

YOUR GUIDE

2013-2014



**MONTANA'S TWO-YEAR COLLEGE
WORKFORCE DEVELOPMENT**
CERTIFICATE & DEGREE PROGRAMS

**WHAT'S
YOUR
PLAN?**

www.mus.edu

Career Clusters	2-Year									4 Year				Tribal							Private				
	Bitterroot College	Helena College	Missoula College	City College	Gallatin College	Great Falls College	Highlands College	Dawson CC	Flathead Valley CC	Miles CC	Montana Tech	MSU Billings	MSU Northern	UM Western	Aaniih Nakoda College	Fort Peck CC	Blackfeet CC	Salish Kootenai College	Little Big Horn College	Stone Child College	Chief Dull Knife College	University of Great Falls	Carroll College	Rocky Mountain College	
A = Associate of Applied Science (AAS) C = Certificate of Applied Science (CAS) P = Professional Certificate * = Available Online																									
Career Clusters																									
AGRICULTURE, FOOD & NATURAL RESOURCES																									
Agri-Business Technology/Integ. Ag & Food Sys								AC	A	AC															
Agri-Business Technology - Equine								A																	
Agricultural Science/Technology								A					A												
Agri-Mechanics Machinery/Technology													AP												
Equine Studies										A				A											
Livestock Technology								C																	
Natural Horsemanship														A											
Natural Resource Management									A																
ARCHITECTURE & CONSTRUCTION																									
Building Maintenance	C		C																						
Building Technology/Trades									AC							AC	C								
Cabinet & Furniture Technology									C																
Carpentry		C	AC	A		C	AC						AC		C										
Construction Technology		A		C													A			C					
Heating, Ventilation, & Air Conditioning									C																
Line Professional/Utility Line Worker							P									C									
Residential Weatherization Technician					C																				
ARTS, AV TECHNOLOGY & COMMUNICATIONS																									
3D Jewelry Computer Design/Production									C																
Goldsmithing & Jewelry Arts									A																
Graphic Design						A			AC				A												
Interior Design/Space Planning		C			A	A	A																		
Media Design - Information Technology			C															A							
Music Technology									AC																
BUSINESS MANAGEMENT & ADMINISTRATION																									
Administrative Assistant/Support		A		AC			A																		
Administrative Management			A																						
Business														A											
Business Administration		C*				A*C			AC	P*			A												
Business Health Administration																									
Business Mgmt/Entrepreneurship			A			A		A*		C*												A			
Business Technology/Medical Office Specialist						A							A			AC		A							
Customer Services (Patient Relations)	C*		C*						P	P*										C					
Human Resource Management		P		C*																					
Insurance										A*															
Legal Administrative Assistant		C																							
Medical Administrative Assistant		A	A	A			A			P															
Medical Office Technology		C																P							
Office Administration & Technology										A							A	P			C				
Receptionist - Medical/Dental	C		C				C																		
Project Management																							P		
Small Business Mgmt/Entrepreneurship		A							A*C*	A							A								
Support Professional									A																
Tribal Management															C				C						
EDUCATION & TRAINING																									
e-Learning		P*																							
Early Childhood Education		AC**						AC*	A					AC					C						
Education Studies													A		A										
Paraprofessional Educator										C*															
FINANCE																									
Accounting		A		A*C*		A	A			P*						C				C	C				
Accounting Technology			A						AC																
Bookkeeping		CP				C		C																	
Payroll Accounting									C																

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HEALTH SCIENCE																								
Behav. Health Aide/Certified Nursing Assistant	P	P	P				P	P		P						P	C							
Dental Assistant						C												AC						
Dental Hygiene						A																		
Dietetic Technician						A																		
Emergency Dispatcher									P															
Emergency Management									A															
Emergency Medical Services/EMT/Paramedic				A		A			A								C							
Healthcare Informatics Tech						P*																		
Healthcare Office Management						P*			A															
Health Information Coding Specialist			A		C	C*																		
Health Information Technology			P			A*					A													
Medical Assistant			A		C	A	A		A									P						
Medical Billing & Coding				C*		A*			A															
Medical Billing Specialist						C*																		
Medical Laboratory Technician										A														
Medical Transcription						A*C*			C*															
Nursing - Practical		A	A	A		A			A															
Nursing - RN		A	A	A					A	A	A		A					A						
Patient Relations Specialist									P															
Personal Trainer									C											C				
Pharmacy Technology			C*			P*			P	P														
Phlebotomy										P														
Physical Therapist Assistant						A			A															
Pre-Health									P															
Radiologic Technology			A	A		A	A		A	A														
Respiratory Care			A			A																		
Surgical Technology			A*	A		A			A															
HOSPITALITY & TOURISM																								
Food Service Management			A																					
Culinary Arts			C						A															
Tourism & Recreation													A											
HUMAN SERVICES																								
Human Services									A															
Subst. Abuse/Addiction/Chem. Dep. Counseling								A	A			A				A						A*P		
INFORMATION TECHNOLOGY																								
Computer Assistant		C				C	C																	
Computer Desktop/Network Support				A						A						C			C					
Computer Information Systems			A									A												
Computer Networking*		A	A	C		AC	AC					A	C						C					
Computer Science/Technology																A	A							
Computer Support	C		C																					
Computer Systems Technology				A																				
Information Technology/Systems									A										C					
Microcomputer Specialist/Technology						A																		
Programming Technology		A		A																				
Web Technology/Development/Design		A				A	A		A	A						C							P	
LAW, PUBLIC SAFETY, CORRECTIONS & SECURITY																								
Correctional Officer								C																
Criminal Justice								A*	A													X*		
Criminal Justice - Peace Officer								A*																
Criminal Justice - Private Security								A*																
Emergency Management									A															
Fire & Rescue Technology/Fire Science		A		A																				
Paralegal/Paralegal Studies			A																		AC	X		

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§ Contact school for program locations and/or specific offerings.

*** Online Programs:**

For more information on Distance Learning programs in the Montana University System, please go to <http://mus.edu/online>.

Opportunities in Distance Learning are designed to meet the needs of traditional and non-traditional students who may be place-bound, work during the day, or may not live near one of the campuses. Programs and degrees may be delivered using on-line, video-based, and interactive television/VisionNet technology.

****Program is awarded through another postsecondary institution.**

Postsecondary Educational Opportunities:

Apprenticeship: Apprenticeship training is on-the-job training in high demand jobs. An apprenticeship is a paid job and includes classroom lessons to ensure mastery of all aspects of the job. To learn the skills needed, the apprentice is trained by journeyman and master craftsmen who are experts in their field. For more information on apprenticeship opportunities, go to: <http://wsd.dli.mt.gov/apprenticeship/default.asp>

Associate of Applied Science (AAS): The Associate of Applied Science degree is designed to lead the individual directly to employment in a specific career. In general, approximately 1/3 of the work will be in general education. The AAS is comprised of 60 - 72 credits and students should be able to complete the program in about two academic years, if they are academically prepared in math and writing.

Associate of Arts (AA) / Associate of Science (AS): The Associate of Arts and Associate of Science degrees prepare the student to transfer to an upper division bachelor's degree program. The AA gives emphasis to those majoring in the arts, humanities, social sciences, and similar areas. The AS gives emphasis to those majoring in agriculture, engineering and technology, and the sciences with substantial requirements in math and sciences. Approximately 1/2 of the work required will be in general education. This degree does not officially include a major or minor course of study.

Certificate of Applied Science (CAS): The Certificate of Applied Science is a short program of study designed to prepare the student for entry-level employment in a specific career. The CAS is comprised of 30 - 45 credits with limited general education. Students should be able to complete the CAS in one calendar year or less, if they are academically prepared in math and writing.

Professional Certificate: Professional Certificate programs are intended to prepare an individual for an occupational work area by focusing on developing the unique skill-set required for that position. These programs may allow students to qualify for a new job, achieve a promotion, explore a new career, or provide documented/credentialed study in a specific field or area of expertise. These programs are less than 30 credits, have little or no general education credits, and may be completed in 1-2 semesters.

Bachelor Degree: The Bachelor Degree is awarded after completion of undergraduate course work usually taking eight semesters and 120 credits to complete. Course work for bachelor's degrees is done at the undergraduate level and is made up of general studies and major specific classes.



Dual Enrollment: Some classes can be taken in high school for college credit.

Benefits:

- 1) Save money on your college degree with 50% off or free tuition and fees for high school students.
- 2) Get a head start earning a college degree.
- 3) Earn credits that show college admission departments that you are prepared for college-level study.
- 4) Gain access to challenging new learning opportunities.

Online Dual Enrollment: For online dual enrollment opportunities, visit:

www.montanadigitalacademy.org/dual-credit-information

Programs of a similar nature have been grouped. For information on these or other Associate, Certificate, and Professional Certificate Programs please contact:

BITTERROOT COLLEGE UNIVERSITY OF MONTANA

274 Old Corvallis Rd, Ste C, Hamilton, MT 59840
406-375-0100
<http://www.umt.edu/bcp>

HELENA COLLEGE UNIVERSITY OF MONTANA

1115 N. Roberts Street, Helena, MT 59601
800-241-4882 or 406-447-6900
<http://www.umhelena.edu>

MISSOULA COLLEGE UNIVERSITY OF MONTANA

909 South Avenue W., Missoula, MT 59801
800-542-6882 or 406-243-7882
<http://www.cte.umt.edu>

CITY COLLEGE AT MONTANA STATE UNIVERSITY BILLINGS

3803 Central Avenue, Billings, MT 59102
800-565-MSUB or 406-247-3000
<http://www.citycollege.msubillings.edu>

GALLATIN COLLEGE MONTANA STATE UNIVERSITY

101 Hamilton Hall, Bozeman, MT 59717
406-994-5536
<http://www.montana.edu/gallatincollege/>

GREAT FALLS COLLEGE MONTANA STATE UNIVERSITY

2100 16th Avenue S, Gt Falls, MT 59405
800-446-2698 or 406-771-4300
<http://www.gfcmsu.edu>

HIGHLANDS COLLEGE OF MONTANA TECH

25 Basin Creek Road, Butte, MT 59701
406-496-3716
<http://www.mtech.edu/academics/highlands>

DAWSON COMMUNITY COLLEGE

P.O. Box 421, Glendive, MT 59330
800-821-8320 or 406-377-3396
<http://www.dawson.edu>

FLATHEAD VALLEY COMMUNITY COLLEGE

777 Grandview Drive, Kalispell, MT 59901
406-756-3822
<http://www.fvcc.edu>

MILES COMMUNITY COLLEGE

2715 Dickinson, Miles City, MT 59301
800-541-9281 or 406-874-6100
<http://www.milesc.edu>

MONTANA TECH OF THE UNIVERSITY OF MONTANA

1300 West Park Street
1-800-445-8324
<http://www.mtech.edu/>

MONTANA STATE UNIVERSITY BILLINGS

1500 University Drive, Billings, MT 59101
800-565-6782 or 406-657-2888
<http://www.msubillings.edu>

MONTANA STATE UNIVERSITY NORTHERN

P.O. Box 7751, Havre, MT 59501
800-662-6132 or 406-265-3700
<http://www.msun.edu>

UNIVERSITY OF MONTANA WESTERN

710 South Atlantic, Dillon, MT 59725
877-683-7331 or 406-683-7011
<http://www.umwestern.edu>

UNIVERSITY OF GREAT FALLS

1301 20th Street S, Gt Falls, MT 59405
800-856-9544 or 406-791-5200
<http://www.ugf.edu>

CARROLL COLLEGE

1601 N Benton Avenue, Helena, MT 59625
800-992-3648 or 406-447-5437
<http://www.carroll.edu>

ROCKY MOUNTAIN COLLEGE

1511 Poly Drive, Billings, MT 59102
800-877-6259 or 406-657-1000
<http://www.rocky.edu>

AANIIH NAKODA COLLEGE

P.O. Box 159, Harlem, MT 59526
406-353-2607
<http://www.ancollege.edu>

BLACKFEET COMMUNITY COLLEGE

P.O. Box 819, Browning, MT 59417
800-549-7457 or 406-338-5421
<http://www.bfcc.org>

CHIEF DULL KNIFE COLLEGE

P.O. Box 98, Lame Deer, MT 59043
406-477-6215
<http://www.cdkc.edu>

FORT PECK COMMUNITY COLLEGE

P.O. Box 398, Poplar, MT 59255
406-768-6300
<http://www.fpcc.edu>

LITTLE BIG HORN COLLEGE

P.O. Box 370, Crow Agency, MT 59022
406-638-3104
<http://www.lbhc.edu/>

SALISH KOOTENAI COLLEGE

P.O. Box 70, Pablo, MT 59855
406-275-4800
<http://www.skcc.edu>

STONE CHILD COLLEGE

P.O. Box 1082, Box Elder, MT 59521
406-395-4875
<http://www.stonechild.edu>

For additional copies or for more information, contact:

Perkins Program Coordinator
2500 Broadway Street
P.O. Box 203201, Helena, MT 59620
Email: PerkinsCoordinator@montana.edu

Phone: 406-444-0632

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