If after discussing the issue with the instructor, the student feels there is evidence to support their belief that the grade awarded was incorrect, the student has thirty (30) calendar days from the official posting of the grade by the Registrar to file a grade appeal. To file an appeal, the student should utilize the following procedures:

1. If unable to reach a solution with the instructor, the student shall discuss the matter with the Vice President for Academic Affairs and complete the Grade Appeal Request Form. The Vice President of Academic Affairs will then ask the student for documentation to support the claim that the grade awarded was incorrect.
2. The Vice President of Academic Affairs shall ask the instructor for documentation to support the student's posted grade including but not limited to attendance records, grade reports, etc.
3. Based upon the evidence gathered by the Vice President of Academic Affairs, a finding shall be issued as to whether or not the grade should stand as posted or if there is evidence to support the grade change within thirty (30) calendar days of the student's initial request for a grade appeal. The written finding shall be sent to the student and to the instructor.

4. The grade shall be changed only upon written confirmation to the Registrar from the instructor and the Vice President of Academic Affairs which contains both of their signatures.
5. Depending upon the findings of the Vice President of Academic Affairs, either the student or the faculty member, if not satisfied that the information in the case was accurately interpreted, may request another opinion from the Grade Appeal Committee through a written complaint to the President of the College. The complaint letter must be received within fifteen (15) calendar days of the dated letter from the Vice President of Academic Affairs.
6. Within fifteen (15) calendar days of receipt of the written complaint from the student or faculty member, the President or designee will convene a Grade Appeal Committee and provide the Chair of that committee with the complaint. The Grade Appeal Committee is an ad hoc committee composed of the Dean of Student Engagement or other Dean, two faculty members appointed by the two Faculty Executive Committee Division Chairs and Director of Nursing, unless the appeal is against one of the Division Chairs or Director, and two students appointed by the Student Senate. The Committee shall select its own chair.
7. At least seven (7) calendar days in advance of the hearing, the Chair of the Committee will notify all parties of the time and place of the hearing, the nature of the complaint, the composition of the committee, and the right of the student and the instructor involved in the grade appeal to be present when evidence is presented to the committee and to question and give evidence in rebuttal.
8. During the hearing, both student and faculty member are permitted to be accompanied by someone for the purpose of support and advice. This person will not be permitted to offer testimony. At the hearing, committee members, as well as the two parties themselves, may question witnesses to evaluate the facts. As Grade Appeal Committee hearings are private, witnesses will be excused after giving testimony.
9. The Grade Appeal Committee's decision is final and ends the grievance process. The Committee's decision shall be forwarded to the parties, the Vice President for Academic Affairs, the Registrar and to the President within seven (7) calendar days of the hearing. The Grade Appeal Committee's decision will include the rationale and the dissenting opinion, if any. Only those committee members who have heard all the evidence may vote. If the Grade Appeal Committee determines a grade shall be changed, this letter will serve as the source document for the Registrar to change the grade.

### 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	D+ ..... 1.3 grade points per credit
A- .....3.7 grade points per credit	D ..... 1.0 grade point per credit
B+ .....3.3 grade points per credit	D- .....0.7 grade points per credit
B .....3.0 grade points per credit	F ..... 0 grade points per credit
B- .....2.7 grade points per credit	I ..... Incomplete - No credit
C+ .....2.3 grade points per credit	N ..... Audit – No credit
C .....2.0 grade points per credit	T ..... Temporary—No credit
C- .....1.7 grade points per 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 required for a program. 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 of 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.

Students will continue to have access to all material in Canvas while completing a course as all Canvas course shells are set to stay open for 8 weeks after a term ends. 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.

## Temporary Grades

Temporary, or "T," grades are assigned to students enrolled in a course that extends beyond the standard semester schedule, or when the work required for a course extends beyond the end of the term, which may happen for a variety of reasons. At their discretion, an instructor may post a "T" in lieu of a final grade for a designated course that has not been completed by the conclusion of the term of registration. Students will continue to have access to all material in Canvas while completing a course as all Canvas course shells are set to stay open for 8 weeks after a term ends.

A "T" grade may not stand as a permanent grade and must be resolved before a degree can be awarded. If students receiving a "T" grade do not complete their coursework within eight weeks after the last day of the class, the "T" grade is automatically changed to an "F" grade. This change will also occur if instructors do not submit "T" grade changes within eight weeks of the last day of the class. 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.

## Grades and Transcripts

To receive their final semester grades, students may access their grades through the MCC student management system, Banner. Banner instructions are available at Student Services. Students may also access and print unofficial transcripts through Banner.

To receive an official transcript, a Transcript Request form must be submitted. The Transcript Request form may be obtained from Student Services or submitted via the online form available on the college website, [app.mt.gov/accessgov/milesccl](http://app.mt.gov/accessgov/milesccl). There is a \$3 charge for all official transcripts, with additional charges for MACRAO faxing or expedited shipping.

## 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.

### ***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.

## **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.

## **MCC 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 or Associate of Science degree from Miles Community College develop a knowledge base in the core areas of communications, the humanities and fine arts, mathematics, science, and history and the social sciences. 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. One component of this understanding is the ability to use technology in today's computing environment.

Students enter Miles Community College with different levels of general knowledge and 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:

- Communications: The ability to read, write, listen, and speak effectively;
- Humanities & Fine Arts: Knowledge and understanding of the human cultural traditions as expressed in art, music, theater, language, literature, philosophy, or religion;
- Mathematics: The ability to apply mathematical principles and to communicate quantitative information effectively;
- Science: The knowledge and application of scientific principles, methodology, terminology, questioning, and reasoning;

- History & Social Sciences: The ability to understand, interpret, and analyze human behaviors within the context of history and the social sciences;

## General Education Core Areas

### 1. Communications Core

#### **Vision Statements**

##### **Oral Communication**

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

##### **Written Communication**

The primary 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 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, writing instructors strive to enhance students' recognition and understanding of culture, political theory and expression, history, and science as they are experienced and expressed in language and literature.

##### **Overarching Outcome of the Communications Core**

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 appropriate and effective for their intended audience and purpose.
- Identify and ethically incorporate research materials into informative and analytical communication.

### 2. Humanities and Fine Arts Core

#### **Vision Statement**

It is the function of the study of 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, instructors expose students to a wide variety of artistic and multi-cultural elements. Performing and studio arts classes tap into and develop students' creative and aesthetic sensitivities. 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. Humanities classes introduce students to theories and issues involved in ethics, philosophy, and cultures. 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
- Explore connections between the humanities and cultural/historical events.
- Acknowledge, learn about, and learn from different cultural, artistic, and social perspectives.



### 3. Mathematics Core

#### **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. The instructors challenge students to learn new concepts and apply them in a variety of situations. Students will be fluent with practical mathematical content.

#### **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. Be fluent with practical mathematics.

### 4. Science Core

#### **Vision Statement**

The major goal of science classes at Miles Community College is to help students develop critical-thinking and problem-solving skills in their study of natural and physical sciences. Overcoming the challenges of the technical curriculum found so often in science 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 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 laws that govern the natural world.

### 5. History and Social Sciences Core

#### **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.



## First Year Pioneer Program

The First Year Pioneer program is designed for first-time freshmen in the Associate of Arts or Associate of Science degree. The program is a retention initiative that involves a collaboration of services, programs, and people dedicated to assisting new general studies students at MCC develop education goals and demonstrate the ability to adequately navigate the expectations of college.

The program contains two courses: COLS 101 Introduction to College Studies, intended for a student's first semester and LSCI 101 Introduction to Information Literacy, intended for a student's second semester.

COLS 101 waiver policy: Transfer or returning students enrolling at Miles Community College with 20 credits or more, will have COLS 101 waived and will only be required to complete LSCI 101: Introduction to Information Literacy.

COLS 101 and LSCI 101 waiver policy: Transfer or returning students enrolling at Miles Community College with 45 credits or more, will have COLS 101 and LSCI 101 waived. Miles Community College students who complete a change of program to the A.A. or A.S. general studies in their final semester will have COLS 101 and LSCI 101 waived.

## Contact

### *Academic Affairs*

Phone: 1-406-874-6164

Web: [milescc.edu/Academics/Academics](https://milescc.edu/Academics/Academics)

## Nursing Program

The Miles Community College Nursing Program prepares students in four semesters after being admitted to the program to earn an Associate of Science Degree in Nursing (A.S.N.). The program meets the state standard in preparation to successfully pass the NCLEX-RN boards and earn Registered Nurse Licensure. The MCC Nursing Program follows the Montana Board of Nursing Model Curriculum to facilitate the statewide standards and to enhance matriculation to in-state Bachelor of Science Nursing Programs.

### Accreditation Commission for Education in Nursing (ACEN)

Effective April 2020, the associate nursing program at Miles Community College located in Miles City, MT is a candidate for initial accreditation by the Accreditation Commission for Education in Nursing. This candidacy status expires on April 2022.

- Accreditation Commission for Education in Nursing (ACEN)  
3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326  
  
(404) 975-5000

View the public information disclosed by the ACEN regarding this candidate program at [www.acenursing.us/candidates/candidacy.asp](https://www.acenursing.us/candidates/candidacy.asp)

### Mission

The MCC Nursing program provides quality evidence-based nursing education for Associate Degree Nurses. This includes faculty striving to provide a learning environment that promotes active participation, focusing on the concepts of human flourishing, nursing judgement, professional identity and spirit of inquiry. Integral to achievement is the collaborative process with health care facilities and partners in Eastern Montana. Nursing will be prepared to successfully pass NCLEX-RN boards and earn Registered Nurse Licensure after graduation.

The MCC Nursing Program reflects and supports the mission and objectives of the College. MCC promotes student success and lifelong learning through accessible, quality programs and community partnerships. The College's Core Themes are 1) Student Success, 2) Academic Achievement, 3) Workforce Training and Partnerships and 4) Community Outreach and Lifelong.

## Guiding Principles

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

## Student Learning & Program Outcomes

Student Learning and End of Program Outcomes are listed in the Nursing Student Handbook.

## Nursing Education

Learning is a dynamic lifelong process, occurring in the cognitive, psychomotor and affective domains. It is the joint responsibility of the educator and the learner with each assuming the responsibility of learning and continued self - development. The role of the educator is to facilitate learning and leadership by providing an environment wherein students have the opportunity to establish goals, examine various means of attaining them and evaluate the course of actions selected. Practitioners of nursing have a responsibility for professionalism and the mentoring of others. The nurse is a role model for clients, families and communities in terms of practicing appropriate health behaviors.

The faculty is committed to serve as facilitators of learning, continuous quality improvement in curriculum and program development. Faculty fosters a supportive environment in which concepts are applied to a variety of problem-solving situations, evaluation to the student and direction for further learning. Student's responsibility in this partnership is to utilize all of the available resources to learn, to apply the concepts presented and to seek counsel from the nursing faculty regarding academic and clinical practice needs

## Pre-Nursing

The Associate of Science in Nursing Degree may be completed in five semesters, with a full-time plan of study. Students may choose a part-time option initially to complete the pre-nursing requirements over a longer period of time. Once admitted to the Nursing Program, however, students must complete the A.S.N. requirements within four semesters.

## Pre-requisites

All Pre-requisite courses are required to be completed with a "B-" or higher. A selective GPA based upon the most recent attempt of Pre-requisite courses of 2.75 is required for admission to the Nursing Program. All required A.S.N. Degree courses, including general education courses, may be repeated only once, developmental courses not included. All science courses must be less than five years old.

Course Number	Course Name	Didactic Credits	Lab Credits	Total Credits
BIOH 201/202	Human Anatomy and Physiology I with Lab	3	1	4
CHMY 121 & 122	Intro to General Chemistry with Lab	3	1	4
WRIT 101	College Writing I	3		3
MATH 140	*College Math for Healthcare <i>Other math classes may apply</i>	3		3
<b>Total Credits Semester 1</b>		<b>12</b>	<b>2</b>	<b>14</b>

## Nursing Program Admission

Because of the critical nature of patient care, accreditation standards established by the ACEN, and licensure standards established by the Montana Board of Nursing, students seeking admission to the 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 Nursing Office or visit [milescc.edu/DegreesPrograms/Nursing/ApplicationProcess](https://milescc.edu/DegreesPrograms/Nursing/ApplicationProcess) for the most current information.

Applicants who have been convicted of a felony or treated for substance abuse should discuss their eligibility status with the Montana Board of Nursing (<http://boards.bsd.dli.mt.gov/nur>) prior to admission. Acceptance into the program does not assure eligibility to take the RN licensing examination. The Montana Board of Nursing makes all final decisions on issuance of licenses.

## Physical and Communication Requirements

To progress successfully through the program, pass return skills demonstrations, and function as a nurse after graduation, applicants should 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.

## Initial Admission Requirements

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

1. MCC application form ([milescc.edu/admissions](https://milescc.edu/admissions)) and \$30 nonrefundable application fee
2. High school transcripts or state-approved high school equivalency transcripts
3. Official college transcripts, if applicable from all institutions attended
4. Proof of Kaplan Nursing Entrance Exam, minimum 70% score
5. Completed MCC Nursing Application Packet
6. Background check – information/instructions are part of the application packet
7. Copy of Current CPR card from the American Heart Association – for Health Care Providers
8. Military include DD-214 and military education record. Military experience in the medical field and education will be evaluated on a case by case basis by the College Registrar and Nursing Admission Committee.

## Applying for Admission to the Nursing Program

Selection into this Nursing Program is competitive. Admission to the Nursing Program is based on points assigned to each student from the categories in the Selection Points Table with a possible one hundred (100) points. In case of a tie score, students will be selected according to the highest Kaplan score, GPA and potentially other criteria.

The MCC Nursing Department offers the *Kaplan Nursing Entrance Exam* three times a year in October, April and on one date in May. Applicants self-register for the *Kaplan Nursing Entrance Exam* at [milescc.edu/DegreesPrograms/Nursing/ApplicationProcess](https://milescc.edu/DegreesPrograms/Nursing/ApplicationProcess). The registration link is active for approximately three (3) to four (4) weeks prior to exams and exam requirements are posted on the registration site; please read this important information prior to testing.

To be considered for the MCC Nursing Program the exam must have been taken within one year of the Nursing Application deadline, currently June 1. Applicants may apply with their highest exam score, a minimum score of 70% is required.

## Acceptance into the Program

The selection process for all admission will begin in June with all students being notified of their status by the end of month. The MCC Nursing Admission Committee determines acceptance of students based on the applicant's completion of all admission & application requirements. Applicants are placed in rank order by points earned based upon the selection points table. Clinical sites will be assigned based on the rank order of accepted applicants. Students with highest ranking will be assigned clinical location based on their indicated preferences. All clinical sites have a limited number of students that can be accommodated, students will be placed based upon availability.

## After Acceptance

Students who are accepted in to the Nursing Program will be given one week to accept or defer their placement. Accepted students will have further requirements to be eligible to enroll in classes the following fall semester including drug testing and TB testing.

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 Admission Committee.

Incoming students are required to attend Freshmen Nursing Orientation, usually held in July. At that time students will complete additional paperwork as well as advising for fall semester.

## Nursing Readmission Process

Students who are requesting readmission to MCC Nursing Program are required to submit a letter to the Nursing Admission Committee outlining the student's understanding of why they left the Nursing Program and what has changed that will allow them to be successful on a second attempt. Students must submit current GPA and their Kaplan Nursing Entrance Exam score, if retaken. Students requesting to enter in a semester other than the beginning of the program are subject to space availability. 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 at [milescc.edu/DegreesPrograms/Nursing](http://milescc.edu/DegreesPrograms/Nursing) or at the Nursing Office.

## Transfer Students

Students wishing to transfer to the MCC Nursing Program from other Schools of Nursing should contact the Nursing Program Director. Transfer admission is dependent on space availability.

## Military & LPN

Students seeking admittance with a medical military background or having current LPN licensure should contact the MCC Nursing Office for further information.

## Contact

Phone: Director 1-406-874-6188, Nursing & Allied Health Programs Advisor 1-406-874-6189

Web: [milescc.edu/DegreesPrograms/Nursing](http://milescc.edu/DegreesPrograms/Nursing)

# DEGREES & CERTIFICATES

Miles Community College is authorized by the State of Montana Board of Regents to offer the following programs resulting in the award of the following degrees: Associate of Arts, Associate of Science, Associate of Science in Nursing, Associate of Applied Science, Certificate of Applied Science, Certificate. An emphasis is a focused curriculum that adds a specialization within a program; areas of emphasis are noted on the transcript but not on the diploma. A pathway is a guide to a career or discipline area that the student and advisor can customize within the area; pathways are noted on the transcript but not on the diploma. Each program has a corresponding scope and sequence page outlining program and course requirements and learning outcomes. Designated courses a student must select from to fulfill elective credit are called Directed Electives; courses a student may select from to fulfill elective credit are called Suggested Electives. This list of programs is subject to modification by the College.

## Transfer Education

### Associate of Arts (A.A.)

- [A.A. General Studies\\*](#)
- [A.A. Education Pathway](#)
- [A.A. Equine Management Emphasis](#)
- [A.A. Health & Physical Education Emphasis](#)
- [A.A. Human & Social Services Emphasis](#)

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

- [A.S. General Studies\\*](#)
- [A.S. Agribusiness Emphasis](#)
- [A.S. Agriculture and Natural Resources Pathway](#)
- [A.S. Allied Health Emphasis - Pre-Professional Programs](#)
- [A.S. Animal Science Emphasis - Livestock Management & Industry](#)
- [A.S. Animal Science Emphasis - Pre-Veterinary, Biotechnology, Nutrition, or Genetics](#)
- [A.S. Business Emphasis\\*](#)
- [A.S. Computer Technology Management Emphasis](#)
- [A.S. Medical Laboratory Technician Emphasis\\*\\*](#)
- [A.S. Natural Resources & Rangeland Management Emphasis](#)
- [A.S. STEM Pathway](#)
- [A.S. Wildlife & Fisheries Biology Emphasis](#)

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

- [C.A.S. General Studies\\*](#)

A.A., A.S., and C.A.S. degrees in general studies and A.A. and A.S. degrees awarded with a specific emphasis/pathway must include General Education Core Requirements.

A.A.S., C.A.S., and C. degrees must contain related instruction requirements of written communication, computation, and human relations.

*\*Program can be completed online. \*\*Degree awarded by partner institution. \*\*\*Academic program remains in the catalog, but MCC has suspended admission to the program (moratorium).*

## Professional-Technical Education

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

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

- [A.A.S. Accounting Technology\\*](#)
- [A.A.S. Agriculture Production](#)
- A.A.S. Automotive Technology\*\*\*
- [A.A.S. Equine Studies](#)
- [A.A.S. Information Technology - Graphic & Web Design](#)
- [A.A.S. Information Technology - Networking & PC Maintenance](#)
- [A.A.S. Office Administration & Technology](#)
- [A.A.S. Radiologic Technology\\*\\*](#)
- [A.A.S. Small Business Management\\*](#)

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

- [C.A.S. Agriculture](#)
- [C.A.S. Automotive Technology](#)
- [C.A.S. Entrepreneurship\\*](#)
- [C.A.S. Heavy Equipment Operations](#)
- C.A.S. Pharmacy Technician\*\*\*

#### Certificate (C.)

- [C. Accounting\\*](#)
- [C. Agriculture & Equine Studies](#)
- [C. Computer Maintenance Assistant](#)
- [C. Customer Relations](#)
- [C. Fundamentals of Business\\*](#)
- [C. Graphic Design Assistant](#)
- [C. Meat Processing](#)
- [C. Network Technician](#)
- [C. Phlebotomy](#)
- [C. Sales & Marketing\\*](#)

## General Education Core Requirements

A.A. and A.S. degrees, and the C.A.S. degree in general studies contain a required number of credit hours in [general education](#) courses, called core requirements. The following courses listed in each core area are those which are acceptable to fulfill the requirements of that area. Additional courses that meet core requirements, yet are rarely offered, are indicated as such in [Course Descriptions](#). A.A. degree scope and sequences will include an additional 3 credits from the core areas of Humanities and Fine Arts and History. A.S. degree scope and sequences will include an additional 3 credits from Mathematics core area, and one science lab must be a standalone lab.

### **Communications-Oral 3 credit hours required:**

COMX 111 Public Speaking  
 COMX 115 Interpersonal Communication  
 AGED 140 Leadership Development for Agriculture

### **Communications-Written**

#### **Required course:**

WRIT 101 College Writing I

#### **3 credit hours required:**

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

### **Mathematics 3 credit hours required:**

M 105 Contemporary Mathematics  
 M 121 College Algebra  
 M 140 College Math for Healthcare  
 M 151 Precalculus  
 M 161 Survey of Calculus  
 M 171 Calculus I  
 M 172 Calculus II  
 STAT 216 Introduction to Statistics

### **Humanities and Fine Arts 6 credit hours required:**

ARTH 101 Foundations of Art  
 ARTZ 105 Visual Language—Drawing  
 ARTZ 106 Visual Language—2-D Foundations  
 ARTZ 130 Intro to Ceramics  
 ARTZ 19103 Ceramics Special Topics: Wheel Throwing  
 ARTZ 19104 Ceramics Special Topics: Hand Building  
 ARTZ 221 Painting  
 CRWR 240 Introductory Creative Writing Workshop  
 LIT 110 Introduction to Literature  
 LIT 211 American Literature II  
 LSH 101 Introduction to Humanities  
 MUSI 101 Enjoyment of Music\*  
 PHL 101 Introduction to Philosophy  
 PHL 110 Introduction to Ethics  
 PHL 221 Intro. 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\*

### **Science 6 credit hours required (must include one lab):**

ANSC 265/266 Functional Anat. of Domestic Animals/Lab  
 BIOB 101/102 Discover Biology/Lab  
 BIOB 110 Introduction to Plant Science  
 BIOB 160/161 Principles of Living Systems/Lab  
 BIOB 170/171 Principles of Biological Diversity/Lab  
 BIOE 103/104 Environmental Science and Society/Lab  
 BIOH 104/105 Basic Human Biology/Lab  
 BIOH 201/202 Human Anatomy and Physiology I/Lab  
 BIOH 211/212 Human Anatomy and Physiology II/Lab  
 BIOM 250/251 Microbiology for Health Sciences/Lab  
 CHMY 121/122 Introduction to General Chemistry/Lab  
 CHMY 123/124 Intro. to Organic & Biochemistry/Lab  
 CHMY 141/142 College Chemistry I/Lab  
 CHMY 143/144 College Chemistry II/Lab  
 ENSC 245 Soils\*\*  
 GEO 101/102 Intro to Physical Geology/Lab  
 GPHY 111/112 Introduction to Physical Geography/Lab  
 NRSM 240 Natural Resources Ecology\*\*  
 NUTR 221 Basic Human Nutrition  
 PHSX 205/206 College Physics I/Lab  
 PHSX 207/208 College Physics II/Lab  
 PHSX 220/221 College Physics I (with calculus)/Lab  
 PHSX 222/223 College Physics II (with calculus)/Lab

### **Social Science, Economics, History, and**

#### **Political Science 6 credit hours required:**

HSTA 101 American History I\*  
 HSTA 102 American History II\*  
 HSTA 250 Plains Indian History\*  
 HSTR 101 Western Civilization I\*  
 HSTR 102 Western Civilization II\*  
 ANTY 101 Anthropology and the Human Experience\*  
 ECNS 201 Principles of Microeconomics  
 ECNS 202 Principles of Macroeconomics  
 EDU 220 Human Growth and Development  
 NASX 105 Introduction to Native American Studies\*  
 PSCI 210 Introduction to American Government  
 PSYX 100 Introduction to Psychology  
 PSYX 230 Developmental Psychology  
 PSYX 260 Fundamentals of Social Psychology\*  
 SOCI 101 Introduction to Sociology\*

\*Course meets [MUS Cultural Diversity](#) requirement. \*\*Course has embedded science lab.

# ASSOCIATE OF ARTS

## A.A. General Studies

This two-year (60 credit) 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. The curriculum gives students a broad educational background in liberal arts with emphasis on humanities and social sciences. **This degree is available online.**

Upon completion of this program, graduates 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 with the context of history and the social sciences;
- The knowledge of and the ability to use technology in today's computing environment.

Program course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check [Course Descriptions](#) to determine pre-requisites, and should consult their advisor regarding the order in which to take courses. Students should consult the catalog of the institution to which they expect to transfer and should select appropriate core requirement and elective courses in consultation with their advisor: [General Education Core Requirements](#).

*NOTE: 3 credits of either Humanities and Fine Arts or Social Science must meet the Cultural Diversity requirement.*

### First Year

Fall Semester : 14 Credits		Credits
WRIT 101	College Writing I	3
COLS 101	Intro to College Studies	2
	<i>Mathematics Core Requirement</i>	3
	<i>Oral Communication Core Requirement</i>	3
	<i>Humanities Core Requirement</i>	3
Spring Semester : 14 Credits		
	<i>Written Communication Core Requirement</i>	3
LSCI 101	Intro to Information Literacy	2
	<i>Humanities Core Requirement</i>	3
	<i>Science Core Requirement</i>	3
	<i>Social Science Core Requirement</i>	3

### Second Year

Fall Semester : 16 Credits		Credits
	<i>Social Science Core Requirement</i>	3
	<i>Science Core Requirement</i>	3
CAPP 120/120A	Intro to Computers & Applications	1,2
<i>Directed Elective</i>	<i>Humanities Core Requirement</i>	3
	Electives	4
Spring Semester : 16 Credits		
<i>Directed Elective</i>	<i>Social Science History Core Requirement</i>	3
	Electives	13
<b>TOTAL CREDITS</b>		<b>60</b>



## A.A. Education Pathway

This two-year (63 credit) pathway offers course work leading to an Associate of Arts Degree for students planning to transfer to a four-year institution and pursue a Bachelor degree in Elementary or Secondary Education. Courses are designed to provide the initial foundational program to prepare qualified teachers and related personnel for the public school system.

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

- Explain the development of a child and the concepts of learning and behavior.
- Develop classroom rules and teach proper group behavior.
- Assist students with computer technology.
- Provide communication support for exceptional learners.
- Serve as a teacher's assistant at the elementary or secondary level
- Identify learning challenges for students and describe the Individualized Education Plan (IEP)

Program course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check [Course Descriptions](#) to determine pre-requisites, and should consult their advisor regarding the order in which to take courses. Students should consult the catalog of the institution to which they expect to transfer and should select appropriate core requirement and elective courses in consultation with their advisor: [General Education Core Requirements](#).

*NOTE: 3 credits of either Humanities and Fine Arts or Social Science must meet the Cultural Diversity requirement; at least one science course must contain a lab component.*

### First Year

Fall Semester : 15 Credits		Credits
EDU 101	Teaching and Learning	3
WRIT 101	College Writing I	3
PSYX 100	Intro To Psychology	3
COMX 111	Intro to Public Speaking	3
	<i>Mathematics Core Requirement</i>	3
Spring Semester : 16 Credits		
WRIT 201	College Writing II	3
CAPP 120/120A	Intro to Computers & Applications	1,2
	<i>Humanities Core Requirement</i>	3
	<i>Physical Science Core Requirement &amp; Lab</i>	3, 1
	Electives	3

### Second Year

Fall Semester : 16 Credits		Credits
EDSP 204	Intro To Teaching Exceptional Learners	3
NASX 105	Intro To Native American Studies	3
	<i>Humanities Core Requirement</i>	3
	<i>Life Science Core Requirement &amp; Lab</i>	3, 1
	Electives	3
Spring Semester : 16 Credits		
EDU 222	Educational Psychology and Child Development	3
EDU 202	Early Field Experience	1
HSTA 101	American History I	3
<b>OR</b>		
HSTA 102	American History II	(3)
SOCI 101	Intro To Sociology	3
<i>Directed Elective</i>	<i>Humanities Core Requirement</i>	3
	Electives	3
<b>TOTAL CREDITS</b>		<b>63</b>
Suggested electives: MUSI 101 Enjoyment of Music, PSYX 230 Developmental Psychology		

## A.A. Equine Management Emphasis

This two-year (60 credit) emphasis 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, graduates will demonstrate:

- 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.

Program course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check [Course Descriptions](#) to determine pre-requisites, and should consult their advisor regarding the order in which to take courses. Students should consult the catalog of the institution to which they expect to transfer and should select appropriate core requirement and elective courses in consultation with their advisor: [General Education Core Requirements](#).

*NOTE: 3 credits of either Humanities and Fine Arts or Social Science must meet the Cultural Diversity requirement; at least one science course must contain a lab component.*

### First Year

Fall Semester : 16 Credits		Credits
WRIT 101	College Writing I	3
EQUS 101	Introduction to Equine Studies	4
M 105	Contemporary Math	3
<b>OR</b>		
STAT 216	Intro to Statistics	(3)
HSTR 101	Western Civilization I	3
ANSC 100	Intro to Animal Science	3
Spring Semester : 14 Credits		
EQUS 102/103	Horse Conformation & Lab	2, 2
BIOB 101/102	Discover Biology & Lab	3, 1
CAPP 120/120A	Intro to Computers & Applications	1,2
	<i>Oral Communication Core Requirement</i>	3

### Second Year

Fall Semester : 15 Credits		Credits
AGSC 101	Intro To Ag And Environmental Resources	1
ANSC 265/266	Functional Anatomy Of Domestic Animals & Lab	3, 1
CHMY 121/122	Intro To General Chemistry & Lab	3, 1
ANSC 202	Livestock Feeding & Nutrition	3
	<i>Humanities Core Requirement</i>	3
Spring Semester : 15 Credits		
PSYX 100	General Psychology	3
	<i>Humanities Core Requirement</i>	3
	<i>Social Science Core Requirement</i>	3
	<i>Written Communication Core Requirement</i>	3
<i>Directed Elective</i>	<i>Humanities Core Requirement</i>	3
<b>TOTAL CREDITS</b>		<b>60</b>

## A.A. Health & Physical Education Emphasis

This two-year (64 credit) emphasis is designed for students transferring to a four-year college or university to complete a degree in physical education, health education, or coaching.

Upon completion of this program, graduates will demonstrate:

- 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.

Program course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check [Course Descriptions](#) to determine pre-requisites, and should consult their advisor regarding the order in which to take courses. Students should consult the catalog of the institution to which they expect to transfer and should select appropriate core requirement and elective courses in consultation with their advisor: [General Education Core Requirements](#).

*NOTE: 3 credits of either Humanities and Fine Arts or Social Science must meet the Cultural Diversity requirement; at least one science course must contain a lab component.*

### First Year

Fall Semester : 15 Credits		Credits
EDU 101	Teaching And Learning	3
WRIT 101	College Writing I	3
PSYX 100	Intro To Psychology	3
CAPP 120/120A	Intro to Computers & Applications	1,2
	<i>Mathematics Core Requirement</i>	3
Spring Semester : 17 Credits		
HTH 201	Health Issues For Educators	3
BIOH 104/105	Basic Human Biology & Lab	3, 1
WRIT 201	College Writing II	3
PSYX 230	Developmental Psychology	3
ECP 100	First Aid And CPR	1
COMX 111	Intro to Public Speaking	3

### Second Year

Fall Semester : 16 Credits		Credits
KIN 105/106	Fundamentals Of Exercise Science & Lab	3, 1
HTH 110	Personal Health And Wellness	3
NUTR 221	Basic Human Nutrition	3
NASX 105	Intro To Native American Studies	3
	<i>Humanities Core Requirement</i>	3
Spring Semester : 16 Credits		
EDU 222	Educational Psychology and Development	3
EDU 202	Early Field Experience	1
COA 205	Introduction To Coaching	3
HSTA 101	American History I	3
<b>OR</b>		
HSTA 102	American History II	(3)
	<i>Humanities Core Requirement</i>	3
	Electives	3
<b>TOTAL CREDITS</b>		<b>64</b>

## A.A. Human & Social Services Emphasis

This two-year (60 credit) emphasis is designed for students transferring to a four-year college or university to complete a degree in Social Work and Human & Social Services. This emphasis is specifically designed as a pathway into the [University of Montana's Bachelor of Social Work 2+2 program](#).

Upon completion of this program, graduates will demonstrate:

- Obtain a comprehensive general education core background for transfer to a four-year program.
- Have completed the first-two years toward obtaining a bachelor's degree related to human and social services.

Program course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check [Course Descriptions](#) to determine pre-requisites, and should consult their advisor regarding the order in which to take courses. Students should consult the catalog of the institution to which they expect to transfer and should select appropriate core requirement and elective courses in consultation with their advisor: [General Education Core Requirements](#).

*NOTE: 3 credits of either Humanities and Fine Arts or Social Science must meet the Cultural Diversity requirement.*

### First Year

Fall Semester : 14 Credits		Credits
	<i>Mathematics Core Requirement</i>	3
WRIT 101	College Writing I	3
PSYX 100	Intro to Psychology	3
COLS 101	Intro to College Studies	2
	<i>Humanities Core Requirement*</i>	3
Spring Semester : 15 Credits		Credits
	<i>Science Core Requirement**</i>	3, 1
WRIT 201	College Writing II	3
SOCI 101	Introduction to Sociology	3
LSCI 101	Intro to Information Literacy	2
	<i>Oral Communication Core Requirement</i>	3

### Second Year

Fall Semester : 16 Credits		Credits
	<i>Science Core Requirement*</i>	3, 1
ECNS 201	Intro to Microeconomics	3
	<i>Humanities Core Requirement</i>	3
NASX 105	Intro to Native American Studies	3
SW 100	Introduction to Social Welfare	3
Spring Semester : 15 Credits		Credits
	<i>Humanities Core Requirement</i>	3
PSCI 210	Intro to American Government	3
SW 200	Introduction to Social Work Practice	3
PSYX 230	Developmental Psychology	3
	Internship and/or Electives	3
<b>TOTAL CREDITS</b>		<b>60</b>

\*Suggested *Humanities Core Requirement* course: SPNS 101 Elementary Spanish I (fall only)

\*\*Directed *Science Core Requirement*: must select either BIOB 101/102 Discover Biology & Lab (spring only) or BIOB 160/161 Principles of Living Systems & Lab (fall only) for one of the required sciences courses.

# ASSOCIATE OF SCIENCE

## A.S. General Studies

This two-year (60/64 credit) 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 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 use technology in today's computing environment.

Program course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check [Course Descriptions](#) to determine pre-requisites, and should consult their advisor regarding the order in which to take courses. Students should consult the catalog of the institution to which they expect to transfer and should select appropriate core requirement and elective courses in consultation with their advisor: [General Education Core Requirements](#).

*NOTE: 3 credits of either Humanities and Fine Arts or Social Science must meet the Cultural Diversity requirement.*

### First Year

Fall Semester : 14(16) Credits		Credits
WRIT 101	College Writing I	3
COLS 101	Intro to College Studies	2
	<i>Mathematics Core Requirement</i>	3(4)
	<i>Science Core Requirement</i>	3(4)
	<i>Social Science Core Requirement</i>	3
Spring Semester : 14(15) Credits		
	<i>Written Communications Core Requirement</i>	3
LSCI 101	Intro to Information Literacy	2
	<i>Humanities Core Requirement</i>	3
	<i>Science Core Requirement</i>	3(4)
	<i>Oral Communication Core Requirement</i>	3

### Second Year

Fall Semester : 16(17) Credits		Credits
	<i>Social Science Core Requirement</i>	3(4)
	<i>Humanities Core Requirement</i>	3
CAPP 120/120A	Intro to Computers & Applications	1, 2
<i>Directed Elective</i>	<i>Mathematics Core Requirement</i>	3(4)
	Electives	4
Spring Semester : 16 Credits		
	Electives	16
<b>TOTAL CREDITS</b>		<b>60(64)</b>

## A.S. Agribusiness Emphasis

This two-year (64 credit) emphasis 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.

Program course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check [Course Descriptions](#) to determine pre-requisites, and should consult their advisor regarding the order in which to take courses. Students should consult the catalog of the institution to which they expect to transfer and should select appropriate core requirement and elective courses in consultation with their advisor: [General Education Core Requirements](#).

*NOTE: 3 credits of either Humanities and Fine Arts or Social Science must meet the Cultural Diversity requirement.*

### First Year

Fall Semester : 15 Credits		Credits
AGSC 101	Intro to Ag & Environmental Resources	1
ANSC 100	Intro to Animal Science	3
NRSM 101	Natural Resource Conservation	3
NRSM 102	Montana Range Plants	1
CHMY 121/122	Intro to General Chemistry & Lab	3, 1
<b>OR</b>		
BIOB 160/161	Principles of Living Systems & Lab	(3, 1)
WRIT 101	College Writing I	3
Spring Semester : 16 Credits		
BIOB 110	Introduction to Plant Biology	3
WRIT 201	College Writing II	3
<b>OR</b>		
WRIT 121	Intro to Technical Writing	(3)
COMX 111	Intro to Public Speaking	3
M 121	College Algebra	4
CAPP 120/120A	Intro to Computers & Applications	1,3
BIOB 170/171	Principles Of Biological Diversity & Lab <i>(Can be taken instead of CHMY 121/122 or BIOB 160/161)</i>	(3, 1)

### Second Year

Fall Semester : 17 Credits		Credits
ENSC 245	Soils	3
ACTG 201	Principles of Financial Accounting	4
ECNS 201	Principles of Microeconomics	3
M 161	Survey of Calculus	4
	<i>Humanities Core Requirement</i>	3
Spring Semester : 16 Credits		
ACTG 202	Principles of Managerial Accounting	4
ECNS 202	Principles of Macroeconomics	3
STAT 216	Introduction to Statistics	3
	<i>Humanities Core Requirement</i>	3
AGED 140	Leadership Development for Agriculture	3
<b>TOTAL CREDITS</b>		<b>64</b>

## A.S. Agriculture & Natural Resources Pathway

This two-year (61/62 credit) pathway is designed to transfer into colleges around the state and the country. The students will be able to customize their agriculture and natural resources degree pathway to meet their education goals. Students will learn the basics in agriculture production and natural resources management and will be able to develop a degree program that will fit their needs. This option incorporates courses from natural resources to animal science with the flexibility to allow the student to create the degree they want to reach their education and transfer goals.

Program course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check [Course Descriptions](#) to determine pre-requisites, and should consult their advisor regarding the order in which to take courses. Students should consult the catalog of the institution to which they expect to transfer and should select appropriate core requirement and elective courses in consultation with their advisor: [General Education Core Requirements](#).

*NOTE: 3 credits of either Humanities and Fine Arts or Social Science must meet the Cultural Diversity requirement.*

### First Year

Fall Semester : 15 Credits		Credits
ANSC 100	Intro To Animal Science or Directed Electives	3
NRSM 101	Natural Resource Conservation or Directed Electives	3
NRSM 102	Montana Range Plants	1
<b>OR</b>		
	Directed Elective	1
	<i>Science Core Requirement with Lab</i>	4
WRIT 101	College Writing I	3
AGSC 101	Intro To Ag And Environmental Resources	1
Spring Semester : 16(17) Credits		
WRIT 201	College Writing II	3
<b>OR</b>		
WRIT 121	Intro to Technical Writing	(3)
	<i>Science Core Requirement</i>	3(4)
CAPP 120/120A	Intro to Computers & Applications	1,2
	<i>Mathematics Core Requirement</i>	3(4)
	Electives	3

### Second Year

Fall Semester : 15(16) Credits		Credits
	Electives	6
	<i>Mathematics Core Requirement</i>	3(4)
	<i>Social Science Core Requirement</i>	3
	<i>Humanities Core Requirement</i>	3
Spring Semester : 15 Credits		
AGED 140	Leadership Development for Agriculture	3
<b>OR</b>		
COMX 111	Intro to Public Speaking	(3)
	<i>Humanities Core Requirement</i>	3
	<i>Social Science Core Requirement</i>	3
	Electives	6
<b>TOTAL CREDITS</b>		<b>61(63)</b>



## A.S. Allied Health Emphasis - Pre-Professional Programs

This two-year (60/62 credit) emphasis provides a course of study for those students interested in careers in a variety of healthcare professions. This option is designed for highly motivated students who have a strong interest in graduate training beyond a bachelor's degree or health-related professional studies such as physical or occupational therapy, exercise science, athletic training, pharmacy, or medicine. As undergraduate degree and professional program admissions requirements vary, students should work closely with their academic advisor to select electives or request substitutions where appropriate. Students are strongly encouraged to identify a program and transfer school of interest early in their academic career to better inform the advising, course selection, and transfer process.

Upon completion of this program, graduates will demonstrate:

- Be prepared to transfer into a variety of undergraduate majors in preparation for graduate study in health-related programs
- Obtain a strong science background in chemistry, human biology, and physics
- Complete a comprehensive general education core background for transfer to a four-year degree program
- Communicate effectively, both orally and in writing

Program course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check [Course Descriptions](#) to determine pre-requisites, and should consult their advisor regarding the order in which to take courses. Students should consult the catalog of the institution to which they expect to transfer and should select appropriate core requirement and elective courses in consultation with their advisor: [General Education Core Requirements](#).

*NOTE: 3 credits of either Humanities and Fine Arts or Social Science must meet the Cultural Diversity requirement.*

### First Year

Fall Semester : 17(16) Credits		Credits
WRIT 101	College Writing I	3
CHMY 141/142	College Chemistry I & Lab	3, 1
M 121	College Algebra	4
<b>OR</b>		
M 140	College Math for Healthcare	(3)
COLS 101	Intro to College Studies	2
<b>OR</b>		
LSCI 101	Intro to Information Literacy	(2)
	Electives	4
Spring Semester : 16(17) Credits		Credits
COMX 111	Intro to Public Speaking	3
WRIT 201	College Writing II	3
<b>OR</b>		
WRIT 121	Intro to Technical Writing	(3)
PSYX 100	Intro to Psychology	3
CHMY 143/144	College Chemistry II & Lab	3, 1
STAT 216	Introduction to Statistics	3
<b>OR</b>		
M 161	Survey of Calculus	(4)

### Second Year

Fall Semester : 14 Credits		Credits
BIOH 201/202	Human Anatomy & Physiology I & Lab	3, 1
PHL 110	Intro to Ethics	3
<b>OR</b>		
PHL 221	Philosophy and Biomedical Ethics	(3)
CAPP 120/120A	Intro to Computers & Applications	1,2
	Electives	4
Spring Semester : 14 Credits		Credits
BIOH 211/212	Human Anatomy & Physiology II & Lab	3, 1
	<i>Humanities Core Requirement</i>	3
	<i>Social Science Core Requirement</i>	3
	Electives	4
<b>TOTAL CREDITS</b>		<b>60(62)</b>

Suggested Electives: SOCI 101 Introduction To Sociology, BIOB 160/161 Principles Of Living Systems & Lab, BIOB170/171 Prin. of Biological Diversity & Lab, BIOM250/251 Microbiology for Health Sciences & Lab, AHMS144 Medical Terminology, M171 Calculus I, M 172 Calculus I, NUTR 221 Basic Human Nutrition, PHSX 205/206 College Physics I & Lab, PHSX 207/208 College Physics II & Lab, PHSX 220/221 Physics I (w/Calculus) & Lab, PHSX 222/223 Physics II (w/Calculus) & Lab, PSYX 230 Developmental Psychology

## A.S. Animal Science Emphasis - Livestock Management & Industry

This two-year (65 credit) emphasis 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.

Program course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check [Course Descriptions](#) to determine pre-requisites, and should consult their advisor regarding the order in which to take courses. Students should consult the catalog of the institution to which they expect to transfer and should select appropriate core requirement and elective courses in consultation with their advisor: [General Education Core Requirements](#).

*NOTE: 3 credits of either Humanities and Fine Arts or Social Science must meet the Cultural Diversity requirement.*

### First Year

Fall Semester : 18 Credits		Credits
AGSC 101	Intro to Ag & Environmental Resources	1
ANSC 100	Intro to Animal Science	3
NRSM 101	Natural Resource Conservation	3
NRSM 102	Montana Range Plants	1
BIOB 160/161	Principles of Living Systems & Lab	3, 1
CAPP 120/120A	Intro to Computers & Applications	1,2
WRIT 101	College Writing I	3
Spring Semester : 16 Credits		
COMX 111	Intro to Public Speaking	3
<b>OR</b>		
AGED 140	Leadership Development for Agriculture	(3)
ANSC 222	Livestock in Sustainable Systems	3
M 121	College Algebra	4
WRIT 201	College Writing II	3
<b>OR</b>		
WRIT 121	Intro to Technical Writing	(3)
	<i>Humanities Core Requirement</i>	3

### Second Year

Fall Semester : 18 Credits		Credits
ACTG 201	Principles of Financial Accounting	4
ANSC 265/266	Anat & Physiology of Domestic Animals & Lab	3, 1
CHMY 121/122	Intro to General Chemistry & Lab	3, 1
ECNS 201	Principles of Microeconomics	3
NRSM 240	Natural Resource Ecology	3
Spring Semester : 13 Credits		
CHMY 123/124	Intro to Organic & Biochemistry & Lab	3, 1
STAT 216	Introduction to Statistics	3
ECNS 202	Principles of Macroeconomics	3
	<i>Humanities Core Requirement</i>	3
<b>TOTAL CREDITS</b>		<b>65</b>

## A.S. Animal Science Emphasis - Pre-Veterinary, Biotechnology, Nutrition, or Genetics

This two-year (66 credit) emphasis 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.

Program course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check [Course Descriptions](#) to determine pre-requisites, and should consult their advisor regarding the order in which to take courses. Students should consult the catalog of the institution to which they expect to transfer and should select appropriate core requirement and elective courses in consultation with their advisor: [General Education Core Requirements](#).

*NOTE: 3 credits of either Humanities and Fine Arts or Social Science must meet the Cultural Diversity requirement.*

### First Year

Fall Semester : 15 Credits		Credits
AGSC 101	Intro to Ag & Environmental Resources	1
ANSC 100	Intro to Animal Science	3
NRSM 101	Natural Resource Conservation	3
NRSM 102	Montana Range Plants	1
BIOB 160/161	Principles of Living Systems & Lab	3, 1
WRIT 101	College Writing I	3
Spring Semester : 17 Credits		
BIOB 170/171	Principles of Biological Diversity & Lab	3, 1
CAPP 120/120A	Intro to Computers & Applications	1,2
WRIT 201	College Writing II	3
M 161	Survey of Calculus	4
COMX 111	Intro to Public Speaking	3

### Second Year

Fall Semester : 14 Credits		Credits
ANSC 265/266	Anat & Physiology of Domestic Animals & Lab	3, 1
CHMY 141/142	College Chemistry I & Lab	3, 1
	<i>Social Science Core Requirement</i>	3
	<i>Humanities Core Requirement</i>	3
Spring Semester : 16 Credits		
ANSC 222	Livestock In Sustainable Systems	3
CHMY 143/144	College Chemistry II & Lab	3, 1
STAT 216	Introduction to Statistics	3
	<i>Humanities Core Requirement</i>	3
	<i>Social Science Core Requirement</i>	3
<b>TOTAL CREDITS</b>		<b>62</b>

## A.S. Business Emphasis

This two-year (60 credit) emphasis is 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 demonstrate:

- Knowledge of communication, organizational and managerial skills
- Ability to market and promote products
- Knowledge of computer software
- Understanding of the elements of the accounting cycle and general financial statements
- Understanding of financial applications
- 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

Program course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check [Course Descriptions](#) to determine pre-requisites, and should consult their advisor regarding the order in which to take courses. Students should consult the catalog of the institution to which they expect to transfer and should select appropriate core requirement and elective courses in consultation with their advisor: [General Education Core Requirements](#).

*NOTE: 3 credits of either Humanities and Fine Arts or Social Science must meet the Cultural Diversity requirement.*

### First Year

Fall Semester : 15 Credits		Credits
BGEN 235	Business Law	3
CAPP 120/120A	Intro to Computers & Applications	1,2
WRIT 101	College Writing I	3
COLS 101	Intro to College Studies	2
<b>OR</b>		
LSCI 101	Intro to Information Literacy	(2)
	<i>Science Core Requirement</i>	4
Spring Semester : 15 Credits		
M 121	College Algebra	4
COMX 111	Intro to Public Speaking	3
<b>OR</b>		
COMX 115	Interpersonal Communications	(3)
WRIT 121	Intro to Technical Writing	3
<b>OR</b>		
WRIT 122	Intro To Business Writing	(3)
	<i>Science Core Requirement</i>	3
	Electives	2

### Second Year

Fall Semester : 14 Credits		Credits
ACTG 201	Principles Of Financial Accounting	4
ECNS 201	Principles Of Microeconomics	3
	<i>Humanities Core Requirement</i>	3
	Electives	4
Spring Semester : 16 Credits		
ACTG 202	Principles Of Managerial Accounting	4
STAT 216	Intro To Statistics	3
ECNS 202	Principles Of Macroeconomics	3
	<i>Humanities Core Requirement</i>	3
	Electives	3
<b>TOTAL CREDITS</b>		<b>60</b>
Suggested Electives: BMKT 240 Advertising, BMKT 225 Marketing, BFIN 265 Finance, CAPP 151 MS Office, CAPP 156 MS Excel, CAPP 158 MS Access, ACTG 205 Computerized Accounting, BMGT 215 Human Resource Management		

## A.S. Computer Technology Management Emphasis

This two-year (63/65 credit) emphasis prepares students to further their education in a Computer Technology Management major. Students will learn basic computer technology skills that include installing, configuring and troubleshooting hardware and software, common programming techniques, networking implementation and design, and basic digital design skills. The degree is designed to transfer into the Bachelor of Science—Computer Technology Management program at Dickinson State University. This field of employment is broad and may include jobs such as an Information Technology Business Analyst, Information Technology Specialist, Computer/Network Support Technician, or Technology Project Manager.

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

- Create business technology strategies using planning processes and knowledge of trends in computer hardware and software.
- Describe computer hardware and software functions and implement networking systems.
- Apply problem-solving techniques used to diagnose, recommend, and communicate solutions to technology problems.
- Develop the team and interaction skills necessary to work with others in the computer technology area of business.
- Apply their computer technology management academic knowledge in the context of professional development.

Program course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check [Course Descriptions](#) to determine pre-requisites, and should consult their advisor regarding the order in which to take courses. Students should consult the catalog of the institution to which they expect to transfer and should select appropriate core requirement and elective courses in consultation with their advisor: [General Education Core Requirements](#).

*NOTE: 3 credits of either Humanities and Fine Arts or Social Science must meet the Cultural Diversity requirement.*

### First Year

Fall Semester : 17 Credits		Credits
WRIT 101	College Writing I	3
M 121	College Algebra	4
CAPP 120/120A	Intro to Computers & Applications	1,2
COMX 111	Intro to Public Speaking	3
NTS 104	CCNA 1: Intro to Networks	4
Spring Semester : 16(15) Credits		
WRIT 201	College Writing II	3
GDSN 145	Introduction to Web Design	3
	<i>Science Core Requirement</i>	4(3)
	<i>Mathematics Core Requirement</i>	3
ARTZ 106	Visual Language 2D Foundations	3

### Second Year

Fall Semester : 16(17) Credits		Credits
CSCI 107	Joy and Beauty of Computing	3
	<i>Science Core Requirement</i>	4(3)
	<i>Social Science Core Requirement</i>	3
ITS 280	Computer Repair Maintenance	4
MART 213	Photoshop & Illustrator	3
Spring Semester : 15 Credits		
CAPP 158	MS Access	3
CSCI 111	Programming with Java I	3
MART 214	Digital Publishing & Design	3
	<i>Humanities Core Requirement</i>	3
	<i>Social Science Core Requirement</i>	3
<b>TOTAL CREDITS</b>		<b>63(65)</b>

## A.S. Medical Laboratory Technician Emphasis

*Degree awarded by Bismarck State College*

**Program Description** The mission of the Medical Laboratory Technician (MLT) program is to provide a high quality, learning-centered education in medical laboratory theory and practice that maximizes student learning and makes students partners in their education.

Medical laboratory technicians, under supervision of a physician or medical laboratory scientist, perform general laboratory tests that aid physicians in the diagnosis and treatment of disease.

Goals of the Medical Laboratory Technician program are to:

- Train competent MLTs with the knowledge and skills necessary for entry level proficiency in all areas of the medical laboratory science
- Provide a two-year associate degree program for students in the region
- Operate a program in which a maximum number of credits will fulfill requirements for four-year Medical Laboratory Science programs in the region.

The curriculum allows a student to meet employment and transferability goals. Students receive both theoretical and experiential study, including an internship through clinical affiliate Holy Rosary Healthcare in Miles City, MT.

Bismarck State College's MLT program is accredited by the National Accrediting Agency for Clinical Laboratory Science, 5600 N. River Road, Suite 720, Rosemont, ILL., 60018-5119. Phone: 1-773-714-8880.

**Preparation** Medical laboratory science is a demanding field. Success depends on self-discipline, self-motivation, self-reliance, integrity and the ability to work independently to solve problems and produce accurate laboratory results under stressful conditions. A strong science background with high school classes in chemistry, biology, and algebra is recommended.

**Program Requirements** The MLT program is highly selective and has a limited enrollment. Selection depends upon academic preparation as well as early date of application. An interview with program officials is required prior to acceptance. Purpose of the interview is to assist students in making the right career choice and to design a curriculum plan that affords the greatest opportunity for success. Students are required to earn a "C" or better in all prescribed science, math and technology courses and a minimum overall grade point average of 2.00 for successful completion of the program. Those completing the curriculum requirements receive an Associate in Science degree and are eligible to write the national board examination to become certified as a medical laboratory technician.

**Career Opportunities** A critical shortage of clinical laboratory professionals exists throughout the nation. MLTs are in demand in clinical and research facilities, public health laboratories, and blood donor collection and processing centers.

**Additional Information** Since the BSC Medical Laboratory Technician program began in 1978, graduates have achieved a 97% first-time pass rate on the national board certification examination.

For information, contact MCC Academic Affairs, (406)874-6164. Mari Volk, Program Director, Jack Science Center 220, 701-224-5669 or 701-323-5482, mari.volk@bismarckstate.edu.

Program course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check [Course Descriptions](#) and the Bismarck State College catalog to determine pre-requisites, and should consult their advisor regarding the order in which to take courses. This program is designed to meet educational requirements for a specific professional license or certification that is required for employment in an occupation. Miles Community College has not made a determination as to whether this program meets the education requirements for licensure in states other than Montana.

**First Year** - Miles Community College Students (Financial Aid Issued by MCC)

Fall Semester : 15 Credits		Credits
MLS 103/104	Phlebotomy Fundamentals & Lab	3, 1
CHMY 121/122	Intro To General Chemistry & Lab	3, 1
<b>OR</b>		
CHMY 141/142	College Chemistry I & Lab	(3, 1)
M 121	College Algebra	4
	Social Science Elective (SOCI 101 or ECNS 201)	3
Spring Semester : 17 Credits		
BIOH 201/202	Human Anatomy & Physiology I & Lab	3, 1

*Continued on next page.*

WRIT 101	College Writing I	3
CHMY 123/124	Intro To Organic & Biochemistry & Lab	3, 1
COMX 111	Intro to Public Speaking	3
PHL 110	Intro to Ethics: Problems of Good & Evil	3

**Second Year** - Bismarck State Students upon acceptance into Bismarck State College Program

Fall Semester : 14 Credits		Credits
MLS 101	Intro to Medical Lab Science	1
MLS 113	Urinalysis	1
MLS 115	Parasitology	1
WRIT 122	Intro To Business Writing	3
BIOM 250	Microbiology for Health Sciences	3
BIOM 251	Microbiology Lab	1
BIOH 211/212	Human Anatomy & Physiology II & Lab	3, 1
Spring Semester : 15 Credits		
MLS 201	Immunology	4
MLS 225	Hematology	3
PSYX 100	Intro to Psychology	3
	Arts/Humanities Elective	3
	Enrichment (see advisor )	2
Summer Semester : 9 Credits – 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

**Third Year** – Bismarck State College

Fall Semester : 17 Credits		Credits
MLS 240	Immunohematology	3
MLS 236	Clinical Chemistry II	1
MLS 246	Clinical Microbiology II	1
MLS 255	Clinical Internship III	12
<b>TOTAL CREDITS</b>		<b>87</b>



## A.S. Natural Resources & Rangeland Management Emphasis

This two-year (65 credit) emphasis 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.

Program course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check [Course Descriptions](#) to determine pre-requisites, and should consult their advisor regarding the order in which to take courses. Students should consult the catalog of the institution to which they expect to transfer and should select appropriate core requirement and elective courses in consultation with their advisor: [General Education Core Requirements](#).

*NOTE: 3 credits of either Humanities and Fine Arts or Social Science must meet the Cultural Diversity requirement.*

### First Year

Fall Semester : 15 Credits		Credits
AGSC 101	Intro to Ag & Environmental Resources	1
ANSC 100	Intro To Animal Science	3
NRSM 101	Natural Resource Conservation	3
NRSM 102	Montana Range Plants	1
WRIT 101	College Writing I	3
BIOB 160/161	Principles of Living Systems & Lab	3, 1
Spring Semester : 17 Credits		
M 121	College Algebra	4
COMX 111	Intro to Public Speaking	3
BIOB 170/171	Principles Of Biological Diversity & Lab	3, 1
WRIT 121	Intro to Technical Writing (Preferred)	3
<b>OR</b>		
WRIT 201	College Writing II	(3)
CAPP 120/120A	Intro to Computers & Applications	1,2

### Second Year

Fall Semester : 17 Credits		Credits
CHMY 121/122	Intro To General Chemistry & Lab	3, 1
NRSM 235	Range & Pasture Monitoring	1
NRSM 240	Natural Resource Ecology	3
ECNS 201	Principles Of Microeconomics	3
ENSC 245	Soils	3
	<i>Humanities Core Requirement</i>	3
Spring Semester : 16 Credits		
CHMY 123/124	Intro To Organic & Biochemistry & Lab	3, 1
GPHY 284	Intro To GIS Science	3
STAT 216	Intro To Statistics	3
	<i>Humanities Core Requirement</i>	3
	<i>Social Science Core Requirement</i>	3
<b>TOTAL CREDITS</b>		<b>65</b>

## A.S. STEM Pathway

This two-year (60/62 credit) pathway prepares students for programs that allow graduates to undertake professional careers that require a solid foundation in math and science. These programs are generally technically rigorous and designed for students with a strong interest in training beyond the bachelor's degree. This may include such fields as Engineering, Physical or Occupational Therapy, Pharmacy, Medicine or other science fields. In these fields graduates often work in complex teams on crucial issues and often assume leadership positions which rely on effective communication and problem solving in addition to expertise in their field.

Program course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check [Course Descriptions](#) to determine pre-requisites, and should consult their advisor regarding the order in which to take courses. Students should consult the catalog of the institution to which they expect to transfer and should select appropriate core requirement and elective courses in consultation with their advisor: [General Education Core Requirements](#).

*NOTE: 3 credits of either Humanities and Fine Arts or Social Science must meet the Cultural Diversity requirement.*

### First Year

Fall Semester : (15)16 Credits		Credits
WRIT 101	College Writing I	3
	<i>Mathematics Core Requirement</i>	3(4)
CAPP 120/120A	Intro to Computers & Applications	1,2
COLS 101	Intro to College Studies	2
	<i>Science Core Requirement</i>	4
Spring Semester : 16 Credits		
	<i>Written Communication Core Requirement</i>	3
	<i>Mathematics Core Requirement</i>	3(4)
LSCI 101	Intro to Information Literacy	2
	<i>Science Core Requirement</i>	4
	<i>Oral Communication Core Requirement</i>	3

### Second Year

Fall Semester : 14(13) Credits		Credits
	<i>Mathematics Core Requirement</i>	3(4)
	<i>Science Core Requirement</i>	4
	<i>Social Science Core Requirement</i>	3
	<i>Humanities Core Requirement</i>	3
Spring Semester : 15(16) Credits		
	<i>Science Core Requirement</i>	4
	<i>Humanities Core Requirement</i>	3
	<i>Social Science Core Requirement</i>	3
	Electives	5(6)
<b>TOTAL CREDITS</b>		<b>60(62)</b>
Suggested Electives: M 121 College Algebra, M 140 College Math for Healthcare, M 151 Precalculus, M 171 Calculus I, M 172 Calculus II, STAT 216 Introduction to Statistics, BIOB 160/161 Principles of Living Systems & Lab, BIOB 170/171 Principles of Biological Diversity & Lab, BIOE 103, BIOH 201/202 Human Anatomy & Physiology I & Lab, BIOH 211/212 Human Anatomy & Physiology II & Lab, CHMY 121/122 Intro to General Chemistry & Lab, CHMY 123/124 Intro to Organic & Biochemistry & Lab, CHMY 141/142 College Chemistry I & Lab, CHMY 143/144 College Chemistry II & Lab, NRGY 200/201 Energy Mechanics & Lab, PHSX 205/206 College Physics I & Lab PHSX 207/208 College Physics II & Lab, PHSX 220/221 Physics I (w/Calculus) & Lab, PHSX 222/223 Physics II (w/Calculus) & Lab		

## A.S. Wildlife & Fisheries Biology Emphasis

This two-year (67 credit) emphasis 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.

Program course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check [Course Descriptions](#) to determine pre-requisites, and should consult their advisor regarding the order in which to take courses. Students should consult the catalog of the institution to which they expect to transfer and should select appropriate core requirement and elective courses in consultation with their advisor: [General Education Core Requirements](#).

*NOTE: 3 credits of either Humanities and Fine Arts or Social Science must meet the Cultural Diversity requirement.*

### First Year

Fall Semester : 18 Credits		Credits
NRSM 101	Natural Resource Conservation	3
NRSM 102	Montana Range Plants	1
WRIT 101	College Writing I	3
BIOB 160/161	Principles of Living Systems & Lab	3, 1
AGSC 101	Intro To Ag & Environmental Resources	1
	<i>Humanities Core Requirement</i>	3
CAPP 120/120A	Intro to Computers & Applications	1,2
Spring Semester : 16 Credits		
COMX 111	Intro to Public Speaking	3
<b>OR</b>		
AGED 140	Leadership Development for Agriculture	(3)
BIOB 170/171	Principles Of Biological Diversity & Lab	3, 1
WRIT 121	Intro to Technical Writing	3
<b>OR</b>		
WRIT 201	College Writing II	(3)
WILD 180	Careers In Wildlife Biology	2
M 121	College Algebra	4

### Second Year

Fall Semester : 17 Credits		Credits
CHMY 121/122	Intro To General Chemistry & Lab	3, 1
ECNS 201	Principles Of Microeconomics	3
M 161	Survey of Calculus	4
NRSM 240	Natural Resource Ecology	3
ENSC 245	Soils	3
Spring Semester : 16 Credits		
CHMY 123/124	Intro To Organic & Biochemistry & Lab	3, 1
GPHY 284	Intro To GIS Science	3
STAT 216	Intro To Statistics	3
	<i>Humanities Core Requirement</i>	3
	<i>Social Science Core Requirement</i>	3
<b>TOTAL CREDITS</b>		<b>67</b>

# ASSOCIATE OF SCIENCE IN NURSING (A.S.N.)

The Nursing Program (72 credit) is a Candidate for accreditation by the Accreditation Commission for Education in Nursing (ACEN), fully approved by the Montana State Board of Nursing, 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. Before applying to the nursing program, students must complete the Pre-requisites nursing course of CHMY 121/122 Introduction to General Chemistry w/lab, BIOH 201/202 Human Anatomy and Physiology I w/lab, M 140 College Math for Healthcare and WRIT 101 College Writing I. The nursing program uses a formal process when selecting nursing students. Pre-Nursing is a classification used for students who were not selected for the nursing program.

Program course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check [Course Descriptions](#) to determine pre-requisites, and should consult their advisor regarding the order in which to take courses. This program is designed to meet educational requirements for a specific professional license or certification that is required for employment in an occupation. Miles Community College has not made a determination as to whether this program meets the education requirements for licensure in states other than Montana.

## Prerequisites

14 Credits		Credits
CHMY 121/122	Intro To General Chemistry & Lab	3, 1
BIOH 201/202	Human Anatomy & Physiology I & Lab	3, 1
WRIT 101	College Writing I	3
M 140	College Math for Healthcare	3

## First Year

Fall Semester : 16 Credits		Credits
BIOH 211/212	Human Anatomy & Physiology II & Lab	3, 1
PSYX 100	Intro to Psychology	3
NRSX 256	Pathophysiology	3
NRSX 232/233	Foundations of Nursing & Lab	3, 3
Spring Semester : 13 Credits		
NRSX 230/231	Nursing Pharmacology & Lab	3, 2
NRSX 234/235	Adult Nursing I & Clinical	3, 2
SOCI 101	Intro to Sociology	3

## Second Year

Fall Semester : 16 Credits		Credits
NRSX 244/245	Adult Nursing II & Lab	3, 2
NRSX 236/237	Health and Illness of Maternal Nursing & Clinical	2, 1
BIOM 250/251	Microbiology for Health Sciences & Lab	3, 1
NRSX 254/255	Mental Health Concepts & Clinical	3, 1
Spring Semester : 13 Credits		
NRSX 259/261	Adult Nursing III & Clinical	3, 3
NRSX 246/247	Health & Illness of Child & Family Nursing & Clinical	2, 1
NRSX 266/267	Managing Client Care for the RN & Clinical	2, 2
<b>TOTAL CREDITS</b>		<b>72</b>

# ASSOCIATE OF APPLIED SCIENCE

## A.A.S Accounting Technology

This two-year (60 credit) program designed to provide students with the skills necessary to perform fundamental accounting functions within a business. Students will be prepared for employment in general accounting occupations. **This degree can be completed online.**

Upon completion of the program, students will be able to:

- Identify and explain the elements of the accounting cycle
- Prepare and interpret financial statements according to generally accepted accounting principles
- Demonstrate use of accounting software
- Compute payrolls and prepare basic payroll tax forms
- Prepare basic income tax returns
- Communicate professionally, both orally and in writing

Program course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check [Course Descriptions](#) to determine pre-requisites, and should consult their advisor regarding the order in which to take courses. [General Education Core Requirements](#).

### First Year

Fall Semester : 16 Credits		Credits
CAPP 120/120A	Intro to Computers & Applications	1, 2
WRIT 122	Intro to Business Writing (preferred)	3
M 108	Business Math	3
ACTG 201	Principles of Financial Accounting	4
	Electives	3
Spring Semester : 15 Credits		
	<i>Oral Communication Core Requirement</i>	3
CAPP 151	MS Office	3
ACTG 202	Principles of Managerial Accounting	4
ACTG 180	Payroll Accounting	3
COMX 106	Communicating In A Dynamic Workplace	2

### Second Year

Fall Semester : 15 Credits		Credits
ACTG 211	Income Tax Fundamentals	3
BMGT 215	Human Resource Management	3
BMKT 225	Marketing	3
BGEN 235	Business Law	3
CAPP 156	MS Excel	3
Spring Semester : 14 Credits		
BFIN 205	Personal Finance	3
ACTG 215	Foundations of Gov't & Not for Profit Accounting	3
ACTG 205	Computerized Accounting	3
BGEN 298	Business Internship	3
	Electives	2
<b>TOTAL CREDITS</b>		<b>60</b>

## A.A.S. Agriculture Production

This two-year (61/62 credit) emphasis 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 who do not plan to transfer to a four-year institution.

Graduates of this program will have knowledge in:

- Animal Science
- Animal Nutrition
- Farm and Ranch Business Planning
- Grazing systems and stocking rates
- Basics of crop production

Program course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check [Course Descriptions](#) to determine pre-requisites, and should consult their advisor regarding the order in which to take courses. [General Education Core Requirements](#).

### First Year

Fall Semester : 15(14) Credits		Credits
AGSC 101	Intro to Ag & Environmental Resources	1
ANSC 100	Intro to Animal Science	3
NRSM 101	Natural Resource Conservation	3
NRSM 102	Montana Range Plants	1
CAPP 120/120A	Intro to Computers & Applications	1,2
EQUS 101	Introduction to Equine Studies	4
<b>OR</b>		
	Directed Elective	(3)
Spring Semester : 16 Credits		Credits
AGSC 103/104	Applied Agricultural Science & Lab	2, 1
AGSC 110	Agricultural Issues Forum	1
BIOB 101/102	Discover Biology & Lab	3, 1
<b>OR</b>		
	<i>Science Core Requirement</i>	(4)
WILD 180	Careers In Wildlife Biology	2
M 108	Business Math	3
WRIT 121	Intro to Technical Writing (preferred)	3
<b>OR</b>		
WRIT 122	Intro To Business Writing	(3)

### Second Year

Fall Semester : 14 Credits		Credits
ACTG 201	Principles Of Financial Accounting	4
ANSC 202	Livestock Feeding & Nutrition	3
NRSM 235	Range & Pasture Monitoring	1
COMX 111	Intro to Public Speaking	3
<b>OR</b>		
COMX 115	Interpersonal Communications	(3)
AGED 298	Agricultural Internship	3
<b>OR</b>		
	Directed Elective	(3)
Spring Semester : 17 Credits		Credits
ACTG 205	Computerized Accounting	3
NRGY 200/201	Energy Mechanics & Lab	1, 1
BIOB 110	Introduction To Plant Biology	3
GPHY 284	Intro To GIS Science	3
<b>OR</b>		
	Directed Elective	(3)
ANSC 222	Livestock In Sustainable Systems	3
AGED 140	Leadership Development For Agriculture	3
<b>TOTAL CREDITS</b>		<b>62(61)</b>

Directed Electives: ACTG 180 Payroll Accounting, ACTG 202 Principles of Managerial Accounting, ANSC 265/266 Functional Anatomy of Domestic Animals, CAPP 151 MS Office, COMX 106 Communicating in a Dynamic Workplace, EO 120/121L CDL & Lab, ECNS 201 Principles of Microeconomics, NRSM 240 Natural Resources Ecology, EQUS 101 Intro to Equine Studies, EQUS 102/103 Horse Conformation, EQUH 130/131 Hoof Care Science & Lab, EQUH 230/231 Professional Hoof Care Provider, AGBE 232 Equine Sales and Marketing, WLDG 235 Oxy-Acetylene Welding, WLDG 240 Electric Arc Welding, or a class approved by the student's advisor

## A.A.S. Equine Studies

This two-year (60/61 credit) program 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, graduates 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.

Students seeking admission into this program (limited number accepted) must submit a short video of themselves riding and working on the horse(s) they plan to bring to the MCC Equine Program. Equine faculty member(s) will review videos regarding each applicant's riding skills and horse(s) appropriate levels for entrance into the Equine A.A.S. program. Early application is encouraged for the best opportunity before limited spots fill in the Equine A.A.S. program. Those students who are not at the level to start the Equine A.A.S. program can come to MCC and major in A.S. General Education or related areas, such as Animal Science or AgriBusiness and take the course, EQUH 110 Western Equitation, to learn the basics of riding prior to re-applying to the Equine A.A.S. program at a later term/semester. Only students admitted into the Equine A.A.S. program will have stable space (two stalls maximum) at the MCC facilities and eligible to take the Equine A.A.S. EQUH courses.

Program course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check [Course Descriptions](#) to determine pre-requisites, and should consult their advisor regarding the order in which to take courses. [General Education Core Requirements](#).

### First Year

Fall Semester : 14 Credits		Credits
M 108	Business Math	3
AGSC 101	Intro To Ag And Environmental Resources	1
EQUH 155	Intro To Natural Horsemanship	3
EQUH 101	Introduction To Equine Studies	4
ANSC 100	Intro To Animal Science	3
<i>*Students with a writing placement for WRIT 121s/122s need to take writing their first semester.</i>		
Spring Semester : 16 Credits		
EQUH 102/103	Horse Conformation & Lab	2, 2
EQUH 130/131	Hoof Care Science & Lab	1, 1
EQUH 252	Natural Horsemanship: Building a Relationship	3
EQUH 253	Starting Colts	3
BIOB 101/102	Discover Biology & Lab	3, 1

### Second Year

Fall Semester : 15(16) Credits		Credits
EQUH 254	Nat Horsemanship: Harmony With Your Horse I	3
ANSC 265/266	Functional Anatomy Of Domestic Animals & Lab	3, 1
ANSC 202	Livestock Feeding & Nutrition	3
EQUH 165	Livestock Handling & Ranch Roping	3
COMX 106	Communicating In A Dynamic Workplace	2
<b>OR</b>		
	<i>Oral Communication Core Requirement</i>	(3)
Spring Semester : 15 Credits		
EQUH 255	Natural Horsemanship: Harmony with Your Horse II	3
EQUH 256	Developing The Young Horse	3
AGBE 232	Equine Sales & Marketing	3
WRIT 121	Intro to Technical Writing (preferred)	3

*Continued on next page.*



<b>OR</b>		
WRIT 122	Intro To Business Writing	(3)
ACTG 101	Accounting Procedures I	3
<b>TOTAL CREDITS</b>		<b>60(61)</b>

## A.A.S. Information Technology - Graphic & Web Design

This two-year (60 credit) program 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.

Program course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check [Course Descriptions](#) to determine pre-requisites, and should consult their advisor regarding the order in which to take courses. [General Education Core Requirements](#).

### First Year

Fall Semester : 15 Credits		Credits
CAPP 120/120A	Intro to Computers & Applications	1,2
ARTZ 105	Visual Language—Drawing	3
BMKT 225	Marketing	3
M 108	Business Math	3
COMX 111	Intro To Public Speaking	3
Spring Semester : 15 Credits		
PHOT 113	Understanding Photography	3
ARTZ 106	Visual Language—2d Foundations	3
GDSN 145	Introduction To Web Design	3
WRIT 122	Intro To Business Writing (Preferred)	3
<b>OR</b>		
	<i>Written Communication Core Requirement</i>	(3)
	Electives	3

### Second Year

Fall Semester : 14 Credits		Credits
CSCI 107	Joy & Beauty of Computing: Python Programming	3
MART 213	Photoshop & Illustrator	3
GDSN 230	Video Editing	3
COMX 106	Communicating In A Dynamic Workplace	2
	Electives	3
Spring Semester : 16 Credits		
CSCI 210	Web Programming	4
MART 214	Digital Publishing & Design	3
CSCI 111	Programming With Java I	3
	Electives	6
<b>TOTAL CREDITS</b>		<b>60</b>
Suggested Electives: ARTH 101 Foundations of Art, CAPP 156 Microsoft Excel, ITS 280 Computer Repair and Maintenance, BGEN 235 Business Law, BMKT 240 Advertising, CAPP 151 MS Office, ARTZ 221 Painting I, ITS 165 OS Commands and Scripts, CAPP 158 MS Access, ITS 298 Internship, GDSN 298 Internship		

## A.A.S. Information Technology - Networking & PC Maintenance

This two-year (62 credit) program 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 demonstrate:

- Troubleshoot hardware problems;
- Install, upgrade, and configure software; Install, configure, and maintain LANs;
- Provide preventive maintenance, component 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.

Program course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check [Course Descriptions](#) to determine pre-requisites, and should consult their advisor regarding the order in which to take courses. [General Education Core Requirements](#).

### First Year

Fall Semester : 16 Credits		Credits
CAPP 120/120A	Intro to Computers & Applications	1,2
	<i>Written Communication Requirement</i>	3
NTS 104	CCNA 1: Intro To Networks	4
M 108	Business Math	3
	Electives	3
Spring Semester : 16 Credits		
CAPP 151	MS Office	3
	<i>Oral Communications Core Requirement</i>	3
NTS 105	CCNA 2: Routing And Switching	4
GDSN 145	Introduction To Web Design	3
ITS 165	OS Commands & Scripts	3

### Second Year

Fall Semester : 15 Credits		Credits
CSCI 107	Joy & Beauty Of Computing: Python Programming	3
CAPP 156	MS Excel	3
ITS 280	Computer Repair Maintenance	4
COMX 106	Communicating In A Dynamic Workplace	2
	Electives	
Spring Semester : 15 Credits		
CAPP 158	MS Access	3
ITS 170	MS Windows Server 2012	3
ITS 298	Internship	3
	Electives	6
<b>TOTAL CREDITS</b>		<b>62</b>
Suggested Electives: BMKT 225 Marketing, CSCI 210 Web Programming, MART 213 Photoshop and Illustrator, MART 214 Digital Publishing, GDSN 240 Electronic Design, CSCI 111 Java Programming, BGEN 235 Business Law, BMGT 210 Entrepreneurship, BMKT 240 Advertising, BMGT 245 Customer Service		

## A.A.S. Office Administration & Technology

This two-year (60 credit) program is 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, graduates will be able to:

- 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

Program course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check [Course Descriptions](#) to determine pre-requisites, and should consult their advisor regarding the order in which to take courses. [General Education Core Requirements](#).

### First Year

Fall Semester : 15 Credits		Credits
CAPP 120/120A	Intro to Computers & Applications	1,2
WRIT 122	Intro To Business Writing (preferred)	3
<b>OR</b>		
	<i>Written Communication Core Requirement</i>	(3)
BGEN 235	Business Law	3
M 108	Business Math	3
MART 213	Photoshop & Illustrator	3
Spring Semester : 15 Credits		
CAPP 151	MS Office	3
COMX 111	Intro to Public Speaking	3
<b>OR</b>		
COMX 115	Interpersonal Communications	(3)
GDSN 145	Introduction To Web Design	3
MART 214	Digital Publishing & Design	3
	Electives	3

### Second Year

Fall Semester : 15 Credits		Credits
ACTG 201	Principles Of Financial Accounting	4
COMX 106	Communicating In A Dynamic Workplace	2
CAPP 156	MS Excel	3
BMKT 225	Marketing	3
ITS 165	OS Commands And Scripts	3
Spring Semester : 15 Credits		
ACTG 202	Principles Of Managerial Accounting	4
CAPP 158	MS Access	3
BMGT 245	Customer Service Management	3
BGEN 298	Business Internship	3
	Electives	2
<b>TOTAL CREDITS</b>		<b>60</b>

## A.A.S. Radiologic Technology

### Degree awarded by Highlands College of Montana Tech

MCC has partnered with Highlands College of Montana Tech to offer courses for students wishing to pursue an Associate of Applied Science Degree in Radiologic Technology. This two-and-a-half-year (74/80 credit) program allows students to take their first year of courses at MCC prior to applying to the program. If accepted into the Highlands College program, students will take online Highlands College Radiologic Technology courses and face-to-face portions at MCC. Formal application to the Highlands College Radiologic Technology Program is completed during the spring term of each school year for entry in the fall. Students must have completed or be enrolled in all program prerequisite courses during the spring semester in which they are applying for the program. MCC 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 Highlands College. After acceptance in the program all registration of classes, financial aid, and scholarships will be administered by Highlands College and Montana Tech; students should be aware that the academic calendar is different at each institution. Students completing this degree must sit for a national certification test before they may enter the workforce.

The plan of study includes 24 prerequisite credits for the first year, which include a three-credit course that must be taken through Highlands College prior to application. Six additional credits of prerequisites are strongly recommended. 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 a Highlands academic advisor. These prerequisite credits are the basis for selecting students into the program. All prerequisites can only be repeated once and must be completed with a 'C' or better. The minimum selective GPA for consideration into the Radiologic Technology Program is 2.75. A limited number of students are admitted fall 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. Program course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check [Course Descriptions](#) and the Highlands College of Montana Tech catalog to determine pre-requisites, and should consult their advisor regarding the order in which to take courses. This program is designed to meet educational requirements for a specific professional license or certification that is required for employment in an occupation. Miles Community College has not made a determination as to whether this program meets the education requirements for licensure in states other than Montana.

\* Highlands College web-based course with face-to-face portions at MCC. \*\* Hospital-based course

#### First Year

Fall Semester : 14 Credits		Credits
BIOH 201/202	Human Anatomy & Physiology I & Lab	3, 1
CHMY 121/122	Intro To General Chemistry & Lab	3, 1
WRIT 101	College Writing I	3
<b>OR</b>		
WRIT 121	Intro to Technical Writing	(3)
*AHXR 100	Intro to Diagnostic Imaging	3
Spring Semester : 10(14) Credits		
BIOH 211/212	Human Anatomy & Physiology II & Lab	3, 1
M 140	College Math for Healthcare	3
<b>OR</b>		
M 121	College Algebra	(4)
PHL 221	Intro Philosophy & Biomed Ethics	3
AHMS 144	Medical Terminology (recommended prerequisite)	(3)
CAPP 120/120A	Intro to Computers & Applications (if no employment experience)	(1,2)

#### Second Year

Fall Semester : 14 Credits		Credits
*AHXR 101	Patient Care in Radiology	3
*AHRX 140	Radiographic Methods	3
*AHRX 121	Radiographic Imaging I	4
**AHRX 195	Radiographic Clinical I	4
Spring Semester : 13 Credits		
*AHRX 221	Radiographic Imaging II	3
*AHRX 225	Radiobiology/Radiographic Protection	2
**AHRX 195b	Radiographic Clinical II	8
Summer Semester : 10 Credits		
**AHRX 295	Radiographic Clinical III	10

Continued on next page.

**Third Year**

Fall Semester : 13 Credits		Credits
PSYX 100	Intro to Psychology	3
*AHRX 222	Radiographic Imaging III	2
*AHRX 270	Radiographic Registry Review	2
**AHRX 295b	Radiographic Clinical IV	6
<b>TOTAL CREDITS</b>		<b>74(80)</b>

## A.A.S. Small Business Management

This two-year (61 credit) program is 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. **This degree can be completed online.**

Upon completion of this program, graduates will demonstrate:

- Knowledge of communication, organizational and managerial skills
- Ability to market and promote products
- Working knowledge of application software used in the field of small business
- Understanding of the elements of the accounting cycle and general financial statements
- Understanding of the global economy and its impact on and opportunity for small business

Program course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check [Course Descriptions](#) to determine pre-requisites, and should consult their advisor regarding the order in which to take courses. [General Education Core Requirements](#).

### First Year

Fall Semester : 15 Credits		Credits
CAPP 120/120A	Intro to Computers & Applications	1,2
M 108	Business Math	3
WRIT 122	Intro To Business Writing (Preferred)	3
<b>OR</b>		
	<i>Written Communication Core Requirement</i>	(3)
BGEN 235	Business Law	3
	Electives	3
Spring Semester : 14 Credits		
CAPP 151	MS Office	3
BMGT 235	Management	3
COMX 111	Intro to Public Speaking	3
<b>OR</b>		
COMX 115	Interpersonal Communications	(3)
COMX 106	Communicating In A Dynamic Workplace	2
	Electives	3

### Second Year

Fall Semester : 16 Credits		Credits
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
Spring Semester : 16 Credits		
ACTG 202	Principles Of Managerial Accounting	4
BMGT 210	Small Business Entrepreneurship	3
BGEN 298	Business Internship	3
BFIN 205	Personal Finance	3
	Electives	3
<b>TOTAL CREDITS</b>		<b>61</b>



# CERTIFICATE OF APPLIED SCIENCE

## C.A.S General Studies

The Certificate of Applied Science in General Studies (31/32 credit) is designed for students who expect to complete a degree at a four-year institution.

Upon completion of this program, graduates 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 with the context of history and the social sciences;
- The knowledge of and the ability to use technology in today's computing environment.

Program course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check [Course Descriptions](#) to determine pre-requisites, and should consult their advisor regarding the order in which to take courses. Students should consult the catalog of the institution to which they expect to transfer and should select appropriate core requirement and elective courses in consultation with their advisor. [General Education Core Requirements](#).

*NOTE: 3 credits of either Humanities and Fine Arts or Social Science must meet the Cultural Diversity requirement.*

Fall Semester : 15(16) Credits		Credits
WRIT 101	College Writing I	3
	<i>Mathematics Core Requirement</i>	3(4)
	<i>Humanities Core Requirement</i>	3
	<i>Social Science Core Requirement</i>	3
	<i>Science Core Requirement</i>	3
Spring Semester : 16 Credits		
COMX 111	Intro to Public Speaking	3
	<i>Humanities Core Requirement</i>	3
	<i>Science Core Requirement with Lab</i>	4
	<i>Social Science History Core Requirement</i>	3
	<i>Cultural Diversity Core Requirement</i>	3
<b>TOTAL CREDITS</b>		<b>31(32)</b>

## C.A.S Agriculture

This (30/31 credit) plan of study prepares students to work in the agriculture industry in production livestock, farm and ranch management, or agri-sales This degree is designed for those students who want to enter the job market with a one or two-year degree, and who do not plan to transfer to a four-year institution.

Upon completion of this program, graduates will have knowledge in:

- Animal Science
- Animal Nutrition
- Farm and Ranch Business Planning
- Grazing systems and stocking rates

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.

Program course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check [Course Descriptions](#) to determine pre-requisites, and should consult their advisor regarding the order in which to take courses. [General Education Core Requirements](#).

Fall Semester : 14(15) Credits		Credits
AGSC 101	Intro to Ag & Environmental Resources	1
ANSC 100	Intro to Animal Science	3
NRSM 101	Natural Resource Conservation	3
NRSM 102	Montana Range Plants	1
WRIT 108	Elementary Technical Writing	2
<b>OR</b>		
	<i>Written Communication Core Requirement</i>	(3)
EQUUS 101	Introduction To Equine Studies	4
<b>OR</b>		
	Directed Elective	(4)
Spring Semester : 16 Credits		
AGSC 103/104	Applied Agricultural Science & Lab	2, 1
AGSC 110	Agricultural Issues Forum	1
ACTG 101	Accounting Procedures I	3
COMX 111	Intro to Public Speaking	3
<b>OR</b>		
COMX 115	Interpersonal Communications	(3)
M 108	Business Math	3
CAPP 120/120A	Intro to Computers & Applications	1,2
<b>TOTAL CREDITS</b>		<b>30(31)</b>
Directed Electives: AGED 298 Agriculture Internship, ACTG 180 Payroll Accounting, ACTG 202 Principles of Managerial Accounting, ANSC 265/266 Functional Anatomy of Domestic Animals, CAPP 151 MS Office, COMX 106 Communicating in a Dynamic Workplace, EO 120/121 CDL and CDL Lab, ECNS 201 Principles of Microeconomics, NRSM 240 Natural Resources Ecology, EQUUS 101 Intro to Equine Studies, EQUUS 102/103 Horse Conformation, 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, or a class approved by the student's advisor		

## C.A.S Automotive Technology

This (40 credit) plan of study provides 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.

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

- Test parts and systems to ensure that they are working properly
- Identify mechanical problems, often by using com-puterized 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

Program course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check [Course Descriptions](#) to determine pre-requisites, and should consult their advisor regarding the order in which to take courses.

Fall Semester : 21 Credits		Credits
AST 114/115	Automotive Brakes & Lab	2, 2
AST 136/137	Automotive Electrical Systems & Lab	2, 2
AST 172/173	Automotive Heating & Air Conditioning & Lab	3, 1
AST 220/221	Automotive Steering & Suspension & Lab	2, 2
WRIT 108	Elementary Technical Writing	2
M 111	Technical Math	3
Spring Semester : 19 Credits		
AST 106/107	Automotive Manual Drive Train & Axles & Lab	1, 2
AST 270/271	Auto Transmissions/Transaxles & Lab	2, 2
AST 160/161	Automotive Engine Repair & Lab	2, 2
AST 164/165	Automotive Diagnostics and Tune Up & Lab	3, 2
COMX 111	Intro to Public Speaking	3
<b>OR</b>		
COMX 115	Interpersonal Communications	(3)
<b>TOTAL CREDITS</b>		<b>40</b>

## C.A.S Entrepreneurship

This one-year (31 credit) plan of study 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. **This degree can be completed online.**

Upon completion of this program, graduates will 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

Program course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check [Course Descriptions](#) to determine pre-requisites, and should consult their advisor regarding the order in which to take courses. [General Education Core Requirements](#).

Fall Semester : 16 Credits		Credits
CAPP 120/120A	Intro to Computers & Applications	1,2
BGEN 235	Business Law	3
BMKT 225	Marketing	3
BMGT 215	Human Resource Management	3
ACTG 201	Principles of Financial Accounting	4
Spring Semester : 15 Credits		
WRIT 122	Intro to Business Writing (preferred)	3
<b>OR</b>		
	<i>Written Communication Core Requirement</i>	(3)
BFIN 205	Personal Finance	3
M 108	Business Math	3
CAPP 151	MS Office	3
BMGT 210	Small Business Entrepreneurship	3
<b>TOTAL CREDITS</b>		<b>31</b>

## C.A.S Heavy Equipment Operations

This one-year (35 credit) certificate program is designed to provide students with skills for entry-level employment in not only the civil construction industry, but operating heavy equipment and/or trucks in mining operations, infrastructure maintenance or interstate commerce.

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

- Demonstrate the ability to operate a variety of heavy equipment in a safe manner
- Demonstrate Contextually Germane Communication Skills (Oral and Written)
- Demonstrate the basic knowledge of heavy equipment efficient operation
- Prepare to obtain a Montana Class A Commercial Driver's License

The program has a limited number of seats. To be accepted into the program, a student must be a U.S. or Canadian citizen and hold a driver's license in good standing with no restrictions. The Federal Motor Carriers Administration also requires that students complete a "pre-employment" drug screening. This must be completed prior to the first day of courses, at the student's expense. Assuming that all checklist items and passing drug screening results have been received, students will be admitted based on earliest application date.

Students accepted into the program will also 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.

Program course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check [Course Descriptions](#) to determine pre-requisites, and should consult their advisor regarding the order in which to take courses. This program is designed to meet educational requirements for a specific professional license or certification that is required for employment in an occupation. Miles Community College has not made a determination as to whether this program meets the education requirements for licensure in states other than Montana.

Fall Semester : 18 Credits		Credits
WRIT 108	Elementary Technical Writing	2
M 111	Technical Math	3
<b>OR</b>		
M 108	Business Math	(3)
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 123/123L	Commercial Transportation Basics & Lab	4, 4
WLDG 235	Oxy-Acetylene Welding	2
Spring Semester : 17 Credits		
EO 110/110L	Heavy Equipment Operations I & Lab	2, 5
COMX 106	Communicating In A Dynamic Workplace	2
WLDG 240	Electric Arc Welding	2
ACTG 101	Accounting Procedures	3
BFIN 205	Personal Finance	3
<b>OR</b>		
EO 150P	Internship	(3)
<b>OR</b>		
	Directed Elective	(3)
<b>TOTAL CREDITS</b>		<b>35</b>

# CERTIFICATE

## C. Accounting

This one-year (28 credit) certificate program is designed to develop the necessary skills for persons seeking employment in entry-level accounting positions. **This program can be completed online.**

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

- 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.

Program course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check [Course Descriptions](#) to determine pre-requisites, and should consult their advisor regarding the order in which to take courses. [General Education Core Requirements](#).

Fall Semester : 15 Credits		Credits
ACTG 201	Principles of Financial Accounting	4
WRIT 122	Intro to Business Writing (preferred)	3
<b>OR</b>		
	<i>Written Communication Core Requirement</i>	(3)
M 108	Business Math	3
COMX 106	Communicating In A Dynamic Workplace	2
CAPP 120/120A	Intro to Computers & Applications	1,2
Spring Semester : 13 Credits		
ACTG 202	Principles of Managerial Accounting	4
ACTG 205	Computerized Accounting	3
CAPP 151	MS Office	3
ACTG 180	Payroll Accounting	3
<b>TOTAL CREDITS</b>		<b>28</b>

## C. Agriculture & Equine Studies

This one-year (26/28 credit) certificate program is designed to develop the skills necessary to understand the basics of agriculture, natural resources, and equine management.

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

- Demonstrate an understanding of the Importance of Agriculture in Today's World;
- Demonstrate Contextually Germane Communication Skills (Oral and Written);
- Use mathematics in problem solving and communicate quantitative information effectively.

Program course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check [Course Descriptions](#) to determine pre-requisites, and should consult their advisor regarding the order in which to take courses. [General Education Core Requirements](#).

Fall Semester : 15/16 Credits		Credits
	<i>Written Communication Core Requirement</i>	3
	<i>Mathematics Core Requirement</i>	3(4)
Directed Electives	AGSC, ANSC, BIOB, ENSC, EQUH, EQUUS, NRSM, WILD	9
Spring Semester : 11/12 Credits		
	<i>Communications Core Requirement</i>	2(3)
Directed Electives	AGSC, ANSC, AGED, BIOB, ENSC, EQUH, EQUUS, NRSM, WILD	6
Elective		3
<b>TOTAL CREDITS</b>		<b>26(28)</b>



## C. Computer Maintenance Assistant

This one-year (27/28 credit) certificate program is designed to provide students with skills for employment in entry-level help desk support positions.

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

- Install, upgrade, and configure software and hardware
- Assist with business applications and basic web page design
- Provide preventive maintenance, component installations, and repair services Troubleshoot hardware and software problems
- Understand ethical responsibilities linked to software licensing and maintenance issues

Program course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check [Course Descriptions](#) to determine pre-requisites, and should consult their advisor regarding the order in which to take courses. [General Education Core Requirements](#).

Fall Semester : 13 Credits		Credits
CAPP 120/120A	Intro to Computers & Applications	1,2
M 108	Business Math	3
ITS 280	Computer Repair and Maintenance	4
CSCI 107	Joy & Beauty of Computing: Python Programming	3
Spring Semester : 14(15) Credits		
CAPP 151	MS Office	3
ITS 165	OS Commands and Scripts	3
GDSN 145	Intro to Web Design	3
	<i>Written Communication Core Requirement</i>	3
COMX	100-Level COMX Course	2(3)
<b>TOTAL CREDITS</b>		<b>27(28)</b>

## C. Customer Relations

This one-year (26 credit) certificate program is designed to develop the skills necessary for an individual entering the service industry. 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.

Upon completion of this program, graduates will:

- Have the interpersonal skills necessary for sales and customer service associates in a retail or business setting
- Proficient computer skills and key business communication skills to make them candidates for future promotion

Program course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check [Course Descriptions](#) to determine pre-requisites, and should consult their advisor regarding the order in which to take courses. [General Education Core Requirements](#).

Fall Semester : 12 Credits		Credits
CAPP 120/120A	Intro to Computers & Applications	1,2
M 108	Business Math	3
BMKT 210	Sales, Merchandising, & Retail	3
BMKT 225	Marketing	3
Spring Semester : 14 Credits		
COMX 106	Communicating In A Dynamic Workplace	2
ACTG 101	Accounting Procedures	3
BMGT 245	Customer Service Management	3
WRIT 122	Intro to Business Writing (preferred)	3
<b>OR</b>		
	<i>Written Communication Core Requirement</i>	(3)
COMX 115	Interpersonal Communications	3
<b>TOTAL CREDITS</b>		<b>26</b>

## C. Fundamentals of Business

This one-year (28 credit) certificate program is designed to develop the necessary skills for persons seeking employment in entry-level business positions. **This program can be completed online.**

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

- Interpret and explain basic financial statements to make management decisions
- Utilize Microsoft Office which includes Word, Excel, Power Point, and Access
- Identify 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
- Develop financial skills

Program course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check [Course Descriptions](#) to determine pre-requisites, and should consult their advisor regarding the order in which to take courses. [General Education Core Requirements](#).

Fall Semester : 16 Credits		Credits
WRIT 122	Intro to Business Writing (preferred)	3
<b>OR</b>		
	<i>Written Communication Core Requirement</i>	(3)
BMKT 225	Marketing	3
BMGT 215	Human Resource Management	3
CAPP 120/120A	Intro to Computers & Applications	1,2
ACTG 201	Principles of Financial Accounting	4
Spring Semester : 12 Credits		
COMX 115	Interpersonal Communications	3
BMGT 235	Management	3
BFIN 205	Personal Finance	3
M 108	Business Math	3
<b>TOTAL CREDITS</b>		<b>28</b>

## C. Graphic Design Assistant

This one-year (29/30 credit) certificate program is designed to provide students with skills for entry-level employment in design services such as publishing, print layouts and web media.

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
- Apply basic design principles to publications Recognize and edit HTML code
- Publish and maintain a website
- Understand ethical responsibilities linked to graphic and web design.

Program course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check [Course Descriptions](#) to determine pre-requisites, and should consult their advisor regarding the order in which to take courses. [General Education Core Requirements](#).

Fall Semester : 14(15) Credits		Credits
CAPP 120/120A	Intro to Computers & Applications	1,2
ARTZ 105	Visual Language—Drawing	3
COMX	100-Level COMX Course	2(3)
M 108	Business Math	3
MART 213	Photoshop and Illustrator	3
Spring Semester : 15 Credits		
MART 214	Digital Publishing and Design	3
ARTZ 106	Visual Language—2D Foundations	3
GDSN 145	Intro to Web Design	3
	<i>Written Communication Core Requirement</i>	3
PHOT 113	Understanding Photography	3
<b>TOTAL CREDITS</b>		<b>29(30)</b>

## C. Meat Processing

This one-year (29 credit) certificate program is designed to increase the skilled labor force for the meat processing businesses in Montana. The program design is unique as it allows students to network with meat processors in the state and provides hands-on learning critical for career and technical programs. The flexibility of the class offerings allows a student to create a program to meet their needs and lifestyle. This is an internship-based certificate. There are 4 internship levels that begin with basic training and safety requirements and culminate in advanced meat processing and cutting skills. The internships will take place in Montana Meat Processing plants; students will spend seven weeks at 3 to 4 different plants in an area learning from the professionals who understand the profession.

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

- Cutting
- Grinding, mixing, stuffing, linking sausage/curing of hams and bacons
- Packaging and sanitation
- Proper killing of an animal
- Yield and quality grading
- Personal safety/Plant safety
- Meat cuts identification
- Demonstrate Contextually Germane Communication Skills (Oral and Written)
- Use mathematics in problem solving and communicate quantitative information effectively

Program course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check [Course Descriptions](#) to determine pre-requisites, and should consult their advisor regarding the order in which to take courses.

Fall Semester : 12 Credits		Credits	Weeks
COMX 106	Communicating in a Dynamic Workplace	2	15 weeks
MTPR 198	Meat Processing Internship Level 1	3	First 8 weeks
MTPR 101	Meat Processing I	2	Second 8 weeks
MTPR 103	Food Safety and HCAAP	2	Second 8 weeks
MTPR 199	Meat Processing Internship Level 2	4	Second 8 weeks
Spring Semester : 17 Credits		Credits	Weeks
BIOB 101/102	Discover Biology & Lab	3,1	15 weeks
MTPR 298	Meat Processing Internship Level 3	3	15 weeks
MTPR 102	Meat Processing II	2	First 8 weeks
M 108	Business Math	3	15 weeks
WRIT 108	Elementary Technical Writing	2	15 weeks
MTPR 299	Meat Processing Internship Level 4	3	Second 8 weeks
<b>TOTAL CREDITS</b>		<b>29</b>	

## C. Network Technician

This one-year (28/29 credit) certificate program is designed to provide students with networking skills for employment in entry-level networking support positions. Cisco Certified Entry Networking Technician (CCENT) certification could be obtained after completing this certificate.

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

- Plan and install a home or small business network and connect it to the Internet
- Be familiar with general terminology associated with networking and data transmission including topologies, media, protocols and architecture
- Compute and assign IP addresses in a subnetted network Perform basic configurations for routers and switches
- Verify and troubleshoot network and Internet connectivity

Program course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check [Course Descriptions](#) to determine pre-requisites, and should consult their advisor regarding the order in which to take courses. [General Education Core Requirements](#).

Fall Semester : 15(16) Credits		Credits
CAPP 120/120A	Intro to Computers & Applications	1,2
	<i>Written Communication Core Requirement</i>	3
M 108	Business Math	3
NTS 104	CCNA 1: Intro to Networks	4
COMX	100-Level COMX Course	2(3)
Spring Semester : 13 Credits		
ITS 170	MS Windows Server 2012	3
GDSN 145	Intro to Web Design	3
NTS 105	CCNA 2: Routing & Switching	4
ITS 165	OS Commands and Scripts	3
<b>TOTAL CREDITS</b>		<b>28(29)</b>

## 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 (25/27 credit) certificate program includes an internship off-site at a clinical facility. Affiliated clinical facilities for the phlebotomy internships currently include Holy Rosary Healthcare in Miles City. Internship hours are non-paid. A student may not acquire a job as a Phlebotomist before completion of the program and count those paid hours toward their internship hours. A person who has been employed as non-board certified Phlebotomist long-term may apply for experiential learning credit for MLS 105. Each case will be evaluated individually, based on documentation, and range and scope of experience. MLS 103 and MLS 104 will not be considered for experiential learning credit. Since 2013, the pass rate on the national ASCP-BOC certification exam is 100%. The placement rate for graduates seeking employment is 100%. The attrition rate is 8%.

**Mission** The Miles Community College Phlebotomy Program reflects and supports the Mission and Core Themes of Miles Community College, which are as follows:

- Miles Community College prepares students for success and provides opportunities for lifelong learning through quality programs, community outreach, and partnerships.
- Core Themes
  - Student Success
  - Academic Achievement
  - Workforce Training and Partnerships
  - Community Outreach and Lifelong Learning

**Goals** The goals of the Phlebotomy Program are:

- To provide students with the knowledge, skills, and experience necessary to pass the ASCP National Board Exams and to meet the needs of an employer;
- To develop attributes of professionalism and caring by volunteering in a community blood drive, and participating in a community health fair;
- To continue lifelong learning by attending phlebotomy seminars and the State ASCLS Annual Spring Conference.

A person successfully completing the phlebotomy program is qualified to sit for the ASCP (American Society for Clinical Pathology) PBT (Phlebotomy Technician) certification examination. The granting of the certificate in Phlebotomy is not contingent upon passing any type of external certification or licensure exam. During internships, students are supervised by professional medical laboratory staff. Students are not substituted for regular staff.

For more information, contact Program Director Mari Volk, MHA, MLS (ASCP)cm at 1-701-224-5580 or [mari.volk@ndus.edu](mailto:mari.volk@ndus.edu).

The MCC phlebotomy program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).  
National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)  
5600 N. River Rd., Suite 720, Rosemont, IL 60018-5119. (773) 714-8880, [info@naaccls.org](mailto:info@naaccls.org)

Upon completion of this program, a phlebotomy student will be able to do the following:

1. Demonstrate knowledge of the health care delivery system and medical terminology;
2. Demonstrate knowledge of infection control and safety;
3. Demonstrate basic understanding of the anatomy and physiology of body systems and anatomic terminology in order to relate major areas of the clinical laboratory to general pathologic conditions associated with the body systems;
4. Demonstrate understanding of the importance of specimen collection and specimen integrity in the delivery of patient care;
5. Demonstrate knowledge of collection equipment, various types of additives used, special precautions necessary and substances that can interfere in clinical analysis of blood constituents;
6. Follow standard operating procedures to collect specimens;
7. Demonstrate understanding of requisitioning, specimen transport and specimen processing;
8. Demonstrate understanding of quality assurance and quality control in phlebotomy;
9. Communicate (verbally and nonverbally) effectively and appropriately in the workplace. (NAACLS Guide to Approval)



Program course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check [Course Descriptions](#) to determine pre-requisites, and should consult their advisor regarding the order in which to take courses. This program is designed to meet educational requirements for a specific professional license or certification that is required for employment in an occupation. Miles Community College has not made a determination as to whether this program meets the education requirements for licensure in states other than Montana.

Fall Semester : 13(14) Credits		Credits
MLS 103/104	Phlebotomy Fundamentals & Lab	3, 1
CAPP 120/120A	Intro to Computers & Applications	1,2
M 111	Technical Mathematics	3
<b>OR</b>		
M 108	Business Math	(3)
<b>OR</b>		
M 121	College Algebra	4
<b>OR</b>		
STAT 216	Intro to Statistics	(3)
WRIT 101	College Writing I	3
Spring Semester : 12(13) Credits		
MLS 105	Phlebotomy Internship	3
PHL 221	Intro to Philosophy & Biomedical Ethics	3
COMX 106	Communicating In A Dynamic Workplace	2
<b>OR</b>		
COMX 111	Intro to Public Speaking	(3)
BIOH 104/105	Basic Human Biology & Lab	3, 1
<b>OR</b>		
BIOH 201/202	Human Anatomy & Physiology I & Lab	(3, 1)
<b>TOTAL CREDITS</b>		<b>25(27)</b>

## C. Sales & Marketing

This one-year (27 credit) certificate program is designed to develop the skills necessary to work in a marketing or sales related environment. **This program can be completed online.**

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

- Develop sales skills for the retail environment;
- Identify key Advertising and Marketing techniques;
- Utilize Microsoft Office which includes Word, Excel, Power Point and Access;
- Develop key business communication skills such as public speaking;
- Develop customer service skills.

Program course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check [Course Descriptions](#) to determine pre-requisites, and should consult their advisor regarding the order in which to take courses. [General Education Core Requirements](#).

Fall Semester : 12 Credits		Credits
BMKT 240	Advertising	3
BMKT 210	Sales, Merchandising, & Retail	3
BMKT 225	Marketing	3
CAPP 120/120A	Intro to Computers & Applications	1,2
Spring Semester : 15 Credits		
BMGT 245	Customer Service Management	3
WRIT 122	Intro to Business Writing (preferred)	3
<b>OR</b>		
	<i>Written Communication Core Requirement</i>	(3)
M 108	Business Math	3
COMX 111	Intro to Public Speaking	3
<b>OR</b>		
COMX 115	Interpersonal Communications	(3)
CAPP 151	MS Office	3
<b>TOTAL CREDITS</b>		<b>27</b>

# 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.
- \*Indicates a course is periodically offered online. Consult the current semester course schedule, [milescc.edu/courseSchedule](http://milescc.edu/courseSchedule).
- Online sections are indicated with an “L” following the section number.
- Courses that meet the requirements of a general education core area are labeled as such: Communications—Oral, Communications—Written, Mathematics, Humanities and Fine Arts, Science, Social Science, Social Science: History
- Courses listed neither on a program page nor on the General Education Core page may be rarely offered.

## Course Numbers and Classification

**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** MCC 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.

- [ACCOUNTING \(ACTG\)](#)
- [ACTIVITIES \(ACT\)](#)
- [ACTIVITIES – VARSITY \(ACTV\)](#)
- [AG BUSINESS AND ECONOMICS \(AGBE\)](#)
- [AGRICULTURAL EDUCATION \(AGED\)](#)
- [AGRICULTURAL SCIENCES \(AGSC\)](#)
- [ALLIED HEALTH MEDICAL SUPPORT \(AHMS\)](#)
- [ANIMAL SCIENCE \(ANSC\)](#)
- [ANTHROPOLOGY \(ANTY\)](#)
- [ART HISTORY \(ARTH\)](#)
- [AUTOMOTIVE \(AST\)](#)
- [AUTOMOTIVE TECHNOLOGY \(AM\)](#)
- [BIOLOGY \(BIOB\)](#)
- [BIOLOGY-ECOLOGY \(BIOE\)](#)
- [BUSINESS FINANCE \(BFIN\)](#)
- [BUSINESS GENERAL \(BGEN\)](#)
- [BUSINESS MANAGEMENT \(BMGT\)](#)
- [BUSINESS MARKETING \(BMKT\)](#)
- [CHEMISTRY \(CHMY\)](#)
- [CHINESE \(CHIN\)](#)
- [COLLEGE STUDIES \(COLS\)](#)
- [COMMUNICATION \(COMX\)](#)
- [COMPUTER APPLICATIONS \(CAPP\)](#)
- [COMPUTER SCIENCE/PROGRAMMING \(CSCI\)](#)
- [CREATIVE WRITING \(CRWR\)](#)
- [DANCE \(DANC\)](#)
- [DRAFTING DESIGN \(DDSN\)](#)
- [ECONOMICS \(ECNS\)](#)
- [EDUCATION \(EDU\)](#)
- [EDUCATION – SPECIAL EDUCATION \(EDSP\)](#)
- [EMERGENCY CARE PROVIDER \(ECP\)](#)
- [ENVIRONMENTAL SCIENCES \(ENSC\)](#)
- [EQUINE HORSEMANSHIP \(EQUH\)](#)
- [EQUINE SCIENCES \(EQU\)](#)
- [FISH & WILDLIFE SCIENCE & MANAGEMENT \(WILD\)](#)
- [GEOGRAPHY \(GPHY\)](#)
- [GEOSCIENCE: GEOLOGY \(GEO\)](#)
- [GRAPHIC DESIGN \(GDSN\)](#)
- [HEALTH \(HTH\)](#)
- [HEALTH ENHANCEMENT \(HEE\)](#)
- [HEAVY EQUIPMENT OPERATOR \(EO\)](#)
- [HISTORY AMERICAN \(HSTA\)](#)
- [HISTORY WORLD \(HSTR\)](#)
- [HORTICULTURE \(HORT\)](#)
- [HUMAN BIOLOGY \(BIOH\)](#)
- [INFORMATION TECHNOLOGY SYSTEMS \(ITS\)](#)
- [KINESIOLOGY \(KIN\)](#)
- [LIBERAL STUDIES AND HUMANITIES \(LSH\)](#)

[LIBRARY SCIENCE \(LSCI\)](#)  
[LITERATURE \(LIT\)](#)  
[MATHEMATICS \(M\)](#)  
[MEAT PROCESSING \(MTPR\)](#)  
[MEDIA ARTS \(MART\)](#)  
[MEDICAL LABORATORY TECHNICIAN \(MLS\)](#)  
[MICROBIOLOGY \(BIOM\)](#)  
[MUSIC \(MUSI\)](#)  
[NATIVE AMERICAN STUDIES \(NASX\)](#)  
[NATURAL RESOURCE SCIENCE AND MANAGEMENT \(NRSM\)](#)  
[NETWORKING TECHNOLOGY SYSTEMS \(NTS\)](#)  
[NURSING \(NRSG\)](#)  
[NUTRITION \(NUTR\)](#)  
[PERSONAL ENRICHMENT/NO-CREDIT \(NC\)](#)  
[PHARMACY \(PHAR\)](#)  
[PHILOSOPHY \(PHL\)](#)  
[PHOTOGRAPHY \(PHOT\)](#)  
[PHYSICS \(PHSX\)](#)  
[POLITICAL SCIENCE \(PSCI\)](#)  
[PSYCHOLOGY \(PSYX\)](#)  
[RELIGIOUS STUDIES \(RLST\)](#)  
[SIGN LANGUAGE \(SIGN\)](#)  
[SOCIAL WORK \(SW\)](#)  
[SOCIOLOGY \(SOCI\)](#)  
[SPANISH \(SPNS\)](#)  
[STATISTICS \(STAT\)](#)  
[SUSTAINABLE ENERGY \(NRGY\)](#)  
[THEATRE \(THTR\)](#)  
[VISUAL AND STUDIO ARTS \(ARTZ\)](#)  
[WELDING \(WLDG\)](#)  
[WRITTEN COMMUNICATION \(WRIT\)](#)

## ACCOUNTING (ACTG)

***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 courses.

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.

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. Pre-requisite: CAPP 120/120A, M 090, or M 108.

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. Pre-requisite: ACTG 201.

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. Pre-requisites: ACTG 201 and CAPP 120/120A.

3.000 Credit hours

***ACTG 211 - Income Tax Fundamentals.*** This course is an overview of the Federal income tax process. An overview of individual and small business tax preparation are covered along with basic taxation terminology and principles. Pre-requisite: ACTG 201.

3.000 Credit hours

**ACTG 215 - Foundations of Government & Not for Profit Accounting.** This course covers accounting for governmental and not-for-profit organizations. Characteristics of governmental, not-for-profit and business are compared. Prerequisite: ACTG 201.

3.000 Credit hours

## ACTIVITIES (ACT)

**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 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 19101 - Tabata Sculpt.** Tabata Sculpt is a fitness class that has you performing each strength exercise or cardio drill at high-intensity intervals throughout by using a wide range of cardio and strength training methods. This method of training has been proven to increase fat loss and improve stamina.

1.000 Credit hours

**ACT 19102 - 360 Burn.** 360 Burn is a fitness class that allows individuals to train for improvements in everyday, real life activities. Through the use of real life, functional movement patterns such as twisting, bending, pushing, pulling, lunging and squatting are executed in a fun and creative way. You will walk away feeling more confident and ready to take on daily activities with more energy. Core training, balance and flexibility are all included to create a total, well-rounded program.

1.000 Credit hours

**ACT 19103 - Kettle Bell Kickboxing.** Kettle Bell Kickboxing is a fitness class that uses a combination of cardio, boxing and kettlebell movements. This provides a total body workout which aims to improve strength, aerobic fitness, speed, flexibility, coordination and balance. Kettle Bell Kickboxing is becoming one of the most popular fitness trends today as it is a terrific full body workout.

1.000 Credit hours

**ACT 19104 - Barre-Core.** Barre-Core is a fitness class that will help you to develop a beautiful, strong and balanced body. Work at the ballet barre and begin to develop lean abs, firm round buttocks, contoured waist, sculpted legs, strong arms, beautiful posture and flexibility. This is a low impact total body workout.

1.000 Credit hours

**ACT 19105 - Zumba Toning.** Zumba Toning is a fitness class that combines targeted body-sculpting exercises and high-energy cardio work with Latin-infused Zumba moves to create a calorie-torching, strength-training dance fitness-party. Students will learn how to use light hand weights to enhance rhythm and tone all of their target zones, including arms, abs, gluts and thighs. This class is the perfect way for cardio enthusiasts to sculpt their bodies naturally while having a total blast.

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.

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 233 - Zumba.** Zumba is a fitness class that integrates dance and aerobic elements. Zumba incorporates elements such as hip-hop, soca, samba, salsa, merengue, mambo, martial arts, squats, and lunges.

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 (ACTV)

**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 131 - Softball I-Varsity.** Enrollment is restricted to varsity team members and managers.

1.000 Credit hours

**ACTV 133 - Softball 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 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 163 - Rodeo II-Varsity.** Enrollment is restricted to varsity team members and managers.

1.000 Credit hours

**ACTV 170 - Volleyball I-Varsity.** Enrollment is restricted to varsity team members and managers.

1.000 Credit hours

**ACTV 173 - Volleyball 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 231 - Softball III-Varsity.** Enrollment is restricted to varsity team members and managers.

1.000 Credit hours

**ACTV 233 - Softball 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 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 263 - Rodeo IV-Varsity.** Enrollment is restricted to varsity team members and managers.

1.000 Credit hours

**ACTV 270 - Volleyball III-Varsity.** Enrollment is restricted to varsity team members and managers.

1.000 Credit hours

**ACTV 273 - Volleyball 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

### (AGBE)

**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)

**AGED 140 - Leadership Development for Agriculture.** Process of developing and managing individuals by providing leadership and guidance at all levels of personal development. Self-concepts developed through situational leadership and management, principles of people management, goal setting, and belief systems. Collaborative learning and field experience utilized. **Communications—Oral**

3.000 Credit hours

**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

### (AGSC)

**\*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.

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.

1.000 Credit hours

**AGSC 110 - Ag Issues Forum.** Students survey current issues in agriculture through guest speakers, agricultural news, and media presentations.

1.000 Credit hours

**AGSC 19401 - Agricultural Seminar: Artificial Insemination.** This is a hands-on training course in the reproductive management and artificial insemination of cattle. The class will consist of four full days of hands-on learning in artificial insemination. Successful completion of the course will result in industry certification. Lab fee required.

1.000 Credit hours

**AGSC 291 - Special Topics**

1.000 Credit hours

**AGSC 292 - Independent Study**

0.000 Credit hours

**ALLIED HEALTH MEDICAL SUPPORT (AHMS)**

**\*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. Pre-requisite: AHMS 144.

3.000 Credit hours

**ANIMAL SCIENCE (ANSC)**

**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 - Livestock Evaluation I.** 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.

1.000 Credit hours

**ANSC 109 - Livestock Evaluation I 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.

2.000 Credit hours

**ANSC 110 - Livestock Evaluation II.** The class will build upon the selection of livestock learned in ANSC 108/109. The course will cover the continuation of selection of livestock and incorporating oral reasons into the decision-making process of selecting livestock. Pre-requisite: ANSC 108/108. Co-requisite: ANSC 111.

1.000 Credit hours

**ANSC 110 - Livestock Evaluation II Lab.** The class will build upon the selection of livestock learned in ANSC 108/109. The course will cover the continuation of selection of livestock and incorporating oral reasons into the decision-making process of selecting livestock. Pre-requisite: ANSC 108/108. Co-requisite: ANSC 110.

2.000 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 222 - Livestock in Sustainable Systems.** The role of livestock in balanced sustainable and organic systems will be explored with a focus on incorporating targeted grazing systems. The principles of sustainable animal production and the regulations associated with organic animal production will be presented. Pre-requisite: ANSC 100.

3.000 Credit hours

**ANSC 265 - Anatomy and Physiology 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. Lab will focus on hands-on application of ANSC 265 primarily through dissections. Pre-requisites: ANSC 100 and BIOB 101/102 or BIOB 160/161 or BIOB 170/171. Co-requisite: ANSC 266. **Science.**

3.000 Credit hours

**ANSC 266 - Anatomy and Physiology 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: ANSC 265. **Science.**

1.000 Credit hours

## ANTHROPOLOGY (ANTY)

**\*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. **Social Science.**

3.000 Credit hours

## ART HISTORY (ARTH)

**ARTH 101 - Foundations of Art.** This course 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. **Humanities and Fine Arts.**

3.000 Credit hours

## AUTOMOTIVE (AST)

**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.

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.

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.

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.

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.

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.

1.000 Credit hours

**AST 114 Automotive Brakes.** This course examines automotive braking systems, including hydraulic and friction theory. The construction, maintenance, diagnosis, and repair of disc, drum and anti-lock braking systems are studied. Use of off-the-car and on-the-car-brake lathes are included in lab. Co-requisite: AST 115.

2.000 Credit hours

**AST 115 Automotive Brakes Lab.** This course examines automotive braking systems, including hydraulic and friction theory. The construction, maintenance, diagnosis, and repair of disc, drum and antilock braking systems are studied. Use of off-the-car and on-the-car-brake lathes are included in lab. Lab application of service procedures is included. Co-requisite: AST 114.

2.000 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.

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.

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.

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.

1.000 Credit hours

**AST 132 - Charging & Starting Systems.** 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.

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.

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.

2.000 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.

2.000 Credit hours

**AST 136 Automotive Electrical Systems.** A beginning course in the study of electrical/electronic fundamentals applied to mobile and transportation technology. The course will create the foundation of electrical systems and will include theory, design, diagnosis, and repair of wiring and circuits, batteries, alternators, starters and electrical circuits. The use of test instruments and electrical troubleshooting manuals currently recommended by industry will be emphasized. Co-requisite: AST 137.

2.000 Credit hours

**AST 137 Automotive Electrical Systems Lab.** A beginning course in the study of electrical/electronic fundamentals applied to mobile and transportation technology. The course will create the foundation of electrical systems and will include theory, design, diagnosis, and repair of wiring and circuits, batteries, alternators, starters and electrical circuits. The use of test instruments and electrical troubleshooting manuals currently recommended by industry will be emphasized. Co-requisite: AST 136.

2.000 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.

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.

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.

2.000 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.

2.000 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.

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.

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.

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.

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. Pre-requisite: AST 158.

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.

2.000 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.

2.000 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.

2.000 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.

2.000 Credit hours

**AST 172 - Automotive Heating & Air Conditioning.** Theory of heating and basic air conditioning equipment in automotive, heavy truck, and farm applications; servicing and repairing of these units. Co-requisite: AST 173.

3.000 Credit hours



**AST 164 - Automotive Diagnostics and Tune Up.** This course examines the theory and diagnosis of gasoline engines and related systems. These systems include engine mechanical testing, ignition systems, fuel delivery, emission control systems and an introduction to computerized fuel injection systems. Students will use the latest diagnostic equipment available to test and diagnose these systems during the lab. Co-requisite: AST 165.

3.000 Credit hours

**AST 165 - Automotive Diagnostics and Tune Up Lab.** This course examines the theory and diagnosis of gasoline engines and related systems. These systems include engine mechanical testing, ignition systems, fuel delivery, emission control systems and an introduction to computerized fuel injection systems. Students will use the latest diagnostic equipment available to test and diagnose these systems during the lab. Co-requisite: AST 164.

2.000 Credit hours

**AST 173 - Automotive Heating & Air Conditioning Lab.** Theory of heating and basic air conditioning equipment in automotive, heavy truck, and farm applications; servicing and repairing of these units. Co-requisite: AST 172.

1.000 Credit hours

**AST 220 - Automotive Steering & Suspension.** This course examines automotive suspension and steering systems. The theory of operation, construction, maintenance, diagnosis and repair of steering and suspension systems is examined. Alignment procedures, wheel balancing, steering, suspension, headlight aiming, and structural damage diagnosis will be discussed. Lab application of service procedures is included. Co-requisite: AST 221.

2.000 Credit hours

**AST 221 - Automotive Steering & Suspension Lab.** This course examines automotive suspension and steering systems. The theory of operation, construction, maintenance, diagnosis and repair of steering and suspension systems is examined. Alignment procedures, wheel balancing, steering, suspension, headlight aiming, and structural damage diagnosis will be discussed. Lab application of service procedures is included. Co-requisite: AST 220.

2.000 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.

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.

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.

3.000 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 (AM)**

**AM 29902 - Auto Body Basics**  
2.000 Credit hours

**AM 29906 - Auto Body Basics II**  
2.000 Credit hours

## BIOLOGY (BIOB)

**\*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. **Science.**

3.000 Credit hours

**\*BIOB 102 - Discover Biology Lab.** The laboratory exercise will relate to the fundamental principles of biology discussed in BIOB 101 Discover Biology. Co-requisite: BIOB 101. **Science.**

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. **Science.**

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. **Science.**

3.000 Credit hours

**BIOB 161 - Principles of Living Systems Lab.** The laboratory exercises will relate to cellular topics discussed in BIOB 160 Principles of Living Systems. Co-requisite: BIOB 160. **Science.**

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. **Science.**

3.000 Credit hours

**BIOB 171 - Principles of Biological Diversity Lab.** The laboratory exercises will relate to organism topics discussed in BIOB 170 Principles of Biological Diversity. Co-requisite: BIOB 170. **Science.**

1.000 Credit hours

## BIOLOGY-ECOLOGY (BIOE)

**\*BIOE 103 - Environmental Science and Society.** The purpose of this course is to provide a general background on environmental science in general and how this influences our lives. This course focuses on key principles that govern how nature works, the interactions between human society and ecosystems, and current and potential solutions to environmental problems. Includes energy flow through ecosystems, properties of natural communities and human societies, resource conservation and management, and environmental ethics. **Science.**

3.000 Credit hours

**BIOE 104 - Environmental Science and Society Lab.**

This is an introductory course in Environmental Science and Society Laboratory. Topics include environmental chemistry, environmental biology, and environmental sampling and analysis. This course is designed for students with little science background, therefore only the basic concepts will be addressed. This course is not designed for science majors, however, may be helpful in preparing for such. Co-requisite: BIOE 103. **Science.**

1.000 Credit hours

## BUSINESS FINANCE (BFIN)

**\*BFIN 205 - Personal Finance.** This course provides an overview of personal financial planning concepts including money management, consumer credit, insurance, investing and consumer purchasing strategies.

3.000 Credit hours

**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.

3.000 Credit hours



## BUSINESS GENERAL (BGEN)

**\*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)

**\*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)

See also Accounting, Business General, Business Finance, Business Management

**\*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)

**\*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, or M 111 Technical Mathematics, ACT score of 18 or higher in Math or Compass Placement score of 44 or higher on the Algebra section. Co-requisite: CHMY 122. **Science.**

3.000 Credit hours

**\*CHMY 122 - Intro to General Chemistry Lab.** 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 M 111 Technical Mathematics, 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. **Science.**

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. Pre-requisite: CHMY 121 or CHMY 141. Co-requisite: CHMY 124. **Science.**

3.000 Credit hours

**\*CHMY 124 - Intro to Organic & Biochemistry Lab.**

This lab focuses on functional group organic chemistry and important biochemical structures, concepts, and processes. Co-requisite: CHMY 123. **Science.**

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. Pre-requisite: M 095 or comparable COMPASS Placement Test score. Co-requisite: CHMY 142. **Science.**

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. Pre-requisite: M 095 or comparable COMPASS Placement Test score. Co-requisite: CHMY 141. **Science.**

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. Pre-requisite: CHMY 141/142 College and M 121. Co-requisite: CHMY 144. **Science.**

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. Pre-requisite: CHMY 141/142. Co-requisite: CHMY 143. **Science.**

1.000 Credit hours

## CHINESE (CHIN)

**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. Pre-requisite: College level reading and writing skills as evidenced by ACT/SAT or Compass scores.

5.000 Credit hours

## COLLEGE STUDIES (COLS)

**\*COLS 101 - Introduction to College Studies.**

Introduction to College Studies is intended to provide skills necessary for incoming students to successfully navigate the college setting and provide life skills necessary after leaving college. Course design includes focus on academic mindset including belonging to the Miles Community College learning community and college transitions, teaching a growth mindset that allows students to change their abilities through effort, focus on student success, and understanding the value and purpose of the college experience. Students will understand campus resources, strengthen study skills, and explore career and transfer options through the various collaborations of services, programs and people dedicated to the student success of new students at the campus.

2.000 Credit hours

## COMMUNICATION (COMX)

**\*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. **Communications—Oral.**

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. **Communications—Oral.**

3.000 Credit hours

**COMX 29101 - Special Topics: Student Leadership Development.** A key aspect of college success is engagement both in and out of the classroom. This course explores key principles of leadership development, personal leadership and communication styles, how to effectively navigate social interactions, and tools and application for students to use in their role as leaders on campus. Learning of key leadership principles will transfer as a lifelong skill and is applicable to the work, social, and civic environments.

1.000 Credit hours

## COMPUTER APPLICATIONS (CAPP)

**\*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.

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.

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. Pre-requisite: CAPP 120/120A.

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. Pre-requisites: TASK 115 (or permission of instructor) and CAPP 120/120A.

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. Pre-requisite: CAPP 120/120A.

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. Pre-requisite: CAPP 120/120A.

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 120/120A .

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.

3.000 Credit hours

## COACHING (COA)

**COA 205 - Introduction to Coaching.** This course covers introductory principles needed in becoming an effective coach at any level for any sport. Topics include development of a coaching philosophy, basic sport psychology, sport safety, exercise science, basic legal/ethical aspects, and program and athlete management principles.

3.000 Credit hours

**COA 210 - Introduction to Sports Officiating.** This course is intended to certify officials in the sports of baseball, football, soccer, softball, and basketball.

1.000 Credit hours

## COMPUTER SCIENCE/PROGRAMMING

### (CSCI)

**CSCI 107 - Joy and Beauty of Computing: Python Programming.** This course examines the computing field and how it impacts the human condition. The instructor introduces exciting ideas and influential people. The course provides a gentle introduction to computational thinking using the Python programming language.

3.000 Credit hours

**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 120/120A.

4.000 Credit hours

**CSCI 111 - Programming with Java I.** This course is an introduction to the Java programming language. Topics include program design, analysis, and implementation in Java, including I/O, assignment, decision, iteration, scalar types, arrays, control structures, methods, classes, and common data types. Pre-requisite: CSCI 110.

3.000 Credit hours

**CSCI 116 - Introduction to Python Programming.** This course covers the fundamentals of computer programming using structured techniques. The course is intended as an introductory programming class for students and thus will stress basic control structures and fundamental data manipulation. The student will gain programming knowledge through computational thinking using hands-on instruction of the Python programming language. Pre-requisite: CAPP 120/120A.

4.000 Credit hours

**CSCI 127 - Joy and Beauty of Data.** This course introduces the exciting world of big data and data science. Students expand their ability to solve problems with Python by learning to deploy lists, files, dictionaries and object-oriented programming. Data science libraries are introduced that enable data to be manipulated and displayed. The student will gain programming knowledge through computational thinking using hands-on instruction of the Python programming language. Pre- or Co-requisite: CSCI 107.

4.000 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.

4.000 Credit hours

## CREATIVE WRITING (CRWR)

**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. Pre-requisite: WRIT 101. **Humanities and Fine Arts.**

3.000 Credit hours

## DANCE (DANC)

**DANC 150 - Social Dance.** This course introduces western dance most commonly used in society. Students will learn to polka, waltz, twostep, and jitterbug.

0.500 Credit hours

## DRAFTING DESIGN (DDSN)

**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. Pre-requisite: CAPP 120/120A.

3.000 Credit hours

## ECONOMICS (ECNS)

**\*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. **Social Science.**

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. Pre-requisite: ECNS 201. **Social Science.**

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.

3.000 Credit hours

## EDUCATION (EDU)

***EDU 101 - Teaching and Learning: A Critical Introduction to Public Education.*** This course is designed to provide students an opportunity to develop a critical understanding of public education and the role of the classroom teacher in today's public schools.

3.000 Credit hours

***EDU 142 - Student Supervision.*** The focus of this course is the effective management of large groups of students, ranging in size from 20-200, on playgrounds, in lunchrooms, halls, locker rooms, parking lots where buses are loading, on buses, and in other instructional settings (e.g., auditoriums, gymnasiums, field trip sites). Supervision how-tos as well as interventions for inappropriate behaviors exhibited are covered at length. Legal requirements and responsibilities are emphasized.

Students practice completion of accident reports. Units include web searches and discussions on bullying, teen violence, gangs, and sexual and racial harassment. The course is designed for the student wanting to become a paraprofessional or a licensed teacher.

1.000 Credit hours

***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 222.

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 K8 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. It is recommended that Elementary Education majors co-enroll in EDU 202 to meet any practical requirements they may encounter at their transfer institutions. Pre- or Co-requisite: PSYX 100. **Social Science.**

3.000 Credit hours

***EDU 222 Educational Psychology and Child Development.*** This course will examine the classroom practices that impact elementary aged children's learning motivation and development within an educational, familial, and societal context. Topics included will be developmental growth of children, including physical, cognitive and psychosocial. It is recommended that Education Pathway majors co-enroll in EDU 202 Early Field Experience to meet any practical requirements they may encounter at their transfer institutions. Pre-requisite PSYX 100.

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 (EDSP)

**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)

***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

***ECP 130 - Emergency Medical Technician.*** Discuss EMS systems, safety/well-being of the EMT and medical, legal and ethical issues related to the provision of emergency care. Relate knowledge of the anatomy and function of all human systems to the practice of EMS. Explain the pathophysiology of respiration and perfusion to patient assessment and management. Discuss life-span development in relations to patient assessment and management. Explain the principles of illness and injury prevention in emergency care. Summarize relevant information regarding the medications that an EMT may assist/administer to a patient during an emergency. Discuss the necessary relation of anatomy and physiology to patient assessment and management in order to assure a patent airway, adequate mechanical ventilation, and respiration for patients of all ages. Apply scene information and patient assessment findings to guide emergency management of a pre-hospital patient. Provide basic emergency care and transportation based on assessment findings for an acutely ill patient. Identify the causes, pathophysiology and management of shock, respiratory failure or arrest, cardiac failure or arrest, and post-resuscitation management. Provide basic emergency care and transportation based on assessment finding for an acutely injured patient. Explain the growth, development, aging and assessment findings to provide basic emergency care and transportation for a patient with special needs. Understand the operational roles and responsibilities of the EMT to ensure patient, public and personnel safety.

6.000 Credit hours

## ENVIRONMENTAL SCIENCES (ENSC)

***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. The course consists of two (2) credits lecture and one (1) credit lab. **Science.**

3.000 Credit hours

## EQUINE HORSEMANSHIP (EQUH)

***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.

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.

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.

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.

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.

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.

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-requisite: EQUH 155.

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. Pre-requisite: EQUH 252.

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. Pre-requisite: EQUH 254.

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.

3.000 Credit hours

## **EQUINE SCIENCES (EQU)**

***EQU 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

***EQU 102 - Horse Conformation and Selection.*** This course will cover basic conformation while stressing the importance of form to desired function. Co-requisite: EQU 103.

2.000 Credit hours

***EQU 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: EQU 102.

2.000 Credit hours

***EQU 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.) Pre-requisite: BIOB 101/102.

4.000 Credit hours

***EQU 298 - Equine Internship.*** Students will work with horses in a ranch or equine stable setting.

3.000 Credit hours

## **FISH & WILDLIFE SCIENCE & MANAGEMENT (WILD)**

***WILD 180 - Careers in Wildlife Biology.*** This class will provide an introduction to wildlife management to wildlife majors as well as an understanding of wildlife management to the Ag Production students.

Students will learn to appreciate and better understand the role wildlife play on the landscape. The class will discuss the importance of livestock and wildlife interactions and provide a basic understanding in how to manage wildlife. Wildlife management and its understanding is and will continue to be an important part of culture in Montana. Pre-requisite: BIOB 101/102 or BIOB 160/161.

2.000 Credit hours

**WILD 298 - Wildlife Internship.** Fish and wildlife internships provide highly valuable work experience to students who desire careers in natural and related industries. The internships are collaborations between Miles Community 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 wildlife biology industry.

3.000 Credit hours

## GEOGRAPHY (GPHY)

**\*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. **Science.**

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. **Science.**

1.000 Credit hours

**GPHY 284 - Introduction to GIS Science and Cartography.** This is the first in a series of three courses in Geographic Information Science. Students are introduced to fundamental principles, concepts, and quantitative methods in GIS and modern cartography, with emphasis on spatial data and thematic map design. The embedded lab exposes students to spatial data models and techniques of computer mapping in cartography. This is a three-credit hour course that consists of two hours of lecture and two hours of lab per week. Students completing this course will understand fundamental spatial data models, principles, data processing techniques, and how they are used to create graphic output representing geographic phenomena.

3.000 Credit hours

## GEOSCIENCE: GEOLOGY (GEO)

**\*GEO 101 - Introduction to Physical Geology.** This course is designed as both a general interest and application-based course for understanding natural processes that affect the earth’s surface. Topics include geologic history, mountain building, formation of the continents, earthquakes, weathering and erosion, rock and mineral identification, and physical and chemical aspects. It serves as an entry-level geology course for those who wish to pursue geology professionally or as a terminal course for those who wish to have a general knowledge of geologic principles. Co-requisite: GEO 102. **Science.**

3.000 Credit hours

**\*GEO 102 - Introduction to Physical Geology Lab.** This is the lab component for GEO 101 Introduction to Physical Geology. Co-requisite: GEO 101. **Science.**

1.000 Credit hours

## GRAPHIC DESIGN (GDSN)

**GDSN 145 - Introduction to Web Design.** This course provides fundamental instruction on creating, editing, and enhancing Internet web sites. Students will gain hands-on experience that includes internet navigation and communication, web page creation using basic HTML/XHTML code and Adobe Dreamweaver, publishing web pages to the World Wide Web, and web site management and maintenance. Pre-requisite: CAPP 120/120A.

3.000 Credit hours

**GDSN 230 - Video Editing.** This course presents an overview of video editing and focuses on combining graphic design and video to create video productions. Topics covered will include video formats, storyboarding, video capture, adding narratives, implementing sound, and editing techniques. The student will gain knowledge of video editing through hands-on instruction. Pre-requisite: CAPP 120/120A.

3.00 credit hours

***GDSN 240 - Electronic Design I.*** This course presents an introduction to software applications used for electronic media. Topics covered will include a drawing and manipulating shapes and symbols, creating animations, making interactive documents, working with bitmaps and gradients, publishing, using animation components and video. The student will gain knowledge of web animation through hands-on instruction. Pre-requisite: GDSN 145.

3.000 Credit hours

***GDSN 298 - Graphic Design Internship.*** This internship provides valuable work experience in a planned and supervised graphic or web design environment. The internship is a collaboration between the College, the student and a business, government, or community service agency to develop the “real world” workforce experience.

1.00-6.00 Credit hours

## **HEALTH (HTH)**

***HTH 101 - Opportunities in the Health Professions.*** This course provides pre-service educators with an introduction to contemporary health issues and the importance of individual responsibility for personal health care. This course 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 201 - Health Issues for Educators.*** This course provides pre-service educators with an introduction to contemporary health issues and the importance of individual responsibility for personal health care. This course 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 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

***HTH 298 - Health 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.

1.000 to 3.000 Credit hours

## **HEALTH ENHANCEMENT**

### **(HEE)**

***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)**

***EO 100L - Core Skills for Heavy Equipment Operation Lab.*** Orientation to the safe operation and basic control skills via training in simulators and equipment such as: dozer, scraper, front-end loaders, motor graders, backhoes, trucks and other heavy equipment. In addition, students will utilize basic rigging and load securement.

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 requirements, identify the most common used pieces of heavy equipment. Describe the functional operation and uses for each piece of equipment. Preventive basic maintenance responsibilities of the operator are covered.

2.000 Credit hours

***EO 110L - Core Skills for Heavy Equipment Operations Lab.*** Supporting lab to EO 110 covering heavy equipment operation, operator responsibilities, study OSHA requirements, and identify the most common used pieces of heavy equipment.

5.000 Credit hours

***EO 113 - Heavy Equipment Operations II.*** 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.*** This course provides a broad introduction to the process of planning and executing basic construction projects. Students further study and implement safety requirements throughout the program.

2.000 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.

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.

2.000 Credit hours

***EO 123 - Commercial Transportation Basics.*** The study of the operation, maintenance and basic components of the semi-truck and trailer. Students will study and apply Federal Hours of Service (HOS) record keeping as well as proper completion of log books. Topics include but are not limited to: driving skills, backing skills, maintaining log books, road/weather conditions and safety practices for the professional driver. At the conclusion of this course, students are prepared to sit for the written CDL licensure examination. Students will be enrolled in an MCC contracted random drug and alcohol testing pool. Students must possess a current, valid Montana driver's license with an acceptable driving record; be at least 18 years of age; possess a current Medical Examiner's Certificate (DOT physical) prior to entry in to the course; and possess a valid CDL permit prior to being allowed to drive MCC's semi on public roadways. Co-requisite: EO 123L.

4.000 Credit hours

***EO 123L - Commercial Transportation Basics Lab.*** Students will utilize the MCC truck driving simulator as well as MCC's truck and trailer to practice pre-trip safety inspections, driving skills, backing skills with mirrors, utilizing a spotter for blind spots while backing up, and other over the road skill requirements such as field trouble shooting and repair of a tractor trailer unit. At the conclusion of the course, students may use the MCC truck to complete the driver's portion of the CDL examination. An additional fee is required. Students will be required to be enrolled in an MCC contracted random drug and alcohol testing pool. Students must possess a current, valid Montana driver's license with an acceptable driving record; be at least 18 years of age; possess a current Medical Examiner's Certificate (DOT physical) prior to entry in to the course; and possess a valid CDL permit prior to being allowed to drive MCC's semi on public roadways. Co-requisite: EO 123.

4.000 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

***EO 150P - Heavy Equipment Operations Internship.*** Practicums are scheduled for students to apply the concepts which they have learned in the program. Students must complete resumes, job applications, and complete an interview process before a company will determine if the student may be placed on their site. Passing a drug test and physical exam may be required before a student can participate in a practicum. Upon completion of the application process, students are placed in the field for 6-7 weeks to complete a minimum of 240 hours of a paid practicum experience. At the time of acceptance by a company, the student becomes a "temporary" employee of the company. Prerequisite: EO 130 and EO 130L with a grade of "C" or better.

3.000 Credit hours



## HISTORY AMERICAN (HSTA)

**\*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. **Social Science: History.**

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 nation's economy, the Civil Rights era, and the Cold War. The history of social and cultural trends is integrated throughout this course. **Social Science: History.**

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. **Social Science: History.**

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. **Social Science: History.**

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. **Social Science: History.**

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. **Social Science: History.**

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 (HSTR)

**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. **Social Science: History.**

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. **Social Science: History.**

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. **Social Science: History.**

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. **Social Science: History.**

4.000 Credit hours

**HSTR 29103 - Special Topics: Vikings.** This course is designed to inform the student on the actual historical background of the Vikings from the 8th century to the 14th. It provides a comprehensive understanding of the development of governments and specifically monarchies, the fundamental principles and operation of democracy in Iceland for 500 years, global trading networks and the social effects, and environmental effects of resource depletion.

3.000 Credit hours

**HSTR 29402 - World War II**

3.000 Credit hours

## HORTICULTURE (HORT)

**HORT 19101 - Introduction to Gardening.**

Introduction to Gardening is a general overview of vegetable and flower gardening basics. Topics covered include the following: soil preparation, seed starting, propagation, transplanting, Zone 4, and garden plans. Additional fee applies.

1.000 Credit hours

## HUMAN BIOLOGY (BIOH)

**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. **Science.**

3.000 Credit hours

**BIOH 105 - Basic Human Biology Lab.** 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. **Science.**

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. Completion of CHMY 121 Intro to General Chemistry is strongly recommended prior to enrollment in this course. Co-requisite: BIOH 202.

3.000 Credit hours

**\*BIOH 202 - Human Anatomy & Physiology I Lab.** 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. Completion of CHMY 121/122, Intro to General Chemistry and Lab is strongly recommended prior to enrollment in this course. Co-requisite: BIOH 201 (equivalent 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. Co-requisite: BIOH 212. **Science.**

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. Co-requisite: BIOH 211. **Science.**

1.000 Credit hours

## INFORMATION TECHNOLOGY SYSTEMS (ITS)

**ITS 165 - OS Commands and Scripts.** This course examines the role of operating system software and various user interfaces including the use of virtual machines. The curriculum focuses on using both a command line interface and a graphical user interface for system management tasks, installation, maintenance, troubleshooting, and disaster recovery.

3.000 Credit hours

**ITS 170 - MS Windows Server 2012.** This course provides interactive lectures with concepts and hands-on experience in understanding and supporting Microsoft Windows Server 2012/R2.

3.000 Credit hours

**ITS 280 - Computer Repair & Maintenance.** The primary purpose of this course is to prepare students to troubleshoot and repair microcomputer systems. This goal is achieved through a three-part effort: (1) theory presentation with regular assessment; (2) hands-on operation and exploration in lab experiments; and (3) troubleshooting applications in the lab. Hands-on training includes, but not limited to, servicing microcomputers and portable devices, identification, installation, and configuration of microprocessors, memory, system boards, power supplies and disk drives. The emphasis of this course is both the hardware and operating systems for the current CompTia A+ Certification test/s. held a Pearson VUE testing site.

4.000 Credit hours

**ITS 298 - Internship**

3.000 Credit hours

## KINESIOLOGY (KIN)

**KIN 105 - Foundations of Exercise Science.** Extends and applies understanding to the use of life science in promoting healthy lifestyles to students' lives. The sub-disciplines of exercise sciences including exercise physiology, sports medicine, nutrition, biomechanics, motor learning and psychology are integrated through educational and laboratory instruction that focuses students on the fundamental importance of exercise science in healthy living and introduces students to opportunities in the exercise science field. Co-requisite: KIN 106.

3.000 Credit hours

**KIN 106 - Foundations of Exercise Science Lab.** Provides laboratory experiences in exercise science to complement student learning in the classroom. By its nature, exercise science involves lab activities dependent upon physical activity. Co-requisite: KIN 105.

1.000 Credit hours

**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 (LSH)

***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. **Humanities and Fine Arts.**

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. **Humanities and Fine Arts.**

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. **Humanities and Fine Arts.**

3.000 Credit hours

## LIBRARY SCIENCE (LSCI)

***\*LSCI 101 - Introduction to Information Literacy.*** This course follows the guidelines of the Association of College and Research Libraries' Information Literacy Competency Standards for High Education. According to ACRL, information literacy is a set of abilities requiring individuals to "recognize when information is needed and have the ability to locate, evaluate, and use effectively the needed information."

2.000 Credit hours

## LITERATURE (LIT)

***\*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. Pre- or Co-requisite: WRIT 101. **Humanities and Fine Arts.**

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. Pre- or Co-requisite: WRIT 101. **Humanities and Fine Arts.**

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. Pre- or Co-requisite: WRIT 101. **Humanities and Fine Arts.**

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. Pre-requisite: WRIT 101. **Humanities and Fine Arts.**

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. Pre-requisite: WRIT 101. **Humanities and Fine Arts.**

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. **Humanities and Fine Arts.**

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. **Humanities and Fine Arts.**

4.000 Credit hours

## MATHEMATICS (M)

**\*M 065 - Prealgebra.** This is a refresher course in math concepts and operations and includes whole numbers, fractions, decimals, percents, 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. Students who enter this class with lower than a grade of "B-" in the Pre-requisite course will be required to enroll in NC 019 Supplemental Support for M 090, a regularly scheduled two hours per week of supplemental instruction and academic support where attendance and participation will be part of the student's grade in M 090. Pre-requisite: M 065 or appropriate placement.

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. Students who enter this class with lower than a grade of "B-" in the pre-requisite course will be required to enroll in NC 021 Supplemental Instruction/Academic Support for Mathematics, a regularly scheduled two hours per week of supplemental instruction and academic support where attendance and participation will be part of the student's grade in M 095. Pre-requisite: M 090 or appropriate placement.

4.000 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. Students who enter this class with lower than a grade of "B-" in the pre-requisite course will be required to enroll in NC 005 Supplemental Instruction M 105, a regularly scheduled two hours per week of supplemental instruction and academic support where attendance and participation will be part of the student's grade in M 105. Pre-requisite: M 090 or appropriate placement.

**Mathematics.**

3.000 Credit hours

**M 105S - Contemporary Mathematics Studio.** M 105 Contemporary Mathematics paired with a studio (lab) component. The studio is an intensive study of a variety of concepts and strategies designed to extend the M 105 curriculum. M 105S fulfills the graduation requirement for M 105. Pre-requisite: M 105S placement. **Mathematics.**

4.00 credits

**\*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. This course does not fulfill General Education requirements for the AA/AS degree. Pre-requisite: appropriate placement score or concurrent enrollment in NC 021 Supplemental Instruction/Academic Support for Mathematics. For those in NC 021, attendance and participation in NC 021 will be reported to your M 108 instructor for consideration in your M 108 grade.

3.000 Credit hours

**M 111 - Technical Mathematics.** This course provides the practical mathematics skills needed in a wide variety of trade, technical, and other occupational areas, including automotive and construction trades. It is especially intended for students who find math challenging and for adults who have been out of school for a time. Among the topics to be covered are ratio, proportion, percent, measurement, and practical plane geometry. Each student will also complete a construction project. This course does not fulfill General Education requirements for the AA/AS degree.

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. Students who enter this class with lower than a grade of "B-" in the Pre-requisite course will be required to enroll in a regularly scheduled two hours per week of supplemental instruction and academic support (NC 021) where attendance and participation will be part of the student's grade in M 121. Pre-requisite: M 095 or appropriate placement. **Mathematics.**

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. Pre-requisite: M 121. **Mathematics.**

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 Pre-requisite: M 095 or appropriate placement. **Mathematics.**

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. Pre-requisite: M 095. **Mathematics.**

4.000 Credit hours

***\*M 140 - College Math for Healthcare.*** This course is designed to provide students with a solid mathematical foundation necessary to succeed in health care professions. This course reviews algebra, systems of measurement, ratio and proportions, basic probability and statistic concepts, and Ionic solutions and pH calculations. This course will apply mathematical reasoning and problem solving as it applies to the healthcare field and is a suitable Pre-requisite for STAT 216 Introduction to Statistics. **Mathematics.**

3.000 Credit hours

***\*M 151 - Precalculus.*** This course is designed to prepare students for M 171 Calculus I. Topics covered include trigonometry and algebra. Pre-requisite: M 121 or appropriate placement. **Mathematics.**

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. Pre-requisite: M 121 or appropriate placement. **Mathematics.**

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. Pre-requisite: M 121 and M 151 or appropriate placement. **Mathematics.**

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. Pre-requisite: M 171. **Mathematics.**

4.000 Credit hours

## **MEAT PROCESSING (MTPR)**

***MTPR 101 - Meat Processing I.*** This course is designed to introduce a student to the basics of meat processing. Students will learn animals commonly used for human consumption. Types and cuts of meat. The difference and value of each cut of meat. Humanely killing and processing an animal from kill floor to packaging the product.

2.000 Credit hours

***MTPR 102 - Meat Processing II.*** This course is designed to building upon skills learned in Meat Processing 1. Students will increase their skills in meat cuts and usage. Recipe development. Understanding niche markets and value-added programs in the meat industry. Student will increase their skills in meat grading and yields. Pre-requisite: MTPR 101.

2.000 Credit hours

***MTPR 103 - Food Safety and Handling in Meat Processing.*** Students will learn the basics of food safety and what is involved with a Hazard Analysis Critical Control Point (HACCP) plan. The course will include proper sanitation and cleaning techniques for a meat processing facility. Proper food handling and preparation for consumer consumption. Students will gain knowledge in the food chain and techniques to keep it safe.

2.000 Credit hours

***MTPR 198 - Internship Level 1.*** This course is designed for students who are in the Meat Processing Program. This is Level I of 4 levels of the Internship course work. Students will spend 7 weeks at a Meat Processing Plant in Montana. The student will rotate across 3 to 4 meat processing facilities. Training will take place at the meat processing facilities.

3.000 Credit hours

***MTPR 199 - Internship Level 2.*** This course is designed for students who are in the Meat Processing Program. This is Level 2 of 4 levels of the Internship course work. Students will spend 7 weeks at a Meat Processing Plant in Montana. The student will rotate across 3 to 4 meat processing facilities. Training will take place at the meat processing facilities. Pre-requisite: MTPR 198.

3.000 Credit hours

***MTPR 298 - Internship Level 3.*** This course is designed for students who are in the Meat Processing Program. This is Level 3 of 4 levels of the Internship course work. Students will spend 7 weeks at a Meat Processing Plant in Montana. The student will rotate across 3 to 4 meat processing facilities. Training will take place at the meat processing facilities. Pre-requisite: MTPR 198 and 199.

3.000 Credit hours

***MTPR 299 - Internship Level 4.*** This course is designed for students who are in the Meat Processing Program. This is Level 4 of 4 levels of the Internship course work. Students will spend 7 weeks at a Meat Processing Plant in Montana. The student will rotate across 3 to 4 meat processing facilities. Training will take place at the meat processing facilities. Pre-requisite: MTPR 198, 199, and 298.

3.000 Credit hours

## **MEDIA ARTS (MART)**

***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 - Digital Publishing and Design.*** This course covers the fundamentals of creating a variety of publications using Adobe Indesign including typography usage and terminology, with the aid of Photoshop for graphic manipulation. Students will develop layout and design solutions to problems presented in class. Practical application of skills is emphasized. Digital Publishing and Design is a required course for the AAS degree in Information Technology.

3.000 Credit hours

## **MEDICAL LABORATORY TECHNICIAN (MLS)**

***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.

3.000 Credit hours

***MLS 104 - Phlebotomy Fundamentals Lab.*** The phlebotomy lab will include instruction in manual phlebotomy techniques, and drawing and handling specimens. Pre-requisite: current CPR certification and basic health screening. Co-requisite: MLS 103.

1.000 Credit hours

***MLS 105 - Phlebotomy Internship.*** Students will complete at least 120 clock 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. Internship hours are non-paid.

A student may not acquire a job as a Phlebotomist before completion of the program and count those paid hours toward the internship hours. A person who has been employed as a non-board certified Phlebotomist may apply for experiential learning credit for MSL 105. Each case will be evaluated individually based on the documentation of length, range and scope of experience. Pre-requisites: MLS 103/104. Before internships are assigned, the student must: 1) successfully pass a drug screen; 2) successfully pass a criminal background check; 3) submit proof of health insurance; 4) submit documentation of a current 2-step TB skin test; 5) submit documentation of current vaccinations (or sign a waiver of exemption).

3.000 Credit hours



## MICROBIOLOGY (BIOM)

### *\*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. Pre-requisite: BIOB 101 or SC 204. Co-requisite: BIOM 251. **Science.**

3.000 Credit hours

### *\*BIOM 251 - Microbiology for Health Sciences Lab.*

The laboratory exercises will emphasize techniques for the isolation, identification and control of microorganisms. Co-requisite: BIOM 250. **Science.**

1.000 Credit hours

## MUSIC (MUSI)

*\*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. **Humanities and Fine Arts.**

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. **Humanities and Fine Arts.**

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. **Humanities and Fine Arts.**

1.000 Credit hours

*MUSI 130 - History of Jazz.* This course is an introduction to musical elements, forms, composers, and stylistic periods. Students develop listening skills to increase understanding and knowledge of jazz in general. The course covers not only the repertoire, but also the various stylistic changes Jazz has undergone throughout the last 100 years. **Humanities and Fine Arts.**

3.000 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. **Humanities and Fine Arts.**

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. **Humanities and Fine Arts.**

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. **Humanities and Fine Arts.**

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. **Humanities and Fine Arts.**

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. **Humanities and Fine Arts.**

1.000 Credit hours

*MUSI 178 - Banjo.* Individual lessons are adapted to the needs of the student. **Humanities and Fine Arts.**

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. **Humanities and Fine Arts.**

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. **Humanities and Fine Arts.**

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. **Humanities and Fine Arts.**

1.000 Credit hours

**MUSI 250 - Beginning Voice III.** Individual lessons are adapted to the needs of the student. **Humanities and Fine Arts.**

1.000 Credit hours

**MUSI 251 - Beginning Voice IV.** Individual lessons are adapted to the needs of the student. **Humanities and Fine Arts.**

1.000 Credit hours

## NATIVE AMERICAN STUDIES (NASX)

**\*NASX 105 - Introduction to Native American Studies.**

This is a survey course to acquaint the student with Native American Studies by a general overview of Indian history, culture, philosophy, religious beliefs and contemporary issues. **Social Science: History.**

3.000 Credit hours

## NATURAL RESOURCE SCIENCE AND MANAGEMENT (NRSM)

**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.

3.000 Credit hours

**NRSM 102 - Montana Range Plants.** 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.

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. Pre-requisites: ANSC 100 and NRSM 101/102.

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. Pre-requisite: NRSM 101/102 or BIOB 101/102 or BIOB 160/161 or BIOB 170/171. **Science.**

3.000 Credit hours

## NETWORKING TECHNOLOGY SYSTEMS (NTS)

***NTS 104 - CCNA 1: Introduction to Networks.*** This course introduces the architecture, structure, functions, components, and models of the Internet and computer networks. The principles of IP addressing and fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. A hands-on approach is used to teach students to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes.

4.000 Credit hours

***NTS 105 - CCNA 2: Routing & Switching.*** This course focuses on the architecture, components, and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. Students will configure and troubleshoot routers and switches and resolve common issues with RIPv1, RIPv2, single-area and multi-area OSPF, virtual LANs, and inter-VLAN routing in both IPv4 and IPv6 networks.

4.000 Credit hours

## NURSING (NRSNG)

***\*NRSNG 106 - Nursing Assistant Course.*** This course is a distance education, internet-based course designed to prepare the student for certification as a Certified Nurse Assistance (C.N.A.) and for employment in the long-term care setting. The content covered includes basic nursing knowledge, basic patient-care skills, patients' rights, and HIPPA standards. This course includes an on campus clinical component. The curriculum has been standardized and approved by The Department of Health and Human Services (DPHHS) Nurse Aide Training Program Quality Assurance Division. Co-requisite NRSNG 108.

3.000 Credit hours

***NRSNG 108 - Nursing Assistant Clinical.*** This course is the on campus clinical component: basic patient-care skills, patient rights, and HIPPA standards. Co-requisite NRSNG 106.

1.000 Credit hours

***NRSNG 230 - Nursing Pharmacology.*** This course provides the student with an overview of pharmacology with an emphasis of the study of effects, interactions, and nursing considerations of pharmacologic agents on the client population across the lifespan. The course also explores the ethical, legal, cultural and age implications of pharmacologic therapy across diverse populations and the lifespan. Co-requisite NRSNG 231.

3.000 Credit hours

***NRSNG 231 - Nursing Pharmacology Lab.*** An integration of lab experiences focusing on the basic principles in providing safe medication administration, including intravenous therapy across diverse populations and the lifespan. Co-requisite: NRSNG 230.

2.000 Credit hours

***NRSNG 232 - Foundations of Nursing.*** This course provides opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Students learn concepts and skills necessary for maintaining standard precautions, physical, psychological and nutritional safety, along with skills needed in therapeutic interventions. Students are introduced to the concepts of professional nursing, patient needs, safety, communication, teaching/learning, critical thinking, ethical-legal, rural nursing, cultural and ethnic diversity, and interdisciplinary patient-centered care. Co-requisite: NRSNG 233.

3.000 Credit hours

***NRSNG 233 - Foundations of Nursing Lab.*** An integration of lab experiences focusing on psychomotor nursing skills needed to assist individuals in meeting basic human needs. Application of the nursing process and hands-on learning experiences for nursing skills, patient assessments, nutritional safety, and basic therapeutic skills are practiced and demonstrated. Co-requisite: NRSNG 232.

3.000 Credit hours

**NRSG 234 - Adult Nursing I.** This course builds upon the knowledge and skills acquired in NRSG 232 Foundations of Nursing, and places them in the context of patient-centered care. Social, cultural, ethical, rural and legal issues, end-of-life and palliative care across diverse adult populations are introduced. Health promotion and prevention throughout the adult lifespan, with specific focus on the geriatric patient, is emphasized.

Normal aging, health alterations associated with aging, and their implications are addressed. Co-requisite: NRSG 235.

3.000 Credit hours

**NRSG 235 - Adult Nursing I Clinical.** This clinical introduces the student to nursing practice in care of the stable adult patient. This includes care of the adult in a variety of health care settings. Students utilize the nursing process to develop individualized plans of care to prevent illness, promote wellness and maintain or restore health based on patient needs and evidence based practice. Co-requisite: NRSG 234.

2.000 Credit hours

**NRSG 236 - Health and Illness of Maternal Nursing.** In this course, the student applies holistic concepts to the professional nursing care of the childbearing family including conception, prenatal, intrapartum, postpartum and newborn care. Content addresses health and complex alterations, reproduction and menopause, nutrition, therapeutic communication, ethical, legal, cultural and evidenced-based practice. Co-requisite: NRSG 237.

2.000 Credit hours

**NRSG 237 - Health and Illness of Maternal Nursing Clinical.** In this course, the student applies holistic concepts to the professional nursing care of children and their families in health, illness, end-of-life and palliative care. Emphasis is placed on incorporating growth and developmental principles to facilitate positive health outcomes through health promotion, nutrition and disease prevention. Co-requisite: NRSG 236.

1.000 Credit hours

**NRSG 244 - Adult Nursing II.** This course builds upon previous knowledge of the nursing process and care of the patient experiencing acute and chronic disease alterations. Pathophysiologic processes are discussed as related to evidence-based nursing interventions. Students apply the nursing process, nutritional therapy, and pharmacological therapy utilizing interdisciplinary practice to promote, maintain, and restore health across the adult lifespan. Co-requisite: NRSG 245.

3.000 Credit hours

**NRSG 245 - Adult Nursing II Clinical.** In this clinical experience the student will provide care for individuals and families experiencing acute health alterations, and those associated with chronic disease processes. Students use the nursing process to systematically analyze information to plan and implement nursing interventions which are individualized and founded on evidence-based practice. Co-requisite: NRSG 244.

2.000 Credit hours

**NRSG 246 - Health and Illness of Child & Family Nursing.** In this course, the student applies holistic concepts to the professional nursing care of children and their families in health, illness, end-of-life and palliative care. Emphasis is placed on incorporating growth and developmental principles to facilitate positive health outcomes through health promotion, nutrition and disease prevention. Co-requisite: NRSG 247.

2.000 Credit hours

**NRSG 247 - Health and Illness of Child & Family Nursing Clinical.** In this clinical, students will utilize the nursing process to provide nursing care of healthy and high-risk pediatric populations and their families experiencing disruptions in bio/psycho/social/cultural and spiritual needs. Emphasis is also placed on health promotion, health maintenance, and therapeutic communication. Co-requisite: NRSG 246.

1.000 Credit hours

***NRSG 254 - Mental Health Concepts.*** In this course, the student focuses on the nursing concepts utilizing basic human needs, developmental theory, nursing process, therapeutic communication, and nursing interventions to promote and maintain health for clients and families experiencing mental-health issues. The student will examine client responses to stressors across the life span.

Tasks of biological-behavioral concepts in psychosocial nursing care, rural and cultural impacts will be addressed. Co-requisite: NRSG 255.

3.000 Credit hours

***NRSG 255 - Mental Health Concepts Clinical.*** This clinical applies the knowledge of psychiatric and mental health nursing. Students will have mental health focused clinical experiences in a variety of settings. Co-requisite: NRSG 254.

1.000 Credit hours

***NRSG 256 - Pathophysiology.*** This course introduces the student to the basic principles and processes of pathophysiology including cellular communication, genes and genetic disease, forms of cellular injury, fluid and electrolyte/acid base balance, immunity, stress coping and illness, and tumor biology. Pathophysiology of the most common alterations according to body systems will be discussed as well as the latest developments in research and patient-centered nursing interventions.

3.000 Credit hours

***NRSG 259 - Adult Nursing III.*** Students are introduced to basic electrocardiogram interpretation, advanced concepts of perfusion, ventilation and complex pharmacologic regimens. In addition, this course builds upon previous knowledge of the nursing process and care of the patient experiencing acute and chronic disease alterations. Pathophysiologic processes are discussed as related to evidence-based nursing interventions. Students apply the nursing process, nutritional therapy, and pharmacological therapy utilizing interdisciplinary practice to promote, maintain, and restore health across the adult lifespan. Co-requisite: NRSG 261.

3.000 Credit hours

***NRSG 261 - Adult Nursing III Clinical.*** Students are introduced to basic electrocardiogram interpretation, advanced concepts of perfusion, ventilation and complex pharmacologic regimens. This clinical experience focuses on application of the nursing process and utilization of information to provide comprehensive nursing care to the acutely ill patient experiencing complex health alterations in a variety of settings. Emphasis is placed on prioritization of care and collaboration with other members of the interdisciplinary team to ensure optimal patient care. Co-requisite: NRSG 259.

3.000 Credit hours

***\*NRSG 266 - Managing Client Care for the RN.*** In this course students examine concepts of leadership and management emphasizing prioritization, delegation, and supervision of nursing care for patients across the lifespan.

Topics also include communication techniques, legal and ethical issues, care of the culturally diverse patient, and utilizing change theory. Healthcare policy, finance, and regulatory environment issues are explored and applied to planning, collaborating and coordinating care across the continuum. Co-requisite: NRSG 267.

2.000 Credit hours

***NRSG 267 - Managing Client Care for the RN Clinical.*** This precepted clinical experience focuses on principles of nursing leadership and management in a variety of settings. Students apply knowledge to provide culturally competent, holistic interventions within the professional nursing role for individuals, communities, and families across the lifespan. Co-requisite: NRSG 266.

2.000 Credit hours

## **NUTRITION (NUTR)**

***\*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. **Science.**

3.000 Credit hours

***NUTR 223 - Nutrition for Sports & Performance.*** This course presents the scientific basis for sports nutrition emphasizing basic nutritional concepts as they apply to fitness, training, and athletic performance. Topics include energy expenditure during resistance and endurance exercise, the diet during training, the timing and composition of the pre- and post-competition meals, nutritional ergogenics, and the special needs of various athletic groups. The course provides practical information for the competitive athlete and people of all ages wishing to incorporate nutrition into an active, healthy, lifestyle. NUTR 221 Basic Human Nutrition is optional as a pre-requisite as the course would provide basic nutritional concepts.

3.000 Credit hours

## **PERSONAL ENRICHMENT/NO-CREDIT (NC)**

***NC 015 - Developmental Math.*** This course provides individualized instruction 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 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 019 - Supplemental Instruction/Academic Support for Pre-Rec Math.*** This course is a review topics in Prealgebra, Introductory Algebra, Intermediate Algebra, and study skills necessary for success in pre-requisite math courses at Miles Community College.

0.000 Credit hours

***NC 021 - Supplemental Instruction/Academic Support for Mathematics.*** This course is a review of topics in Prealgebra, Introductory Algebra, Intermediate Algebra and study skills to support student success in math courses at Miles Community College.

0.000 Credit hours

***NC 023 - NRSG 230 Nursing Supplement Lab.*** Supplemental Nursing Instruction mandatory for all nursing students.

0.000 Credit hours

***NC 032 - NRSG 232 Supplemental Nursing Lab.*** The supplemental is review of the Nursing curriculum course to which the NC course is a co-requisite to support the success of each MCC Nursing student. Co-requisite NRSG 232 Foundations of Nursing.

0.000 Credit hours

***NC 034 - NRSG 234 Supplemental Nursing Lab*** The supplemental is review of the Nursing curriculum course to which the NC course is a co-requisite to support the success of each MCC Nursing student. Co-requisite: NRSG 234 Adult Nursing I.

0.000 Credit hours

***NC 036 - NRSG 236 Supplemental Nursing Lab*** The supplemental is review of the Nursing curriculum course to which the NC course is a co-requisite to support the success of each MCC Nursing student. Co-requisite: NRSG 236 Health and Illness of Maternal Nursing.

0.000 Credit hours

***NC 044 - NRSG 244 Supplemental Nursing Lab.*** The supplemental is review of the Nursing curriculum course to which the NC course is a co-requisite to support the success of each MCC Nursing student. Co-requisite: NRSG 244 Adult Nursing II.

0.000 Credit hours

***NC 046 - NRSG 246 Supplemental Nursing Lab.*** The supplemental is review of the Nursing curriculum course to which the NC course is a co-requisite to support the success of each MCC Nursing student. Co-requisite: NRSG 246 Health and Illness of Child and Family Nursing

0.000 Credit hours

***NC 054 - NRSG 254 Supplemental Nursing Lab.*** The supplemental is review of the Nursing curriculum course to which the NC course is a co-requisite to support the success of each MCC Nursing student. Co-requisite: NRSG 254 Mental Health Concepts.

0.000 Credit hours

**NC 056 - NRSG 256 Pathophysiology Supplemental Nursing Lab.** The supplemental is review of the Nursing curriculum course to which the NC course is a co-requisite to support the success of each MCC Nursing student. Co-requisite NRSG 256 Pathophysiology.

0.000 Credit hours

**NC 059 - NRSG 259 Supplemental Nursing Lab.** The supplemental is review of the Nursing curriculum course to which the NC course is a co-requisite to support the success of each MCC Nursing student. Co-requisite: NRSG 259 Adult Nursing III.

0.000 Credit hours

**NC 066 - NRSG 266 Supplemental Nursing Lab** The supplemental is review of the Nursing curriculum course to which the NC course is a co-requisite to support the success of each MCC Nursing student. Co-requisite: NRSG 266 Managing Client Care RN.

0.000 Credit hours

**\*NC 098 - Supplemental Writing Lab.** This course is a Co-requisite with 100-level writing courses for students who pass WRIT 097 Reading, Reasoning and Writing with grades of "C+", "C", or "C-". Students who pass WRIT 097 with grades of "C+", "C", or "C-" advance to 100-level writing courses with a co-requisite lab requirement of NC 098 Supplemental Writing Lab. Students will schedule two hours per week of writing lab time with the Developmental Reading and Writing instructor in the Center for Academic Success. During lab time, students will work on the assignments for their 100-level writing course, receiving just-in-time remediation. Students are required to take NC 098 the subsequent academic semester they are enrolled in classes after having passed WRIT 097 with a grade of "C+", "C", or "C-".

0.000 Credit hours

## PHARMACY (PHAR)

**\*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 courtesies, 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 (PHL)

**\*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. **Humanities and Fine Arts.**

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. **Humanities and Fine Arts.**

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. **Humanities and Fine Arts.**

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. **Humanities and Fine Arts.**

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. **Humanities and Fine Arts.**

4.000 Credit hours

## PHOTOGRAPHY (PHOT)

**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. **Humanities and Fine Arts.**

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. Pre-requisite: PHOT 113 or permission of instructor. **Humanities and Fine Arts.**

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. **Humanities and Fine Arts.**

3.000 Credit hours

## PHYSICS (PHSX)

**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. Pre-requisite: M 151. Co-requisite: PHSX 206. **Science.**

3.000 Credit hours

**PHSX 206 - College Physics I Lab.** 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. **Science.**

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. Pre-requisite: PHSX 205/206. Co-requisite: PHSX 208. **Science.**

3.000 Credit hours

**PHSX 208 - College Physics II Lab.** 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. Pre-requisite: PHSX 205/206. Co-requisite: PHSX 207. **Science.**

1.000 Credit hours

**PHSX 220 - Physics I (w/calculus).** This course presents calculus-based treatment of introductory physics covering vector analysis, Newton's Laws of Motion, conservation laws, bulk properties of matter, fluid dynamics, and wave motion. This is the first semester of a two-semester sequence. . Pre-requisite: M 151 or M 161 or M 171. Co-requisite: PHSX 221. **Science.**

3.000 Credit hours

**PHSX 221 - Physics I Lab.** Laboratory to complement PHSX 220. This is the first semester of a two-semester sequence. Co-requisite: PHSX 220 . **Science.**

1.000 Credit hours

**PHSX 222 - Physics II (w/calculus).** This course covers topics in electricity and magnetism (such as Coulomb's Law, Gauss' Law, electric fields, electric potential, DC circuits, magnetic fields, Faraday's law, AC circuits, and Maxwell's equations) and optics (such as light, geometrical optics, and physical optics). Pre-requisite: PHSX 220/221 and M 172. Co-requisite: PHSX 223. **Science.**

3.000 Credit hours

**PHSX 223 - Physics II Lab.** Laboratory to complement PHSX 222. Co-requisite: PHSX 222. **Science.**

1.000 Credit hours

## POLITICAL SCIENCE (PSCI)

**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. **Social Science.**

3.000 Credit hours

## PSYCHOLOGY (PSYX)

**\*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. **Social Science.**

3.000 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. Pre-requisite: PSYX 100. **Social Science.**

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. Pre-requisite: PSYX 100. **Social Science.**

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. Pre-requisite: PSYX 100. **Social Science.**

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. Pre- or Co-requisite: PSYX 100.

3.000 Credit hours

## RELIGIOUS STUDIES (RLST)

**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. **Humanities and Fine Arts.**

3.000 Credit hours

## SIGN LANGUAGE (SIGN)

**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. Pre-requisite: SIGN 101 or permission of instructor.

2.000 Credit hours

## SOCIAL WORK (SW)

**SW 100 - Introduction to Social Welfare.** Overview of human services, programs and problems in meeting social welfare needs, with emphasis on the complexity of social services and their historical development. Analysis of the value, attitudinal, economic and political factors that condition the provision of these services.

3.000 Credit hours

***SW 200 – Introduction to Social Work Practice.***

Introduction to social work as a profession, including an examination of goals, guiding philosophy and basic assumptions. Emphasis on a generalist framework of social work practice and the development of beginning analytical and practice skills. Pre-requisite: SW 100.

3.000 Credit hours

**SOCIOLOGY (SOCI)**

***\*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. **Social Science.**

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. **Social Science.**

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. **Social Science.**

3.000 Credit hours

**SPANISH (SPNS)**

***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.) **Humanities and Fine Arts.**

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. **Humanities and Fine Arts.**

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. Pre-requisite: SPNS 102 or permission of instructor. (Consideration will be given only to those who earned an "A" or "B" in SPNS 102.) **Humanities and Fine Arts.**

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. Pre-requisite: SPNS 201 or permission of instructor. (Consideration will be given only to those who earned an "A" or "B" in SPNS 102.) **Humanities and Fine Arts.**

4.000 Credit hours

## STATISTICS (STAT)

**\*STAT 216 - Introduction to Statistics.** Traditional and resistant estimators of location and spread, fundamentals of inference using randomization and classical methods, confidence intervals, and tests of hypotheses. Pre-requisites: M 095 or M 105 or appropriate placement scores. **Mathematics.**

3.000 Credit hours

## SUSTAINABLE ENERGY (NRGY)

**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, hydraulic and pneumatic controls and forces, as well as pumps. Co-requisite: NRGY 201.

1.000 Credit hours

**NRGY 201 - Energy Mechanics Lab.** The lab provides hands-on training on proper safety and procedures for these mechanical systems. Startup, shutdown and operation is addressed as well as troubleshooting of common problems. This class introduces hands-on skills needed in many occupations. Co-requisite: NRGY 200.

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 and CHMY 121/122. Co-requisite: NRGY 203.

2.000 Credit hours

**NRGY 203 - Biofuels 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, coproducts and fuel quality. Co-requisite: NRGY 202.

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

## THEATRE (THTR)

**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. **Humanities and Fine Arts.**

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.

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. **Humanities and Fine Arts.**

3.000 Credit hours

## VISUAL AND STUDIO ARTS

### (ARTZ)

**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. **Humanities and Fine Arts.**

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. **Humanities and Fine Arts.**

3.000 Credit hours

**ARTZ 130 - Introduction to Ceramics.**  
**Humanities and Fine Arts.**

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. **Humanities and Fine Arts.**

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. **Humanities and Fine Arts.**

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 con10 high-fire. Participants will learn to throw cup and saucer sets, small-lidded jars and pitchers. **Humanities and Fine Arts.**

1.000 Credit hours

**ARTZ 19104 - Ceramics Special Topics: Handbuilding.** Students will learn techniques and processes of handbuilding ceramic projects; participants need no previous clay experience. Students will use an ovenware clay body and will experiment with high and low temperature firings. **Humanities and Fine Arts.**

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. **Humanities and Fine Arts.**

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. **Humanities and Fine Arts.**

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. **Humanities and Fine Arts.**

1.000 Credit hours

**ARTZ 221 - Painting I.** 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. This course fulfills 3 credits of the Humanities requirement of the Humanities Core Area of the Miles Community College General Education requirements. **Humanities and Fine Arts.**

3.000 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. **Humanities and Fine Arts.**

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. **Humanities and Fine Arts.**

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. **Humanities and Fine Arts.**

3.000 Credit hours

## WELDING (WLDG)

**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 (WRIT)

See also Communication, Creative Writing

**WRIT 100 - Composing Mindfully: Reading, Reasoning, and Writing.** This course assists students in the preparation for academic reading, critical thinking, and writing expected in transfer and associate-degree classes.

4.000 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: appropriate placement. **Communications—Written.**

3.000 Credit hours

**\*WRIT 101S - College Writing I + Studio.** WRIT 101 College Writing I paired with a studio (lab) component. The studio is an intensive study of a variety of writing concepts and strategies designed to extend the WRIT 101 curriculum. WRIT 101S fulfills the graduation requirement for WRIT 101. Pre-requisite: WRIT 101S placement. **Communications—Written.**

4.000 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: appropriate placement.

2.000 Credit hours

***\*WRIT 121 - Intro to Technical Writing.*** This course 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: appropriate placement. **Communications—Written.**

3.000 Credit hours

***WRIT 121S - Intro to Technical Writing + Studio.*** WRIT 121S Intro to Technical Writing paired with a studio (lab) component. The studio is an intensive study of a variety of writing concepts and strategies designed to extend the WRIT 121 curriculum. WRIT 121S fulfills the graduation requirement for WRIT 121. Pre-requisite: WRIT 121S placement. **Communications—Written.**

4.00 credits

***\*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: appropriate placement. **Communications—Written.**

3.000 Credit hours

***\*WRIT 122S - Intro to Business Writing + Studio.*** WRIT 122S Intro to Business Writing paired with a studio (lab) component. The studio is an intensive study of a variety of writing concepts and strategies designed to extend the WRIT 122 curriculum. WRIT 122S fulfills the graduation requirement for WRIT 122. Pre-requisite: WRIT 122S placement. **Communications—Written.**

4.00 credits

***WRIT 19101 - Back to Basics: Writing.*** Back to Basics: Writing is a refresher course in basic grammar, punctuation, and sentence structure for those coming back to college after a break in education or for those wanting to improve personal writing skills.

1.000 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. Pre-requisite: WRIT 101. **Communications—Written.**

3.000 Credit hours



# MCC EMPLOYEES & BOARD OF TRUSTEES

## Administration

### ***President, Slinger, Ron (2020)***

B.A., The Defiance College  
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(406)874-6158 President@milescc.edu

### ***Vice President of Academic Affairs, Kratky, Rita (2015)***

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### ***Dean of Student Engagement & Auxiliary Services, DeShields, Richard (2018)***

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### ***Atwood, Kristy (2005)***

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D.A., University of North Dakota

### ***Finn, Rachel (2010)***

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### ***Gibbs, Kimberly (2011)***

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See [Staff Directory - Miles Community College \(milescc.edu\)](#) for current adjunct faculty.

## Staff

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 Coordinator of Disabilities Support Services  
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***Baker, Tracy (2018)***

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See [Staff Directory - Miles Community College \(milescc.edu\)](#) for complete employee directory.

## **Board of Trustees**

***Ryan Jones, Chair***

***Jamie Ogolin, Vice Chair***

***Tara Andrews, Secretary***

***Garret McFarland***

***Jeff Okerman***

***Sue Morlock***

***Debbie Morford***

See [Board of Trustees - Miles Community College \(milescc.edu\)](#).

# COMMUNITY RESOURCES

## ***Toll Free Numbers***

Child Abuse/Neglect Help Line; to report abuse: 1-866-820-5437  
IRS Federal Tax Information 1-800-829-1040  
Medicare 1-800-633-4227  
Montana Cancer Screening 1-888-803-9343  
Montana Legal Aid 1-800-999-4941  
National Center for Missing Children 1-800-843-5678  
Suicide Prevention Hotline 1-800-273-8255

## ***Action for Eastern Montana***

11 South 7th Street #140, 406-234-6522. Services: Low-income rental housing assistance, veteran's employment training, youth WIA training programs, utility bill and weatherization energy conservation projects, client emergency services, supportive employment program.

## ***Alcoholics Anonymous***

Miles City Academy Corner of Leighton & N. Montana, 406-234-3459

## ***Al-Anon***

First United Methodist Church 24 N 11 St. Monday and Thursday - 7:00 p.m. and Saturday - 10:00 a.m.

## ***Child Support Enforcement Division for Montana***

1-800-346-5437 (in state). Services: Provides child support enforcement.

## ***Consumer Credit Counseling Services***

406-232-7355. Services: Provides advice on resolving credit difficulties, developing a budget, planning for retirement, etc.

## ***Custer County Food Bank***

VA Medical Building 210 S. Winchester, 406-234-3663. Services: Provides emergency food distribution.

## ***Custer County Public Health/One Health)***

515 Main St., 406-874-8700. Services: Provides medical services (family planning, home visits, dental education, and birth control) for anyone. Provides free or reduced price for mammogram and cervical exams.

## ***Custer Network Against Domestic Abuse & Sexual Assault (CNADA)***

2000 Clark, 406-951-0475, 406-234-0542, 1-888-799-0542. Services: Provides 24-hour domestic violence hotline, advocacy and referral

Meetings: Wednesday 7:00 p.m. (call hotline for meeting location)

## ***Department of Family Services***

Dept. of Public Health and Human Services 708 Palmer, 406-323-1385. Services: Provides adoption, social services, day care licensing, foster parent, Mountain View, and child protection services for adults and children.

## ***Developmental Educational Assistance Program (DEAP)***

2200 Box Elder, 406-234-6034, 1-800-224-6034. Services: Provides in-home family training, respite care, evaluation and diagnostic services, screening and resource coordination to children from 0-21 that are developmentally disabled or at risk of having developmental problems.

## ***DRDC Community Action Agency***

<https://hrdc7.org/>

## ***Eastern Montana Community Mental Health Center***

2508 Wilson, 406-234-1687, Crisis Line: 406-234-1688. Services: Provides counseling services to individuals, groups, couples, and families and a day treatment program. Psychological testing and evaluation is available.

***EMCMHS/Substance Abuse & Dependency Services (SADS)***

Eastern Montana Mental Health Center 2508 Wilson, 406-234-1687. Services: Provides counseling for persons with alcohol and/or drug problems and their families. Provides a variety of educational and informational material on coping and understanding dependency problems.

***Eastern Montana Industries***

805 South Haynes Avenue Miles City 406-234-3740. Services: Workshop for individuals with disabilities, which includes work activity center, work adjustment training, and vocational evaluation.

***Gamblers Anonymous***

Meets Wednesdays at 7 p.m. at the Miles City Academy/Ursuline Convent 1411 Leighton Blvd.

***Head Start***

1608 N. Merriam, 406-232-5223. Services: Provides free preschool education for 3 and 4 year olds.

***Meals on Wheels/Council on Aging***

1010 Main St Suite 12, 406-874-3482. Services: Meals are delivered to persons having a need of services. Cost is based on ability to pay.

***Montana Self-Help Law Project***

Yellowstone County Self-Help Law Center, Billings, 406-869-3531. Services: Provides legal assistance to low-income persons in family law – dissolution of marriage, which involves domestic violence; landlord/tenant and public housing law; and consumer law – debtor/creditor law.

***Montana State Job Service Center***

12 North 10th Street, 406-232-8340. Services: Offers referral to job openings; access to information on local, area, and national job openings; general employment counseling dealing with job-related issues; aptitude, interest, and proficiency testing; unemployment insurance filing and information; and a self-help Resource Center.

***oneHealth***

305 S. 4th Street, 406-874-8700. Services: Provides primary health care, mental health services, substance abuse services, and pharmacy services for everyone. <https://www.chcfamily.org/onehealth>

***Rural Employment & Opportunities (REO)***

Billings, 1-800-546-1140 or 406-437-2382. Services: Assists people who have been (or a spouse or parent who have been) seasonally employed in agriculture within the last two years with tuition and book costs and pays an hourly wage for time spent in the college classroom.

***St. Vincent DePaul Society***

407 Main Street, 406-234-3011. Services: Offers a collection of clothing, furniture, books, and small appliances for sale and distribution to those in need.

***Veterans Administration Medical Center***

210 South Winchester, 406-874-5600. Services: Provides medical, surgical, and auxiliary services to eligible veterans. Provides information on all VA benefits to veterans and other VA beneficiaries.

***Vocational Rehabilitation***

114 N. 7th St., 406-232-0583, 1-877-296-1198. Services: Promoting work and independence for Montanans with disabilities.

***WIC Program/DEAP***

2200 Box Elder, 406-234-6034. Services: Nutritional program for pregnant women, infants, and small children.