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College Accreditation

Agency

Northwest Commission on Colleges and Universities
8060 165th Avenue NE, Suite 100
Redmond, Washington 98052
Phone: 425-558-4224
Fax: 425-376-0596
Website: www.nwccu.org

Specialized Accreditation

Agency

National League for Nursing Accrediting Commission
3343 Peachtree Road NE, Suite 500
Atlanta, GA 30326
Phone: 404-975-5000
Fax: 404-975-5020
Website: www.nlnac.org

Catalog Policy

This catalog contains official announcements of College policies, programs of study, and courses offered for the period of 2010-2011. The College reserves the right to repeal, revise, or amend the information contained herein. For the most up-to-date information, please refer to the catalog posted on the College website at http://milescc.edu.

When catalog addenda 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.
Message from the President

For over 70 years Miles Community college has promoted student success and lifelong learning though accessible, quality programs and community partnerships. Knowing the value of educational opportunity, a group of progressive community leaders founded Custer County Junior College in 1939. In 1966 our name changed to Miles Community College to reflect our comprehensive mission.

Today, we offer credit programs to prepare students for transfer, as well as career and technical programs to prepare students to enter the workforce. Our commitment to ensuring access to post-secondary educational opportunities has driven the continued expansion of our on-line and interactive television offerings. We also offer noncredit courses for community members to upgrade their skills, engage in lifelong learning, and enjoy the recreational opportunities available in Eastern Montana.

This catalog provides a listing of course descriptions, programs of study, and available resources. The requirements and policies on the following pages provide you with a contract during the time you attend MCC.

As the first person in my family to attend college, I understand the importance of high-quality, affordable options for college. With our outstanding programs, competitive price, small teacher–to-student ratio, athletic programs, and student clubs, MCC has something for everyone. The greatest strength of Miles Community College is the people. Our faculty and staff are committed to helping you reach your educational goals. Over the past seventy years, student success has been our passion. We truly believe that you can start here and go anywhere.

Stefani Gray Hicswa, Ph.D.
President
# 2010-2011 Academic Calendar

## Fall 2010
- **Nursing Orientation**: August 19
- **Faculty Return**: August 23
- **New Student Orientation**: August 24
- **Classes Begin**: August 25
- **Last Day to Add Classes**: September 3
- **Last Day for Late Registration**: September 3
- **Last Day to Drop/Withdraw**: September 3 (For Full Refund)
- **Holiday—Labor Day**: September 6
- **Fee Payment**: September 16
- **Holiday—Columbus Day**: October 11
- **Intent to Graduate Form Due**: October 18
- **No Classes**: October 21-22
- **Last Day to Withdraw/Drop**: November 5 (Classes with No Penalty)
- **Holiday—Veteran’s Day**: November 11
- **Holiday—Thanksgiving Break**: November 25-26
- **Last Day to Withdraw/Drop**: December 9
- **Classes**:
- **Classes End**: December 13
- **Final Examinations**: December 14-16

## Spring 2011
- **Faculty Return**: January 13
- **Holiday—Martin Luther King Day**: January 17
- **New Student Orientation**: January 18
- **Classes Begin**: January 19
- **Last Day to Add Classes**: January 28
- **Last Day for Late Registration**: January 28
- **Last Day to Drop/Withdraw**: January 28 (For Full Refund)
- **Fee Payment**: February 11
- **Holiday—President’s Day**: February 21
- **Spring Break**: March 7-11
- **Mid-Term**: March 14
- **Last Day to Withdraw/Drop**: April 7 (Classes with No Penalty)
- **Spring Day/School Closed**: April 22
- **Last Day to Withdraw/Drop**: May 4
- **Classes**:
- **Classes End**: May 9
- **Final Examinations**: May 10-12
- **Nurses Pinning**: May 13
- **Commencement**: May 14

## Summer 2011
- **Classes Begin**: June 6
- **Last Day to Add Classes**: June 9
- **Holiday—Independence Day**: July 4
- **Last Day to Drop/Withdraw**: July 22
- **Classes End**: July 29

## Fall 2011
- **Nursing Orientation**: August 18
- **Faculty Return**: August 22
- **New Student Orientation**: August 23
- **Classes Begin**: August 24
- **Last Day to Add Classes**: September 2
- **Last Day for Late Registration**: September 2
- **Last Day to Drop/Withdraw**: September 2 (For Full Refund)
- **Holiday—Labor Day**: September 5
- **Fee Payment**: September 16
- **Holiday—Columbus Day**: October 10
- **Mid-Term**: October 17
- **Intent to Graduate Form Due**: October 17
- **No Classes**: October 20-21
- **Last Day to Withdraw/Drop**: November 3 (Classes with No Penalty)
- **Holiday—Veteran’s Day**: November 11
- **Holiday—Thanksgiving Break**: November 24-25
- **Last Day to Withdraw/Drop**: December 8
- **Classes**:
- **Classes End**: December 12
- **Final Examinations**: December 13-15

## Spring 2012
- **Faculty Return**: January 12
- **Holiday—Martin Luther King Day**: January 16
- **New Student Orientation**: January 17
- **Classes Begin**: January 18
- **Last Day to Add Classes**: January 27
- **Last Day for Late Registration**: January 27
- **Last Day to Drop/Withdraw**: January 27 (For Full Refund)
- **Fee Payment**: February 10
- **Holiday—President’s Day**: February 20
- **Spring Break**: March 5-9
- **Mid-Term**: March 12
- **Last Day to Withdraw/Drop**: April 2 (Classes with No Penalty)
- **Spring Day/School Closed**: April 6
- **Last Day to Withdraw/Drop**: May 3
- **Classes**:
- **Classes End**: May 7
- **Final Examinations**: May 8-10
- **Nurses Pinning**: May 11
- **Commencement**: May 12

## Summer 2012
- **Classes Begin**: June 4
- **Last Day to Add Classes**: June 7
- **Holiday—Independence Day**: July 4
- **Last Day to Drop/Withdraw**: July 20
- **Classes End**: July 27
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Start Here... Go Anywhere.
The College

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

In June 1967, the College moved into a new building that was constructed after passage of a bond issued by 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.

Mission & Strategic Initiatives

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

Strategic Initiatives
1. Foster quality leadership
2. Provide a quality student experience
3. Provide quality academic programs
4. Cultivate quality community relationships
5. Recruit and retain students
6. Nurture a healthy College environment
7. Actively seek sustainable funding

General Information

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

Enrollment
Miles Community College enrolls approximately 550 credit students. Additional students are enrolled in Continuing Education/Workforce Training programs. The average student to faculty ratio is 14 to 1, and class sizes typically range from 8 to 40 students.

Financial Aid
Eighty-five percent of the College’s students receive financial aid. The average financial aid package is $5,500 (26% grant, 46% loan, 18% unmet need, 10% work). Thousands of scholarship dollars are awarded annually.

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

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

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

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

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

Microsoft Office Specialist Testing Center
Miles Community College is an authorized testing center for Microsoft Office Specialist certification. For additional information, visit www.microsoft.com/learning/mcp/officespecialist/ or call Microsoft at 888-222-7890.

To schedule an appointment for testing, please call the College at 406-874-6100 or 800-541-9281.

Use of Miles Community College Facilities & ITV Equipment
Campus facilities are available for use by qualified off-campus organizations, agencies, or groups when use does not interfere with programs sponsored by the College or conflict with the mission of the College. Charges for use of
facilities vary. Miles Community College also provides access to its interactive television (ITV) equipment for members of the community to access meetings, legislative discussions, or private conferences. Usage fees vary for the ITV system based upon non-profit and/or commercial status. Requests for facility or ITV use should be directed to the Distance Education and Community Outreach Department at 406-874-6164 or 800-541-9281.

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

Americans with Disabilities Act of 1990
Miles Community College Policy Statement
In accordance with the ADA, Miles Community College ensures academic program accessibility as well as building accessibility for all persons with disabilities. No individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of Miles Community College, or be subject to discrimination by any such entity.

Students
Any student with disabilities concerned about accessibility and/or accommodation issues should contact Student Services at 406-874-6100 or 800-541-9281.

Employees
A qualified individual with a disability means someone who satisfies the required skill, experience, education and other job-related requirements of a position and who, with or without reasonable accommodation, can perform the essential functions of the position.
Miles Community College will make reasonable accommodation to any known disability that may interfere with an applicant’s ability to compete in the selection process or an employee’s ability to perform the duties of the job. Departments who are conducting recruitments to fill a vacant position who have issues with regard to a candidate with disabilities should coordinate with the Human Resources Office, 406-874-6292.

Equal Opportunity
Miles Community College is committed to a program of equal opportunity for education, employment, financial aid, and participation in college activities without regard to race, color, sex, age, religion, marital status, physical disability, national origin, or because of mental disability unless based on reasonable grounds. This right shall be guaranteed to all students presently enrolled, students applying for admission, employees, and applicants for employment at Miles Community College.
Persons with inquiries or complaints regarding discrimination should contact the College’s Director of Human Resources at 406-874-6292 or 800-541-9281 or Director, Office of Civil Rights, Federal Office Building, Denver, Colorado.

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

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

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

Distance Education
Quality distance education in the form of online and interactive television (ITV) courses is an important component of the offerings at Miles Community College. Entire certificate and degree programs are available through distance education. Students pay additional fees for the convenience and availability of learning opportunities in their local area.

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

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

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

Cultural and Community Service
The College seeks to provide opportunities for cultural enrichment and makes available the use of its personnel and physical resources to benefit area residents.
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Admissions Policy
Miles Community College subscribes to the philosophy of a comprehensive community college, including an "open door" admissions policy designed to encourage all adults to continue their education.

The commitment to an open door admissions policy is defined as providing all eligible students with access to an appropriate educational offering at the College. Anyone over the age of 18 is admitted to the College if they have a high school diploma, GED, or satisfactory COMPASS scores; but the College reserves the right to guide students into the courses and programs that will enhance their opportunities for success.

Admission to the College does not necessarily imply eligibility to enroll in a course with established prerequisites (See Course Descriptions starting on page 100) or to enter a program that has a limited number of spaces and minimum entrance requirements. COMPASS and ACT/SAT test scores are used to help place students in appropriate level courses.

Admission Procedures

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

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

There are additional requirements for students interested in pursuing an associate degree in Nursing. Please see page 17.

Non-Degree Seeking Students
Non-degree seeking students are students enrolled for nine or fewer credits who do not plan to earn a degree or certificate. These students need only to register at Student Services for the classes they plan to take. Enrollment forms may be obtained by calling 406-874-6100 or 800-541-9281. Enrollment in Writing or Mathematics courses will require a current ACT or COMPASS score for placement. Non-degree seeking students are not eligible for financial aid.

Transfer Students
Students having fewer than 30 semester hours of college credit will be accepted regardless of academic standing. Only courses from other accredited institutions passed with a "C-" grade or higher will be recorded on a student's Miles Community College transcript to satisfy general education core requirements or the required courses in a major scope of study. Courses passed with a "D" grade will not be accepted by Miles Community College. Transfer grades will not be calculated in the Miles Community College grade-point average.

Courses that do not fulfill general education or major area of study requirements will be placed on the transcript and counted towards the credits needed to complete an associate degree or certificate. All courses graded pass/fail will be accepted as free elective credits only.

Early Entrance for High School Students
High school students may attend Miles Community College on a part-time basis while still in high school any semester after the end of their sophomore year. Early entrance students who successfully complete college-level courses may use the credits toward graduation at Miles Community College and/or have the credits transferred to other colleges and universities.

In order to qualify for admission to the Early Entrance program, students must submit a completed application for admission. This application must include permission of students’ high school principal or designee. Students must also have the approval and signature of a parent or legal guardian.

For more information about Early Entrance, contact Student Services at 406-874-6100 or 800-541-9281.

Dual Enrollment/Dual Credit
Miles Community College offers dual enrollment and dual credit courses through Montana high schools on high school campuses and via distance learning. For more information, call the Associate Dean of Academic Affairs at 406-874-6212, 800-541-9281, or the high school counselor.

International Students
In addition to meeting general admission requirements, international students must pay a $200 processing fee and submit the following information to Student Services:

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

When students meet the above criteria, Student Services will evaluate applications and assist international students with the required documents (I-20) and visa.

International students should have all information completed by July 1 to enter fall semester, November 10 for spring semester, or April 1 for summer semester. Exceptions will be reviewed on a case-by-case basis.

Once accepted into the College, all international students...
must submit a $500 tuition deposit to the College at least two weeks prior to the start of the semester in which they begin their studies at Miles Community College. Students failing to enroll will forfeit their deposit.

Evidence of Immunization

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

Registration and Admissions

First-Time Student Checklist

✓ Complete application for admission and submit it, with application fee, to the Admissions Office as early as possible prior to the term of attendance.

✓ Submit final high school or GED transcript to the Admissions Office.

✓ Submit official transcripts from any college or university attended, if applicable, to the Admissions Office.

✓ If born after December 31, 1956, provide proof of two immunizations against measles and rubella that was administered on or after first birthday and after December 31, 1967.

✓ Complete housing request form and submit deposit, if applicable.

✓ If interested in securing financial aid, apply for federal aid through the Free Application for Federal Student Aid (FAFSA) as early as possible. Apply online at www.fafsa.ed.gov or complete the paper form. Forms are available from the College’s Financial Aid Office or from a high school counselor.

✓ Submit a Scholarship Application form by the due date on form. Forms are available on the College’s website (www.milescc.edu), from the College’s Financial Aid Office, or from a high school counselor.

✓ Take COMPASS placement test prior to the term of attendance, if applicable. A separate fee applies.

✓ Register for classes upon completion of COMPASS test.

✓ Attend a new student orientation session.

✓ Begin classes.

Checklist for Students Returning After an Absence

Miles Community College holds student application files for five years. Students returning after an absence of five years or longer need to complete the entire admissions process.

These students must:

✓ Call or write the Admissions Office for information regarding forms or information about Miles Community College: application for admission, Free Application for Federal Student Aid (FAFSA), Scholarship Application, and information on academic programs.

✓ Complete application for admission and return it, with application fee, to the Admissions Office as early as possible before the term of attendance.

✓ Submit transcripts from any college or university attended since leaving Miles Community College, if applicable.

✓ Submit final high school or GED transcript to the Admissions Office.

✓ If born after December 31, 1956, provide proof of two immunizations against measles and rubella that was administered on or after first birthday and after December 31, 1967.

✓ If interested in securing financial aid, apply for federal aid through the Free Application for Federal Student Aid (FAFSA) as early as possible. Apply online at www.fafsa.ed.gov or complete the paper form. Forms are available from the College’s Financial Aid Office or from a high school counselor.

✓ Submit a Scholarship Application form by the due date on form. Forms are available on the College’s website (www.milescc.edu), from the College’s Financial Aid Office, or from a high school counselor.

✓ Take COMPASS placement test prior to the term of attendance, if applicable. A separate fee applies.

✓ Call Student Services to arrange a tour of the campus and register for classes.

✓ Attend a new student orientation session.

✓ Begin classes.

Orientation

An orientation session is held for new and transfer students before each semester. This program provides students with general information concerning the College and a chance for students to familiarize themselves with College facilities and services. New students will be notified of times and dates of orientation sessions.
Mandatory Placement Testing

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

- **ACT**
  - Reading Score ≥ 19
  - Math Score ≥ 22
  - English Score ≥ 20
  - Writing Sub-score ≥ 7

- **SAT**
  - Reading Score ≥ 480
  - Math Score ≥ 530
  - English Score ≥ 440
  - Writing Essay ≥ 7

Students may also be exempt from the writing portion of the COMPASS test who have scored a 3.5 or higher on the MUS writing assessment (MUSWA).

Students who have successfully completed college-level mathematics and English courses at an accredited college or university are exempt from this policy.

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

Students who do not meet the requirements for exemption, which prove their readiness for college level work, are required to take the recommended courses in their first semester. Many college courses have pre-requisites of a basic aptitude in reading and writing before a student may enroll in that course. Therefore, a student who does not complete his/her required developmental reading, writing or math coursework during their first semester may jeopardize their ability to carry a full load of classes by their second semester and graduate within a two-year period.

**ACT and SAT Tests**

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

**Advising**

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

**Late Registration**

Students may register after the start of classes. However, students are discouraged from waiting until after classes have met to register for classes. A late fee of $50 is assessed to all regular students whose tuition and fees are not paid in full or whose deferred payment contract has not been completed by the 16th day of classes.

Distance Education Enrollment Procedures

When signing up for distance education courses online, students may register for a course designated with an “L” for online or a “D” if it is offered over the Interactive Television (ITV) system. Students will initially receive notification that they are not officially enrolled in the course until it is authorized by the Distance Education Office. Students will be e-mailed official confirmation of their acceptance and, therefore, must provide an e-mail address at the time of registration.

Students registered for an online section will be sent login instructions and contact information for ordering texts and materials with their acceptance e-mail. If students do not receive this email at the beginning of the semester for which they have registered, they should contact the Distance Education & Community Outreach Department at (406) 874-6222 or 1-800-541-9281.

Students requesting a course over the ITV system must provide a preferred ITV site at the time of registration. They will be e-mailed a written confirmation of their acceptance into the ITV site of their choice and sent instructions and contact information for ordering texts and materials. Students who cannot take a course at their site of choice will receive a telephone call from the Distance Education Office explaining other options available. Students who have not received written confirmation from the Distance Education Office one week prior to the start of classes should call 406-874-6222 or 800-541-9281.

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

Changes of Schedule

Students may drop or add courses during specified times listed on the academic calendar included in each semester schedule of classes. The add/drop form may be obtained from Student Services.

Students should be aware that changes in schedules resulting in more or fewer total credit hours may affect tuition and fees and financial aid.

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

Full-Time/Part-Time Classification

Students who register for 12 or more credits per semester are classified as full-time students. Students taking 11 or less credit hours during a semester are defined as part-time students. Students receiving financial aid must check with the Financial Aid Office regarding the number of hours which count toward full- and part-time status in the summer.

Students are encouraged to consider their work load, family responsibilities, community commitments, and other demands on their time as they plan and discuss course load
with their academic advisor.

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

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

Residency

Board of Regents State Residency Policy
Based on Montana Board of Regents Policy 940.1:
A person may be classified as in-state following a 12 month continuous period of domicile in Montana with a documented and dated intent to become a resident of Montana.

The 12 month period does not begin to run until an act indicative of intent to become a Montana resident is taken. The following will serve as such indicators:
• an automobile belonging to the person seeking in-state status is registered in Montana,
• a Montana driver’s license is acquired,
• Montana voter registration is acquired,
• a principal residence is purchased, and/or
• a resident Montana individual income tax return is filed.

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

For questions regarding residency and to view the entire Board of Regents policy, please contact Student Services.

Custer County (In-District) Residency
At Miles Community College, indicators for students seeking in-district residency status are:
• an automobile belonging to the person seeking in-district status is registered in Custer County,
• a Montana driver’s license is acquired and has a Custer County address,
• a principal residence is purchased in Custer County, and/or
• a resident Montana individual income tax return is filed and has a Custer County address.

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

Tuition and Fees

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

Schedule of Tuition*

<table>
<thead>
<tr>
<th>Credit Hrs.</th>
<th>In-District Tuition</th>
<th>Out-of-District Tuition</th>
<th>Out-of-State Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$71</td>
<td>$100</td>
<td>$193</td>
</tr>
<tr>
<td>2</td>
<td>$142</td>
<td>$200</td>
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<td>$900</td>
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<td>$710</td>
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<td>10</td>
</tr>
<tr>
<td>11</td>
<td>$781</td>
<td>$1,100</td>
<td>11</td>
</tr>
<tr>
<td>12</td>
<td>$852</td>
<td>$1,200</td>
<td>12</td>
</tr>
<tr>
<td>13</td>
<td>$923</td>
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<tr>
<td>14</td>
<td>$994</td>
<td>$1,400</td>
<td>14</td>
</tr>
<tr>
<td>15 or more</td>
<td>$1,065</td>
<td>$1,500</td>
<td>15 or more</td>
</tr>
</tbody>
</table>

* Tuition is subject to revision.

** Students who live in Alaska, Arizona, Colorado, Idaho, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, and Wyoming may qualify for a Western Undergraduate Exchange (WUE) scholarship and pay $150 per credit hour (a maximum of $2,250 for 15 or more credit hours). See page 19 for details.

Schedule of Fees*

All Students

<table>
<thead>
<tr>
<th>Credit Hrs.</th>
<th>Fees</th>
<th>Credit Hrs.</th>
<th>Fees</th>
<th>Credit Hrs.</th>
<th>Fees</th>
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<tr>
<td>1</td>
<td>$43</td>
<td>7</td>
<td>$301</td>
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<td>$86</td>
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<td>$602</td>
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<tr>
<td>3</td>
<td>$129</td>
<td>9</td>
<td>$387</td>
<td>15 or more</td>
<td>$645</td>
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<td>4</td>
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<td>6</td>
<td>$258</td>
<td>12</td>
<td>$516</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Fees are subject to revision.
Other Fees

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

Auditing Fees
Full tuition and fees are typically required when auditing any class. See page 50 for details on auditing coursework.

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

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

Food Service
There are three meal plans available each semester: $975, $1,125, $1,275.

Housing Rates
<table>
<thead>
<tr>
<th></th>
<th>Double Occupancy</th>
<th>Single Occupancy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residence Hall</td>
<td>$1,125/semester</td>
<td>$1,854/semester</td>
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<tr>
<td>Quads</td>
<td>$1,500/semester</td>
<td>$2,050/semester</td>
</tr>
</tbody>
</table>

These rates are subject to revision. See page 43 for housing details.

Laboratory and Shop Fees:
- Art Lab Fee (per course) $120
- Arena Use Fee (per semester) $75
- Auto Mechanics (per semester) $150
- Building Trades (per semester) $150
- CDL Program Fee (per semester) $300
- Equine Program Fee (per semester) $600
- Heavy Equipment (per semester) $150
- Science Lab Fee (per credit) $20
- Welding Course Fee (per semester) $120

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

Miscellaneous Course Fees
Certain courses require the use of special facilities, non-reusable materials, special equipment, materials which require a royalty, or private lessons. These courses have fees that are noted in the schedule of classes. Some of these programs include Rodeo, Art, IT, Energy, and certain Math courses.

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

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

Deferred Payment Plan
Miles Community College offers the following deferred payment plan for students wishing to spread their tuition and fees over a period of time:
1. A minimum of $100 must be paid by the 16th day of class.
2. Fifty percent of the total due must be paid within the first full month of the semester.
3. The full amount due must be paid within the first 60 days of the semester.
4. An administration charge of $25 will be levied.
5. Payment must be made even if a student withdraws from school after the 8th day of classes for fall and spring and the 4th day of classes for summer. Any refund due students because of withdrawal, either voluntary or involuntary, will be applied toward the satisfaction of the deferred fee obligation. If the refund is larger than the amount outstanding, the excess of the refund due over the balance outstanding will be returned to students. Any unpaid balance of the deferred obligation must be paid before students may re-enroll, graduate, or receive transcripts.
6. A binding contractual agreement must be completed in the Business Office before registration will be official.
7. This deferred payment plan does not cover books and supplies.

This plan is subject to change. Please refer to the Student Handbook for the most current information.

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

<table>
<thead>
<tr>
<th>Category</th>
<th>In-District*</th>
<th>Out-of-District**</th>
<th>Out-of State†</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and Fees</td>
<td>$1,710</td>
<td>$2,145</td>
<td>$3,540</td>
</tr>
<tr>
<td>(15 credits/semester)</td>
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<td></td>
</tr>
<tr>
<td>Books and Supplies</td>
<td>550</td>
<td>550</td>
<td>550</td>
</tr>
<tr>
<td>Room and Board</td>
<td>2,100</td>
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</tr>
<tr>
<td>Transportation</td>
<td>450</td>
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<tr>
<td>Personal Expenses</td>
<td>700</td>
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<tr>
<td><strong>Total</strong></td>
<td>$5,510</td>
<td>$5,945</td>
<td>$7,340</td>
</tr>
</tbody>
</table>

* Custer County residents only ** All other Montana residents †Estimated cost total for Western Undergraduate Exchange (WUE) students is $6,620.

Refund Policy
For students withdrawing from all classes, the official withdrawal process must be completed. For Withdrawals completed after the 8th class day, the student will be responsible for the full cost of tuition and fees. The withdrawal form may be obtained at Student Services. Tuition and fees will be adjusted according to the following schedule:

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

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

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

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

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

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

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

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

For additional information about this program, contact Student Services.

Nursing Information
Karla Lund, RN, MSN, Nursing Director
406-874-6188 • lundk@milescc.edu

Diane Grutkowski, Administrative Assistant
406-874-6189 • grutkowskid@milescc.edu

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

Accreditation
The Miles Community College Registered Nursing Program is accredited by:
National League for Nursing Accrediting Commission
3343 Peachtree Road NE, Suite 500
Atlanta, GA 30326
Phone: (404) 975-5000
Fax: (404) 975-5020
Website: www.nlnac.org

and fully approved by:
Montana State Board of Nursing
301 South Park
PO Box 200513
Helena, MT 59620-0513
Phone: 406-841-2342
Website: http://mt.gov/dli/bsd/license/bsd_boards/nur_board/board_page.asp

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

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

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

Nursing Practice
Nursing is a caring profession. The goal of nursing is to facilitate, maintain, or restore optimal-level wellness as
perceived by the client or to provide support for the dying. Nursing care is delivered within the context of the family and the community.

Nursing as a discipline draws from a body of evidenced based behavioral and scientific disciplines as well as experiential knowledge. The practice of nursing involves utilizing the Nursing Process, communication, caring, teaching, collaboration, managing care, and upholding the American Nurse’s Association nursing standards of practice and Code of Ethics all within the legal boundaries of nursing.

Nursing Education

Nursing education is a sequence of planned activities and dynamic experiences by which students learn and are socialized into the profession of nursing. The optimal learning environment supports caring, self-assurance, critical thinking, professionalism, and striving for excellence.

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

Through knowledge and experience, students are expected to progressively apply concepts in order to reach a level to where they can critically analyze a situation, synthesize and implement a plan of care, and evaluate outcomes.

Lifelong learning is valued and necessary owing to the rapid changes in the health care environment, including increased client acuity, increased demands for knowledge, and the explosion of technology.

The Associate of Science in Nursing Graduate

The Associate of Science in Nursing (A.S.N.) graduate is a valuable member of the health care team and the nursing profession. The roles of the Associate Degree Nurse are provider of care, manager of care, and member within the discipline of nursing.

Within the three roles, the A.S.N. graduate’s practice includes professionalism, written and spoken communication, assessment, clinical decision making, caring interventions, teaching and learning, collaboration, managing care, concern for safety for both the client and the health care team, utilization of technology, client advocacy, nursing diagnoses, prioritization, planning, implementation, delegation, evaluation of outcomes, maintenance of ethical and legal standards, practicing in a cost-effective manner, providing for continuity of care, and discharge planning.

Program Objectives

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

- apply to take the NCLEX-RN licensure examination;
- fulfill the Associate of Science in Nursing graduate roles of provider of care, manager of care, and member within the discipline of nursing; and
- be successfully employed in beginning-level staff positions upon licensure, as evidenced by employment as a Registered Nurse, employer satisfaction, and graduate satisfaction.

General Advising Information – Nursing

Program Completion: Full-Time and Part-Time Options

The Associate of Science in Nursing Degree may be completed as a two-year (four semester), full-time plan of study. However, students may choose a part-time option and complete the degree requirements over a longer period of time. The part-time option is accomplished by completing any or all of the required “non-nursing,” general education courses prior to applying for admission into the Nursing Program. Once admitted to the Nursing Program, students must complete the A.S.N. requirements within three years of the initial admission date.

Students choosing the part-time option are initially designated Pre-Nursing students. Pre-Nursing students are assigned a nursing faculty advisor to develop a plan of study. The part-time option is highly recommended for students with job and/or family responsibilities.

Nursing Program Admission

Because of the critical nature of patient care, accreditation standards established by the National League for Nursing Accrediting Commission, and licensure standards established by the Montana State Board of Nursing, students seeking admission to the Associate Degree Registered Nursing Program are subject to requirements and review procedures beyond those associated with general admission to the College. Please note: Admission, progression, and graduation criteria are subject to annual revision. Contact the nursing office for the most current information.

The special requirements are:

- Anatomy and Physiology I and II credits should be less than five years old. Credit for Anatomy and Physiology coursework over five years old will be awarded only through an “escrow” mechanism. Student’s credits will be held “in escrow” until successful completion (“C” or better) of NR 103 - Pathophysiology.
- Developmental Psychology (PSYX 230) or equivalent must have been completed within five years prior to admission to the Nursing Program.
- All prerequisites to required general education courses and general education courses must be completed with a “C” or higher grade.
- A cumulative GPA of 2.75 is required for admission to the Nursing Program. For students applying for admission with no prior completion of college work, COMPASS scores of 82 or above for Reading, 70 or above for English, and 44 or above on the Algebra portion of Mathematics or comparable ACT/SAT scores
are required.

- All required A.S.N. Degree courses, including general education courses, may be repeated only once.

- 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.

- Applicants who have been convicted of a felony or treated for substance abuse should discuss their eligibility status with the Montana Board of Nursing prior to admission. **Acceptance to and graduation from the Nursing Program does not assure eligibility to take the RN licensing examination.** The Montana Board of Nursing makes all final decisions on issuance of licenses.

### Applying for Admission to the Nursing Program

Admission to the Nursing Program is based largely on points assigned to the students total percentage earned on each of the two Assessment Technologies, Inc (ATI) exams; the ATI Test for Essential Academic Success (TEAS) and ATI Critical Thinking Entrance exam. The two exams are given via an online format twice per year in October and February. Prospective students should contact the Nursing Office for more information to apply to take the exam. The deadline for registering to take the exams is three working days prior to the test date. The TEAS exam is a 170 item, four-option, multiple-choice exam covering reading (40 questions), math (45 questions), science (30 questions) and English language usage (55 questions). The ATI Critical Thinking Entrance Exam is a 40 item exam. Students may take each ATI exam a maximum of two times per academic year. The student's highest exam scores will be utilized for admission purposes. Student's highest points will be utilized for admission purposes.

ATI test scores are considered valid for one year only. Therefore if not accepted in the Nursing Program, students will need to retake the exams in order to be considered for the next year's class. The combined cost to take the two exams is approximately $48.00. A student guide and practice exam for the TEAS is available at the College Bookstore, the College library, or online at www.atitesting.com. Admission to the Nursing Program is limited to 30 freshman students each year at the Miles City site, eight slots at the Glendive site and eight slots at the Sidney site in odd numbered years. Students will be asked to designate their preferred site location when applying for admission. Admission of freshman students occurs only once per school year in April for the following fall semester. Therefore, all required documents must be submitted by March 15 for consideration for admission into the Nursing Program the following fall.

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

<table>
<thead>
<tr>
<th>TEAS Score</th>
<th>Points</th>
<th>Critical Thinking Points</th>
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<tbody>
<tr>
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<td>90</td>
<td>99-100</td>
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<tr>
<td>96-98</td>
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</table>

A cumulative GPA of 2.75 or greater is required. Points assigned to students GPA starting at 52 and placed in descending order to 2 minimum.

<table>
<thead>
<tr>
<th>GPA</th>
<th>Points</th>
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<th>Points</th>
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<td>2.92-2.97</td>
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<td>3.32-3.37</td>
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<td>3.20-3.25</td>
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</tr>
</tbody>
</table>

### Initial Admission Requirements

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

- The regular Miles Community College application process
- The additional Nursing Program admission requirements, which include submission of the following to the College’s Nursing Office by March 15:
Students with the most points from the ATI TEAS, Critical Thinking, and GPA will be invited into the Nursing Program. (Scores/Points within last year of application deadline date).

Completed Miles Community College Nursing application form

Completed site preferences form

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

- Student’s completion of the required initial admission requirement
- Rank order of the student’s highest combined ATI exam points (TEAS and Critical Thinking) and GPA starting at 232 points and placed in descending order until all available slots are filled.
- A cumulative GPA of 2.75 or greater. If students have no previous course work, a COMPASS score of 82 or above for Reading, 70 or above for English, and 44 or above on the Algebra portion of Mathematics is required. Comparable ACT or SAT scores may be utilized.

Admission to Designated Sites

Starting with the highest points of the combined ATI Exam scores and GPA’s and working downwards, successful students will be admitted to each of the designate “sites” according to the rank order points. Students will be placed according to their requested previously designated site location. In the case that all of the slots have been filled at that particular site, students will be given notice and will be allowed two working days to choose an available alternative site. If the alternative site placement is not agreeable, students have no options but to withdraw from the admission process. Students may apply for admission the following year. In case of a tie score for the last available “slot” students shall be selected according to the highest GPA. Notification letters will be mailed mid to late April after final decisions have been made by the Nursing Admissions Committee. All students who have submitted a Nursing Program application form within the past 12 months of the application deadline will be notified whether or not they are successful in achieving admission to the program.

Completing the Admission Process

Students who are initially accepted into the College’s Nursing Program must complete the nursing admission process to be eligible to enroll in NR 101. Failure to submit any of the following may lead to revocation of students’ initial admission into the Nursing Program. Students must submit the following to the Nursing Office:

By June 15:

- A nonrefundable deposit of $200 to hold their “slot” (applied toward fall tuition and fees)

By August 1:

- Evidence of satisfactory completion of the pre-requisite for Anatomy and Physiology through coursework, CHMY 121/122, or challenge exam
- Evidence of certification as a Certified Nurse Assistant, Long Term Care Aide, Home Health Aide, or equivalent
- Evidence of completion of state-approved Certified Nurse Assistant training program
- A completed Nursing Program Basic Health Screening Form (includes immunizations; TB screening; vital signs; vision; hearing; allergies, including latex screening if indicated; current medications; health problems; and demographic and insurance information)
- Evidence of current CPR (Health Care Provider or equivalent)
- Evidence of health insurance or signed waiver
- Evidence of completion of M 095 - Intermediate Algebra or higher
- Evidence of current Criminal Background Check

By September 10:

- Payment of professional liability insurance (Fee is included in fall tuition and fee payment.)
- Purchase of the required uniforms, name tags, books, and lab supplies

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

Ongoing General Requirements

In order to maintain ongoing enrollment in the Nursing Program, students must meet the following requirements:

- A final grade of “C” or better must be received in each of the required general education and nursing courses. Students receiving final grades lower than a “C” in any of the A.S.N. required courses will be dropped from the Nursing Program.
- An overall GPA of 2.0 or greater on a 4.0 scale must be maintained each semester.
- All nursing classes must be taken in the appropriate sequence (see prerequisites and co-requisites).
- A final grade of “C” (75%) or better in both the clinical and theory portions of the nursing courses must be earned. Grading for nursing courses (designated by “NR”) is as follows:
  - A = 92-100%
  - B = 84-91%
  - C = 75-83%
  - D = 67-74%
  - F = 66% and below
- Basic Health Screening update, including current CPR and PPD must be submitted yearly.
- Negative test on any drug screening as required by agencies providing clinical experiences must be submitted.
- Professional liability insurance must be paid yearly (included in fall tuition and fee payment).
- Students’ signed last page of current Nursing Student Handbook stating that they understand and agree to abide by the policies and procedures of the Miles
Community College’s Nursing Program must be submitted yearly.

**Clinical Experience – Nursing**

Nursing students are required to participate in a variety of clinical experiences in hospitals, clinics, extended care facilities, schools, and multiple community health care service agencies. Clinical assignments are usually at a set time but may vary and involve early mornings, evenings, and occasional weekends. Students will be given a clinical schedule at the beginning of each semester. It is expected that students will arrange family and employment responsibilities in order to participate at assigned clinical times.

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

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

More specific information on student behaviors that may lead to students being denied access to a clinical area and subsequent disciplinary actions can be found in the current Nursing Student Handbook.

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

Admission to the College’s LPN to RN Completion Program is based largely on points assigned to students’ total percentage earned on each of the two Assessment Technologies, Inc (ATI) exams; the ATI Fundamentals of Nursing is a 60 question exam and the Critical Thinking Entrance exam contains 40 questions evaluating students ability to think critically. The two exams are given via an online format twice per year in October and February. Prospective students should contact the Nursing Office for more information to apply to take the exam. The deadline for registering to take the exams is three working days prior to the test date. Each ATI exam is a multiple-choice exam. A study guide and practice exam for the ATI Fundamentals of Nursing is available at the College’s Bookstore, the College’s Library, or online from the [www.atitesting.com](http://www.atitesting.com) website.

Admission to the Nursing program is based on students’ GPA and scores on the ATI (Assessment Technologies Institute) Fundamentals of Nursing (F.O.N.) and Critical Thinking Entrance Exams.

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 Students may take each exam a maximum of two times per academic year. Students; highest qualifying exam points will be combined and utilized for admission purposes. ATI exam points are considered valid for one year only. Therefore, if not accepted into the Nursing Program, students still need to retake the exams in order to be considered for the next year's class. The cost of the two exams is approximately $48.00. LPN's are admitted on a space-available basis only and must submit a completed Nursing program application by March 15 for consideration. Please contact the Nursing Office for more specific information.

Initial Admission Requirements

In order to be eligible for consideration for admission to the LPN to RN Completion Program, students must complete the following:

- The regular Miles Community College application process
- Students with the most points from ATI Fundamentals of Nursing, Critical Thinking and GPA will be invited into the Nursing Program. (Scores/Points within last year of application deadline date).
- Completed Nursing Program admission application by March 15

The College’s Nursing Admissions Committee determines acceptance of students into the LPN to RN Completion Program based on:

- Rank order of the student’s highest combined ATI exam points (Fundamentals of Nursing and Critical Thinking) and GPA starting at 232 points and placed in descending order until all available slots are filled.

Completing the Admission Process

The Nursing Admissions Committee makes all final admission decisions. Students who are initially successful in gaining admission to the LPN to RN Completion Program must successfully complete the application process prior to enrollment in the fall Nursing courses. The requirements include, but are not limited to, the following:

By June 1:

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

By June 15:

- A nonrefundable deposit of $200 to hold their “slot” (the deposit will then be applied toward fall tuition and fees)
- Evidence of completion of a skills demonstration and a case study care plan with a 75% or higher

By July 15:

- Evidence of current Criminal Background Check

By August 1:

- Documentation of successful (“C” or better) completion of all freshman-level A.S.N. requirements
- Evidence of unencumbered Montana LPN licensure
- Evidence of a completion M 095 - Intermediate Algebra or higher
- Completion of NRSG 250 LPN to RN Transition course or equivalent
- A completed Nursing Program Basic Health Screening Form (includes immunizations; TB screening; vital signs; vision; hearing; allergies, including latex screening if indicated; current medications; health problems; and demographic and insurance information)
- Submission of a signed last page of current Nursing Student Handbook stating that they understand and agree to abide by the policies and procedures of the College’s Nursing Program
- Evidence of current CPR (Health Care Provider or equivalent)
- Evidence of health insurance or signed waiver

By September 10:

- Payment of professional liability insurance (fee included in fall tuition and fee payment)
- Purchase of the required uniforms, name tags, books and lab supplies

It is highly recommended that students interested in the LPN to RN Completion Program contact the Nursing Program Director for individual advising by January 1 prior to the desired fall admission date. Students successfully meeting all of the requirements will be placed in fall semester of the second year nursing courses. Credit for NRSG 101 - Fundamentals of Nursing I and NRSG 103 – Fundamentals of Nursing II will be held “in escrow” until students successfully complete NRSG 208 - Pharmacology and NRSG 201 - Adult Nursing or NRSG 203 - Maternal Child Nursing.

LPN to RN Completion students are subject to all the general Nursing Program requirements. Please refer to Ongoing General Requirements on page 20.

Transfer Students – Nursing

Students wishing to transfer into the Miles Community College Nursing Program from other schools of nursing should contact the Nursing Program Director. A letter from
students requesting admission to the College’s Nursing Program is required and should be addressed to the Nursing Admissions Committee. The letter should outline the reasons for leaving the previous nursing program and the reasons the student thinks they will be more successful in the Miles Community College Nursing Program. A letter of recommendation from the student’s previous nursing school director or dean is required. Transfer of nursing credits is on a case-by-case basis through course evaluation. Transfer students must complete all nursing program admission requirements prior to enrollment. Nursing courses must have been taken within the past year from a nursing program that is accredited by a nationally recognized nursing accrediting body. Students requesting transfer into freshman-level nursing classes are required to take and pass the ATI TEAS and Critical Thinking Entrance exams. In the event that more students apply for admission than spaces available at any given site, the rank order of the above mentioned point system will be used to determine admission.

Students requesting transfer into sophomore-level nursing classes are required to take and successfully pass the ATI Fundamentals of Nursing exam and the Critical Thinking Entrance exam. In the event that more students apply for admission than spaces available at any given site, the rank order of the above mentioned point system will be used to determine admission. Transfer students may also be required to demonstrate skills and the Nursing Process through care plan writing. A score of 75% or better must be achieved on each of these components in order to qualify for transfer admission.

Readmission Process – Nursing

Readmission requires submission of a letter to the Nursing Admissions Committee stating students’ understanding of why they were unsuccessful in the Nursing Program and what has changed that will allow them to be successful on a second attempt. There must be space available in limited-enrollment courses in order to readmit students. Nursing courses must have been taken within the past year from a nursing program that is accredited by a nationally recognized nursing accrediting body. The procedure for readmission is detailed in the current Nursing Student Handbook available through the Nursing website at www.milescc.edu/Programs/Nursing/ or at the Nursing Office.

Military Deployment—Nursing

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

Note: The information contained within this catalog is informational only and not intended to be contractual in nature.

Miles Community College Nursing Program Course Outcomes

Associate of Science, Registered Nursing

NR 101 Fundamentals of Nursing for A.S.N

At the end of the course the student will be able to:

- Discuss the history of nursing and the roles and functions of a professional nurse
- Begin to delineate the three roles of the Associate Degree Nurse
- Discuss the legal aspects of nursing and the legal responsibilities of a student nurse
- Describe the health care delivery system and current issues and trends influencing health care
- Differentiate between levels of health care, health promotion and disease prevention
- Discuss nursing definition of health and factors influencing an individual’s health
- Discuss caring and comforting along with the use of professional communication in nursing
- Describe critical thinking skills used for nursing judgment
- Discuss positive and negative factors affecting the teaching-learning process
- Name the steps of the nursing process and the associated nursing activities
- Discuss the roles and responsibilities of the nurse in documenting and reporting
- Describe how to assess and provide for the following functional health patterns:
  - a. Managing self care deficit (hygiene)
  - b. Health protection: risk for injury (safety)
  - c. Activity and exercise
  - d. Skin integrity
  - e. Elimination (bowel and bladder)
- Discuss the importance of proper nutrition across the lifespan
- Contrast and compare the health risks and health promotion needs of various age groups across the lifespan
- Describe physical assessment techniques and normal findings for a healthy adult
- Identify a variety of settings where elders seek health care
- Describe the needs and developmental tasks in late life
- Discuss nursing as it relates to the care of the aged

NR 101 Fundamentals of Nursing Clinical for ASN (first semester)

Clinical Objectives:

Upon completion of Nursing 101 Fundamentals of Nursing clinical component, the student nurse will be able to act as a:

PROVIDER OF CARE

Assessment

- Begins to formulate actual nursing diagnoses for identified actual health care needs of a singular client
Planning
- Begins to formulate appropriate and realistic goals, outcome criteria and nursing interventions in the development of a care plan for a singular client
- Begins to recognize the client’s right in making decisions regarding their own care
- Begins to identify priorities for care planning of a singular client

Implementation
- Demonstrates safety in the performance of basic skills for a singular client
- Begins to utilize nursing’s body of knowledge to support interventions in caring for singular clients

Evaluation:
- Begins to demonstrate clinical thinking by collecting and interpreting data regarding a singular client’s progress toward the stated goals/expected outcomes
- Begins to formulate evaluation statements for stated goals/expected outcomes
- Begins to identify factors that positively or negatively influence goals/expected outcomes

MANAGER OF CARE
- Begins to communicate with other members of the health care team in a collegial manner
- Begins to practice in a cost-effective manner
- Is accountable for direct nursing care of a singular client
- Begins to identify the roles of each member of the health care team
- Begins to apply interpersonal and therapeutic communication techniques in caring for a singular client
- Begins to recognize the need to provide for continuity of care of a singular client
- Begins to verbalize understanding of the role of the nurse as an advocate for a singular client
- Identifies current technology and available resources for client care

WITHIN THE DISCIPLINE OF NURSING
- Begins to identify the ethical and legal aspects of nursing and the student nurse role in the care of a singular client
- Maintains confidentiality of information involving client care
- Recognizes the need to report concerns regarding quality of care to the appropriate person
- Begins to identify professional nursing values
- Begins to establish collaborative relationships with peers, faculty and staff.
- Begins to utilize the performance review (self evaluation) process to improve nursing care
- Begins to identify nursing research

NR Fundamentals of Nursing 102 Clinical for ASN (Second semester)
Clinical Objectives: Upon completion of Nursing 102 Fundamentals of Nursing clinical component, the student nurse will be able to act as a:

PROVIDER OF CARE
Assessment:
- Obtains data through health records and biopsychosocial assessment of departures from normal of singular client
- Begins to discriminate between essential and non-essential assessment data for a singular client
- Contribute information to database through reporting and charting

Diagnosis
- Formulates actual and high risk nursing diagnostic statements for the identified health care needs of a singular client

Planning
- Formulates appropriate and realistic goals, outcome criteria, and nursing interventions in the development of an individualized care plan for a singular client
- Integrates into the plan of care the client’s right to make decisions regarding their own care
- Identifies priorities for care planning of a singular client

Implementation
- Demonstrates safety in the performance of advanced skills for a singular client
- Utilizes nursing’s body of knowledge to support interventions in caring for a singular client

Evaluation
- Compare and contrast physical assessment of the frail elderly to the physical assessment of an adult. Describe assessment, common nursing diagnoses, nursing interventions, and geriatric considerations for the following functional health patterns:
  1. supporting respiratory function
  2. supporting cardiovascular function
  3. maintaining fluid and electrolyte and acid-base balances
  4. promoting healthy nutrition
  5. medication management, plus functional health patterns learned first semester.
- Discuss nursing care of the surgical client and the client with wounds.
- Discuss providing for basic psychosocial needs, including cultural diversity, stress and adaptation, coping with chronic illness, sexuality and intimacy, and loss, death and grieving.
- Differentiate between leadership and management and identify primary management skills that student nurses can begin to develop.
- Discuss how values and ethics influence nursing practice.
- Describe the legal responsibilities of nurses and discuss manor legal issues surrounding today’s nursing practice.
- Continue to delineate the three roles of the ADN.

NR Fundamentals of Nursing 102 Clinical for ASN
Theory Objectives:
Upon completion of this course, the student should be able to:
- Discuss the major functions and various practice setting of the Gerontological nurse.
- Describe characteristics of today’s elderly population.
- Differentiate between normal and abnormal aging changes.
At the end of the course the student will be able to:

NR 103 Pathophysiology for ASN

- Discuss normal and altered cellular physiology and integrate the knowledge to the major body systems: Immunologic, hematologic, cardiovascular, pulmonary, urinary, endocrine, gastrointestinal, musculoskeletal, integumentary, neural, and reproductive
- Apply knowledge of the body’s physiologic adaptive processes of regulation and compensation at the cellular, tissue, and organ system levels.
- Demonstrate knowledge of the effects of alteration in one system on that of another system or systems.
- Show beginning application of the understanding of pathophysiologic processes using clinical case studies in the text.

NR 104 Pharmacology I for ASN

At the end of the course the student will be able to:

- Demonstrate an understanding of the basic concepts of pharmacology.
- Describe the theoretical basis for medication administration.

NR 112 Math for Meds for ASN

At the end of the course the student will be able to:

- Demonstrate mathematical formulas, medication concepts; equipment used in measuring dosages, interprets drug orders, understands medication labels, calculates oral, parenteral, and pediatric dosages as well as intravenous calculations and advanced calculations.
- Upon completion student will be able to:
  - Recognize and select appropriate equipment for medication, dosage, and method of administration ordered.
  - Read and write proper medical notations using standard medical abbreviations.
  - Read and safely interpret the labels of medications.
  - Accurately calculate oral and injectable dosages of drugs.
  - Accurately calculate for diluting solutions and reconstituting injectable drugs.
  - Accurately calculate the dosages or drugs using the ratio-proportion method.
  - Accurately calculated pediatric and adult dosages; including the body weight method.
  - Recognize and select the appropriate used in IV therapy.
  - Accurately calculate for administration of intravenous solutions
  - Accurately calculate pre pediatric, obstetric, heparin and critical care, IV therapy.

NR 201 Adult Health for ASN

At the completion of this adult nursing learning experience, the student nurse, as a provider of care, manager of care and member of discipline in the inpatient hospital and/or community setting will be able to identify the individual at risk or the individual who has a pathophysiological disorder and will be able to:

- Utilize the nursing process as a basis for assessing, planning, implementing and evaluating the care of selected adult clients, with common medical-surgical problems
- Assist with client achievement of therapeutic goals
- Monitor for signs of healing or complications and changes in health status
- Carry out prescribed medical therapies that those individuals are unable accomplish for themselves
- Promote physical and psychologic comfort and assist with ADL’s as necessary until self-care is possible
- Modify the environment to enhance healing and wellness
● Incorporate client teaching into the daily care
● Incorporate self-care as a part of client teaching
● Promote coping and adaptation to changes in health status
● Teach the client and family or significant others:
  1. The nature of, as well as signs and symptoms of, disease and/or complications to be reported to the physician;
  2. Health promotion activities (nutrition, activity, etc.)
  3. Rationale for pharmacological therapies including name, dosage, actions and side effects of prescribed medications
  4. The need for continual monitoring or follow-up care as necessary
  5. Availability of community resources
  6. Promote physical and psychologic comfort for the dying client and demonstrate support and caring for the family or significant others.

NR 201 Adult Health Clinical for ASN
Contributory Clinical Objectives 3rd Semester

Assessment:
● Relates bio-psychosocial assessment data to the pathophysiology of multiple clients in various structured settings
● Discriminates between essential and non-essential assessment data for multiple clients
● Efficient in the use of established assessment tools

Diagnosis:
● Formulates actual, high risk, possible and wellness nursing diagnoses based on the analysis & interpretation of data for multiple clients in various structured settings

Planning:
● Formulates appropriate and realistic goals, outcome criteria, & nursing interventions to include individualized health teaching, discharge planning & rehabilitation for multiple clients in various structured settings
● Collaborates with clients, family members & interdisciplinary health care team in development of individualized care plans
● Identifies priorities for care planning of multiple clients

Implementation:
● Demonstrates safety in the performance of advanced skills for multiple clients in various structured settings
● Consistently utilizes nursing’s body of knowledge to support interventions in caring for multiple clients in various structured settings

Evaluations:
● Demonstrates critical thinking by collecting & interpreting data regarding multiple client’s progress toward the stated goals/expected outcomes
● Continually evaluates nursing interventions in relation to the client’s progression toward stated goals/expected outcomes
● Begins to modify the plan of care as needed based on the client’s response and established standards of practice.

As MANAGER OF CARE

● Collaborates with other members of the healthcare team in a collegial manner
● Begins to identify concerns about cost containment and strategies needed to preserve resources
● Is accountable for direct nursing care of multiple clients
● Begins to delegate aspects of nursing care to other members of the health care team
● Applies interpersonal and therapeutic communication techniques in caring for a multiple clients in various structured settings
● Provides for continuity of care and initiates referrals for multiple clients
● Begins to serve as an advocate for multiple clients
● Utilizes current technology & available resources to increase efficiency in caring for multiple clients in various structured settings.

As MEMBER WITHIN A DISCIPLINE

● Practices within the ethical & legal framework of nursing and the student nurse role in the care of multiple clients in various structured settings
● Maintains confidentiality of information involving client care
● Begins to recognize and utilize the political processes appropriate to system to improve patient care, nursing practice, and the context of health care

NR 201 Adult Health Clinical for ASN
Contributory Clinical Objectives 4th Semester
Provider of Care to Multiple Clients in Various Structured Settings:

Assessment:
● Synthesizes the biopsychosocial assessment data.
● Independently discriminates between essential and non-essential.
● Develops and analyzes database utilizing established assessment tools

Diagnosis:
● Consistently formulates actual, high risk, possible and wellness nursing diagnosis.

Planning:
● Independently formulates appropriate and realistic goal, outcome criteria, and nursing interventions that include teaching, discharge planning and rehabilitation.
● Independently collaborates with clients, family members, and interdisciplinary health care team in the development of individualized care plans.
● Independently identifies priorities for care planning of multiple clients.

Implementation:
● Independently demonstrates safety in the performance of advanced skills.
● Independently utilizes nursing’s body of knowledge to support interventions.

Evaluations:
● Independently demonstrates critical thinking by collecting and interpreting data.
● Independently participates with the client, family, significant others and members for the healthcare team in the evaluation of client outcomes and goals.
Upon completion of this course, the student should be able to:

Manager of Care for Multiple Clients in Various Structured Settings:
- Utilizes effective communication to lead the healthcare team
- Independently identifies concerns about cost containment and ways to preserve resources.
- Accountable for own practice and that which is delegated to others.
- Independently delegates aspects of nursing care to others of the healthcare team.
- Independently applies fundamental, interpersonal and advance therapeutic communication techniques.
- Independently provides for continuity of care and initiates referrals.
- Independently serves as an advocate.
- Participates in the utilization and evaluation of current technology and available source to increase efficiency.

Member with in the Discipline of Nursing for Multiple Clients in Various structured Settings:
- Practices with in the ethical and legal framework of nursing and the student nurse role.
- Maintains confidentiality.
- Uses political process appropriate to the system to improve patient care.
- Promotes professional image.
- Independently establishes and maintains collaborative relationships.
- Implements the performance review process to improve patient care.
- Incorporate interpreted research findings into nursing practice.
- Independently utilizes the nursing body of knowledge for implementation strategies.
- Independently responds to the impact of current issues and trends.
- Independently utilizes nursing history to shape nursing practice.
- Values the role of professional nursing organizations.
- Independently demonstrates responsibility for professional lifelong learning.

NR 202 Maternal Child for ASN
Theory Objectives:
Upon completion of this course, the student will be able to:
- Discuss current trends in maternal and child health nursing
- Verbalize the importance of considering child bearing and child rearing with family context
- Identify the nursing role in preparing families for child bearing and child rearing including:
  1. Care of the women during pregnancy and the growing fetus
  2. Care during labor and birth
  3. Care for the family during post partum period
  4. Health promotion during childhood
  5. Support the health of children and their families

6. Restoring and maintaining physical and mental health of children and their families during illness
- Apply developmental theories to assessment and practice during care of children
- Care of the high risk infant and mother in a community based setting

Clinical Objectives:
There are two clinical components to Maternal Child Nursing. The first component is Maternal Newborn Nursing and the second is Pediatric Nursing. The following are some general guidelines which pertain to both components. Refer to these guidelines throughout the semester. Upon completion of these components the student will be able to meet the following objectives:

Contributory Clinical Objectives 3rd Semester

Assessment:
- Formulates actual, high risk, possible and wellness nursing diagnoses based on the analysis & interpretation of data for multiple clients in various structured settings
- Efficient in the use of established assessment tools

Diagnosis:
- Formulates appropriate and realistic goals, outcome criteria, & nursing interventions to include individualized health teaching, discharge planning & rehabilitation for multiple clients in various structured settings
- Collaborates with clients, family members & interdisciplinary health care team in development of individualized care plans
- Identifies priorities for care planning of multiple clients

Planning:
- Demonstrates safety in the performance of advanced skills for multiple clients in various structured settings
- Consistently utilizes nursing’s body of knowledge to support interventions in caring for multiple clients in various structured settings

Implementation:
- Demonstrates critical thinking by collecting & interpreting data regarding multiple client’s progress toward the stated goals/expected outcomes
- Continually evaluates nursing interventions in relation to the client’s progression toward stated goals/expected outcomes
- Begins to modify the plan of care as needed based on the client’s response and established standards of practice.

AS MANAGER OF CARE
- Collaborates with other members of the healthcare team in a collegial manner
- Begins to identify concerns about cost containment and strategies needed to preserve resources
MILES COMMUNITY COLLEGE

- Is accountable for direct nursing care of multiple clients
- Begins to delegate aspects of nursing care to other members of the health care team
- Applies interpersonal and therapeutic communication techniques in caring for a multiple clients in various structured settings
- Provides for continuity of care and initiates referrals for multiple clients
- Begins to serve as an advocate for multiple clients
- Utilizes current technology & available resources to increase efficiency in caring for multiple clients in various structured settings

AS MEMBER WITHIN A DISCIPLINE
- Practices within the ethical & legal framework of nursing and the student nurse role in the care of multiple clients in various structured settings
- Maintains confidentiality of information involving client care
- Begins to recognize and utilize the political processes appropriate to system to improve patient care, nursing practice, and the context of health care

NR 202 Maternal Child Clinical for ASN
Contributory Clinical Objectives 4th Semester
Provider of Care to Multiple Clients in Various Structured Settings:

Assessment:
- Synthesizes the biopsychosocial assessment data.
- Independently discriminates between essential and non-essential.
- Develops and analyzes database utilizing established assessment tools.

Diagnosis:
- Consistently formulates actual, high risk, possible and wellness nursing diagnosis.

Planning:
- Independently formulates appropriate and realistic goal, outcome criteria, and nursing interventions that include teaching, discharge planning and rehabilitation.
- Independently collaborates with clients, family members, and interdisciplinary health care team the development of individualized care plans.
- Independently identifies priorities for care planning of multiple clients.

Implementation:
- Independently demonstrates safety in the performance of advance skills.
- Independently utilizes nursing body of knowledge to support interventions.

Evaluations:
- Independently demonstrates critical thinking by collecting and interpreting data.
- Independently participates with the client, family, significant others and members for the healthcare team in the evaluation of client outcomes and goals.
- Independently and collaboratively modifies the plan of care based on standards of practice.

Manager of Care for Multiple Clients in Various Structured Settings.

- Utilizes effective communication to lead the health care team
- Independently identifies concerns about cost containment and ways to preserve resources.
- Accountable for own practice and that which is delegated to others.
- Independently delegates aspects of nursing care to others of the health care team.
- Independently applies fundamental, interpersonal and advance therapeutic communication techniques.
- Independently provides for continuity of care and initiates referrals.
- Independently serves as an advocate.
- Participates in the utilization and evaluation of current technology and available sources to increase efficiency.

Member with in the Discipline of Nursing for Multiple Clients in Various structured Settings:
- Practices with in the ethical and legal framework of nursing and the student nurse role.
- Maintains confidentiality.
- Uses political process appropriate to the system to improve patient care.
- Promotes professional image.
- Independently establishes and maintains collaborative relationships.
- Implement the performance review process to improve patient care.
- Incorporate interpreted research findings into nursing practice.
- Independently utilizes the nursing body of knowledge for implementation strategies.
- Independently responds to the impact of current issues and trends.
- Independently utilizes nursing history to shape nursing practice.
- Values the role of professional nursing organizations.
- Independently demonstrates responsibility for professional lifelong learning

NR 203 Psychiatric Mental Health Nursing for ASN
Upon completion of psychiatric nursing the student nurse as provider of care, manager of care, and member of discipline in the inpatient hospital and/or community setting, will be able to identify the individual at risk or the individual who has a psychiatric disorder and will be able to:
- Utilize the nursing process as the basis for assessing, planning, implementing, and evaluating the care of psychiatric clients.
- Utilize the principles of psychiatric/mental health nursing in caring for psychiatric clients.
- Identify personal, social, psychological, and cultural aspects that affect attitudes toward mental health and mental illness.
- Assist with client achievement of therapeutic goals.

Clinical Objectives:
- Upon completion of this clinical experience, the student will be able to:
  - Collaborate with other members of the healthcare team in a collegial manner.
  - Identify psychiatric assessment tools.
● Apply interpersonal and therapeutic communication techniques in caring for multiple clients in various clinical settings.
● Serve as an advocate for clients.
● Familiarize oneself and participate in client care in various psychiatric treatment facilities that offer services to the mentally ill as well as those with addictions and other emotional problems.
● Synthesize the biopsychosocial assessment data of multiple clients that are struggling with mental illness and/or other related emotional problems.
● Apply the nursing process to meet the needs of a person with mental illness.
● Practice within the ethical and legal framework of nursing and the student nurse role in the care of psychiatric clients in various settings.
● Maintain confidentiality of information involving client care.
● Recognize and utilize the political processes appropriate to the system to improve client care, nursing practice, and the context of health care.
  1. Incorporate professional nursing values into nursing practice.
  2. Establish and maintain collaborative relationships.
  3. Consistently utilize the performance review (self-evaluation) process to improve nursing care.
  4. Accurately interpret research findings.
  5. Respond to the impact of current issues and trends in psychiatric nursing care.
  6. Utilize nursing history to shape nursing practice.
  7. Demonstrate responsibility for professional lifelong learning.

NR 204 Pharm II for ASN
Upon completion of this experience, the student will be able to:

**Course Objectives:**
- Describe the nurse’s role in terms of the nursing process as it relates to pharmacology.
- Identify potential areas of knowledge deficit to clients in relation to pharmacotherapy.
- Describe special concerns of administration for individual drug classifications.
- Discuss classifications, properties, uses, dosages, side effects and nursing implications of selected drugs.

NR 205 Professional Issues for ASN
Upon completion of this experience, the student will be able to:

Chapter objectives are listed at the beginning of each chapter. It is expected that students will be familiar with each chapter’s objectives before participating in the threaded discussions, in order to share knowledgeable suggestions and discussion.

In addition:

Upon completion of NR 205, Professional Issues, the student will be able to:
- Analyze the traits defining a profession that nursing has attained
- Explain why studying the history of health care and nursing is important to the profession of nursing
- Identify the purposes and needs for nurse licensure and the nurse practice act
- Explain why theories and models are important to the profession of nursing
- Compare the major differences between the various nursing degree programs
- Demonstrate logical, rational and creative critical thinking
- Analyze basic ethical and legal issues in nursing practice.
- Discuss the key ethical principles involved in complex issues in today's news
- Discuss the importance of a positive attitude when taking examinations
- Describe the concept of reality shock
- Distinguish the differences between management and leadership
- Describe the use of the nursing process in conflict resolution
- Apply the principles of delegation to nursing practice
- Define collective bargaining
- Analyze the evolution of the health-care delivery system in the United States
- Define nursing informatics and discuss its impact on nursing
- Explain why it is important for nurses to understand and become involved in the political process
- Develop a working definition of spirituality
- Define culture and identify its expression
- Give examples of organizations that nurses can become involved in to provide assistance in the event of a disaster
- Define and describe the concept and utility of evidence-based practice
- Compare the philosophy and objectives of alternative and complementary healing modalities with those of conventional Western medicine
- Identify the process for taking the NCLEX-RN. The NCLEX video will be shown during one of the Psychiatric Nursing class periods. If the student is absent it is their responsibility to make necessary arrangements for viewing it.

NR 200 LPN to RN Transition for ASN

**Theory Objectives:**
Upon completion of this course the student should be able to:
- Describe the differences between the LPN/LVN and registered nurse (RN) scopes of practice.
- Differentiate between the roles of the LPN/LVNs and RNs in the nursing process.
- Contrast the differences between the core competencies for the LPN/LVN and those for the RN.
- Describe the roles of critical thinking in the nursing process.
- Differentiate between the role of the licensed practical/vocational (LPN/LVN) and registered nurse (RN) in relation to legal responsibilities.
Describe the three roles of the Associate Degree Nurse: Provider of Care; Manager of Care; Member within the Discipline of Nursing.

Clinical Objectives:
- Upon completion of the clinical portion, the student should be able to:
  - Safely perform the nursing skills of catheterization, injections, and IV initiation and management.
  - Be familiar with the Gorton Functional Health Patterns by completing an assessment on a client and writing up that assessment using APA format.
  - Be able to write a care plan for the assessed client by choosing priority NANDA approved Nursing diagnosis, appropriate goals, and interventions and evaluating the success of the goal.

Capstone Clinical Experience (End of each semester of NR 201 Adult Health Clinical)
At the end of their course capstone clinical experience, the student will be able to:
- Synthesize the biopsychosocial assessment data in caring for assigned group of clients
- Independently discriminate between essential and nonessential assessment data and identifies priorities when caring for assigned group of clients for two (2) – 12 hour shifts
- Consistently formulate actual, high risk, possible and wellness nursing diagnoses on the basis of analysis and interpretation of assessment data for assigned group of clients
- Independently formulate appropriate and realistic goals, outcome criteria and nursing interventions to include individualized health teaching, discharge planning and rehabilitation needs for assigned group of clients
- Independently collaborate with clients, family members and interdisciplinary health care team in development of individualized care plans for assigned group of clients
- Independently demonstrate safety in performance of advanced skills for assigned group of clients
- Independently utilizes nursing’s body of knowledge to support interventions in caring for assigned group of clients
- Independently demonstrate critical thinking by collecting and interpreting data regarding assigned group of clients progress toward stated goals/expected outcomes
- Independently participate with clients, families, significant others, and members of the health care team in the evaluation of the assigned group of clients progress toward goals and expected outcomes
- Independently and collaboratively modify the plan of care based on individual response and established standards of practice.

Student Role:
- Perform nursing responsibilities under the supervision of a Designated R.N. with faculty functioning in a liaison role.
- Seek feedback from Designated R.N.
- Prepare and bring their skills check list for the Designated R.N. to reference if needed
- Prepare the attached evaluation for their Designated R.N. to fill out after the shift is completed
- Notify the Designated R.N. of current skill level and seek assistance when needed.
- Perform, with supervision, any procedure in accordance with the guidelines of the facility’s Policy and Procedures including giving end of shift report and transcribing physician orders
- Refuse any procedure that does not fall within their current level of education. Student will have to provide written justification to the course instructor, unit manager/director and Designated R.N within 24 hours.
- Notify the course instructor of any incidents on part of the student with in 24 hours of incident.
- Prepare for the role experience by reviewing the role objectives, course objectives, and evaluation forms for role.
- Meet with course instructor to review the capstone evaluation by Designated R.N
- Achieve final capstone clinical experience objectives at satisfactory level.
- Provide evaluations regarding their Designated R.N. if requested by the unit manager/director

The Designated Registered Nurse should:
- Hold current R.N. licensure in the state of Montana with at least an Associate Degree in Nursing.
- Demonstrate clinical experience and be a professional role model.
- Demonstrate experience on the clinical unit utilized for the student’s capstone clinical experience.
- Receive recommendation by the unit manager/director for participation in the student’s capstone clinical experience.
- Support the philosophy of Miles Community College Associate Degree Nursing Program.
- Indicate a willingness to serve as a resource person, consultant and supervisor for the student’s role capstone clinical experience.
- Consistently demonstrate compliance with the scope of nursing and Nurse Practice Act.

Designated Registered Nurse Responsibilities:
- Facilitate student’s learning through understanding the role of an ADRN
Financial Aid

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Start Here... Go Anywhere.
Financial Aid

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

How to Apply
Students must apply for all forms of federal, state, and institutional aid by completing the Free Application for Federal Student Aid (FAFSA). Students are greatly encouraged to fill out the application via the web at www.fafsa.ed.gov. A paper FAFSA, which can be obtained from the Financial Aid Office, can also be submitted. The FAFSA serves as the universal application in initiating all financial aid at Miles Community College. For assistance in completing the FAFSA, please contact the Financial Aid Office at 406-874-6208 or 800-541-9281. Don't forget to list the College’s Title IV School Code on the FAFSA: 002528.

When to Apply
The FAFSA or Renewal Application must be completed every year. March 1 is the Montana 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 March 1. It is highly recommended that families complete their taxes as soon as possible after the first of the year in order to meet the priority date for submitting the FAFSA.

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

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

General Eligibility Requirements
To receive Title IV financial aid, students must meet the following eligibility requirements:
- has a valid Social Security number
- is a U.S. citizen or eligible noncitizen
- if male, is registered with Selective Service
- is a regular student (seeking a degree or certificate)
- is enrolled, or accepted for enrollment, in an eligible program
- if enrolled in a distance education course, the course must be part of an eligible program
- is not enrolled solely in remedial coursework
- has a high school diploma or equivalent (General Educational Development [GED] certificate), or passes an ability to benefit test
- is not enrolled in elementary or secondary school
- has not been convicted under federal or state law for possession or sale of illegal drugs while receiving Title IV Funds (Check with the Financial Aid Office for more information.)
- does not owe a grant or loan overpayment
- is not in default with a Perkins, Stafford, or PLUS Loan
- has not borrowed in excess of loan limits
- maintains satisfactory academic progress (see page 32)
- has need, as defined by individual program requirements (except for Unsubsidized Stafford Loans)
- repays any financial aid received as a result of inaccurate information. Any person who intentionally misrepresents facts on the application is violating federal law and may be subject to a $10,000 fine and/or imprisonment.

Financial Aid Process
This is the sequence of events that students must follow in order to receive financial aid. It is very important that students provide accurate and complete information to the Financial Aid Office in a prompt manner to prevent any delays in receiving financial aid.
- Student submits FAFSA with Miles Community College’s school code listed (002528).
- Department of Education processes FAFSA and calculates EFC.
- Student receives SAR, and Miles Community College receives ISIR.
- Miles Community College sends letter to student requesting additional information, which may include verification materials if student is chosen for verification.
- Student returns requested information to Miles Community College.
- Financial Aid Director determines student’s financial
need and creates a financial aid award package.

- Miles Community College sends student financial aid award letter, acceptance form, Satisfactory Academic Progress Policy, and Lender Pick Form (applicable if student receives student loan).
- Student returns signed award letter and Lender Pick Form (if student accepted a student loan) to Miles Community College.
- Student completes a Master Promissory Note (MPN) if student accepted a student loan. The Master Promissory Note is completed online through the financial aid website.
- Student completes Entrance Counseling online and prints and submits confirmation page to the Financial Aid Office.
- Students who have been awarded and accept work study must complete employment forms before becoming eligible to work.
- Funding is disbursed to student during fee payment days, which are the 16th and 17th day of each semester. Grant aid is disbursed by crediting students’ accounts at Miles Community College.

If the amount of grants exceeds the amount due to the College, a check will be issued to student for the difference. Student loans are disbursed to students by check through the Business Office. 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
- Worksheet ABC
- Verification Worksheet
- Student’s prior year tax return (signed with all schedules included)
- Student’s prior year W2s
- Parent’s prior year tax return (signed with all schedules included), if applicable
- Parent’s prior year W2s, if applicable

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

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

Book Vouchers
Students who have already accepted their financial aid award packages may request a book voucher from the Financial Aid Office. Book vouchers will only be authorized to those students whose financial aid exceeds the amount of the charges reflected on their student account with the Business Office. The amount of the book voucher cannot exceed $600. Students must reapply for the book voucher each semester.

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

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

Fee payment and financial aid disbursement occurs on fee payment days, which are the 16th or 17th day of the semester. Financial aid disbursements during the summer session will occur on the 10th or 11th class day for mini-sessions that fun June only and June-July.

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

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

**Academic Competitiveness Grant (ACG)**
ACG is awarded to students who are eligible for Pell Grant funds, have completed a rigorous high school core program of study, and are U.S. citizens. First year students must submit an official high school transcript with a graduation date after 1/1/2006. Second year students must submit an official transcript with a graduation date of 1/1/2005 or later to be eligible. Students must also be degree-seeking and enrolled in at least 12 credits.

**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.

**Montana Guaranteed Student Loan Program (MGSLP) Grant**
The MGSLP Grant is available to eligible Montana students who complete a FAFSA and meet specific criteria. To find out more about the criteria for the MGSLP Grant, please contact the Financial Aid Office at 406-874-6208 or 800-541-9281. These grants have limited funding and are awarded first to those eligible students who meet the March 1 priority date.

**Montana Higher Education Grant (MHEG)**
The MHEG is available to students who meet the following criteria: are a Montana resident, have completed the FAFSA and are eligible for financial aid, have remaining need (COA - EFC = Need), are enrolled in six or more credits per semester, and have not received a bachelor’s degree prior to being awarded MHEG. These grants have limited funding and are awarded first to those eligible students who meet the March 1 priority date.

**Montana Tuition Assistance Program (MTAP) Grant**
The MTAP Grant (previously known as the Baker Grant) is available to eligible Montana students who complete a FAFSA and meet specific criteria. To find out more about the criteria for the MTAP Grant, please contact the Financial Aid Office at 406-874-6208 or 800-541-9281. These grants have limited funding and are awarded first to those eligible students who meet the March 1 priority date.

**Student Assistance Foundation (SAF) Access Grant**
The SAF Access Grant program is designed to help students who have a financial barrier that is affecting their access to higher education. The Access Grant is available to students who meet the following criteria: are a Montana resident, have completed the FAFSA and are eligible for financial aid, have remaining need (COA - EFC = Need), are enrolled in six or more credits per semester, and have completed and returned the Access Grant application (available from the Financial Aid Office) to the Financial Aid Office. The money will be awarded until the Access Grant funds are liquidated for the year.

**Work Study Program**

**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 March 1 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.

**Loans**
The Federal Stafford Loan program enables students to borrow from banks or other lending institutions that make loans.

**Federal Subsidized Stafford Loan**
The Federal Subsidized Stafford Loan is available to students with financial need (COA - EFC = Need). Students are required to complete a FAFSA in order for the Financial Aid Director to determine their eligibility for subsidized loans. Subsidized means that the federal government pays the accrued interest while the student is in school. The interest rate on loans disbursed after July 1, 2008 will be as follows: 2008-2009 = 6.0%, 2009-2010 = 5.6%, 2010-2011 = 4.5%. 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 students drop below six credits, withdraw, or graduate from Miles Community College. Students must choose a lender for the loan. Banks, credit unions, and savings and loan associations make the loan; and there is an insurance fee if in a Montana’s Choice program. 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.

**Federal Unsubsidized Stafford Loan**
The Federal 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 Federal Subsidized Stafford Loan and the Unsubsidized Stafford Loan is interest begins accruing immediately upon disbursement of the unsubsidized loan. The interest can be capitalized (added to the principle of the loan), or can be paid throughout the year by the student. Paying the interest
yearly is recommended because it will prevent the interest from accruing upon interest while the student is in school. The interest rate is fixed at 6.8% on all loans disbursed after July 1, 2006. 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 students drop below six credits, withdraw, or graduate from Miles Community College. Students must choose a lender for the loan. Banks, credit unions, and savings and loan associations make the loan; and there is an insurance fee if in a Montana’s Choice program. Students must complete a Master Promissory Note and Entrance Counseling before receiving the loan and Exit Counseling upon dropping below six credits, withdrawing, or graduating. See the Student Loan Chart information below for annual and aggregate loan limits.

**Student Loan Chart**

The maximum loan limits for dependents is also the maximum amount of subsidized loans available for all students for that grade level. Additional unsubsidized loan money, which is only available to independent students or dependent students whose parents do not qualify for a PLUS Loan, is not automatically awarded to students. Students must request the additional unsubsidized loan at the Financial Aid Office.

<table>
<thead>
<tr>
<th>Student Status</th>
<th>Freshman Annual Loan Limits</th>
<th>Sophomore Annual Loan Limits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dependent</td>
<td>$3,500 (sub/unsub)</td>
<td>$4,500 (sub/unsub)</td>
</tr>
<tr>
<td></td>
<td>+$2,000 (add'l unsub)</td>
<td>+$2,000 (add'l unsub)</td>
</tr>
<tr>
<td>Independent</td>
<td>$3,500 (sub/unsub)</td>
<td>$4,500 (sub/unsub)</td>
</tr>
<tr>
<td></td>
<td>+$6,000 (add'l unsub)</td>
<td>+$6,000 (add'l unsub)</td>
</tr>
</tbody>
</table>

**Aggregate Loan Limits**

The maximum outstanding total subsidized and unsubsidized limits for dependent students is $23,000. The maximum for independent students or dependent students whose parents do not qualify for a PLUS Loan is $46,000, of which no more than $23,000 can be in the form of subsidized loans.

**Federal PLUS Loans (Parent Loans for Undergraduate Students)**

Federal PLUS Loans have fixed interest rates of 8.5% on all loans disbursed after July 1, 2006. They are unsubsidized loans made to parents of dependent students. Parents may borrow the cost of attendance less other financial aid. The parents are required to complete a form from the Financial Aid Office before they can receive a PLUS Loan. The form includes a statement of educational purpose, which states that the loan money will be used for educational purposes. PLUS borrowers must begin repaying both principal and interest within 60 days after the loan is disbursed. For more information on PLUS Loans, please contact the Financial Aid Office at 406-874-6208 or 800-541-9281.

**Scholarships**

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

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

**Additional Scholarship Information**

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

A student will not be allowed to receive both an athletic scholarship and any of the scholarships listed on this application except the Nicole McFarland Memorial Scholarship and 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.

**Miles Community College Pioneer Scholarship**

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

**Qualifications:**

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

**Renewal Requirements:**

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

**Materials to submit when applying for the Pioneer Scholarship:**

- High school and college (if applicable) transcripts (we are unable to use the transcript submitted with
your admissions application).

- One letter of recommendation from a non-relative assessing your abilities, character, motivation, and potential for academic success.
- Submit an essay not exceeding 500 words on how you will benefit from receiving the Honor Scholarship at Miles Community College.

**Miles Community College Honor Scholarship**

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

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

**Requirements of Scholarship Recipients:**

Students receiving the Honor Scholarship will be required to live on campus per the College’s Residence Life Policy.

**Materials to submit when applying for the Honor Scholarship:**

- High school transcript (we are unable to use the transcript submitted with your admissions application).
- One letter of recommendation from a non-relative assessing your abilities, character, motivation, and potential for academic success.
- Submit a list of your academic, work, community, and volunteer achievements. Please list any awards, honors, or other recognition you have received.
- Submit an essay not exceeding 500 words on how you will benefit from receiving the Honor Scholarship at Miles Community College.

**Miles Community College Endowment Scholarships**

Students must be seeking a degree in a Certificate, Associate of Arts, Associate of Science, or Associate of Applied Science program. These scholarships are not available for the summer semester.

**Qualifications:**

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

**Renewal Requirements:**

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

**Materials to submit when applying for the Endowment Scholarships:**

- High school and college (if applicable) transcripts (we are unable to use the transcript submitted with
your admissions application).

- One letter of recommendation from non-relatives assessing your abilities, character, motivation, and potential for academic success.
- Submit an essay not exceeding 500 words on how you will benefit from receiving an Endowment Scholarship while attending Miles Community College.

**Endowment Scholarship Listing and Criteria**

**Lena Leo Berry Scholarship:** This scholarship will be awarded to a student entering or currently enrolled in the Associate of Science in Nursing Program. Students must have at least a 3.00 cumulative grade point average. Consideration will be given for citizenship, leadership, and character. Preference shall be given to students from Miles City, Montana.

**Eileen A. Carlson Scholarship:** This is a general scholarship that can be used for tuition and fees.

**Otis A. & Grace Carter Scholarship:** Preference shall be given to students in nursing, vocational technical courses, and business education. Students must be United States citizens.

**Stella & Reece Clevenger Scholarship:** This scholarship will be awarded to a student entering or currently enrolled in the Associate of Science in Nursing Program. Students must have at least a 3.20 cumulative grade point average. Consideration will be given for citizenship, leadership, and character. Preference shall be given to students from Miles City, Montana.

**Henry T. & Marie Dierks Scholarship:** This scholarship will be awarded to students who are majoring in elementary education. Students must be Montana residents while attending Miles Community College. Students receiving this scholarship shall not receive other scholarships from MCC.

**Harold & Shirley Gierke Scholarship:** This is a general scholarship that can be used for tuition and fees.

**Karen Hinnaland Nursing Scholarship:** Students must have at least a 3.00 cumulative grade point average. Students must be a resident of Prairie County in Montana. Students must be classified as non-traditional and have attended at least one semester of school at MCC.

**Eugene & Jean Leidholt Scholarship:** Students must have at least a 3.00 cumulative grade point average. Consideration will be given for citizenship, leadership, and character. Preference shall be given to students from Miles City, Montana.

**Pete Leo Scholarship:** This scholarship will be awarded to a student entering or currently enrolled in the Associate of Science in Nursing Program. Students must have at least a 3.00 cumulative grade point average. Consideration will be given for citizenship, leadership, and character. Preference shall be given to students from Miles City, Montana.

**Miles Community College Endowment Book Scholarship:** Students must have at least a 2.50 cumulative grade point average. Students must be returning sophomores. Funds must be used to purchase books from the MCC Bookstore.

**Nicole McFarland Memorial Scholarship:** Students must have at least a 3.00 cumulative grade point average. Students must be a resident of southeastern Montana. Students must be a member of a Miles Community College athletic program. Preference will be given to a member of MCC’s women’s basketball program.

**Rural Cancer Care Foundation Scholarship:** Students must have at least a 2.50 cumulative grade point average. Students must be from eastern Montana. Preference will be given to: students going into oncology, students looking for employment in eastern Montana, students who have outside classroom involvement with cancer care, and students who will be going on to pursue a four-year degree.

**Thomas J. Ryan Memorial Scholarship:** Students must be enrolled in the Insurance Program. Preference will be given to non-traditional students from rural areas.

**Curtis & Irene Strom Memorial Scholarship:** This is a general scholarship that can be used for tuition and fees.

**Marion & Julian Terrett Scholarship:** This scholarship will be awarded to first or second year students who have been accepted into the Associate of Science in Nursing Program. Two scholarships will be awarded; one to a student who is a resident of Custer County and the second to a student who is a resident of Montana with preference to students from southeastern Montana.

**Other Outside Scholarship**

**Montana Dakota Utilities (MDU) Resources Foundation Scholarship:** Preference will be given to students from Miles City, Montana.

**Other Financial Aid Programs**

**State Vocational Rehabilitation Service**

Certain students with disabilities may qualify for educational assistance through the Montana Department of Social and Rehabilitation Service. For more information, call 877-296-1198.

**Veteran’s Benefits**

Students may apply for veteran’s educational benefits through the Veterans Administration. Students may access the official website of the Department of Veteran Affairs Educational Service at www.gibill.va.gov. Students may also call them at 888-GI-BILL-1 (888-442-4551). For further information, contact the College’s Registrar at 406-874-6214 or 800-541-9281.

**Tribal Grants**

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

Policies

Financial Aid Satisfactory Academic Progress Policy
Students receiving financial aid have a legal responsibility to maintain certain academic standards and make satisfactory progress toward a certificate or degree objective. Each semester the Financial Aid Office must determine an applicant’s eligibility for financial aid. Regardless of whether or not students have previously received financial aid, their prior academic record will be evaluated before financial aid is awarded. In order for students to receive financial aid, they must be registered for and enrolled in an eligible program of study, be registered in credit courses each semester, and maintain the following academic standards:

All students
• Students must maintain a cumulative grade-point average (GPA) of at least 1.75 during the first 30 credits of their program and a cumulative GPA of at least 2.00 thereafter.
• Students whose cumulative GPA drops below 1.75 or 2.00 and/or they do not pass the minimum number of credits on which their aid is based for the semester will be placed on financial aid probation. Two consecutive semesters of probation will result in financial aid suspension. Exception: Students will automatically be placed on financial aid suspension regardless of GPA if:
  – they are full-time students and do not pass a minimum of six credits,
  – they are less than full time and do not pass at least half of their credits (rounding up),
  – they withdraw for any reason (other than first time medical), or
  – they do not satisfy conditions outlined in granted suspension appeal.
• Students on financial aid suspension will not be reconsidered for financial aid until they satisfactorily complete a full semester based upon the greatest number of credits for which they received Federal Title IV financial aid.
• Students who have lost their financial aid eligibility for failure to maintain satisfactory academic progress have the right of appeal. An Appeal Form may be obtained from the Financial Aid Office.
• Students entering Miles Community College on academic probation or suspension from another school will automatically be placed on financial aid probation at Miles Community College during their first semester.
• Students who attend Miles Community College without assistance of federal aid will also be expected to make satisfactory academic progress (as defined above) prior to the awarding of any such aid. They will be evaluated according to their status determined by the number of credits enrolled in the term prior to their first semester of aid.
• Exception: High school students taking college courses will not be placed on probation or suspension as a result of a failing grade, withdrawal, or incomplete status prior to their official enrollment at Miles Community College.

<table>
<thead>
<tr>
<th>Credits Required for Program in Catalog</th>
<th>Credits of Financial Aid Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 required credits</td>
<td>(30x150% = 45)</td>
</tr>
<tr>
<td>(Certificate)</td>
<td>45 attempted credits</td>
</tr>
<tr>
<td>60 required credits</td>
<td>(60x150% = 90)</td>
</tr>
<tr>
<td>(Associate Degree)</td>
<td>90 attempted credits</td>
</tr>
<tr>
<td>72 required credits</td>
<td>(72x150% = 108)</td>
</tr>
<tr>
<td>(Associate Degree)</td>
<td>108 attempted credits</td>
</tr>
</tbody>
</table>

Maximum Time Frame (Credit Limit)
Students’ aid eligibility is limited to 150% of the required credits for each program of study. Examples of credit limits are listed below:
Required credits include pre-requisite classes for any program. If extenuating circumstances prevent students from completing their program of study in this time frame, students may submit a written request for extension to the Financial Aid Office.

Financial Aid Terms

Change in Major – A change in major will lengthen the period of aid eligibility only if an associate degree at Miles Community College in the former major was received.

Repeats – Students will receive financial aid for repeating a class one time only.

Remedial Work – Students may include as part of their minimum credit load certain sub-100 remedial courses which do not apply toward graduation requirements. For financial aid purposes, students may enroll in sub-100 courses totaling no more than half their credit load per semester.

Credits Passed – Credits for courses in which students received a grade of “D” or higher or a grade of “P” are considered credits passed. The grades “F,” “E,” “N,” “W,” and “I” are not considered passing.

Incompletes (“I”) – Students who are placed on probation or suspension solely because of the number of “I” credits will be removed from such status if the “I” is made up according to academic policy.

Dropped Classes – Financial aid recipients must maintain
the enrollment status for which they were funded. Failure to do so will result in financial aid probation or suspension. Students who plan to drop a course should see the Financial Aid Director to determine the consequences of dropping the class.

Enrollment Status
- Full-time student – 12 or more credit hours
- Three-quarters student – 9 to 11 credit hours
- Half-time student – 6 to 8 credit hours
- Less than half-time student – up to 5 credit hours

Aid Eligibility for Additional Degree Programs
Students who have earned an A.A., A.S., or A.S.N. degree are not eligible for Title IV funds if enrolled in courses which are required for the same degree already earned. Students are eligible for Title IV funds if seeking a separate degree. Students may also be eligible for funds in the same degree field if seeking a separate emphasis. Students must submit the proper appeal paperwork to be funded for these additional courses within the same degree field.

Professional Judgment
Students who believe that they have special circumstances that warrant a consideration of professional judgment should contact the Financial Aid Director at 406-874-6171 or 800-541-9281. Some examples that might warrant special circumstances include loss of job and income; loss of nontaxable benefits; loss of resources due to death, separation, divorce; increase in budget; or change from dependent to independent status. The Financial Aid Office has the right to deny or accept a request for professional judgment.

Return Policy
Effective July 1, 2000, Miles Community College adopted a return policy that conforms to the updated version of the Higher Education Amendments of 1998 (Section 668.22). Students with Title IV funding who begin the school’s official withdrawal process or cease attendance will be subject to the federal return policy. Students begin the school’s official withdrawal process by obtaining a withdrawal form from Student Services. Regardless of whether a student returns this withdrawal form, the College is required to perform a Return to Title IV calculation to determine the amount of Title IV aid the student has earned for that semester up to the date that the official withdrawal process began. Only the amount of the semester’s aid that has been earned will be eligible for retention on the student’s behalf on or before the 60% point of 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 to its source in the following order: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Federal Perkins Loan, Federal PLUS Loan, Federal Pell Grant, SEOG, and other state aid. The student is responsible for repaying any applicable financial aid back to its source, and Miles Community College is responsible for repaying any applicable aid back to the source as determined by the return of funds calculation. The student is also responsible for paying any balance due on the student account as a result of Miles Community College having to return funds to the Department of Education or Montana Guaranteed Student Loan Program.

For students who receive Title IV assistance and receive all Fs on their transcript, the Financial Aid Office will contact their instructors to determine the last date of attendance. This becomes the withdrawal date for the return of funds calculation.

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.

There are some Title IV funds that students cannot earn once they withdraw because of other eligibility requirements. For example, if students are a first-time, first-year undergraduate and have not completed the first 30 days of their program before withdrawing, they will not earn any student loan funds that they would have received had they remained enrolled past the 30th day. Also, no portion of a second or subsequent disbursement may be disbursed to students as a post-withdrawal disbursement.

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

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

The Bookstore is located in the Smith Center Student Union Building and can be reached by telephone at 406-874-6207 or 800-541-9281 or by fax at 406-874-6278.

For return policy and book buy back information, please consult the Student Handbook.

Center for Academic Success
The Center for Academic Success coordinates the following programs:

Academic Advising
The cornerstone for student success is academic advising. Academic advising is provided for all students. Academic advising helps students assess their career and life goals as well as understand their test scores, select classes, plan a schedule, and interpret College policies. Advising is available to students throughout the year. Students meet with an advisor before each registration to assess their progress, select classes, and develop a schedule to meet their needs.

Students intending to transfer to another college or university are strongly advised to contact the transfer institution of their choice to determine specific degree requirements.

Adult Basic Education/General Educational Development (ABE/GED) Program
This program prepares adults to test successfully for the General Educational Development (GED) diploma and offers free individualized instruction in reading, English, spelling, vocabulary, and mathematics at the pre-college level.

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

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

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

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

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

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

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

Students who are interested in becoming a tutor should go to the Center for Academic Success or call 406-874-6152 or 800-541-9281.

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

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

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

The Centra Athletic Center is available to all students. The Centra offers a wide range of activities for people of all ages. Full-time students are given membership and allowed access to most events free of charge. A sliding scale is used for part-time students. Students can participate in activities such as aerobics, handball, racquetball, basketball, volleyball, badminton, and weight training. The Centra employs personal trainers that are available to assist students in learning how to use all the cardio and weight training equipment. Individual fitness plans may also be developed to help students achieve their fitness goals.

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

Child Care

For child care assistance, please contact the Developmental Educational Assistance Program (DEAP) at (406) 234-6034 or (800) 224-8748.

Counseling

The College outsources counseling services with licensed professionals in the Miles City area. The Vice President for Student Success and Institutional Research and other Student Services staff can assist students needing to access these services. These services are available free of charge on a limited basis to all students.

Computer Labs

There are four microcomputer labs on campus. These labs are Internet accessible and equipped with IBM-compatible computers. They are used for instruction of computer and administrative assistant courses; computer simulations in business, science, statistics, and other courses; and as a resource room for students. A variety of software products are available for students to use for class assignments and other tasks.

The labs are open for extended hours in the evenings, and at least one lab is open on weekends. All currently enrolled students have free access to these labs.

Food Service

All residents living in the dorms are required to purchase a meal plan. Three different meal plans are available based on the amount of money students wish to have available. Meal plans can be purchased on a semester or yearly basis. Each day residents choose to spend however much they wish for meals.

Account balances may be transferred semester to semester but cannot be transferred year to year or to another individual.

Housing

All unmarried students between the ages of 18 and 21 having fewer than 30 earned college credits are required to live in the residence halls. All students receiving Miles Community College tuition waivers or participating in Miles Community College collegiate athletics are also required to live in the residence halls. Exceptions are in district students who live with their parents, grandparents, or legal guardians and students with dependents. Housing rates are listed on page 16. The Housing Application should be submitted to Student Services by August 1.

Miles Community College offers two different types of housing:

**Pioneer Hall**

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

**Quads**

The Quads are named for the ability for four residents to live together in an apartment-style setup. Each quad has two bedrooms and a central living space including a furnished living area, kitchen area, and shared bathroom. Each quad has free cable, telephone lines for each resident, Ethernet access, refrigerator, and microwave oven.

Library

Miles Community College’s Judson H. Flower, Jr. Library provides information that supports the instructional program of the College and reflects its curriculum and community. Library services include reference assistance, information literacy instruction, interlibrary loan, and reserve readings. The Library’s core collection has more than 15,000 resources in print and nonprint formats, including over 5,000 e-books, 26 databases, and an online reference page with over 200 peer reviewed pages containing over 4,000 quality websites. The Library also provides access to 15 online computers.

The Library and the computers are for academic use. All users are expected to demonstrate respect for other users by conducting themselves in a respectful and dignified manner. Inappropriate use of the Internet will be considered disruptive, disrespectful, and undignified behavior. Users will be asked to shut down offensive materials the first time, the second time they will be asked to leave, and the third time they will lose the privilege to use the computers in the Library. All Library services and rules of conduct are posted at http://www.milescc.edu/library/libraryservices.html.

A Library card is needed in order to check out materials. Holders of a Library card are responsible for the card; all items borrowed on the card; reporting address changes or card loss; presenting the card when borrowing items; adhering to all Library Rules of Conduct; and, if the card is lost, paying $1.00 for a replacement card.

The Library is open 55 hours a week. For further information, call 406-874-6105 or 800-541-9281 or visit the Library’s website at http://www.milescc.edu/CampusServices/library.

Montana Campus Compact

Miles Community College is a member of the Montana Campus Compact. The Montana Campus Compact is a coalition of college and university presidents, chancellors,
and deans committed to fostering the values and skills of citizenship in Montana students through active involvement in civic engagement activities.

For additional information about the College’s involvement in Montana Campus Compact, call 406-874-6211.

Student ID Cards

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

Student Services

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

Student Life

Athletics

Intercollegiate Athletics

Athletics provides leadership opportunities that extend from the courts and fields to the classroom and beyond.

The Miles Community College Pioneers are members of the National Junior College Athletic Association, Region IX, and compete against junior colleges from Colorado, Montana, Nebraska, and Wyoming. The Pioneers participate in the Mon-Dak Conference, which includes junior colleges in North Dakota and Montana. The rodeo team is a member of the National Intercollegiate Rodeo Association and competes in the Big Sky Rodeo Region.

Miles Community College fields a men’s baseball team, and men’s and women’s teams in basketball, golf, and rodeo.

Activities and Clubs

General

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

Ag Club

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

Campus Ministry

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

Multicultural Club

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

Phi Theta Kappa Honor Society

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

Psi Beta

Psi Beta is the national honor society in psychology for community and junior colleges. The mission of Psi Beta is professional development of psychology students through promotion and recognition of excellence in scholarship, leadership, research, and community service. Students interested in joining Psi Beta at Miles Community College need not be intending to major in psychology.

Students only need to have an interest in psychology and an interest in being a member of an honor society. In order to become a member, students are required to have an overall grade-point average (GPA) of 3.00 and a GPA of 3.00 in psychology courses. Students are required to have completed at least one psychology course prior to membership.

Rodeo Club

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

Student Ambassadors

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

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

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

Student Information

Student Rights and Responsibilities

Access to Student Records and Release of Information

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

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

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

Standard of Student Code of Conduct

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

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

Academic Regulations

Faculty members will either return to students, or retain for inspection, all academic sources relevant to students’ final course grade. Retained material will be available to students for one semester after the awarding of the final course grade. For spring semester grades, retained material will be available to students during the following fall semester. Students may challenge any grade source during that time. The Academic Standards Committee shall be the final authority for challenge resolution.

After the retention period, faculty members will either destroy the retained material or submit it to the Registrar. The Registrar will determine if the material should be placed in students’ files. Any material not filed will be destroyed.

Students have the right to challenge the content of their educational records, secure the correction of inaccurate or misleading entries, and insert into their records a written explanation respecting the content of such records.

Nursing Program academic files are maintained in the Nursing Office for a period of two years. These files are available, and copies must be requested in writing. Requests should be submitted to the Director of Nursing.

Policies and Procedures

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

Student Grievance Procedure

Students have the right to appeal decisions of College administration, faculty, or staff. Please refer to Student Grievance Procedure in the Student Handbook.
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Start Here... Go Anywhere.
Academic Information

General Information

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

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

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

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

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

1-99 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.

239 Practicum Courses. Students may enroll in practicum experience courses, which are numbered 239 under the appropriate departmental heading. These courses are designed to give students practical training in various disciplines. A maximum of four credits per semester will be awarded for practicum courses, with a maximum of 12 credits applied toward graduation requirements.

241 Internship Courses. Internship courses are planned and supervised work-learning experiences in business, industry, government, education, or community service agencies which are related to a student’s program of study. The courses are initiated through learning objectives defined by an agreement between the student, faculty member, Internship Coordinator, and work supervisor. To be eligible, students must have completed 12 semester credits from Miles Community College. A maximum of eight credits will be counted toward graduation. All internship courses are numbered 241 under the appropriate department heading.

270 Independent Study Courses. Miles Community College offers two categories of independent study. One category is the regular coursework equivalent. When the course is not available for the semester, students may take a regular course by independent study. Course requirements are the same as for regular courses. The second category is independent study for which there is no course equivalent. Students must obtain approval from a sponsoring instructor and work with that instructor in developing an individual contract that states the objectives, resources to be used, method(s) of evaluation, and relationship of the independent study to their educational objectives. Permission of both the sponsoring instructor and the academic dean is required in order to take a course in either category of independent study. Students need the academic dean’s approval to enroll in more than one independent study course per semester. A maximum of 12 credits of independent study may be applied toward graduation requirements.

299 Special Topics Courses. Special topics courses are courses, seminars, or workshops within a subject area organized for the study of some special topic of interest which is not available in the regular curriculum. Special topic courses will not fulfill the group requirements for graduation. A maximum of six credits of special topics courses may be applied toward graduation requirements.

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

Degree and Certificate Information

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

A minimum of 60 credit hours of courses numbered 100 or higher in a prescribed transfer curriculum is required for the Associate of Arts (A.A.) and Associate of Science (A.S.) degrees.
A cumulative grade-point average of 2.0 or better is required in the credits earned toward the A.A./A.S. degree. As part of the 60 credits, students must complete the courses/requirements outlined in the Programs of Study section beginning on page 58.

**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 72 credit hours is required for the Associate of Science in Nursing (A.S.N.) degree. See page 72 for details.

**Associate of Applied Science Degree (A.A.S.)**
A.A.S. programs are designed to prepare students for immediate entry into employment but some credits may also be transferred to bachelor’s degree programs at four-year institutions. For specific program requirements, refer to Programs of Study beginning on page 58.

A minimum of 60 credit hours of courses numbered 100 or higher in a prescribed occupational program is required for the Associate of Applied Science (A.A.S.) Degree.

A cumulative grade-point average of 2.0 or better is required in the credits earned towards the degree.

**Certificates (C.)**
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 are also awarded upon satisfactory completion of selected proficiency-oriented courses. For specific program requirements, refer to Programs of Study beginning on page 58.

Certificates are awarded for satisfactory completion of courses or programs of fewer than 60 credit hours.

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

- "All students in the Montana University System and the community colleges must earn the following minimum grades in order to demonstrate their competency and preparation:
  1. A "D-" or better in all classes that are used to satisfy so-called free or elective credits in an associate or baccalaureate degree program;
  2. A "C-" or better in all classes that are used to satisfy a general education program;
  3. A "C-" or better in all classes that are used to satisfy the pre-requisites or required courses in a major, minor, option, or certificate.

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

A minimum of 72 credit hours is required for the Associate of Science in Nursing (A.S.N.) degree. See page 72 for details.

**Intent to Graduate**
Students must make formal notice of intent to graduate with the Registrar the semester prior to anticipated graduation date.

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

Students who have not completed graduation requirements at the end of five years must follow the catalog in effect at the beginning of the sixth year (or the year of subsequent enrollment); however, students may request from the Vice President for Academic Affairs a modification in graduation requirements. Every effort will be made to assist students in completing graduation requirements in a timely manner. Substitutions for courses no longer offered by the College will be made by the Vice President. When a program has been reviewed and is to be terminated, personnel and students to be affected shall be notified. Generally, a two-year program will continue for one year after the decision is made to terminate the program to allow students enrolled at that time to complete the program. Generally, one-year programs may be terminated at the completion of offering sufficient courses to graduate the currently enrolled students. However, a program may be terminated earlier for sufficient reasons.

Students are responsible for knowing policies and meeting requirements in the program and should keep abreast of current degree, curriculum, and course requirements by consulting published materials. Students should also complete degree audits provided in the Sonisweb student management system to insure they have met all required courses for program completion.

**Grades and Grade-Point Average (GPA)**
Grades are based upon the quality of work done. The grade-point average is determined by dividing total grade points earned by the number of credits attempted.
Grade designations and points are as follows:

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

**Pass/Withdraw Policy**

- Certain courses will be offered on a pass/no pass (P, NP) grading basis only. These courses will not be computed into grade-point averages and include the following:
  - All one-credit or one-half-credit physical education activity courses.
  - All practicum or internship courses that are not part of a required scope and sequence. If the course is required in a major area of study, it will be given a letter grade pursuant to Board of Regents policy 301.5.3, and
  - Seminars and workshops held on a pass/no pass basis at the discretion of the instructor and Vice President for Academic Affairs.

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

**Incomplete Grades**

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

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

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

**Academic Bankruptcy**

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

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

**Repeating a Course**

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

**Drop/Add**

Students who desire to drop or add a course must obtain the appropriate form from Student Services. They should then take the form to their advisor who completes the information required. Before the transaction is official, it must be signed by the instructor of the course and the advisor and returned to Student Services for official processing. Distance students who want to drop or add a course do not have to come to campus to access these forms, rather they must initiate the process through a written communication to their advisor or the distance education coordinator.

**Withdrawal**

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

When students are withdrawing from all their courses, signatures of the Librarian, Business Manager, Financial Aid Director, Registrar, and Bookstore Manager (for students with book scholarships) are required.

**Auditing Courses**

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

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

1. The Student must request the reduced rate audit fee through the advisor of the program in which they have already graduated.
2. The advisor must bring the request before the Academic Standards Committee for approval with documentation of the requirement of a certification or licensure exam for employment.

Academic Standards

The College will make all reasonable efforts to assist students toward academic success. 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 their work may jeopardize their degree or certificate objective and must meet with the Dean of Enrollment Services to complete an improvement plan. Two successive semesters of such notification will result in probationary status and require a consultation with their advisor and the Dean of Enrollment Services to determine the most appropriate course of action and could also result in referral to the Center for Academic Success for additional assistance. A student who does not fulfill their probationary status requirements after a third semester at MCC will lose their privilege of attendance for a period of one year.

International Student Academic Standards

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

Academic Honors

Scholastic Recognition

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

Honorary Society

Students who demonstrate academic excellence may be invited to membership in the local chapter of Phi Theta Kappa, a national honorary society for community and junior college students. Membership in Phi Theta Kappa is noted on diplomas of members. For more information, see Activities and Clubs on page 44.

Graduation Honors

Graduates with an overall grade-point average of 3.75 or higher are designated as honor students at the graduation ceremonies. The person achieving the highest cumulative grade point average is recognized as the valedictorian of the graduating class. The valedictorian must be a full-time student for 2 years.

Transfer of Credits

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

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

General Education Transfer Policy

I. Montana Board of Regents Policy 301.10:

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

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

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

1. If the student has completed the entire 30-credit MUS Core, following the operating rules approved by the Montana Board of Regents, and transfers to another unit in the Montana University System, that student cannot be required to take additional general education courses at the lower division level.

2. If that student has completed fewer than 20 MUS Core credits, that student will be required to complete the approved general education program at the campus to which he/she transfers. All general education transfer credits that are part of the MUS Core will be reviewed for possible application in the approved general education program at the campus.

3. If that student has completed 20 or more MUS Core credits, that student may choose to complete either the MUS Core or the approved general education program at the campus to which he/she transfers. The student should make that decision in consultation with a faculty advisor.

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

C. Other “General Education” Coursework. An undergraduate student, in the following situations, will have his/her classes analyzed on a course by course basis to determine how those classes might satisfy the general education program requirements of the student’s new campus:

1. A student who completes postsecondary coursework outside of the Montana University System;

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

D. Associate of Arts and Associate of Science Degrees. A student who has completed an Associate of Arts or an Associate of Science degree with an approved general education component package at one unit of the Montana University System, as defined under Board Policy 301.12, and transfers to another unit, cannot be required to take additional general education coursework at the lower division level.

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

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

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

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

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

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

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

Operational Rules for the Montana University System Core

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

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

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

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

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

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

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

Montana Board of Regents Math Proficiency Transfer Policy
An undergraduate student who did not satisfy the mathematics proficiency standard set out in Board Policy 301.15 who transfers from a two-year campus or program to a four-year campus or program in the Montana University System...
System (MUS) must satisfy the mathematics proficiency standard by:
1. within 3 semesters or 32 credits of enrolling, earn a C- grade or better in a college course entitled Intermediate algebra or algebra for college students, or in a college course that is the prerequisite to any of the courses described in paragraph F.2 below; or
2. earn a C- grade or better in a mathematics course that satisfies the general education program requirement described in board policy 301.10; or
3. earn a score of 22 or above on the mathematics portion of the ACT or 520 or above on the mathematics portion of the SAT; or
4. earn a score of at least 60 on the COMPASS algebra exam, or an equivalent score on another placement exam used by the campus, upon enrollment; or
5. complete an A.A. or A.S. degree.

Other Programs for Achieving College Credit

College Level Examination Program (CLEP)
Miles Community College may accept up to a maximum of 30 semester credits for satisfactory scores on CLEP examinations. CLEP scores will be recorded as “P” grades on official transcripts. The College’s CLEP policy is published in each semester’s schedule of classes.

Miles Community College offers CLEP testing. Please call 406-874-6150 or 800-541-9281 for information or to set up a testing time.

Challenge Examinations
A student who has gained the knowledge of certain college courses through education or experience on his or her own initiative and time may challenge the course through examination if an exam exists for that course. A list of courses available for examination not covered by CLEP is on file with the Vice President for Academic Affairs. Regular tuition and fees are charged for credit by exam.

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

All approved examinations cover a comprehensive review of the entire subject matter of the course. The examination may include written and/or physical skill achievement. Performance on the examination will become the basis for the grade in the course, and the results will be recorded on the student’s transcript. Upon successful completion of the examination, the instructor will place the grade in the student management system for the class in which the student was enrolled that semester. The grade will appear on the student’s transcript at the end of the semester when all grades are finalized.

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

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

Students must work with the Associate Dean of Academics to follow the requirements of their program area and the portfolio process. Portfolio credits cost $43 per credit earned. For additional information about experiential/portfolio credit, contact the Associate Dean of Academic Affairs at 406-874-6212 or 800-541-9281.

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

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

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

Overarching Outcomes of General Education
Students who earn their Associate of Arts or Associate of Science degree at Miles Community College will demonstrate:
- The ability to read, write, listen, and speak effectively.
• Knowledge and understanding of the human cultural traditions as expressed in art, music, theater, language, literature, philosophy, or religion.
• The ability to apply mathematical principles and to communicate quantitative information effectively.
• The knowledge and application of scientific principles, methodology, terminology, questioning, and reasoning.
• The ability to understand, interpret, and analyze human behaviors within the context of history and the social sciences.
• The knowledge of and the ability to achieve a healthy lifestyle.
• The knowledge of and the ability to use technology in today’s computing environment.

General Education Core Areas

Communications

Vision and Purpose Statements:

Oral Communication

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

Written Communication

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

Overarching Outcome of the Communications Core Area

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

General Outcomes of the Communications Core Area

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

Humanities and Fine Arts

Vision and Purpose Statement:

It is the function of the study of the humanities and fine arts to broaden students’ perspectives by focusing on the best of what humans are capable of accomplishing through philosophy, literature, drama, music, language, creativity, ethical behavior, diversity of beliefs, and mutual acceptance.

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.
• Demonstrate skills in the practice or interpretation of humanities and fine arts.
• Relate connections between the humanities and cultural/historical events.

Mathematics

Vision and Purpose Statement

The Miles Community College mathematics classes are based on the ideal that mathematics provides students with the skills to think critically, logically, and abstractly. From remedial math to calculus, the instructors challenge students to learn new concepts and apply them in a variety of situations. Students who receive an Associate of Arts or an Associate of Science degree are required to attain the level of mathematical competence that will enable them to function beyond the intermediate algebra level.

Overarching Outcome of the Mathematics Core Area

Students who earn their Associate of Arts or Associate of Science degree at Miles Community College will demonstrate the ability to apply mathematical principles and to communicate quantitative information effectively.

General Outcomes of the Mathematics Core Area

Students will:
• Solve problems through mathematical reasoning and analysis.
• Use appropriate tools, such as mathematical properties,
modeling, technology, and graphs.
• Perform mathematical applications beyond intermediate algebra.

Science

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

Overarching Outcome of the Science Core Area
Students who earn their Associate of Arts or Associate of Science degree at Miles Community College will demonstrate the knowledge and application of scientific principles, methodology, terminology, questioning, and reasoning.

General Outcomes of the Science Core Area
Students will:
• Utilize creative and critical scientific questioning to comprehend the scientific world.
• Describe and utilize the processes of the scientific method.
• Demonstrate scientific awareness of the interrelationships among health, diseases, and the environment.

History and Social Sciences

Vision and Purpose 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.

Physical Education

Vision and Purpose Statement
The purpose of the Physical Education activities classes is to assist students in developing an awareness and understanding of the benefits of a healthy lifestyle. Students receive the opportunity to develop healthy habits by participating in physical fitness activities classes that foster overall wellness and that provide students with the tools they will need to develop lifelong habits that will be conducive to a healthy lifestyle.

Overarching Outcome of the Physical Education Core Area
Students who earn their Associate of Arts or Associate of Science degree at Miles Community College will demonstrate the knowledge of and the ability to achieve a healthy lifestyle.

General Outcomes of the Physical Education Core Area
Students will:
• Explain the relationship between physical activity and wellness.
• Develop their strength, endurance, and flexibility by participating in various fitness programs.
• Demonstrate the ability to develop a fitness program that promotes a healthy lifestyle.

Information Technology

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

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

General Outcomes of the Information Technology Core Area
Students will:
• Define the fundamentals of computers and terminology with respect to personal computer hardware and software, and the World Wide Web.
• Demonstrate an in-depth understanding of why computers are essential components in business and society.
• Develop the skills to adapt to the ever-changing world of information technology.
Programs of Study

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Academic Programs

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

Transfer Programs

Associate of Arts (A.A.)
- Elementary Education Emphasis
- Equine Studies Emphasis
- Paraprofessional—Elementary Education Emphasis
- Paraprofessional—Secondary Education Emphasis
- Physical Education Emphasis

Associate of Science (A.S.)
- Agribusiness Emphasis
- Biofuels Emphasis
- Business Emphasis
- Insurance Emphasis
- Pre-Engineering Technology Emphasis

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

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

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

Professional-Technical Education

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

Health Information Technology
- Medical Receptionist Option .............................. C.

Heavy Equipment Operations ..................................... C.A.S.

Information Technology
- Graphic and Web Design Option ....................... A.A.S.
- Networking and PC Maintenance Option ............ A.A.S.

Paraprofessional Educator ........................................ C.A.S.

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

In Partnership with Montana Tech College of Technology
Radiologic Technology ........................................... A.A.S.

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

Course Key
Courses of instruction are identified by the following prefixes:

AA Health Information Technology
AC Arts and Crafts
ACTG Accounting
AG Agriculture
AM Automotive Technology
AN Anthropology
BT Building Technology
BU Business
CA Communication Arts
CAPP Computer Applications
CH Chinese
CHMY Chemistry
ECNS Economics
ED Education
EG Biofuels
EO Heavy Equipment Operations
EQ Equine Studies
ERTH Earth Science
ET Electronics Technology
FL Foreign Language
GPHY Geography
HSTA/HSTR History (American/World)
HU Humanities
IT Information Technology
LIT Literature
M Mathematics
MU Music
NR Nursing
PE Physical Education and Health
PSCI Political Science
PSYX Psychology
SC Science
SIGN Sign Language
SOCI Sociology
SPNS Spanish
SS Social Science
STAT Statistics
WRIT Writing
Core Requirements
Associate of Arts Degree (A.A.)

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

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

Communications—Oral
3 credit hours required from:
- CA 111 Interpersonal Communication
- CA 112 Public Speaking

Communications—Written
Required course:
- WRIT 101 College Writing I

3 credit hours required from:
- WRIT 121 Introduction to Technical Writing
- WRIT 122 Introduction to Business Writing
- WRIT 201 College Writing II

Computer Education
CAPP 120 Introduction to Computers

Humanities and Fine Arts
9 credit hours required from:
- AC 101 Drawing I
- AC 105 Design I
- AC 131 Introductory Use of Pastels
- AC 132 Introductory Use of Charcoals
- AC 133 Introductory Use of Ink
- AC 140 Oil Painting
- AC 151 Photography I
- AC 153 Photography II
- AC 160 Ceramics
- AC 221 Representational Sculpture
- AC 231 Stained Glass
- AC 232 Glass Mosaics
- AC 233 Ceramic Tile
- AC 238 Pottery: Hand Building
- AC 239 Pottery: Wheel Throwing
- CHIN 101 Beginning Chinese I
- EDU 297 Methods: K-8 Art
- HU 101 Introduction to Humanities
- HU 105 Mideast Culture*
- HU 220 End of Life Issues
- LIT 110 Introduction to Literature
- LIT 120 Poetry
- LIT 210 American Literature I
- LIT 211 American Literature II
- LIT 223 British Literature
- MUSI 101 Enjoyment of Music
- MUSI 105 Music Theory I
- MUSI 112 Choir: Miles
- MUSI 135 Keyboard Skills I
- MUSI 136 Keyboard Skills II
- MUSI 150 Beginning Voice
- MUSI 151 Beginning Voice II
- MUSI 160 Beginning Guitar
- MUSI 178 Banjo
- MUSI 235 Keyboard Skills III
- MUSI 236 Keyboard Skills IV
- MUSI 250 Beginning Voice III
- MUSI 251 Beginning voice IV
- PHL 101 Introduction to Philosophy
- PHL 110 Introduction to Ethics
- RLS 100 Intro to the Study of Religions*
- SPNS 101 Elementary Spanish I*
- SPNS 102 Elementary Spanish II*
- THTR 105 Theater Workshop I
- THTR 205 Theater Workshop II
- WRIT 294 Creative Writing—A Writer’s Workshop

Mathematics
3 or 4 credit hours required from:
- M 105 Contemporary Mathematics
- M 121 College Algebra
- M 122 College Trigonometry
- M 130 Mathematics for Elementary Teachers I
- M 131 Mathematics for Elementary Teachers II
- M 151 Precalculus
- M 161 Survey of Calculus
- M 171 Calculus I
- M 172 Calculus II
- STAT 216 Introduction to Statistics

Science
8 credit hours required from:
- BIOL 101/102 Discover Biology
- BIOL 160/161 Principles of Living Systems
- BIOL 170/171 Principles of Biological Diversity
- BIOM 250/251 Microbiology for Health Sciences
- CHMY 121/122 Introduction to General Chemistry
- CHMY 123/124 Introduction to Organic & Biochemistry
- CHMY 141/142 College Chemistry I
- CHMY 143/144 College Chemistry II
- GPHY 111/112 Introduction to Physical Geography
- PHSX 205/206 College Physics I
- PHSX 207/208 College Physics II
- SC 140 Weather Studies
- SC 204 Anatomy and Physiology I
- SC 205 Anatomy and Physiology II
- SC 221 Human Nutrition

Social Science, Economics, History, and Political Science
9 total credit hours required
At least 3 credit hours required from:
- HSTA 101 American History I
- HSTA 102 American History II
- HSTA 255 Montana History
- HSTA 215 Post-WW II America
- HSTA 250 Plains Indian History*
- HSTR 101 Western Civilization I
- HSTR 102 Western Civilization II
Ma y also choose up to 6 credit hours from:
- AN 210 Introduction to Anthropology*
- ECNS 201 Principles of Microeconomics
- ECNS 202 Principles of Macroeconomics
- ECNS 205 Economics in the Real World
- EDU 220 Human Growth and Development
- PSCI 210 Introduction to American Government
- PSYX 100 Introduction to Psychology
- PSYX 230 Developmental Psychology
- PSYX 240 Fundamentals of Abnormal Psychology
- PSYX 260 Fundamentals of Social Psychology
- SOCI 101 Introduction to Sociology
- SOCI 206 Deviant Behavior
- SOCI 208 Introduction to Sociology of Globalization

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

*If you are transferring to a four-year college or university within the State of Montana you must take one of these courses to fulfill the Cultural Diversity requirement.

59
Core Requirements
Associate of Science Degree (A.S.)

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

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

<table>
<thead>
<tr>
<th>Communications—Oral</th>
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<tbody>
<tr>
<td>3 credit hours required from:</td>
</tr>
<tr>
<td>CA 111 Interpersonal Communication</td>
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<tr>
<td>CA 112 Public Speaking</td>
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<table>
<thead>
<tr>
<th>Communications—Written</th>
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<tbody>
<tr>
<td>Required course:</td>
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<tr>
<td>WRIT 101 College Writing I</td>
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<tr>
<td>3 credit hours required from:</td>
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<tr>
<td>WRIT 121 Introduction to Technical Writing</td>
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<tr>
<td>WRIT 122 Introduction to Business Writing</td>
</tr>
<tr>
<td>WRIT 201 College Writing II</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Computer Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAPP 120 Introduction to Computers</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Humanities and Fine Arts</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 credit hours required from:</td>
</tr>
<tr>
<td>AC 101 Drawing I</td>
</tr>
<tr>
<td>AC 105 Design I</td>
</tr>
<tr>
<td>AC 131 Introductory Use of Pastels</td>
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<tr>
<td>AC 133 Introductory Use of Ink</td>
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<tr>
<td>AC 140 Oil Painting</td>
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<td>AC 151 Photography I</td>
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<td>AC 153 Photography II</td>
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<td>MUSI 101 Enjoyment of Music</td>
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<td>MUSI 105 Music Theory I</td>
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<td>MUSI 135 Keyboard Skills I</td>
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<td>MUSI 150 Beginning Voice</td>
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<td>MUSI 151 Beginning Voice II</td>
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<td>MUSI 160 Beginning Guitar</td>
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<table>
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<tr>
<th>Mathematics</th>
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<tbody>
<tr>
<td>7 or 8 credit hours required from:</td>
</tr>
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<td>M 105 Contemporary Mathematics</td>
</tr>
<tr>
<td>M 121 College Algebra</td>
</tr>
<tr>
<td>M 122 College Trigonometry</td>
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</tr>
<tr>
<td>M 172 Calculus II</td>
</tr>
<tr>
<td>STAT 216 Introduction to Statistics</td>
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</table>

<table>
<thead>
<tr>
<th>Science</th>
</tr>
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<tbody>
<tr>
<td>8 credit hours required from:</td>
</tr>
<tr>
<td>BIOB 101/102 Discover Biology</td>
</tr>
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<td>BIOB 160/161 Principles of Living Systems</td>
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<td>6 credit hours required from:</td>
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<td>AN 210 Introduction to Anthropology</td>
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<td>ECNS 201 Principles of Microeconomics</td>
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<td>HSTA 101 American History I</td>
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<td>HSTA 102 American History II</td>
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<td>HSTA 255 Montana History</td>
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<tr>
<td>HSTA 215 Post-WW II America</td>
</tr>
<tr>
<td>HSTA 250 Plains Indian History*</td>
</tr>
<tr>
<td>HSTR 101 Western Civilization I</td>
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<tr>
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<td>PSCI 210 Introduction to American Government</td>
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<td>PSYX 100 Developmental Psychology</td>
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</tbody>
</table>

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

*If you are transferring to a four-year college or university within the State of Montana you must take one of these courses to fulfill the Cultural Diversity requirement.
Associate of Arts Degree (A.A.)

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

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

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

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

Electives may be any courses but should be selected in consultation with an advisor and/or the college to which the student intends to transfer.

* Refer to Core Requirements for the Associate of Arts Program.
# Elementary Education Emphasis

This program offers course work leading to an Associate of Arts Degree for students planning to transfer to a four-year institution and pursue advanced studies in Elementary Education. Courses are designed to provide the initial foundational program to prepare qualified teaching and related personnel for the public school system.

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

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

<table>
<thead>
<tr>
<th><strong>First Year—Fall Semester</strong></th>
<th><strong>Cr. Hrs.</strong></th>
<th><strong>First Year—Spring Semester</strong></th>
<th><strong>Cr. Hrs.</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 297 Methods: K-8 Art</td>
<td>3</td>
<td>WRIT 201 College Writing II</td>
<td>3</td>
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<tr>
<td>EDU 200 Introduction to Education</td>
<td>3</td>
<td>GPHY 111 Intro to Physical Geography</td>
<td>3</td>
</tr>
<tr>
<td>WRIT 101 College Writing I</td>
<td>3</td>
<td>GPHY 112 Intro to Physical Geography lab</td>
<td>1</td>
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<tr>
<td>PSYX 100 Intro to Psychology</td>
<td>3</td>
<td>PE 212 Health Education</td>
<td>3</td>
</tr>
<tr>
<td>CAPP 120 Intro to Computers</td>
<td>3</td>
<td>PE 221 Intro to Physical Education</td>
<td>3</td>
</tr>
<tr>
<td>*Humanities Core</td>
<td>3</td>
<td>HSTA 101 American History I</td>
<td>3</td>
</tr>
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<td></td>
<td>__</td>
<td>or</td>
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</tr>
<tr>
<td></td>
<td>18</td>
<td>HSTA 102 American History II</td>
<td>(3)</td>
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<td></td>
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<td>16</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Second Year—Fall Semester</strong></th>
<th><strong>Cr. Hrs.</strong></th>
<th><strong>Second Year—Spring Semester</strong></th>
<th><strong>Cr. Hrs.</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>CA 112 Public Speaking</td>
<td>3</td>
<td>EDU 220 Human Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>SOCI 101 Introduction to Sociology</td>
<td>3</td>
<td>EDU 202 Early Field Experience</td>
<td>1</td>
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<tr>
<td>M 130 Math for Elementary Teachers I</td>
<td>3</td>
<td>M 131 Math for Elementary Teachers II</td>
<td>3</td>
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<tr>
<td>BIOB 101 Discover Biology</td>
<td>3</td>
<td>HSTA 250 Plains Indian History</td>
<td>3</td>
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<td>BIOB 102 Discover Biology Lab</td>
<td>1</td>
<td>PSYX 272 Educational Psychology</td>
<td>3</td>
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<tr>
<td>*Humanities Core Requirement</td>
<td>3</td>
<td>ED 260 Intro to Teaching Exceptional Learners</td>
<td>3</td>
</tr>
<tr>
<td>(Music recommended)</td>
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<td></td>
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<tr>
<td></td>
<td>16</td>
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</tbody>
</table>

**Total Hours in Program— 63**

*Humanities Core Requirements should be selected in consultation with an advisor and/or the college to which the student intends to transfer.*

Refer to Core Requirements for the Associate of Arts Program.
Associate of Arts (A.A.)
Equine Studies Emphasis

This two year degree is designed to give students a foundation in natural horsemanship and how to apply that knowledge in a practical manner. Graduates will be prepared for a career in equine business and management, colt training, assistant trainer and facilities management. Internships are encouraged and will be available from all the different disciplines. Program is designed to give a broad base for any equine field.

Upon completion of this course students will be able to:

- Demonstrate how to communicate effectively with their horse
- Start a colt from the ground up
- Identify correct and incorrect information
- Understand basic marketing concepts
- Understand 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.

The Equine Studies AA Degree is a transfer program to The University of Montana-Western in Dillon.

### First Year—Fall Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA 112</td>
<td>Public Speaking</td>
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<tr>
<td>CA 111</td>
<td>Interpersonal Communications</td>
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</tr>
<tr>
<td>EQ 101+</td>
<td>Introduction to Equine Studies</td>
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<tr>
<td>M 105</td>
<td>Contemporary Math</td>
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<tr>
<td>STAT 216</td>
<td>Intro to Statistics</td>
<td>(4)</td>
</tr>
<tr>
<td>HSTR 101</td>
<td>Western Civilization I</td>
<td>3</td>
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<tr>
<td></td>
<td>Humanities Core Requirement</td>
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### First Year—Spring Semester

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<th>Course Title</th>
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<td>EQ 102+</td>
<td>Horse Conformation</td>
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<tr>
<td>EQ 102L+</td>
<td>Horse Conformation lab</td>
<td>2</td>
</tr>
<tr>
<td>WRIT 101</td>
<td>College Writing I</td>
<td>3</td>
</tr>
<tr>
<td>BIOB 101</td>
<td>Discover Biology</td>
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<td>BIOB 102</td>
<td>Discover Biology Lab</td>
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<td>CAPP 120</td>
<td>Intro to Computers</td>
<td>3</td>
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<td><strong>Total</strong></td>
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### Second Year—Fall Semester

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>EQ 202+</td>
<td>Equine Science I</td>
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<tr>
<td>CHMY 121</td>
<td>Intro to General Chemistry</td>
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</tr>
<tr>
<td>CHMY 122</td>
<td>Intro to General Chemistry Lab</td>
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</tr>
<tr>
<td>EQ 201+</td>
<td>Basic Horse Care &amp; Nutrition</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
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</table>

### Second Year—Spring Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>EQ 203+</td>
<td>Equine Science II</td>
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</tr>
<tr>
<td>PSYX 100</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>*Cultural Diversity Elective</td>
<td>3</td>
</tr>
<tr>
<td>WRIT 121</td>
<td>Intro to Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>WRIT 122</td>
<td>Intro to Business Writing</td>
<td>(3)</td>
</tr>
<tr>
<td></td>
<td>*Social Science, Economics, or</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Political Science Electives</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

**Total Hours in Program—61**

+ Denotes definite transfer courses to UM-Western
* Refer to Core Requirements for the Associate of Arts Program.
**Paraprofessional Education @ MILES Community College**

**Associate of Arts Degree (A.A.)**

*Paraprofessional Education, Elementary Education Emphasis*

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

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

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

<table>
<thead>
<tr>
<th>First Year—Fall Semester</th>
<th>Cr. Hrs.</th>
<th>First Year—Spring Semester</th>
<th>Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 200 Intro to Education</td>
<td>3</td>
<td>ED 260 Intro to Teaching Exceptional Learners</td>
<td>3</td>
</tr>
<tr>
<td>EDU 297 Methods: K-8 Art</td>
<td>3</td>
<td>WRIT 201 College Writing II</td>
<td>3</td>
</tr>
<tr>
<td>WRIT 101 College Writing I</td>
<td>3</td>
<td>MUSI 101 Enjoyment of Music</td>
<td>3</td>
</tr>
<tr>
<td>CAPP 120 Intro to Computers</td>
<td>3</td>
<td>GPHY 111 Intro to Physical Geography</td>
<td>3</td>
</tr>
<tr>
<td>CA 112 Public Speaking</td>
<td>3</td>
<td>GPHY 112 Intro to Physical Geography Lab</td>
<td>1</td>
</tr>
<tr>
<td>EDU 142 Student Supervision</td>
<td>1</td>
<td>PSCI 210 Intro to American Government</td>
<td>3</td>
</tr>
<tr>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>16</td>
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</table>

<table>
<thead>
<tr>
<th>Second Year—Fall Semester</th>
<th>Cr. Hrs.</th>
<th>Second Year—Spring Semester</th>
<th>Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 240 Behavior Management</td>
<td>2</td>
<td>EDU 206 Severe Communication Support Needs</td>
<td>2</td>
</tr>
<tr>
<td>M 130 *Math for Elementary Teachers I</td>
<td>3</td>
<td>EDU 220 Human Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>BIOB 101 Discover Biology</td>
<td>3</td>
<td>EDU 202 Early Field Experience</td>
<td>1</td>
</tr>
<tr>
<td>BIOB 102 Discover Biology Lab</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSYX 100 Intro to Psychology</td>
<td>3</td>
<td>M 131 Math for Elementary Teachers II</td>
<td>3</td>
</tr>
<tr>
<td>HSTA 101 American History I</td>
<td>3</td>
<td>HSTA 250 Plains Indian History</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td>HSTR 102 Western Civilization II</td>
<td>3</td>
</tr>
<tr>
<td>HSTA 102 American History II</td>
<td>(3)</td>
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<td></td>
</tr>
<tr>
<td>or Humanities Core Requirement</td>
<td>3</td>
<td></td>
<td>18</td>
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<td></td>
<td>18</td>
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<td></td>
</tr>
</tbody>
</table>

**Total Hours in Program—60 (61)**

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* Humanities Core Requirements should be selected in consultation with an advisor and/or the college to which the student intends to transfer. Elementary Education majors should consider taking the following courses:

  - LIT 110 Introduction to Literature or
  - LIT 120 Poetry or
  - LIT 210 American Literature I or
  - LIT 223 British Literature I

Refer to Core Requirements for the Associate of Arts Program.
Associate of Arts Degree (A.A.)
Paraprofessional Education, Secondary Education Emphasis

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

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

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

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<thead>
<tr>
<th>First Year—Fall Semester</th>
<th>Cr. Hrs.</th>
<th>First Year—Spring Semester</th>
<th>Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 200 Intro to Education</td>
<td>3</td>
<td>WRIT 201 College Writing II</td>
<td>3</td>
</tr>
<tr>
<td>EDU 142 Student Supervision</td>
<td>1</td>
<td>GPHY 111 Intro to Physical Geography</td>
<td>3</td>
</tr>
<tr>
<td>EDU 240 Behavior Management</td>
<td>2</td>
<td>GPHY 112 Intro to Physical Geography Lab</td>
<td>1</td>
</tr>
<tr>
<td>WRIT 101 College Writing I</td>
<td>3</td>
<td>PE 212 Health Education</td>
<td>3</td>
</tr>
<tr>
<td>CAPP 120 Intro to Computers</td>
<td>3</td>
<td>M College level math—M101 or higher</td>
<td>3 (4)</td>
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<tr>
<td>CA 112 Public Speaking</td>
<td>3</td>
<td>*Humanities Core Requirement</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
<td><strong>Total</strong></td>
<td><strong>16 (17)</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Year—Fall Semester</th>
<th>Cr. Hrs.</th>
<th>Second Year—Spring Semester</th>
<th>Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYX 100 Intro to Psychology</td>
<td>3</td>
<td>EDU 220 Human Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>BIOB 101 Discover Biology</td>
<td>3</td>
<td>EDU 202 Early Field Experience</td>
<td>1</td>
</tr>
<tr>
<td>BIOB 102 Discover Biology Lab</td>
<td>1</td>
<td>ED 260 Introduction to Teaching</td>
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<tr>
<td>HSTA 101 American History I</td>
<td>3</td>
<td>ED 206 Severe Communication</td>
<td>2</td>
</tr>
<tr>
<td>or HSTA 102 American History II</td>
<td>(3)</td>
<td><strong>Support Needs</strong></td>
<td><strong>Total</strong></td>
</tr>
<tr>
<td>*Humanities Core Requirement</td>
<td>3</td>
<td>EDU 260 Exceptional Learners</td>
<td>3</td>
</tr>
<tr>
<td>Elective in Secondary area of study</td>
<td>3</td>
<td>HSTA 250 Plains Indian History</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
<td>PSYX 272 Educational Psychology</td>
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<td></td>
<td>*Humanities Core Requirement</td>
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<tr>
<td></td>
<td></td>
<td><strong>Total</strong></td>
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</tbody>
</table>

Total Hours in Program—60 (61)

* Humanities Core Requirements should be selected in consultation with an advisor and/or the college to which the student intends to transfer. Elementary Education majors should consider taking the following courses:

Refer to Core Requirements for the Associate of Arts Program.
### Physical Education Emphasis

This program is designed for students transferring to a four-year college or university to complete a degree in physical education, health education, or coaching.

**Students should consult the catalog of the institution to which they expect to transfer and should select appropriate courses in consultation with their advisor.** The basis of this program has been designed to transfer to Montana State University-Bozeman or MSU-Northern.

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

#### First Year—Fall Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>PE 121</td>
<td>Theory &amp; Practice of Basic Exercise</td>
<td>2</td>
</tr>
<tr>
<td>WRIT 101</td>
<td>College Writing I</td>
<td>3</td>
</tr>
<tr>
<td>PSYX 100</td>
<td>Intro to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>CAPP 120</td>
<td>Intro to Computers</td>
<td>3</td>
</tr>
<tr>
<td>EDU 200</td>
<td>Intro to Education</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>*Humanities Core Requirement</td>
<td>3</td>
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<tr>
<td></td>
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<td></td>
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</tbody>
</table>

#### First Year—Spring Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>PE 221</td>
<td>Intro to Physical Education</td>
<td>3</td>
</tr>
<tr>
<td>WRIT 201</td>
<td>College Writing II</td>
<td>3</td>
</tr>
<tr>
<td>PSYX 230</td>
<td>Developmental Psychology</td>
<td>3</td>
</tr>
<tr>
<td>M</td>
<td>*Math Core Requirement</td>
<td>3</td>
</tr>
<tr>
<td>CHMY 121</td>
<td>Intro to General Chemistry</td>
<td>3</td>
</tr>
<tr>
<td>CHMY 122</td>
<td>Intro to General Chemistry Lab</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>16</strong></td>
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</tbody>
</table>

#### Second Year—Fall Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>PE 212</td>
<td>Health Education</td>
<td>3</td>
</tr>
<tr>
<td>SC 204</td>
<td>Anatomy &amp; Physiology I</td>
<td>3</td>
</tr>
<tr>
<td>SC 204L</td>
<td>Anatomy &amp; Physiology I Lab</td>
<td>1</td>
</tr>
<tr>
<td>CA 112</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>HSTA 255</td>
<td>Montana History</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>*Humanities Core Requirement</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>16</strong></td>
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</tbody>
</table>

#### Second Year—Spring Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>SC 221</td>
<td>Human Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>SC 205</td>
<td>Anatomy &amp; Physiology II</td>
<td>3</td>
</tr>
<tr>
<td>SC 205L</td>
<td>Anatomy &amp; Physiology II Lab</td>
<td>1</td>
</tr>
<tr>
<td>PSYX 272</td>
<td>Educational Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PE 214</td>
<td>First Aid and CPR</td>
<td>1</td>
</tr>
<tr>
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<td>*Humanities Core Requirement</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>14</strong></td>
</tr>
</tbody>
</table>

#### Total Hours in Program—63

* Refer to Core Requirements for the Associate of Arts Program. Core Requirements and Electives should be selected in consultation with an advisor and/or the college to which the student intends to transfer.
The Associate of Science Degree program is designed for students who expect to complete a degree at a four-year institution in such areas as biology, engineering, mathematics, and physical sciences.

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

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

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

<table>
<thead>
<tr>
<th>First Year—Fall Semester</th>
<th>Cr. Hrs.</th>
<th>First Year—Spring Semester</th>
<th>Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRIT 101</td>
<td>3</td>
<td>WRIT</td>
<td>3</td>
</tr>
<tr>
<td>CA 111</td>
<td>3</td>
<td>*Math Core Requirement</td>
<td>3 (4)</td>
</tr>
<tr>
<td>or CA 112</td>
<td>(3)</td>
<td>*Social Science Core Requirement</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Electives</td>
<td>4</td>
</tr>
<tr>
<td>ED 299</td>
<td>1</td>
<td></td>
<td>13 (14)</td>
</tr>
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<td>3</td>
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<tr>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Total Hours in Program</td>
<td>16</td>
<td></td>
<td>14</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Year—Fall Semester</th>
<th>Cr. Hrs.</th>
<th>Second Year—Spring Semester</th>
<th>Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Math Core Requirement</td>
<td>4</td>
<td>*Science Core Requirement</td>
<td>4</td>
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<tr>
<td>*Science Core Requirement</td>
<td>4</td>
<td>*Humanities Core Requirement</td>
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<tr>
<td>Electives</td>
<td>9</td>
<td>Electives</td>
<td>7</td>
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<td></td>
<td></td>
<td></td>
<td>14</td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>Total Hours in Program</td>
<td>17</td>
<td></td>
<td>14</td>
</tr>
</tbody>
</table>

Total Hours in Program—60 (61)

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

Agribusiness Emphasis

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

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

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

<table>
<thead>
<tr>
<th>First Year—Fall Semester</th>
<th>Cr. Hrs.</th>
<th>First Year—Spring Semester</th>
<th>Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>AG 100</td>
<td>1</td>
<td>AG 105</td>
<td>3</td>
</tr>
<tr>
<td>AG 101</td>
<td>3</td>
<td>WRIT 201</td>
<td>3</td>
</tr>
<tr>
<td>BIOB 101</td>
<td>3</td>
<td>or</td>
<td></td>
</tr>
<tr>
<td>BIOB 102</td>
<td>1</td>
<td>WRIT 121</td>
<td>(3)</td>
</tr>
<tr>
<td>CHMY 121</td>
<td>3</td>
<td>CA 112</td>
<td>3</td>
</tr>
<tr>
<td>CHMY 122</td>
<td>1</td>
<td>M 121</td>
<td>4</td>
</tr>
<tr>
<td>WRIT 101</td>
<td>3</td>
<td>CAPP 120</td>
<td>3</td>
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</tr>
<tr>
<td>AG 102</td>
<td>3</td>
<td>AG 201</td>
<td>3</td>
</tr>
<tr>
<td>AG 102L</td>
<td>4</td>
<td>ACTG 202</td>
<td>4</td>
</tr>
<tr>
<td>ACTG 201</td>
<td>4</td>
<td>ECNS 202</td>
<td>3</td>
</tr>
<tr>
<td>ECNS 201</td>
<td>3</td>
<td>STAT 216</td>
<td>4</td>
</tr>
<tr>
<td>M 161</td>
<td>4</td>
<td>*Humanities Core Requirement</td>
<td>3</td>
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<td></td>
<td>18</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>17</td>
</tr>
</tbody>
</table>

Total Hours in Program—66

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

Biofuels Emphasis

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

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

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

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

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

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<thead>
<tr>
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<th>Cr. Hrs.</th>
<th>First Year—Spring Semester</th>
<th>Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>EG 100</td>
<td>Intro to Biofuels</td>
<td>1</td>
<td>STAT 216</td>
</tr>
<tr>
<td>CA 112</td>
<td>Public Speaking</td>
<td>3</td>
<td>EG 101</td>
</tr>
<tr>
<td>or CA 111</td>
<td>Interpersonal Communications</td>
<td>(3)</td>
<td>WRIT 201</td>
</tr>
<tr>
<td>WRIT 101</td>
<td>College Writing I</td>
<td>3</td>
<td>or WRIT 121</td>
</tr>
<tr>
<td>M 121</td>
<td>College Algebra</td>
<td>4</td>
<td>CHMY 121</td>
</tr>
<tr>
<td>CAPP 120</td>
<td>Intro to Computers</td>
<td>3</td>
<td>CHMY 122</td>
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</tr>
<tr>
<td>Second Year—Fall Semester</td>
<td>Cr. Hrs.</td>
<td>Second Year—Spring Semester</td>
<td>Cr. Hrs.</td>
</tr>
<tr>
<td>EG 201</td>
<td>Energy Mechanics</td>
<td>3</td>
<td>EG 220</td>
</tr>
<tr>
<td>ECNS 201</td>
<td>Principles of Microeconomics</td>
<td>3</td>
<td>EG 202</td>
</tr>
<tr>
<td>PHSX 205</td>
<td>College Physics I (with lab)</td>
<td>4</td>
<td>EG 241</td>
</tr>
<tr>
<td>or BIOB 101</td>
<td>Discover Biology (with lab)</td>
<td>(4)</td>
<td>AG 202</td>
</tr>
<tr>
<td>AG 105</td>
<td>Plant Science</td>
<td>3</td>
<td>ECNS 202</td>
</tr>
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</tbody>
</table>

Total Hours in Program—61

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

Business Emphasis

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

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

- Demonstrate knowledge of communication, organizational and managerial skills
- Demonstrate an ability to market and promote products
- Demonstrate a knowledge of computer software
- Demonstrate an understanding of the elements of the accounting cycle and general financial statements

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

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

<table>
<thead>
<tr>
<th>First Year—Fall Semester</th>
<th>Cr. Hrs.</th>
<th>First Year—Spring Semester</th>
<th>Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BU 207 Business Law</td>
<td>3</td>
<td>M 121 College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>CAPP 120 Intro to Computers</td>
<td>3</td>
<td>CA 112 Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>WRIT 101 College Writing I</td>
<td>3</td>
<td>or CA 111 Interpersonal Communications (3)</td>
<td></td>
</tr>
<tr>
<td>*Humanities Core Requirement</td>
<td>3</td>
<td>WRIT 121 Intro to Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>*Science Core Requirement</td>
<td>4</td>
<td>or WRIT 122 Intro to Business Writing (3)</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>*Science Core Requirement</td>
<td>4</td>
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<tr>
<td></td>
<td>16</td>
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<table>
<thead>
<tr>
<th>Second Year—Fall Semester</th>
<th>Cr. Hrs.</th>
<th>Second Year—Spring Semester</th>
<th>Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTG 201 Principles of Financial Accounting</td>
<td>4</td>
<td>ACTG 202 Principles of Managerial Accounting</td>
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<tr>
<td>ECNS 201 Principles of Microeconomics</td>
<td>3</td>
<td>STAT 216 Intro to Statistics</td>
<td>4</td>
</tr>
<tr>
<td>*Humanities Core Requirement</td>
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<td>ECNS 202 Principles of Macroeconomics</td>
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</tr>
<tr>
<td>Electives</td>
<td>6</td>
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<td></td>
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<table>
<thead>
<tr>
<th>Suggested Electives:</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>BU 211 Advertising</td>
<td>CAPP 151 MS Office</td>
</tr>
<tr>
<td>BU 213 Marketing</td>
<td>ACTG 205 Computerized Accounting</td>
</tr>
<tr>
<td>BU 215 Human Resource Management</td>
<td>CAPP 156 MS Excel</td>
</tr>
<tr>
<td>BU 222 Finance</td>
<td>CAPP 158 MS Access</td>
</tr>
</tbody>
</table>

*Refer to Core Requirements for the Associate of Science Program.*
**Associate of Science Degree (A.S.)**

*Insurance Business Emphasis*

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

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

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

<table>
<thead>
<tr>
<th>First Year—Fall Semester</th>
<th>Cr. Hrs.</th>
<th>First Year—Spring Semester</th>
<th>Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>INS 101  Introduction to Insurance</td>
<td>1</td>
<td>INS 122  Personal Insurance</td>
<td>3</td>
</tr>
<tr>
<td>INS 121  Property &amp; Liability Ins. Principles</td>
<td>3</td>
<td>CA 112  Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>ACTG 201  Principles of Financial Accounting</td>
<td>4</td>
<td>Or</td>
<td></td>
</tr>
<tr>
<td>WRIT 101  College Writing I</td>
<td>3</td>
<td>CA 111  Interpersonal Communications</td>
<td>(3)</td>
</tr>
<tr>
<td>CAPP 120  Intro to Computers</td>
<td>3</td>
<td>ACTG 202  Pr. of Managerial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>*Humanities Core Requirement</td>
<td>3</td>
<td>M 121  College Algebra</td>
<td>4</td>
</tr>
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<td></td>
<td>17</td>
<td>*Science Core Requirement</td>
<td>4</td>
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<table>
<thead>
<tr>
<th>Second Year—Fall Semester</th>
<th>Cr. Hrs.</th>
<th>Second Year—Spring Semester</th>
<th>Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>INS 123  Commercial Insurance</td>
<td>3</td>
<td>INS 282  Agency Operations &amp; Sales Mgmt</td>
<td>3</td>
</tr>
<tr>
<td>INS 281  Intro to Underwriting &amp; Claims</td>
<td>3</td>
<td>INS 283  Insurance Regulations &amp; Licensing Preparation</td>
<td>3</td>
</tr>
<tr>
<td>ECNS 201  Principles of Microeconomics</td>
<td>3</td>
<td>*Humanities Core Requirement</td>
<td>3</td>
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<tr>
<td>*Science Core Requirement</td>
<td>4</td>
<td>STAT 216  Intro to Statistics</td>
<td>4</td>
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<tr>
<td>WRIT 121  Intro to Technical Writing</td>
<td>3</td>
<td>ECNS 202  Principles of Macroeconomics</td>
<td>3</td>
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<tr>
<td>or</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WRIT 122  Intro to Business Writing</td>
<td>(3)</td>
<td></td>
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</tbody>
</table>

* Refer to Core Requirements for the Associate of Science Program.

Total Hours in Program—67
## Associate of Science Degree (A.S.)

### Pre-Engineering Technology Emphasis

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

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

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

<table>
<thead>
<tr>
<th>First Year—Fall Semester</th>
<th>Cr. Hrs.</th>
<th>First Year—Spring Semester</th>
<th>Cr. Hrs.</th>
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<tbody>
<tr>
<td>WRIT 101</td>
<td>3</td>
<td>WRIT 121</td>
<td>3</td>
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<tr>
<td>M 121</td>
<td>4</td>
<td>M 151</td>
<td>4</td>
</tr>
<tr>
<td>CAPP 120</td>
<td>3</td>
<td>CA 111</td>
<td>3</td>
</tr>
<tr>
<td>*Humanities Core Requirement</td>
<td>3</td>
<td>or CA 112</td>
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<td>Elective</td>
<td>3</td>
<td>CHMY 121</td>
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<td>16</td>
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<th>Second Year—Fall Semester</th>
<th>Cr. Hrs.</th>
<th>Second Year—Spring Semester</th>
<th>Cr. Hrs.</th>
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<tbody>
<tr>
<td>M 171</td>
<td>4</td>
<td>M 172</td>
<td>4</td>
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<tr>
<td>ECNS 201</td>
<td>3</td>
<td>PHSX 207</td>
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<td>PHSX 205</td>
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<td>PHSX 208</td>
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<td>PHSX 206</td>
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<td>ECNS 202</td>
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<td>Electives</td>
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</table>

Total Hours in Program—61 (62)

Suggested Electives:
- IT 290 Intro to CAD Drawing
- EG 100 Intro to Biofuels
- EG 201 Energy Mechanics
- STAT 216 Intro to Statistics

* Refer to Core Requirements for the Associate of Science Program.
Associate of Science in Nursing Degree (A.S.N.)

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

NOTE: This program has specific entrance requirements. Students must score at least a 66 on the Algebra portion of the COMPASS test or have completed M 095 or higher prior to admission to NRSG 101. There is a chemistry pre-requisite for SC 204 Anatomy & Physiology. Students intending to enter the Nursing program will be admitted through a formal selection process. Student who have yet to be admitted to the program will be classified as Pre-Nursing. Prior to admission to the program, student must take the ATI Test of Essential Academic Skills and Critical Thinking exams.

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

<table>
<thead>
<tr>
<th>First Year—Fall Semester</th>
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<th>First Year—Spring Semester</th>
<th>Cr. Hrs.</th>
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<tbody>
<tr>
<td>NRSG 101</td>
<td>3</td>
<td>NRSG 103</td>
<td>3</td>
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<tr>
<td>NRSG 102</td>
<td>3</td>
<td>NRSG 104</td>
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<tr>
<td>PSYX 100</td>
<td>3</td>
<td>NRSG 156</td>
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<tr>
<td>SC 204</td>
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<td>NRSG 105</td>
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<td>SC 204L</td>
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<td>NRSG 112</td>
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<td>WRIT 101</td>
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<td>PSYX 230</td>
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<td>SC 205</td>
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<th>Second Year—Spring Semester</th>
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<tr>
<td>NRSG 201</td>
<td>4</td>
<td>NRSG 203</td>
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<tr>
<td>NRSG 202</td>
<td>5</td>
<td>NRSG 204</td>
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<td>or</td>
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<td>or</td>
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</tr>
<tr>
<td>NRSG 203</td>
<td>(3)</td>
<td>NRSG 201</td>
<td>(4)</td>
</tr>
<tr>
<td>NRSG 204</td>
<td>(4)</td>
<td>NRSG 202</td>
<td>(5)</td>
</tr>
<tr>
<td>NRSG 208</td>
<td>3</td>
<td>NRSG 205</td>
<td>3</td>
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<tr>
<td>BIOM 250</td>
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<td>1</td>
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<td>BIOB 251</td>
<td>1</td>
<td>NRSG 207</td>
<td>1</td>
</tr>
<tr>
<td>M 105</td>
<td>3</td>
<td>CA 112</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td>PHL 110</td>
<td>3</td>
</tr>
<tr>
<td>M 121</td>
<td>(4)</td>
<td>or</td>
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<tr>
<td>or</td>
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<td>or</td>
<td></td>
</tr>
<tr>
<td>STAT 216</td>
<td>(4)</td>
<td>PHL 221</td>
<td>(3)</td>
</tr>
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<td>or</td>
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<td></td>
<td>17-20</td>
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<td>18 (20)</td>
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</table>

Total Hours in Program— 72 (73)
Certificate of Applied Science (C.A.S.)

Agriculture

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

Should students choose to do so, the required certificate classes and electives will transfer into the two-year Associate of Science Degree in Agribusiness (page 58). This program also allows opportunities for nontraditional students to enroll in classes on a part-time basis.

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

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<tr>
<th>First Year—Fall Semester</th>
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<th>First Year—Spring Semester</th>
<th>Cr. Hrs.</th>
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<tbody>
<tr>
<td>AG 101</td>
<td>Animal Science</td>
<td>3</td>
<td>AG 102</td>
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<tr>
<td>AG 103</td>
<td>Applied Agricultural Science</td>
<td>2</td>
<td>AG 102L</td>
</tr>
<tr>
<td>AG 103L</td>
<td>Applied Agriculture Science Lab</td>
<td>1</td>
<td>AG 110</td>
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<tr>
<td>M 108</td>
<td>Business Math</td>
<td>3</td>
<td>ACTG 101</td>
</tr>
<tr>
<td>WRIT 108</td>
<td>Elementary Technical Writing</td>
<td>2</td>
<td>CA 111</td>
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<td>or</td>
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<td></td>
<td>or</td>
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<tr>
<td>WRIT</td>
<td>100 level WRIT course</td>
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<td>CA 112</td>
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<td>CAPP 120</td>
<td>Intro to Computers</td>
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<td>Elective</td>
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<tr>
<td></td>
<td>Elective</td>
<td>2</td>
<td>or</td>
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<td>16 (17)</td>
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</tbody>
</table>

* Electives may be selected from the following:

- AG 210L Oxy-Acetylene Welding
- AG 220L Electric Arc Welding
- AG 202 Feeds and Feeding
- AG 105 Plant Science
- EO 120 Commercial Drivers License
- EO 120L CDL Lab
- CA 102 Human Relations
- PE 214 First Aid and CPR
- CAPP 151 MS Office
- ET 101 Electricity, Resistors, and OHM’s Law

Total Hours in Program—31 (32)
Associate of Applied Science (A.A.S.)

Automotive Technology

Automotive Technology will provide students with the skills necessary for employment in the field of auto mechanics (repair, service, maintenance, retail/wholesale parts businesses). This program has an ASE certified instructor who prepares students to become ASE certified (tests are offered every spring at the College), a requirement for all new hires in major auto dealerships.

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

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<th>First Year—Spring Semester</th>
<th>Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>M 100 Intro to Technical Math</td>
<td>2</td>
<td>AM 114 Fuel Systems</td>
<td>1</td>
</tr>
<tr>
<td>AM 101 Automotive Braking Systems</td>
<td>1</td>
<td>AM 114L Fuel Systems Lab</td>
<td>1</td>
</tr>
<tr>
<td>AM 101L Automotive Braking Systems Lab</td>
<td>1</td>
<td>AM 116 Engine Tune-Up</td>
<td>1</td>
</tr>
<tr>
<td>AM 102 Basic Electrical, Battery, Wiring, &amp; Lighting</td>
<td>1</td>
<td>AM 116L Engine Tune-Up Lab</td>
<td>1</td>
</tr>
<tr>
<td>AM 102L Basic Electrical, Battery, Wiring, &amp; Lighting Lab</td>
<td>1</td>
<td>AM 130 Manual Transmissions &amp; Clutch</td>
<td>1</td>
</tr>
<tr>
<td>AM 103 Charging and Starting Systems</td>
<td>1</td>
<td>AM 130L Manual Transmissions &amp; Clutch Lab</td>
<td>2</td>
</tr>
<tr>
<td>AM 103L Charging and Starting Systems Lab</td>
<td>1</td>
<td>AM 136 Automatic Transmissions</td>
<td>2</td>
</tr>
<tr>
<td>AM 110 Automotive Engines</td>
<td>3</td>
<td>AM 136L Automatic Transmissions Lab</td>
<td>1</td>
</tr>
<tr>
<td>AM 110L Automotive Engines Lab</td>
<td>3</td>
<td>AM 140 Driveline &amp; Rear Axle</td>
<td>1</td>
</tr>
<tr>
<td>AM 112 Ignition Systems</td>
<td>1</td>
<td>AM 140L Driveline &amp; Rear Axle Lab</td>
<td>1</td>
</tr>
<tr>
<td>AM 112L Ignition Systems Lab</td>
<td>1</td>
<td>AM 142 Suspension &amp; Steering Systems</td>
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</tr>
<tr>
<td>AM 120 Automotive Emissions</td>
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<td>AM 142L Suspension &amp; Steering Systems Lab</td>
<td>1</td>
</tr>
<tr>
<td>AM 120L Automotive Emissions Lab</td>
<td>1</td>
<td>AM 144 Wheel Alignment &amp; Balance</td>
<td>1</td>
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<tr>
<td>WRIT 108 Elementary Technical Writing</td>
<td>2</td>
<td>AM 144L Wheel Alignment &amp; Balance Lab</td>
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<tr>
<td></td>
<td>20</td>
<td>AM 150 Air Conditioning</td>
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<td></td>
<td></td>
<td>AM 150L Air Conditioning Lab</td>
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<tr>
<td></td>
<td></td>
<td>CA 102 Human Relations</td>
<td>2</td>
</tr>
<tr>
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<td>20</td>
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<tr>
<td><strong>Second Year—Fall Semester</strong></td>
<td><strong>Cr. Hrs.</strong></td>
<td><strong>Second Year—Spring Semester</strong></td>
<td><strong>Cr. Hrs.</strong></td>
</tr>
<tr>
<td>AM 201P Specialized Auto Topics</td>
<td>5</td>
<td>AM 202P Specialized Auto Topics</td>
<td>5</td>
</tr>
<tr>
<td>AM 222L High Performance Engine Modifications</td>
<td>2</td>
<td>or</td>
<td></td>
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<tr>
<td>AM 220L Oxy-Acetylene Welding</td>
<td>2</td>
<td>AM 241P Automotive Internship</td>
<td>(5)</td>
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<tr>
<td>AM 231 Automotive Diagnostic Equipment I</td>
<td>3</td>
<td>AM 220L Electric Arc Welding</td>
<td>2</td>
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<tr>
<td>CAPP 120 Intro to Computers</td>
<td>3</td>
<td>AM 230 ASE Preparation</td>
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<td></td>
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<td>AM 232 Automotive Diagnostic Equip. II</td>
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<td>ACTG 101 Accounting Procedures</td>
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<td></td>
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</tr>
<tr>
<td><strong>Total Hours in Program—70</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Certificate of Applied Science (C.A.S.)

Automotive Technology

This is a program that will provide students with the skills necessary for employment in the field of auto mechanics (repair, service, maintenance, retail/wholesale parts businesses). This program has an ASE certified instructor who prepares students to become ASE certified (tests are offered every spring at the College), a requirement for all new hires in major auto dealerships.

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

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Cr. Hrs.</th>
<th>Spring Semester</th>
<th>Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>M 100 Intro to Technical Math</td>
<td>2</td>
<td>AM 114 Fuel Systems</td>
<td>1</td>
</tr>
<tr>
<td>AM 101 Automotive Braking Systems</td>
<td>1</td>
<td>AM 114L Fuel Systems Lab</td>
<td>1</td>
</tr>
<tr>
<td>AM 101L Automotive Braking Systems Lab</td>
<td>1</td>
<td>AM 116 Engine Tune-Up</td>
<td>1</td>
</tr>
<tr>
<td>AM 102 Basic Electrical, Battery, Wiring, &amp; Lighting</td>
<td>1</td>
<td>AM 116L Engine Tune-Up Lab</td>
<td>1</td>
</tr>
<tr>
<td>AM 102L Basic Electrical, Battery, Wiring, &amp; Lighting Lab</td>
<td>1</td>
<td>AM 130 Manual Transmissions &amp; Clutch</td>
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</tr>
<tr>
<td>AM 103 Charging and Starting Systems</td>
<td>1</td>
<td>AM 130L Manual Transmissions &amp; Clutch Lab</td>
<td>2</td>
</tr>
<tr>
<td>AM 103L Charging and Starting Systems Lab</td>
<td>1</td>
<td>AM 136 Automatic Transmissions</td>
<td>2</td>
</tr>
<tr>
<td>AM 110 Automotive Engines</td>
<td>3</td>
<td>AM 136L Automatic Transmissions Lab</td>
<td>1</td>
</tr>
<tr>
<td>AM 110L Automotive Engines Lab</td>
<td>3</td>
<td>AM 140 Driveline &amp; Rear Axle</td>
<td>1</td>
</tr>
<tr>
<td>AM 112 Ignition Systems</td>
<td>1</td>
<td>AM 140L Driveline &amp; Rear Axle Lab</td>
<td>1</td>
</tr>
<tr>
<td>AM 112L Ignition Systems Lab</td>
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<td>AM 142 Suspension &amp; Steering Systems</td>
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<tr>
<td>AM 120 Automotive Emissions</td>
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<td>AM 142L Suspension &amp; Steering Systems Lab</td>
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<tr>
<td>AM 120L Automotive Emissions Lab</td>
<td>1</td>
<td>AM 144 Wheel Alignment &amp; Balance</td>
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</tr>
<tr>
<td>WRIT 108 Elementary Technical Writing</td>
<td>2</td>
<td>AM 144L Wheel Alignment &amp; Balance Lab</td>
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<tr>
<td></td>
<td></td>
<td>AM 150 Air Conditioning</td>
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<td>AM 150L Air Conditioning Lab</td>
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<td>CA 102 Human Relations</td>
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</tr>
</tbody>
</table>

Total Hours in Program—40
Associate of Applied Science Degree (A.A.S.)

Biofuels

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

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

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

### First Year—Fall Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>EG 100</td>
<td>Intro to Biofuels</td>
<td>1</td>
</tr>
<tr>
<td>CA 112</td>
<td>Public Speaking</td>
<td>3</td>
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<tr>
<td>or</td>
<td>CA 111 Interpersonal Communications</td>
<td>3</td>
</tr>
<tr>
<td>CAPP 120</td>
<td>Intro to Computers</td>
<td>3</td>
</tr>
<tr>
<td>M 100</td>
<td>Intro to Technical Mathematics</td>
<td>2</td>
</tr>
<tr>
<td>SC 110</td>
<td>Hazardous Materials</td>
<td>2</td>
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<tr>
<td></td>
<td>Directed Elective</td>
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</table>

### First Year—Spring Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>EG 101</td>
<td>Renewable Energy</td>
<td>3</td>
</tr>
<tr>
<td>WRIT (100 level)</td>
<td>Intro to Technical Writing</td>
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<tr>
<td>or</td>
<td>CHMY 121 Intro to General Chemistry</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>CHMY 122 Intro to General Chemistry Lab</td>
<td>1</td>
</tr>
<tr>
<td>or</td>
<td>ACTG 101 Accounting Procedures</td>
<td>3</td>
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<tr>
<td></td>
<td>Directed Elective</td>
<td>3</td>
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### Second Year—Fall Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Cr. Hrs.</th>
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</thead>
<tbody>
<tr>
<td>EG 201</td>
<td>Energy Mechanics</td>
<td>3</td>
</tr>
<tr>
<td>ECNS 201</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>BIOB 101</td>
<td>Discover Biology</td>
<td>3</td>
</tr>
<tr>
<td>BIOB 102</td>
<td>Discover Biology Lab</td>
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</tr>
<tr>
<td>AG 105</td>
<td>Plant Science</td>
<td>3</td>
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<tr>
<td></td>
<td>Directed Electives</td>
<td>3</td>
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<td></td>
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</table>

### Second Year—Spring Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Cr. Hrs.</th>
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<tbody>
<tr>
<td>EG 220</td>
<td>Energy Leadership</td>
<td>2</td>
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<tr>
<td>EG 202</td>
<td>Biofuel Production</td>
<td>3</td>
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<tr>
<td>EG 241</td>
<td>Internship</td>
<td>3</td>
</tr>
<tr>
<td>AG 202</td>
<td>Feeds and Feeding</td>
<td>3</td>
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<td></td>
<td>Directed Elective</td>
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### Total Hours in Program—60

<table>
<thead>
<tr>
<th>Directed Elective Choices:</th>
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<tbody>
<tr>
<td>AG 101 Animal Science</td>
</tr>
<tr>
<td>AG 102 Natural Resources</td>
</tr>
<tr>
<td>AG 201 Soil Resources</td>
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<tr>
<td>CAPP 151 MS Office</td>
</tr>
<tr>
<td>WLDG 240 Arc Welding</td>
</tr>
<tr>
<td>EO 121 CDL Operations</td>
</tr>
<tr>
<td>ET 101 Electricity</td>
</tr>
<tr>
<td>ET 102 Series, Parallel Circuits</td>
</tr>
<tr>
<td>ET 103 Circuit Use</td>
</tr>
<tr>
<td>ET 104 Conductors and Batteries</td>
</tr>
<tr>
<td>IT 150 Operating Systems</td>
</tr>
<tr>
<td>BU 207 Business Law</td>
</tr>
<tr>
<td>BU 213 Marketing</td>
</tr>
<tr>
<td>BU 214 Management</td>
</tr>
<tr>
<td>CSCI 110 Programming with Visual Basic</td>
</tr>
</tbody>
</table>
**Associate of Applied Science (A.A.S.)**

**Building Construction Management**

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

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

<table>
<thead>
<tr>
<th>First Year—Fall Semester</th>
<th>Cr. Hrs.</th>
<th>First Year—Spring Semester</th>
<th>Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>M 100 Intro to Technical Math</td>
<td>2</td>
<td>WRIT 108 Elementary Technical Writing</td>
<td>2</td>
</tr>
<tr>
<td>CSTN 100 Fund. of Construction Technology</td>
<td>4</td>
<td>CA 102 Human Relations</td>
<td>2</td>
</tr>
<tr>
<td>CSTN 101 Introduction to Concrete</td>
<td>1</td>
<td>CSTN 145 Ext. Finish, Stair, and Metal SF</td>
<td>5</td>
</tr>
<tr>
<td>CSTN 112 Floor Systems</td>
<td>1</td>
<td>CSTN 158 Thermal &amp; Moisture Protection Lab</td>
<td>1</td>
</tr>
<tr>
<td>CSTN 113 Floor Systems Lab</td>
<td>1</td>
<td>CSTN 155 Interior Wall Framing</td>
<td>1</td>
</tr>
<tr>
<td>CSTN 119 Carpentry Fundamentals</td>
<td>2</td>
<td>CSTN 156 Interior Wall Framing Lab</td>
<td>1</td>
</tr>
<tr>
<td>CSTN 116 Wall &amp; Ceiling Framing</td>
<td>1</td>
<td>CSTN 154 Drywall Lab</td>
<td>2</td>
</tr>
<tr>
<td>CSTN 117 Wall &amp; Ceiling Framing Lab</td>
<td>1</td>
<td>CSTN 153 Interior Finishing Lab</td>
<td>2</td>
</tr>
<tr>
<td>CSTN 133 Roof Framing &amp; Roofing</td>
<td>2</td>
<td>CSTN 165 Cabinet Fabrication</td>
<td>1</td>
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<tr>
<td>Applications</td>
<td></td>
<td>CSTN 166 Cabinet Fabrication &amp; Installation</td>
<td>2</td>
</tr>
<tr>
<td>CSTN 134 Roof Framing &amp; Roofing Applications Lab</td>
<td>2</td>
<td></td>
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<td></td>
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<td>17</td>
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</table>

<table>
<thead>
<tr>
<th>Second Year—Fall Semester</th>
<th>Cr. Hrs.</th>
<th>Second Year—Spring Semester</th>
<th>Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BU 215 Human Resource Management</td>
<td>3</td>
<td>ACTG 101 Accounting Procedures I</td>
<td>3</td>
</tr>
<tr>
<td>BU 207 Business Law</td>
<td>3</td>
<td>WRIT 122 Intro to Business Writing</td>
<td>3</td>
</tr>
<tr>
<td>CAPP 120 Intro to Computers</td>
<td>3</td>
<td>CA 111 Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>BU 213 Marketing</td>
<td>3</td>
<td>BU 214 Management</td>
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</tr>
<tr>
<td>BU 110 Business Math</td>
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<tr>
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<td>15</td>
</tr>
</tbody>
</table>

**Total Hours in Program—63**
Certificate of Applied Science (C.A.S.)

Building Construction

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

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

<table>
<thead>
<tr>
<th>First Year—Fall Semester</th>
<th>Cr. Hrs.</th>
<th>First Year—Spring Semester</th>
<th>Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>M 100 Intro to Technical Math</td>
<td>2</td>
<td>WRIT 108 Elementary Technical Writing</td>
<td>2</td>
</tr>
<tr>
<td>CSTN 100 Fund. of Construction Technology</td>
<td>4</td>
<td>CA 102 Human Relations</td>
<td>2</td>
</tr>
<tr>
<td>CSTN 101 Introduction to Concrete</td>
<td>1</td>
<td>CSTN 145 Ext. Finish, Stair, and Metal SF</td>
<td>5</td>
</tr>
<tr>
<td>CSTN 112 Floor Systems</td>
<td>1</td>
<td>CSTN 158 Thermal &amp; Moisture Protection Lab</td>
<td>1</td>
</tr>
<tr>
<td>CSTN 113 Floor Systems Lab</td>
<td>1</td>
<td>CSTN 155 Interior Wall Framing</td>
<td>1</td>
</tr>
<tr>
<td>CSTN 119 Carpentry Fundamentals</td>
<td>2</td>
<td>CSTN 156 Interior Wall Framing Lab</td>
<td>1</td>
</tr>
<tr>
<td>CSTN 116 Wall &amp; Ceiling Framing</td>
<td>1</td>
<td>CSTN 154 Drywall Lab</td>
<td>2</td>
</tr>
<tr>
<td>CSTN 117 Wall &amp; Ceiling Framing Lab</td>
<td>1</td>
<td>CSTN 153 Interior Finishing Lab</td>
<td>2</td>
</tr>
<tr>
<td>CSTN 133 Roof Framing &amp; Roofing Applications</td>
<td>2</td>
<td>CSTN 165 Cabinet Fabrication</td>
<td>1</td>
</tr>
<tr>
<td>CSTN 134 Roof Framing &amp; Roofing Applications Lab</td>
<td>2</td>
<td>CSTN 166 Cabinet Fabrication &amp; Installation</td>
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<tr>
<td></td>
<td>17</td>
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<td>19</td>
</tr>
</tbody>
</table>

Total Hours in Program—36
Certificate (C.)

Accounting

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

Upon completion of this program, students will:

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

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

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Cr. Hrs.</th>
<th>Spring Semester</th>
<th>Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTG 201 Principles of Financial Accounting</td>
<td>4</td>
<td>ACTG 202 Principles of Managerial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>WRIT (100 level) Intro to Business Writing preferred</td>
<td>3</td>
<td>ACTG 205 Computerized Accounting</td>
<td>3</td>
</tr>
<tr>
<td>M 108 Business Math</td>
<td>3</td>
<td>CAPP 151 MS Office</td>
<td>3</td>
</tr>
<tr>
<td>CA 102 Human Relations</td>
<td>2</td>
<td>ACTG 180 Payroll Accounting</td>
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<tr>
<td>CAPP 120 Intro to Computers</td>
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<td>Total Hours in Program—28</td>
<td></td>
</tr>
</tbody>
</table>
Certificate (C.)
Customer Relations Option

This certificate is designed to develop the skills necessary for an individual entering the service industry. Upon completion of this program, students will:

- Utilize Microsoft Office which includes Word, Excel, Power Point and Access;
- Explain laws that apply to the business environment;
- Identify key Marketing techniques for functional marketing campaigns;
- Develop sales skills for the retail environment;
- Develop proper service techniques to effectively work with customers;
- Identify elementary business psychology, behavior characteristics, and personality traits;
- Develop key business communication skills.

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

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Cr. Hrs.</th>
<th>Spring Semester</th>
<th>Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAPP 120 Intro to Computers</td>
<td>3</td>
<td>CA 102 Human Relations</td>
<td>2</td>
</tr>
<tr>
<td>BU 207 Business Law</td>
<td>3</td>
<td>M 108 Business Math</td>
<td>3</td>
</tr>
<tr>
<td>BU 210 Sales, Merchandising, &amp; Retail</td>
<td>3</td>
<td>BU 216 Customer Service</td>
<td>3</td>
</tr>
<tr>
<td>BU 213 Marketing</td>
<td>3</td>
<td>WRIT (100 level) Intro to Business Writing preferred</td>
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<tr>
<td></td>
<td>12</td>
<td>CA 111 Interpersonal Communications</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Hours in Program—26
Certificate of Applied Science (C.A.S.)

Entrepreneurship

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

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

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

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Cr. Hrs.</th>
<th>Spring Semester</th>
<th>Cr. Hrs.</th>
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<tbody>
<tr>
<td>WRIT</td>
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</tr>
<tr>
<td>BU 207</td>
<td>Business Law</td>
<td>3</td>
<td>ACTG 101</td>
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<td>BU 213</td>
<td>Marketing</td>
<td>3</td>
<td>M 108</td>
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<td>BU 215</td>
<td>Human Resource Management</td>
<td>3</td>
<td>CAPP 120</td>
</tr>
<tr>
<td>ECNS 201</td>
<td>Principles of Microeconomics</td>
<td>3</td>
<td>BU 220</td>
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<tr>
<td></td>
<td></td>
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<td></td>
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</tbody>
</table>

Total Hours in Program—30
Certificate (C.)

*Fundamentals of Business*

This certificate is designed to develop the necessary skills for persons seeking employment in entry-level business positions. Upon completion of this program, students will:

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

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

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Cr. Hrs.</th>
<th>Spring Semester</th>
<th>Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRIT (100 level) Intro to Technical Writing preferred</td>
<td>3</td>
<td>ACTG 101 Accounting Procedures I</td>
<td>3</td>
</tr>
<tr>
<td>BU 215 Human Resource Management</td>
<td>3</td>
<td>CA 111 Interpersonal Communications</td>
<td>3</td>
</tr>
<tr>
<td>BU 213 Marketing</td>
<td>3</td>
<td>BU 214 Management</td>
<td>3</td>
</tr>
<tr>
<td>CAPP 120 Intro to Computers</td>
<td>3</td>
<td>BU 211 Advertising</td>
<td>3</td>
</tr>
<tr>
<td>M 108 Business Math</td>
<td>3</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Total Hours in Program—27</td>
<td></td>
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<tr>
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</tr>
<tr>
<td><strong>Total Hours in Program</strong></td>
<td><strong>27</strong></td>
<td></td>
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</tr>
</tbody>
</table>
Certificate (C.)
Sales and Marketing

This certificate is designed to develop the skills necessary to work in a marketing or sales related environment. Upon completion of this program, students will:

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

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

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>M 108 Business Math</td>
<td>3</td>
</tr>
<tr>
<td>BU 210 Sales, Merchandising, &amp; Retail</td>
<td>3</td>
</tr>
<tr>
<td>BU 213 Marketing</td>
<td>3</td>
</tr>
<tr>
<td>CA 112 Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>CAPP 120 Intro to Computers</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring Semester</th>
<th>Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTG 101 Accounting Procedures I</td>
<td>3</td>
</tr>
<tr>
<td>WRIT(100 level) Intro to Business Writing preferred</td>
<td>3</td>
</tr>
<tr>
<td>BU 211 Advertising</td>
<td>3</td>
</tr>
<tr>
<td>CAPP 151 MS Office</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Hours in Program—27**
Associate of Applied Science Degree (A.A.S.)

Office Administration and Technology

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

Upon completion of this program, students will:

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

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

<table>
<thead>
<tr>
<th>First Year—Fall Semester</th>
<th>Cr. Hrs.</th>
<th>First Year—Spring Semester</th>
<th>Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAPP 120 Intro to Computers</td>
<td>3</td>
<td>CAPP 151 MS Office</td>
<td>3</td>
</tr>
<tr>
<td>WRIT(100 level) Intro to Business Writing preferred</td>
<td>3</td>
<td>CA 112 Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>TASK 145 Records Management</td>
<td>3</td>
<td>CA 111 Interpersonal Communications</td>
<td>(3)</td>
</tr>
<tr>
<td>M 108 Business Math</td>
<td>3</td>
<td>CAPP 154 MS Word</td>
<td>3</td>
</tr>
<tr>
<td>IT 213 Photoshop and Illustrator</td>
<td>3</td>
<td>IT 250 Internet &amp; Web Page Development</td>
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<td></td>
<td>IT 214 Desktop Publishing</td>
<td>3</td>
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<table>
<thead>
<tr>
<th>Second Year—Fall Semester</th>
<th>Cr. Hrs.</th>
<th>Second Year—Spring Semester</th>
<th>Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTG 201 Principles of Financial Accounting</td>
<td>4</td>
<td>ACTG 202 Principles of Managerial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BU 207 Business Law</td>
<td>3</td>
<td>CAPP 158 MS Access</td>
<td>3</td>
</tr>
<tr>
<td>CA 102 Human Relations</td>
<td>2</td>
<td>TASK 210 Office Success Strategies</td>
<td>3</td>
</tr>
<tr>
<td>CAPP 156 MS Excel</td>
<td>3</td>
<td>BU 241 Business Internship</td>
<td>3</td>
</tr>
<tr>
<td>BU 213 Marketing</td>
<td>3</td>
<td>Elective</td>
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<tr>
<td></td>
<td>15</td>
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</tbody>
</table>

**Total Hours in Program—60**

Electives:
- ACTG 180 Payroll Accounting
- ACTG 205 Computerized Accounting
- BU 216 Customer Service
- BU 214 Management
- BU 211 Advertising
- CSCI 110 Prog. With Visual Basic
- CSCI 121 Programming with Java II
- IT 150 Operating Systems
- IT 231 CompTIA®A+
- IT 255 Web Animation & Motion
- Graphics
- INS 121 Property & Liability Ins.
- INS 122 Personal Insurance
- INS 101 Introduction to Insurance
Associate of Applied Science Degree (A.A.S.)

Small Business Management Option

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

Upon completion of this program, students will:

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

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

<table>
<thead>
<tr>
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<th>First Year—Spring Semester</th>
<th>Cr. Hrs.</th>
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</thead>
<tbody>
<tr>
<td>CAPP 120  Intro to Computers</td>
<td>3</td>
<td>CAPP 151  MS Office</td>
<td>3</td>
</tr>
<tr>
<td>M 108  Business Math</td>
<td>3</td>
<td>BU 214  Management</td>
<td>3</td>
</tr>
<tr>
<td>WRIT (100 level) Intro to Business Writing preferred</td>
<td>3</td>
<td>CA 112  Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>BU 207  Business Law</td>
<td>3</td>
<td>CA 102  Human Relations</td>
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</tr>
<tr>
<td>Electives</td>
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<td>Total</td>
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<table>
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<tr>
<th>Second Year—Fall Semester</th>
<th>Cr. Hrs.</th>
<th>Second Year—Spring Semester</th>
<th>Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTG 201  Principles of Financial Accounting</td>
<td>4</td>
<td>ACTG 201  Principles of Managerial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BU 215  Human Resource Management</td>
<td>3</td>
<td>BU 220  Entrepreneurship</td>
<td>3</td>
</tr>
<tr>
<td>ECNS 201  Principles of Microeconomics</td>
<td>3</td>
<td>BU 241  Business Internship</td>
<td>3</td>
</tr>
<tr>
<td>BU 213  Marketing</td>
<td>3</td>
<td>BU 222  Finance</td>
<td>3</td>
</tr>
<tr>
<td>CAPP 156  MS Excel</td>
<td>3</td>
<td>Electives</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>16</td>
<td>Total</td>
<td>16</td>
</tr>
</tbody>
</table>

Total Hours in Program—61

Elective Options:
- ACTG 205  Computerized Accounting
- BU 216  Customer Service
- BU 210  Sales, Merchandising, & Retail
- BU 211  Advertising
- BU 220  Leadership
- CAPP 158  MS Access
- CAPP 154  MS Word
- ECNS 202  Principles of Macroeconomics
- IT 150  Operating Systems
- IT 213  Photoshop & Illustrator
- IT 214  Desktop Publishing
- IT 231  CompTIA®A+
- INS 101  Introduction to Insurance
- INS 121  Property and Liability Insurance
- INS 122  Personal Insurance
- INS 123  Commercial Insurance
- INS 281  Principles of Insurance Production
Associate of Applied Science Degree (A.A.S.)

**Business Management: Insurance Option**

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

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

<table>
<thead>
<tr>
<th>First Year—Fall Semester</th>
<th>Cr. Hrs.</th>
<th>First Year—Spring Semester</th>
<th>Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>INS 101 Introduction to Insurance</td>
<td>1</td>
<td>INS 122 Personal Insurance</td>
<td>3</td>
</tr>
<tr>
<td>INS 121 Property and Liability Insurance</td>
<td>3</td>
<td>INS 123 Commercial Insurance</td>
<td>3</td>
</tr>
<tr>
<td>ACTG 201 Financial Accounting</td>
<td>4</td>
<td>ACTG 202 Managerial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>CA 102 Human Relations</td>
<td>2</td>
<td>WRIT 122 Intro to Business Writing</td>
<td>3</td>
</tr>
<tr>
<td>CAPP 120 Intro to Computers</td>
<td>3</td>
<td>M 108 Business Math</td>
<td>3</td>
</tr>
<tr>
<td>WRIT 121 Intro to Technical Writing</td>
<td>3</td>
<td>Or</td>
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<tr>
<td></td>
<td></td>
<td>STAT 216 Intro to Statistics</td>
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<td>16 (17)</td>
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<td>16</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Year—Fall Semester</th>
<th>Cr. Hrs.</th>
<th>Second Year—Spring Semester</th>
<th>Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>INS 281 Intro to Underwriting &amp; Claims</td>
<td>3</td>
<td>INS 282 Agency Operations &amp; Sales Mgmt</td>
<td>3</td>
</tr>
<tr>
<td>BU 213 Marketing</td>
<td>3</td>
<td>INS 283 Insurance Regulations &amp; Licensing Preparation</td>
<td>3</td>
</tr>
<tr>
<td>ECNS 201 Principles of Microeconomics</td>
<td>3</td>
<td>BU 214 Management</td>
<td>3</td>
</tr>
<tr>
<td>BU 215 Human Resource Management</td>
<td>3</td>
<td>BU 216 Customer Service</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>INS 241 Insurance Industry Internship</td>
<td>3</td>
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</tbody>
</table>

Total Hours in Program—62 (63)
# Associate of Applied Science Degree (A.A.S.)

**Equine Studies**

This two year degree is designed to give students a foundation in natural horsemanship and how to apply that knowledge in a practical manner. Graduates will be prepared for a career in equine business and management, colt training, assistant trainer and facilities management. Program is designed to give a broad base for any equine field.

Upon completion of this course students will be able to:

- Demonstrate how to communicate effectively with their horse
- Start a colt from the ground up
- Identify correct and incorrect information
- Understand basic marketing concepts
- Understand 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.

Internships are encouraged and will be available from all the different disciplines.

<table>
<thead>
<tr>
<th>First Year—Fall Semester</th>
<th>Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>EQ 155L Intro to Basic Horsemanship</td>
<td>3</td>
</tr>
<tr>
<td>BIOB 101 Discover Biology</td>
<td>3</td>
</tr>
<tr>
<td>BIOB 102 Discover Biology Lab</td>
<td>1</td>
</tr>
<tr>
<td>EQ 101 Intro to Equine Studies</td>
<td>4</td>
</tr>
<tr>
<td>M 108 Business Math</td>
<td>3</td>
</tr>
<tr>
<td>WRIT 121 Intro to Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>17</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>First Year—Spring Semester</th>
<th>Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>EQ 102 Horse Conformation</td>
<td>2</td>
</tr>
<tr>
<td>EQ 102L Horse Conformation Lab</td>
<td>2</td>
</tr>
<tr>
<td>EQ 130 Hoof Care Science</td>
<td>1</td>
</tr>
<tr>
<td>EQ 130L Hoof Care Science Lab</td>
<td>1</td>
</tr>
<tr>
<td>EQ 252L Horsemanship I: Building a Relationship</td>
<td>3</td>
</tr>
<tr>
<td>EQ 253L Intro to Colt Starting</td>
<td>3</td>
</tr>
<tr>
<td>ACTG 101 Accounting Procedures I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>15</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Year—Fall Semester</th>
<th>Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>EQ 254L Horsemanship II: Harmony with Your Horse</td>
<td>3</td>
</tr>
<tr>
<td>EQ 202 Equine Science I</td>
<td>4</td>
</tr>
<tr>
<td>EQ 201 Basic Horse Care &amp; Nutrition</td>
<td>4</td>
</tr>
<tr>
<td>EQ 165L Livestock Handling &amp; Ranch Roping</td>
<td>3</td>
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</table>

<table>
<thead>
<tr>
<th>Second Year—Spring Semester</th>
<th>Cr. Hrs.</th>
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</thead>
<tbody>
<tr>
<td>EQ 203 Equine Science II</td>
<td>4</td>
</tr>
<tr>
<td>EQ 255L Horsemanship III</td>
<td>3</td>
</tr>
<tr>
<td>EQ 256L Starting the Young Horse</td>
<td>3</td>
</tr>
<tr>
<td>EQ 232 Equine Sales &amp; Marketing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Elective 1</td>
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</tbody>
</table>

**Total Hours in Program—60**

Electives may be chosen from:

- EQ 150L Driving the Harness or Work Horse
- EQ 151L Packing the Horse or Mule
- EQ 241P Equine Internship

- EQ 205 Hoof Care—Trimming and Shoeing Your Horse
- EQ 250L Professional Hoof Care for Farrier Certificate
Certificate (C.)

Medical Receptionist

This certificate program prepares the student to work in the front office of clinics and health care organizations under the supervision of office managers, nurses or physicians to provide customer service, visitor reception, and patient intake and discharge services. The student will perform general clerical duties including greeting patients, answering the phone, scheduling appointments, handling correspondence, accepting payments for services rendered, and filing.

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

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Cr. Hrs.</th>
<th>Spring Semester</th>
<th>Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>TASK 145 Records Management</td>
<td>3</td>
<td>CAPP 154 MS Word</td>
<td>3</td>
</tr>
<tr>
<td>AHMS 144 Medical Terminology</td>
<td>3</td>
<td>ACTG 101 Accounting Procedures I</td>
<td>3</td>
</tr>
<tr>
<td>AHMS 230 Medical Office Routines</td>
<td>2</td>
<td>CA 102 Human Relations</td>
<td>2</td>
</tr>
<tr>
<td>M 108 Business Math</td>
<td>3</td>
<td>WRIT(100 level) Intro to Business Writing preferred</td>
<td>3</td>
</tr>
<tr>
<td>CAPP 120 Intro to Computers</td>
<td>3</td>
<td>TASK 210 Office Success Strategies</td>
<td>4</td>
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<td>14</td>
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</tr>
</tbody>
</table>

Total Hours in Program—29
Certificate of Applied Science (C.A.S.)

Heavy Equipment Operations

The purpose of this program is to provide students with practical skills for enhanced employment opportunities in heavy equipment operations, such as mining, construction, oil fields, etc. Students receive classroom training as well as many hours of instruction in the field operating a variety of heavy equipment machinery.

The nationally recognized competency-based curriculum built upon industry standards is from the national Center for Construction Education and Research. In 2009 the median yearly earnings of operating engineers and other construction equipment operators was $18.18 per hour, according to the U.S. Bureau of Labor Statistics.

There are 15 slots available each year for the Miles Community College Heavy Equipment program. Students must be accepted into the program. The selection process is completed by June 30 prior to the fall semester of entrance. Contact the admissions office for the complete student selection criteria.

To be accepted into the program, a student must be a U.S. or Canadian citizen and hold a driver's license in good standing with no restrictions. Students accepted into the program will be placed into a random drug test pool in accordance with federal guidelines. At any time during the academic year, if there is reasonable suspicion, the student must submit a drug test to the student health center for testing before operating any equipment. A positive drug test will result in removal from the program for the remainder of the academic year. Tuition and fees are nonrefundable and the student may owe back financial aid. Students must apply for readmission into the program the following year.

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

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<th>Spring Semester</th>
<th>Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRIT 108</td>
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<td>EO 120</td>
<td>4</td>
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<tr>
<td>M 100</td>
<td>2</td>
<td>EO 120L</td>
<td>Lab 2</td>
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<tr>
<td>EO 100L</td>
<td>1</td>
<td>EO 130</td>
<td>5</td>
</tr>
<tr>
<td>EO 101</td>
<td>1</td>
<td>EO 130L</td>
<td>Lab 2</td>
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<tr>
<td>EO 103</td>
<td>1</td>
<td>CA 102</td>
<td>2</td>
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<tr>
<td>EO 110</td>
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<tr>
<td>EO 110L</td>
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<tr>
<td>EO 113</td>
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<td>EO 121</td>
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</tbody>
</table>

Total Hours in Program—34
### Associate of Applied Science Degree (A.A.S.)

**Information Technology—Graphic and Web Design Option**

This two-year degree prepares students for a career in computer graphics and/or web design. Students learn techniques to build a web site using proper design principles and to create and edit graphics using both film and digital formats.

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

- Demonstrate basic understanding of graphic editing software and graphic file formats;
- Create simple and complex publications;
- Demonstrate basic use of typography;
- Apply basic design principles to publications;
- Recognize and edit HTML code;
- Design a web site using a HTML editor;
- Implement web animation and motion graphics;
- Publish and maintain a website;
- Understand ethical responsibilities linked to graphic and web design.

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

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<th>First Year—Spring Semester</th>
<th>Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAPP 120 Intro to Computers</td>
<td>3</td>
<td>AC 151 Photography I</td>
<td>3</td>
</tr>
<tr>
<td>AC 101 Drawing I</td>
<td>3</td>
<td>AC 105 Design I</td>
<td>3</td>
</tr>
<tr>
<td>BU 213 Marketing</td>
<td>3</td>
<td>IT 250 Internet &amp; Web Page Development</td>
<td>3</td>
</tr>
<tr>
<td>M 108 Business Math</td>
<td>3</td>
<td>WRIT (100 level) Intro to Business Writing preferred</td>
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<tr>
<td>CA 112 Public Speaking</td>
<td>3</td>
<td>Elective</td>
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<thead>
<tr>
<th>First Year—Fall Semester</th>
<th>Cr. Hrs.</th>
<th>First Year—Spring Semester</th>
<th>Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSCI 110 Programming with Visual Basic I</td>
<td>4</td>
<td>CSCI 210 Web Programming</td>
<td>4</td>
</tr>
<tr>
<td>IT 213 Photoshop &amp; Illustrator</td>
<td>3</td>
<td>IT 214 Desktop Publishing</td>
<td>3</td>
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<tr>
<td>IT 255 Web Animation &amp; Motion Graphics</td>
<td>3</td>
<td>CSCI 121 Programming with Java II</td>
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<td>Electives</td>
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<td>CA 102 Human Relations</td>
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</table>

| Total Hours in Program—60     |

**Electives:**

- CAPP 151 MS Office
- IT 231 CompTIA®A+ Hardware
- IT 232 CompTIA®A+ Software
- CAPP 154 MS Word
- CAPP 156 MS Excel
- CAPP 158 MS Access
- IT 151 Evolution of Gaming
- IT 161 Fundamentals of Game Design
- AC 153 Photography I
- ACTG 201 Principles of Financial Accounting
- BU 211 Advertising
Associate of Applied Science Degree (A.A.S.)

**Information Technology—Networking and PC Maintenance Option**

This two-year degree prepares students for a career in the computer technology field. Students learn techniques to install and troubleshoot problems relating to networking, operating systems and maintenance. Students will gain knowledge and skills to solve problems relating to both hardware and software.

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

- Troubleshoot hardware problems;
- Install, upgrade, and configure software;
- Install, configure, and maintain LANs;
- Provide preventive maintenance, component installations, and repair services;
- Identify and resolve network connectivity issues;
- Configure routers, firewalls, and switches;
- Understand ethical responsibilities linked to networking, software licensing, and maintenance issues.

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

<table>
<thead>
<tr>
<th>First Year—Fall Semester</th>
<th>Cr. Hrs.</th>
<th>First Year—Spring Semester</th>
<th>Cr. Hrs.</th>
</tr>
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<tbody>
<tr>
<td>CAPP 120 Intro to Computers</td>
<td>3</td>
<td>CAPP 151 MS Office</td>
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<tr>
<td>WRIT 100 level WRIT class</td>
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<td>CA 112 Public Speaking</td>
<td>3</td>
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<tr>
<td>ITS 140 CCNA 1: Discovery</td>
<td>4</td>
<td>ITS 142 CCNA 2: Discovery</td>
<td>4</td>
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<tr>
<td>M 108 Business Math</td>
<td>2</td>
<td>IT 250 Internet &amp; Web Page Development</td>
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<td>Elective</td>
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<th>Second Year—Fall Semester</th>
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<th>Second Year—Spring Semester</th>
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<tbody>
<tr>
<td>CSCI 110 Programming with Visual Basic I</td>
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<td>CSCI 210 Web Programming</td>
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<tr>
<td>IT 150 Operating Systems</td>
<td>3</td>
<td>IT 231 CompTIA®A+</td>
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<tr>
<td>CA 102 Human Relations</td>
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<td>CAPP 158 MS Access</td>
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<tr>
<td>CAPP 156 MS Excel</td>
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<td>IT 241 Internship</td>
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</tr>
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| Electives: | | | |
|------------| | | |
| IT 255 Web Animation & Motion Graphics | | ACTG 205 Computerized Accounting |
| CSCI 121 Programming with Java II | | IT 151 Evolution of Gaming |
| IT 213 Photoshop & Illustrator | | IT 161 Fundamental of Game Design |
| IT 214 Desktop Publishing | | BU 216 Customer Service |

**Total Hours in Program—60**
Certificate of Applied Science (C.A.S.)
Paraprofessional Education

This is a one-year program designed to prepare paraprofessional educators to assist K-12 classroom teachers with supervision and instruction. This certificate program is designed to meet the requirements of the No Child Left Behind Act for paraprofessional educators working in the state of Montana under Title or Special Education programs of a K-12 school. All courses in this program apply toward the two-year Paraprofessional Educator degree at Miles Community College.

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

<table>
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<tr>
<th>Fall Semester</th>
<th>Cr. Hrs.</th>
<th>Spring Semester</th>
<th>Cr. Hrs.</th>
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<tbody>
<tr>
<td>WRIT 108 Elementary Technical Writing 2 or WRIT 101 College Writing I 3</td>
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<td>EDU 220 Human Growth and Development 3</td>
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<tr>
<td>EDU 200 Introduction to Education 3</td>
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<td>EDU 202 Early Field Experience 1</td>
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<tr>
<td>M 100 Introduction to Technical Math 2 or M 121 College Algebra or higher level math 4</td>
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<td>PE 214 First Aid &amp; CPR 1 or PE 212 Health Education (3)</td>
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<tr>
<td>PSYX 100 Intro to Psychology 3</td>
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<td>ED 206 Severe Communication Support 2 Needs</td>
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<tr>
<td>CAPP 120 Intro to Computers 3</td>
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<td>ED 205 Instructing Reading, Writing &amp; Math 3</td>
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<tr>
<td>EDU 142 Student Supervision 1</td>
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<td>ED 260 Introduction to Teaching Exceptional Learners 3</td>
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<tr>
<td>EDU 240 Behavior Management 2</td>
<td>16 (19)</td>
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</table>

Total Hours in Program—29 (34)
Miles Community College has collaborated with Montana Tech College of Technology in Butte to offer courses for students wishing to pursue an Associate of Applied Science Degree in Radiologic Technology. This program allows students to take their first semester of courses at Miles Community College before application to the program. If accepted into the Butte program, students will take online Radiologic Technology courses offered through Montana Tech College of Technology and face-to-face portions of the courses held in Miles City.

Formal application to the Montana Tech College of Technology Radiologic Technology Program is completed during the fall term of each school year. Miles Community College students are given preference to the competitive Miles City program when their application is signed and approved by the Radiologic Technology Academic Advisor at MCC. If accepted into the program the student will become a student of Montana Tech College of Technology. After acceptance in the program all registration of classes, financial aid, and scholarships will be administered by Montana Tech COT. Students completing the two-year AAS degree must sit for a national certification test before they may enter the workforce.

The plan of study includes 18 credits for the first fall semester plus a 3 credit computer class that must be completed before application to the Radiologic Technology program. These credits are the basis for selecting students into the program. The minimum selective GPA for consideration into the Radiologic Technology Program is 2.75. Other selection criteria include computer proficiency demonstrated by completion of CAPP 120 Introduction to Computers, a successful challenge of the course, or a similar course approved by academic advisor.

<table>
<thead>
<tr>
<th>First Year—Fall Semester</th>
<th>Cr. Hrs.</th>
<th>First Year—Spring Semester</th>
<th>Cr. Hrs.</th>
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<tr>
<td>SC 204 Anatomy &amp; Physiology I</td>
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<td>SC 205 Anatomy &amp; Physiology II</td>
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<tr>
<td>SC 204L Anatomy &amp; Physiology I Lab</td>
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<td>SC 205L Anatomy &amp; Physiology II Lab</td>
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<tr>
<td>CHMY 121 Intro to General Chemistry</td>
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<td>RAD 0110 Introduction to Imaging*</td>
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<td>CHMY 122 Intro to General Chemistry Lab</td>
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<td>RAD 0111 Radiographic Procedures I*</td>
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<td>WRIT 101 College Writing I</td>
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<td>RAD 0121 Radiographic Imaging Physics*</td>
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<td>M 121 College Algebra</td>
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<td>RAD 0151 Radiographic Clinical Ed I**</td>
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<td>PSYX 100 Intro to Psychology</td>
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<td>CAPP 120 Intro to Computers</td>
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** Summer Term ** Cr. Hrs.

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<th>First Year—Spring Semester</th>
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<td>SC 205 Anatomy &amp; Physiology II</td>
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<tr>
<td>SC 205L Anatomy &amp; Physiology II Lab</td>
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<tr>
<td>RAD 0110 Introduction to Imaging*</td>
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<tr>
<td>RAD 0111 Radiographic Procedures I*</td>
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<tr>
<td>RAD 0121 Radiographic Imaging Physics*</td>
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<td>RAD 0151 Radiographic Clinical Ed I**</td>
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<tr>
<td>PHL 221 Intro Philosophy &amp; Biomed Ethics</td>
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<tr>
<td>RAD 0219 Radiographic Imaging III*</td>
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<td>RAD 0245 Radiographic Analysis*</td>
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<td>RAD 0261 Radiographic Clinical Ed IV**</td>
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<th>Second Year—Spring Semester</th>
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<tr>
<td>RAD 0141 Radiographic Protection*</td>
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<td>PHL 221 Intro Philosophy &amp; Biomed Ethics</td>
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<tr>
<td>RAD 0122 Radiographic Imaging II*</td>
<td>3</td>
<td>RAD 0219 Radiographic Imaging III*</td>
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<tr>
<td>RAD 0211 Radiographic Procedures II*</td>
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<td>RAD 0245 Radiographic Analysis*</td>
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<tr>
<td>RAD 0251 Radiographic Clinical Ed III**</td>
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<td>RAD 0261 Radiographic Clinical Ed IV**</td>
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</table>

** Total Hours in Program—73 **
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Advisory Committees ......................................................... 101

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Directory and Index

College Officers
Dr. Stefani Gray Hicswa, President
Lisa Watson, Vice President, Administration and Finance
Shelly Weight, Vice President, Academic Affairs
Darren Pitcher, Vice President, Student Success and Institutional Research

Board of Trustees
Miles Community College’s Board of Trustees performs duties prescribed for it in the statutes of Montana to operate and maintain a community college adequate to meet the needs of the people of the district and area it serves. The functions of the Board of Trustees are that of legislation and appraisal.

2010-2011 Members
Rusty Irion, Chair
Sue Stanton, Vice Chair
Jeff Okerman, Secretary
Garret McFarland
Mark Petersen
Jeff Harding
Sharon Wilcox

Endowment
The Miles Community College Endowment is an independent, nonprofit corporation that is dedicated to establishing and maintaining a permanent endowment fund through the solicitation, investment, and management of donations for the purpose of providing scholarships and assisting in capital improvements and special needs of the College for the betterment of the students, faculty, staff, and community.

Established in 1964, the Endowment is governed by a local board and works closely with Miles Community College in carrying out the mission of the College. The Endowment accepts and solicits both cash and noncash gifts throughout the year, investing and administering those funds to provide a growing source of additional support for the College, now and into the future.

Contributions or questions regarding the Endowment can be directed to the Endowment Office at 406-874-6288. Further information concerning the Endowment is available by writing to the Miles Community College Endowment, 2715 Dickinson, Miles City, MT 59301.

2010-2011 Members
Don Hartman, President
Garret McFarland
James Lucas
Shirley Gierke
Stan Markuson
Sheryl Cathey
Terri Stevenson
Julie Nowicki

Endowment Executive Director: Brandi Gray
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Program Advisory Committees

Miles Community College utilizes advisory committees to help improve and enhance the quality of the College’s programs and services for students and the employers of Southeastern Montana.

Agriculture/Agribusiness
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Kristin Gustad
Pat Graham
Bill Griffin
Ty Jones
Ron Anderson
Jan Pratt
Andy Roberts
Carol Sparks
Tad Torgerson
Kent Williams
Student Representative
Miles Community College
First Interstate Bank
Miles Community College
Harding Land and Cattle Company
Griffin Ranch Company
Jones Cattle Company
Miles Community College
Miles Community College
Miles Community College
Custer County Extension Service
Miles Community College

Automotive Technology
Calvin Bozarth
Dan Decker
Vern Entzel
Miles Gaub
David McIntyre
Student Representative
Automatic Transmission Systems
Notbohm Motors/Miles City Police Dept.
VJ Engines
NAPA Auto Parts
Miles Community College
Miles Community College

Building Technology
John Bass
Tom Fietz
Melissa Hartman
Dennis Hirsch
Wes Malenovsky
Doug Martin
Dennis Mullen
Chad Sutter
Student Representative
United Building Center
Biedorem Lumber
Miles City Housing Authority
Building Inspector
Magic Construction
Bullseye Construction
Mullen Appraisal Service
Stevenson Design
Miles Community College

Equine Studies
Merlin Anderson
Les Barnhardt
Wally Badgett,
Caren Coffee
Marilyn Fortune
Wyatt Glade
Rusty Irion
J.T & Julie Korkow
Gene Kukowski
Nancy Okerman
Beth Oswald
Ryan Reinstram D.V.M
Andy Roberts
Garth Sleight
Tad Torgerson
Shelly Weight
Farrier
Rancher
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Rancher
Rancher
County Attorney
Department of Natural Resource Conservation
Ranches
Horse Trainer
Rancher
Miles Community College
Miles City Veterinary Service
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Health and Office Information Technology
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Roxanna Brush
Joanne Richardson
Carla Boucher
Student Representative
Shelly Weight
MediQuist
Custer County Community Health Center
Holy Rosary Health Care
Billings Clinic—Miles City
Miles Community College
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Shawn Coffin
Bob Flokoetter
Scott Fredrickson
Shawn Juhl
Glenn Logan
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E. H. Oftedal & Sons, Inc.
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T.E.S.T.
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Custer County
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Midrivers
Custer County Commissioner
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VA of Montana
US Bank
Stockman Bank
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Rick Haroldson
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Glendive Medical Center
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Sidney Health Center
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Miles City Chamber of Commerce
Mid-Rivers Communications
Miles City Economic Development
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