



Miles Community College
Community Outreach &
Workforce Development



Start Here... Go Anywhere.

Miles Community College Workforce Development

Our office can deliver economical training programs to enhance your personal development or improve your company's workforce.

- We will work with you to deliver convenient, high-value solutions that fit your needs.
- We provide value-added learning opportunities that enhance economic development.
- We create partnerships with individuals and businesses for lifelong learning.
- We serve as the educational partner for your organization

Kassie Taylor

Workforce Development Coordinator
Miles Community College
406-874-6199
taylork@milescc.edu

The Workforce Development office conducts classes in:

- Commercial Trucking-CDL
- Certified Nursing Assistant
- Business Continuing Education
- Customized Training
- Educator Continuing Education
- CPR and First Aid
- Computer Training including: Excel, QuickBooks, AutoCAD, Access, Word and Outlook, Publisher, PowerPoint
- OSHA Training (Online)

Consider Miles Community College for your next event. We are a full-service facility.

Our office can assist you with planning and coordinating your next event, conference, or meeting; no matter the size.

- ADA accessible, reasonably priced rooms
- Convenient, FREE parking
- All electronic equipment including:
 - Digital Projectors
 - DVD/VCR
 - State of the Art Sound System
- Full onsite catering services
- Full-time Information Technology Staff
- Friendly, courteous staff assistance
- METNET and ITV Conferences

For scheduling and pricing information:

Beth Oswald

Community Outreach Coordinator
Miles Community College
406-874-6164
oswaldb@milescc.edu

Start Here... Go Anywhere.

Kid's Kollege

***All Kid's Kollege instructors have background and criminal checks ***

Ants Go Marching

Instructor: Suzanne Thomason

June 11th, Monday, 9:00 am – 12:00 pm

MCC, Room 106

Cost: \$15



Spend the morning building an ant farm, observing insects in their natural habitat, snacking on ants and bug guts, and learning more about the fascinating world of insects. Much of the session will be spent out of doors so bring a hat, wear shoes you can hike in (no flip-flops, please) and dress appropriate for the weather.

Fun with Spanish

Instructor: Garth Sleight

June 12th – 21st Tuesday - Thursday, 2:00 - 4:00 pm

MCC, Conference Room

Cost: \$75

Learn the fun and entertaining Spanish language as a child. Kids will learn greetings, describing words, polite requests, nouns, numbers, parts of the body, expressing affection, the Spanish alphabet, and much more. Join MCC Instructor, Garth Sleight as he takes you on a cultural journey through this beautiful language. Ages 6 and up.

Ukrainian Eggs

Instructor: Kate Ruland

June 18th, 19th and 20th, Monday – Wednesday, 1:00 – 2:00 pm

MCC, Room 103

Cost: \$15 (Includes all Materials)

Learn a traditional art that is hundreds of years old. Kids will explore Art History, Ukraine Traditions, color theory and line design while creating a one-of-a-kind beautiful egg. Please wear work clothes that may get permanent dye on them.



Cold Water Wax Batik

Instructor: Kate Ruland

June 18th – 20th, Monday – Wednesday, 2:00 – 3:00 pm

MCC, Room 103

Cost: \$20 (Includes all Materials)

Have fun and be creative learning how to do Cold Water Wax Batiks, which are silk arts that date back 1000's of years. This workshop will include Art History, Line Design, Color Theory and Watercolor Techniques. Please wear work clothes that may get permanent dye on them.

Dancing Hands

Instructor: Suzanne Thomason

June 25th – 26th, Monday – Tuesday, 9:00 am – 12:00 pm

MCC, Room 106

Cost: \$30



Communicating with your hands using S.E.E. (Signing Exact English) incorporates traditional hand signs and the alphabet as well as finger-spelling. Signing Exact English has been a hobby of Suzanne's for many years. Attendees will learn many basic signs as they tell jokes and stories, converse, and sign songs. Some knowledge of the hand alphabet would be helpful, but not required. It would be good to practice fingerspelling your name and that of household members before attending class.

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Jewelry Making 101

Instructor: Toni Rentschler

June 26th (Ages 6 – 9)

July 24th (Ages 10 – 12)

1:00 – 2:30 pm

MCC Building Trades Classroom, Room 401

Cost: \$15 (Includes Materials)



Students will be making different types of jewelry including three necklaces, two hair clips and two bracelets. The jewelry will be made utilizing different techniques. Parents or helpers are welcome with younger children. Students may bring their own special or favorite objects to attach to their jewelry; however, plenty of beads and materials will be provided.

Digital Trick Photography

Instructor: Jan Hartmann

June 27th – 28th, Wednesday – Thursday, 9:00 am – 12:00 pm

MCC, Room 107

Cost: \$30

This course is filled with tips and tricks to help you take better photographs. Learn about basic technology that digital camera's use. Explore composition and lighting for taking great photos in all situations. Learn about macro photos, (extreme close-ups of small items), portraiture and sports photography. We will spend one session learning trick photography. Your family and friends will be asking how you took that amazing picture. Bring your cameras and manuals and be prepared to have some fun taking awesome pictures using the techniques learned in class.

Rustic Bird Houses

Instructor: Toni Rentschler

June 27th, Wednesday (Ages 6 – 9)

July 25th, Wednesday (Ages 10 – 12)

1:00 – 4:00 pm

MCC Building Trades Classroom, Room 401

Cost: \$30 (Includes Materials)



Students will build a charming one-of-a-kind birdhouse using rustic barn wood. Unique objects will be attached to the outside of the birdhouse to suit each individual style. All wood will be pre-cut and prepared ahead of time. Parents or helpers are welcome with younger children. Students may bring their own special or favorite objects to attach to their birdhouse; however there will be plenty provided.

Computer Skills for Tweens and Teens

Instructor: Beth Oswald

June 27th, Wednesday, 9:00 am – 12:00 pm (Session 1)

July 26th, Thursday, 9:00 am – 12:00 pm (Session 2)

MCC, Room 109

Cost: \$15

This class focuses on computer skills that are required in high school and college. This is a fun way to participate in a group setting with lots of hands on activities and learning. Microsoft Word, PowerPoint, computer etiquette and internet safety will all be part of this course. Session 2 is a repeat of Session 1. Ages 10 and up.

Start Here... Go Anywhere.

Geocaching for Kids

Instructor: Don Warner

June 28th, Thursday, 9:00 am – 2:00 pm

MCC, Conference Room

Cost: \$25

If you love to solve puzzles or riddles, this class is for you. This workshop is based on the popular experience of Geocaching. Learn to use a Global Positioning System (GPS) receiver to hide and seek containers anywhere in the world. Caches contain a logbook and “treasure,” usually toys or trinkets of little value, but no less fun to find! This will be a hands-on experience that explores the fun side of GPS in a non-technical environment. Please bring a GPS if you have one (not required), a few small items to trade in caches, and appropriate clothes for the weather.

FIGHT LIKE A GIRL; Personal Safety & Self Defense for Girls ages 8 to 10

Instructor: Diane Grutkowski

July 9th – 11th, Monday – Wednesday, 10:00 am – 4:00 pm (Bring a sack lunch)

MCC, Room 107

Cost: \$60

Unfortunately, the world is not always a safe place for children anymore. Teaching children not to talk to strangers is no longer enough. We do not want to make our children paranoid or afraid and there is no reason to dwell on the horror of what might happen. Awareness and healthy fear are good things – worry and anxiety are not. This course will teach young women personal safety, how to trust their own instincts and their own sense of self. They will learn how to avoid situations where they could become a victim and think fast in order to get away from an attacker as quickly as possible. This course will give action plans, clear-cut strategies, and the confidence to do what needs to be done; fight hard, fight smart, and FIGHT LIKE A GIRL. Self-defense is taught as a common, everyday awareness and skill. Discover the power of your mind and body and learn to be street smart, cunning, and how to act “unladylike” when your safety depends on it.

Family and Friends CPR (Grades 6, 7 and 8)

Instructor: Kassie Taylor

July 10th, Tuesday, 10:00 am – 12:00 pm

MCC, Room 106

Cost: \$15 (Includes Workbook)



The Family & Friends CPR Course teaches the lifesaving skills of adult Hands-Only[®] CPR, child CPR with breaths, adult and child AED use, infant CPR and relief of choking in an adult, child or infant. Skills are taught in a dynamic group environment by using the AHA’s research-proven practice-while-watching technique, which provides students with the most hands-on CPR practice time possible. Family & Friends CPR is for people who want to learn CPR but do not need an AHA certification card. This course is designed for 6th, 7th and 8th graders. Workbook and course completion card included.

FIGHT LIKE A GIRL; Personal Safety & Self Defense for Girls ages 11 to 13

Instructor: Diane Grutkowski

July 16th – 18th, Monday – Wednesday, 10:00 am – 4:00 pm (Bring a sack lunch)

MCC, Room 106

Cost: \$60

Unfortunately, the world is not always a safe place for children anymore. We do not want to make our children paranoid or afraid and there is no reason to dwell on the horror of what might happen. Awareness and healthy fear are good things – worry and anxiety are not. This course will teach young women personal safety, how to trust their own instincts and their own sense of self. They will learn how to avoid situations where they could become a victim and to think fast in order to get away from an attacker as quickly as possible. This course will give action plans, clear-cut strategies, and the confidence to do what needs to be done; fight hard, fight smart, and FIGHT LIKE A GIRL. Young women will learn they do not need a black belt to defend themselves. Self-defense is taught as a common, everyday awareness and skill. Learn exactly what your strengths are. Discover the power of your mind and body and learn to be street smart, cunning, and how to act “unladylike” when your safety depends on it. Included will be a visit from a Custer Network Against Domestic Abuse & Sexual Assault (CNADA) representative who will discuss healthy relationships vs. unhealthy relationships, teen dating, recognizing signs of abuse, etc.

Start Here... Go Anywhere.

Outdoor Adventure

Instructor: Beth Oswald

July 12th, Thursday, 10:00 am - 2:00 pm

MCC (Meet in Room 106)

Cost: \$30 (Includes Supplies and Lunch)

Students will explore the beautiful Strawberry Hill area and make a journal of everything that they see and do as well as have a picnic lunch. This is a great way to get children interested in the outdoors and outdoor activity and learn about local plants and animals. Please bring bug spray, a backpack, water, sunscreen, snacks, binoculars, camera and a hat or sunglasses if desired. Wear long pants and comfortable walking shoes. No flip-flops or sandals. Students will be transported via bus or van from the college to Strawberry Hill.



Introduction to Cheerleading

Instructor: Kate Ruland

July 23rd – 24th, Monday – Tuesday, 1:00 – 3:00 pm

MCC, Centra

Cost: \$20

This workshop will introduce kids of all ages to cheerleading and stunts. They will learn several cheers, a dance and stunts and will complete the class with a performance for parents. Please wear clean gym shoes, socks, cotton shorts and a t-shirt. A water bottle will be provided.



Summer Reading Program

Reading is “Fun”damental

Children in grades 1-6 that may struggle with reading will find that the skills they need to succeed can be achieved through this program. They will learn that reading can be fun and it opens a door that will allow them to reach other goals. To improve their reading proficiency, students who struggle with reading need intensive, systematic, and explicit instruction in addition to their regular classroom in the following components: phonological awareness, fluent reading in a variety of texts, comprehension strategies and vocabulary development, decoding strategies and word analysis.

The activities in this curriculum are intended to supplement the regular reading program and to provide the additional practice struggling readers need to develop basic reading strategies.

Instructor Anne Anderson is currently teaching 3rd and 4th grade at Sacred Heart School in Miles City. She has been an elementary instructor for nine years. She holds an MS in Curriculum and Instruction from Black Hills State University; a BS in Elementary Education and a BA in Universal Studies from Dickinson State University; and an AA in Developmental Disabilities from Minot State University. She has extensive reading training including: Reading Recovery Instruction, Step Up to Writing Training, Diagnostic Corrective Reading graduate credits, guided reading, shared reading, interactive writing and editing, and administering and analyzing running records.

Location: Children will have access to a state of the art computer lab and will learn in a fun, comfortable, low-pressure environment. Classes will meet in Rooms 313 and 314 at Miles Community College. Program Cost: \$99 per session. Enroll in all three for \$249. Partial and full scholarships are available. Please request an application from Beth Oswald at 874-6164.

June 11th - June 22nd, 2012 (Section 1). Class Meets Daily, excluding weekends.

June 25th - July 6th (Section 2). Class Meets daily, excluding weekends and

July 4th. July 16th – July 27th (Section 3). Class Meets Daily, excluding weekends.

1st-3rd Grade: 9:00-11:15 am

4th-6th Grade: 1:00-3:15 pm



Start Here... Go Anywhere.

Summer Tours

"Gypsy"

Fort Peck Summer Theater

Sunday, July 22nd

10:00 am - Leave Miles Community College

10:00 pm - Arrive back at Miles Community College

Cost: \$75 per person - due by June 29th

Gypsy is the story of a hard-driven, determined stage mother, Mama Rose. In the beginning, Rose concentrates on her talented younger daughter, June, leaving older, less talented Louise in the cold. When June tires of being cute and runs away, Rose turns to Louise instead. Louise eventually does become "Gypsy", and Rose is left by herself, her aspirations for her kids realized, but her own show-business aspirations still unrealized. Book by ARTHUR LAURENTS, Music by JULE STYNE, Lyrics by STEPHAN SONDHEIM, GYPSY is presented through special arrangement with Tams-Witmark Music Library, Inc. We will stop for lunch prior to the musical. As with all MCC bus tours; food, drinks and coolers are welcome on the bus.

Medora Musical

Friday and Saturday, June 15th and 16th

06/15/12 11:00 am – Leave Miles Community College

06/16/12 2:00 pm - Arrive back at Miles Community College

Cost: \$225 (Single Occupancy)

\$335 (Double Occupancy)

Payment due by June 1st



This exciting overnight tour is full of adventure and fun! If you have not attended the Medora Musical, or would like to see it again, this is the way to go. You will experience what makes Medora a first-class vacation destination. As with all MCC bus tours; food, drinks and coolers are welcome on the bus.

The cost includes the following:

- Bus ride to and from Medora
- Medora Musical Ticket
- Behind the Scenes Tour
- Pitchfork Fondue
- Overnight stay at the Badlands Motel (within easy walking distance of everything in Medora)
- Breakfast buffet at Chuckwagon
- Driving tour through the Theodore Roosevelt National Park

Welcome Aboard the Charlie Russell Chew Choo!

Saturday, August 11th

11:00 am - Leave Miles Community College

12:00 am (estimated) - Arrive back at Miles Community College

Cost: \$115 per person - due by July 20th

Space is limited - Sign up early!



Join us for a spectacular evening as we travel through the mountains and prairies of central Montana. Experience the beauty of the rolling hills, vast ranchlands and breathtaking sunsets of Big Sky Country. Wildlife abounds on this scenic 56-mile round trip journey, with a plentiful supply of antelope, eagles, deer, hawks and coyotes. Be sure to watch out for the masked bandits - rumor has it hold-ups can occur when you least expect them!! Crossing three historic trestles and passing through a half-mile long tunnel, the three and one-half hour trip in climate-controlled, non-smoking coaches includes a full course prime rib dinner and dessert, no-host cash bar and music by local area entertainers. Your journey begins at Kingston Junction, ten miles northwest of Lewistown and follows the route of the old Chicago, Milwaukee, St. Paul, and Pacific railroad to Denton, MT and back again. The train travels on a spur track that was built in 1912-1913 connecting Lewistown and Great Falls. As with all MCC bus tours; food, drinks and coolers are welcome on the bus.

Start Here... Go Anywhere.

Computers

Excel 2010: Level 1 for the Workplace

Instructor: Kassie Taylor

June 6, Wednesday, 9:00 am - 4:00 pm

MCC, Room 314

Cost: \$55 (Includes Book)

This class is a fast-paced, comprehensive course that covers the basic functions and features of Excel 2010. Computer skills and basic Excel skills are recommended. Participants will learn how to navigate worksheets and workbooks. They will enter and edit text, values, formulas and pictures, and they will save workbooks in various formats. Participants will also move and copy data, learn about absolute and relative references and work with ranges, rows and columns. This course also covers simple functions, basic formatting techniques and printing. Finally, students will create and modify charts and learn how to manage large workbooks. Cost includes book.

Computerphobia

Instructor: Patti LeCraft

June 11th – 20th, Mondays/Wednesdays, 5:30-7:30 pm (Session 1)

July 9th – 18th, Mondays/Wednesdays, 5:30-7:30 pm (Session 2)

MCC, Room 314

Cost: \$55 (Includes Book)

Join the electronic age stress free! Overcome your fears and frustration to discover the useful and efficient side of computers. Gain a fundamental understanding of computer hardware, the operating system, word processing, the Internet, and e-mail in this beginning computer class. Session 2 is a repeat of Session 1. Ages 50 and over receive \$5.00 off the cost of the class.

Basic Outlook 2010 for the Workplace

Instructor: Kassie Taylor

July 12th, Thursday, 9:00 am - 3:00 pm (lunch on your own)

MCC, Room 314

Cost: \$55 (Includes Book)

Outlook 2010 class covers the basic functions and features of Outlook 2010. Participants will create e-mail accounts and send e-mail messages using several techniques. They will also learn how to manage e-mail messages, contacts, tasks, and meeting requests. Finally, students will customize Outlook for maximum efficiency. Cost includes book.

Intro to Microsoft Office 2010

Instructor: Beth Oswald

July 23rd – 31st, Mondays/Tuesdays, 5:30-7:30 pm

MCC, Room 314

Cost: \$55 (Includes Book)

This class provides a basic understanding of the software applications typically required for both home and business, including Word, Excel, PowerPoint and Access. Learning is reinforced with plenty of illustrations and practical, hands-on projects and exercises. **New in 2010:** Writing a resume and cover letter, using basic Word tables, creating a budget in Excel, use of automated PowerPoint tools, delivery tips for novice presenters. Cost includes book.



Start Here... Go Anywhere.

Excel 2010: Level 2 for the Workplace**Instructor: Kassie Taylor****July 26th, Thursday, 9:00 am - 4:00 pm****MCC, Room 314****Cost: \$55 (Includes Book)**

This class is a fast-paced, comprehensive, intermediate level course to improve your skill level and become more efficient with Excel 2010. Completion of Excel 2010: Level 1 is recommended prior to taking this course. Students will learn how to use multiple worksheets and workbooks efficiently, and they will start working with more advanced formatting options including styles, themes, backgrounds, and watermarks. They will also learn how to create outlines and subtotals, how to create and apply cell names, and how to work with lists and tables. This course also covers advanced charting techniques, worksheet auditing and protection, file sharing and merging, and workbook templates. Cost includes a book.

Workforce Development

Certified Nurse Assistant**Instructors: Rachel Finn & Darlene Sanderson****Theory Portion – On-line and starts June 4th – July 27th****Clinical Portion – 8:00 am - 5:00 pm****(June 19th, June 20th, June 26th, June 27th, July 10th)****MCC Nursing Arts Lab Room 112****Cost: \$675***

This class is a distance education, internet-based course designed to prepare students for certification as a CNA and for employment in the long-term care setting. The content covered includes basic nursing knowledge, basic patient-care skills, patient rights, and HIPPA standards. This course includes an on-campus clinical component. The curriculum has been standardized and approved by the Department of Health and Human Services (DPHHS), Nurse Aide Training Program, Quality Assurance Division.

*Pricing for this class includes the Headmaster Test - \$575.00 without test

CPR for the Non-Healthcare Provider & First Aid**Instructor: Kassie Taylor****Two Sessions Offered: June 13th, Wednesday (Session 1) or August 1st, Wednesday (Session 2)****9:00 am - 4:00 pm****MCC, Room 106****Cost: \$60**

The AHA CPR course will teach non-healthcare professionals the ability to provide CPR & First Aid, recognize emergencies and relieve choking in a safe, timely and effective manner. This course is intended for those individuals that are NOT in the medical field.

CPR Renewal Course – Healthcare Provider**Instructor: Kassie Taylor****Two Sessions Offered: June 20th, Wednesday (Session 1) or August 9th, Thursday (Session 2)****9:00 - 11:30 am****MCC, Room 106****Cost: \$35**

A current CPR for the Healthcare Provider card is required in order to take the renewal course. The AHA Healthcare Provider Course is designed to provide healthcare professionals the ability to recognize several life-threatening emergencies, provide CPR, use an AED and relieve choking in a safe, timely and effective manner. The course is intended for healthcare professionals.

Start Here... Go Anywhere.

CPR for the Healthcare Provider

Instructor: Kassie Taylor

Two Sessions Offered: June 28th, Thursday (Session 1) or August 15th, Wednesday (Session 2)

8:00 am - 12:30 pm

MCC, Room 106

Cost: \$50

The AHA Healthcare Provider Course is designed to provide healthcare professionals the ability to recognize several life-threatening emergencies, provide CPR, use an AED and relieve choking in a safe, timely and effective manner. The course is intended for healthcare professionals.

CDL Basics – Miles City Location

Schedule: 4-week course – Monday through Thursday – 8:00 am - 5:00 pm

Two Sessions Available:

July 9th – August 2nd

August 6th – 30th

MCC, Room 314

Cost: \$1735.00

This course is designed to provide students with essential knowledge and practical skills necessary to prepare you for the MT Commercial Driver's License written examination and skills test. This program is designed to provide tractor-trailer driving fundamentals to students who have minimal or no truck driving experience. The 4-week program includes classroom instruction, hands-on labs and behind-the-wheel driving time. At the conclusion of the course, students may use the MCC truck to complete the driver's portion of the CDL examination.*

Students will be required to be enrolled in an MCC contracted random drug and alcohol testing pool.

Prerequisites: Students must show proof of a valid MT driver's license.

*MT Commercial Driver's License Written Examinations may be taken anywhere in the State of Montana. The testing site will require the student to provide a DOT physical and the fee for the test (all at student's expense), a social security card and driver's license. A permit is required from passing the written examination prior to beginning the skills portion of the course. If student desires the use of the MCC semi, the skills test must be taken in Miles City at a time scheduled by the DMV and MCC (skills test will rarely be scheduled during this class, so participants will need to be available at a later date). Completion of the course does not guarantee participant will pass the DMV-CDL exams and it does not guarantee employment.

CDL Basics – Billings Location

Schedule: 4-week course – Monday through Thursday – 8:00 am - 5:00 pm

Two Sessions Available:

June 4th – June 28th

July 9th – August 2nd

Place: Billings College of Technology

Cost: \$1735.00



This course is designed to provide students with essential knowledge and practical skills necessary to prepare you for the MT Commercial Driver's License written examination and skills test. This program is designed to provide tractor-trailer driving fundamentals to students who have minimal or no truck driving experience. The 4-week program includes classroom instruction, hands-on labs and behind-the-wheel driving time. At the conclusion of the course, students may use the MCC truck to complete the driver's portion of the CDL examination.*

Students will be required to be enrolled in an MCC contracted random drug and alcohol testing pool.

Prerequisites: Students must show proof of a valid MT driver's license.

*MT Commercial Driver's License Written Examinations may be taken anywhere in the State of Montana. The testing site will require the student to provide a DOT physical and the fee for the test (all at student's expense), a social security card and driver's license. A permit is required from passing the written examination prior to beginning the skills portion of the course. If student desires the use of the MCC semi, the skills test must be taken in Miles City at a time scheduled by the DMV and MCC (skills test will rarely be scheduled during this class, so participants will need to be available at a later date). Completion of the course does not guarantee participant will pass the DMV-CDL exams and it does not guarantee employment.

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2012 Summer Teachers Institute

Miles Community College offers a wide variety of 2-day courses for teachers needing to earn credits toward the renewal of their teaching certificate. These classes are not just for teachers and are open to anyone interested in attending. Each class is offered as a 1-credit class. Class size is limited — please register early.

Per credit costs:

In Custer County \$121.00

Outside Custer County \$153.00

***Student must “drop” class 2 days prior to class start date in order to receive refund or not be charged. A “no show” will be charged full price for the class.**

Summer Offerings at a Glance:

June

June 4 & 5 Survey of Exceptional Learners

June 12 & 13 Intro to Word 2010

June 13 & 14 Autism: The Communication & Behavior Relationship

June 18 & 19 Printmaking from Everyday Objects

June 18 & 19 Intro to Access 2010

June 20 & 21 Geocaching & Education

June 21 & 22 Integrating SMART Board Technology into the Classroom

June 22 & 23 The Custer/Sitting Bull Trail

June 25 & 26 Intro to Excel 2010 June 26—29

Geospatial Instruction Institute June 27 & 28

Digital Camera Techniques June 28 & 29

Intermediate Excel 2010

July

July 9 & 10 Survey of Exceptional Learners

July 9 & 10 Methods of Teaching with Computers & Technology

July 11 & 12 Photo Editing using Photoshop

July 12 & 13 Advanced SMART Board

July 13 & 14 The Battle of Powder River

July 16 & 17 Methods of Teaching with Computers & Technology

July 18 & 19 Darkroom Techniques for Black & White Photography

July 18 & 19 Intro to IEFA/Native American Studies

July 23 & 24 Printmaking from Everyday Objects

July 24 & 25 Sensory Integration in the Autism World

July 25 & 26 Elementary Art Holiday Projects

Class size is limited—please register early. Classes need a minimum of four students to run. Contact Kassie Taylor at (406) 874-6199 or taylorlk@milescc.edu to register

Start Here... Go Anywhere.

Education

Jump-Start Your College Career with one of the following:

Non-Credit Offering: Intensive Review of Pre-Algebra

Instructor: Dr. Mike Hardy, PhD

August 14th - 18TH 10:00 am - 2:30 pm

MCC, Room 317

Cost: \$100 (Includes \$30 six-week subscription to ALEKS: Web-based tutoring system)

- Campus Housing is available during this review for those who plan to live in Campus housing in the Fall.
- 10 hours face-to-face instruction focused on pre-algebra.
- 10 hours in lab on ALEKS with instructor focused on pre-algebra.
- ALEKS is a web based intelligent tutoring system.
- A student who demonstrates proficiency in Pre-algebra topics will be allowed to take Introductory Algebra during the following Fall 2012 semester only regardless of COMPASS score.

Non-Credit Offering: Intensive Review of Introductory Algebra

Instructor: Dr. Mike Hardy, PhD

August 14th - 18TH 12:30 pm - 4:30 pm

MCC, Room 317

Cost: \$100 (Includes \$30 six-week subscription to ALEKS: Web-based tutoring system)

- Campus Housing is available during this review for those who plan to live in Campus housing in the Fall.
- 10 hours face-to-face instruction focused on Introductory Algebra.
- 10 hours in lab on ALEKS with instructor focused on Introductory Algebra.
- ALEKS is a web based intelligent tutoring system.
- A student who demonstrates proficiency in Introductory Algebra topics will be allowed to take Intermediate Algebra during the following Fall 2012 semester only regardless of COMPASS score.

****If there is enough interest, a section of *Intensive Review of College Algebra* will be offered. Please call (406) 874-6164 for more information*******

Start Here... Go Anywhere.

Online Learning

There are many computer, internet and personal enrichment classes offered at www.ed2go.com/milesc. All courses are offered monthly and run for 6 weeks with two lessons per week. The classes are available 24 hours a day for 10 days after the release date. <http://www.ed2go.com/milesc/>

Online

A to Z Grant Writing

An invigorating and informative course that will equip you with the skills and tools you need to enter the exciting field of grant writing! You will learn how to raise needed funds by discovering how and where to look for potential funders who are a good match for your organization. You will also learn how to network and develop true partnerships with a variety of funders, how to organize a successful grant-writing campaign, and how to put together a complete proposal package. <http://www.ed2go.com/milesc.edu/>

Online

Start a Pet Sitting Business

In this course; you will master the essentials of running a cat and dog sitting business. Begin with pet care, including nutrition, exercise, first aid, and identification of common diseases. Learn the basics of first aid and find out how to administer pills, liquid medications, and injections to an uncooperative cat or dog. Next, discover how to handle home visits and impress your potential clients. Explore sticky situations that can arise, such as lost pets, pets that die unexpectedly, and pets that need immediate veterinary care. Learn about finances and explore start-up costs, accounting, fee-setting, business plans, and low-cost marketing. <http://www.ed2go.com/milesc.edu/>

Online

Instant Italian

This dynamic course will teach you how to express yourself comfortably in Italian. Learn practical, everyday words and phrases that will make your stay in Italy more enjoyable. Read, hear, and practice dialogues based on typical situations that you are likely to encounter while staying in Italy. The dialogues and follow-up exercises of each lesson will teach you to communicate in Italian in a wide variety of settings. You will be surprised by how quickly and easily you can learn many useful expressions in Italian! <http://www.ed2go.com/milesc.edu/>

Online

LSAT Preparation (Part I and II)

Taking both part 1 and part 2 will prepare you to perform well on all three-question types on the LSAT: reading comprehension, logical reasoning, and analytical reasoning. We recommend that you practice on actual LSAT exams, which can be purchased from *Law School Admission Council* at www.lsac.org. You will also learn proven test-taking techniques. LSAT Preparation - Part 1 provides an overview of law school entrance procedures, a career in law and law school survival techniques. You will also participate in an intensive review of analytical reasoning questions; including techniques for drafting the three most helpful types of diagrams, and explanations for and interpretations of correct answer choices. You will also learn the outline format that law school admissions counselors favor for preparing the writing sample. <http://www.ed2go.com/milesc.edu/>

Online

Genealogy Basics

Tracing your family's history is a fascinating journey. Who will you discover? *Genealogy Basics* will help you understand the genealogy research process and the way we interpret the information we find. This course guides you through the search process for family names using several subscription-based Websites, which you can access while enrolled in the class. Along the way, you will learn through hands-on examples that help you dig deeper into your family's past. Develop a strategy to accomplish your objectives, evaluate the results, and share that information with others. Discover, in simple terms, where to look, who to contact, and how to make your family history come alive. <http://www.ed2go.com/milesc.edu/>

Online

Introduction to Natural Health and Healing

Learn more about natural health and healing. We will discuss the various stages of health and illness, and discover that true health means wholeness of the mind, body, and spirit. Start a personal health journal to evaluate your current lifestyle and observe how your behaviors can affect your health. Explore naturopathy, which seeks ways for the body to heal itself. Find out about proper breathing techniques that enhance health, and learn the value of hydrotherapy, diet, biorhythms, and fasting and much more. <http://www.ed2go.com/milesc.edu/>

Start Here... Go Anywhere.

Where Does all my Money Go?

Online

Ever get frustrated that you never seem to get ahead? Are you and your family constantly arguing about money? Do you ever wonder where your money went last month? Do you have trouble saving money? Do you wish you had financial security? Want to work on paying down your debt but don't know where to find the money? This course will teach you the very basics of how to get control of your finances rather than letting them control you. It is the help you need before learning about investing, debt elimination, retirement or college planning. <http://www.ed2go.com/milesc.edu/>

Beginners Guide to Getting Published

Online

Do you know the five most common reasons why manuscripts are instantly rejected--often without even being read? Do you know how to correctly format and submit a manuscript? Do you know which publishing markets most fit your writing style? Can you write a query letter that publishers will not be able to resist? If your goal is to become a published freelance writer of fiction or nonfiction for books or magazines, this comprehensive course will help you guide your work directly into the hands of an editor and onto the shelves of your favorite stores. Taught by a successful journalist and author, this course will provide you with instant access to critical information most other writers do not discover for years. This patient and experienced instructor will walk you through every step of the publishing process. What's more, she will be standing by to answer your every question about important legal issues, including copyright, agents, and the use of pseudonyms. <http://www.ed2go.com/milesc.edu/>

Introduction to Microsoft Project 2010

Online

Discover how to effectively plan, implement, and control projects using Microsoft Project 2010. In these lessons, you'll learn how to use Microsoft Project to think through and organize your project's details, plan a schedule, sequence tasks, produce a baseline, assign resources and costs, track your progress, identify and analyze variances, and revise your project plan. <http://www.ed2go.com/milesc.edu/>

Goodbye to Shy

Online

Want to learn how to overcome shyness? Now you can—from someone who has been there! The ability to connect with others affects everything we do, from advancing in our careers to attracting a mate. If your shyness keeps you from having the life you want, here is your chance to learn the secrets to overcoming it. You will find out how to appreciate your positive qualities while changing the negative behaviors you want to alter. <http://www.ed2go.com/milesc.edu/>

Creating a Successful Business Plan

Online

Turn your business ideas into a solid plan for financing and long-term success. Committing your idea to paper in the form of a business plan not only increases your chances of obtaining financing, but also in keeping your business strategically focused. With the support of your instructor and a network of like-minded students, you will work through all of the major components of writing a business plan and emerge with your first draft in hand. And most importantly, you will have completed the first--and most difficult--step on the path to small business success. <http://www.ed2go.com/milesc.edu/>

Understanding Adolescents

Online

Yesterday, she was a sweet young girl. Today, you swear aliens have abducted her and put an evil twin in her place. To know your kids is to love them. In this course, an experienced social worker will help you gain a deep understanding and appreciation of your adolescent's development and behavior. Uncover the secrets of the adolescent mind and gain valuable information on how they think, how they feel, and how their identities develop. Learn about the many physical, emotional, and cognitive changes that affect the teens in your life, and understand the significance of these changes for both you and the adolescent. By the time you finish this course, you should be very well prepared to understand, appreciate, and meet the needs of the teens in your life. <http://www.ed2go.com/milesc.edu/>

Luscious, Low-Fat, Lightning Quick Meals

Online

Have you ever wished you had a personal chef preparing luscious, low-fat meals for you. This course is the next best thing! Learn how to ferret out fat in recipes, and discover how to reduce fat without sacrificing flavor or texture. Explore how to use flavor profiling to expand your culinary horizons. Learn how to prepare casseroles, crock-pot dishes, vegan dishes, oven-fried foods, meat-based meals, and many other entrees that are both nutritious and delicious! <http://www.ed2go.com/milesc.edu/>

Start Here... Go Anywhere.

Registration Information

How to Register

We offer six EASY ways to register for non-credit classes.

By Mail:

Mail your completed registration form with a check (Payable to MCC) or credit card information to:
Attn: Beth Oswald
Miles Community College
2715 Dickinson
Miles City, MT 59301

By Phone: (406) 874-6164 (Beth Oswald) or (406) 874-6199 (Kassie Taylor)

Phone registration is easy. Register to reserve your spot and pay three business days before the class begins.

By Fax: (406) 874-6266

Fax your registration form with credit card information or pay three business days before the class begins.

By Email:

Email Beth Oswald for Community Outreach registration at oswaldb@milescc.edu
Email Kassie Taylor for Workforce Development registration at taylorlk@milescc.edu

Walk in:

Visit our Community Outreach and Workforce Development Departments in the main building on the MCC campus in Room 209. We are open 8:00 a.m.-5:00 p.m., Monday through Friday.

Online: Register and pay online at <http://milescc.edu/CommunityOutreach/COCalendar/> if you have a PayPal account.

Fee Information

Participants need to enroll and pay fees for classes at least three business days prior to the first class. Instructional and most supply costs for Community Outreach and Workforce Development classes are covered by participant fees.

Refund Policy

When the college cancels a class or workshop, a full refund is issued. Payments by check will be refunded to you. Please allow 2-3 weeks for processing. Payments made by credit card will have a credit applied to your card. If you are unable to attend a class, you will receive a full refund if withdrawn three business days prior to the first day of the class in which you are enrolled. Refunds will not be given after that time unless there are extenuating circumstances.

Start Here... Go Anywhere.

Community Outreach and/or Workforce Development Classes (Non-Credit) Registration Form

Mail To: Miles Community College

ATTN: Community Outreach

2715 Dickinson – Miles City, MT 59301 – (406) 874-6164 or FAX to: (406) 874-6266



Last Name	First Name	Initial	
Local Mailing Address	City	State	Zip
e-mail	Work Phone	Home Phone	Cell Phone
Birth date (If Minor)	Male	Female	
Course Name	Course Dates	Fee	

Payment Method:	<input type="checkbox"/> Check (Payable to MCC)	<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard <input type="checkbox"/> Am. Exp. <input type="checkbox"/> Discover
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Account Number	Exp. Date		
Card Holder's Signature: _____			

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Mail To: Miles Community College

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Last Name	First Name	Initial	
Local Mailing Address	City	State	Zip
e-mail	Work Phone	Home Phone	Cell Phone
Birth date (If Minor)	Male	Female	
Course Name	Course Dates	Fee	

Payment Method:	<input type="checkbox"/> Check (Payable to MCC)	<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard <input type="checkbox"/> Am. Exp. <input type="checkbox"/> Discover
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Account Number	Exp. Date		
Card Holder's Signature: _____			

Start Here... Go Anywhere.